

SKIPPERS HILL MANOR PREPARATORY SCHOOL

Educational Visits Policy

This Policy Applies to Skippers Hill Manor Preparatory School and Early Years Setting

Associated Policies – First Aid, Health and Safety, Risk Assessment, Safeguarding, Critical Incidents, Curriculum and Behaviour

The policy also draws on the ROSPA guidance, “Planning and Leading Visits and Adventurous Activities”, which may be consulted for further information:

<http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>



Skippers Hill Manor
Preparatory School

Reviewed September 2018

by

Deputy Head

Annual review Spring Term

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Educational Visits Policy

This policy has due regard to the DfE Guidance, *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*.

It also draws on the previous guidance *Health and Safety of Pupils on Educational Visits* (HASPEV).

At Skippers Hill Manor Preparatory School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informed environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to our pupils' development and education in the broadest sense of the word.

1. Basic Principles

Responsibility

- The Head bears ultimate responsibility in ensuring staff meet the arrangements and follow the guidelines in this policy. The Head will hold the role of nominated contact in the event of an emergency, the Deputy Head will be the second nominated contact in the event of the Head being unavailable
- The Educational Visits Co-ordinator is responsible for the review of this policy and ensuring that staff are aware of its contents
- Teachers who plan a day or residential visit are designated as the group leader and, as such, have responsibility to make sure the visit is properly organised.
- The group leader is responsible for completing a full risk assessment of the trip. This must be approved by the Head or Deputy Head before the trip can go ahead.
- Skippers Hill Manor Preparatory School *Behaviour Policy* applies to all pupils on off-site visits. The group leader is responsible for good behaviour on all visits.
- The group leader (designated by the Head or Deputy Head) will be responsible for coordinating and delegating tasks to all staff participating in the visit and sharing with them the details of the risk assessment.
- Staff accompanying children on visits will have appropriately designated responsibilities and a clear itinerary of events.
- The group leader will complete a visit evaluation form after the visit, reporting back to the Head or deputy Head any problems/issues and particular successes. This evaluation must include an assessment of the effectiveness of the Risk Assessment, in order to inform future visits.

Health and safety

- Safety is the prime consideration when planning or carrying out a school trip; all appropriate health & safety and child protection procedures must be followed.
- All risks will be assessed and reported prior to the event and any possible measures towards safety and welfare undertaken.
- Staffing will adhere to recommended supervisor:child ratios (see Appendix 1 - *Educational Visits Checklist* for details). The group leader will consider whether the nature of the activities requires the normal ratios to be exceeded.
- The staffing of every off-site visit must include an adult who has an appropriate first aid qualification. In the case of an off-site visit involving pupils in the EYFS, at least one accompanying adult will hold a current paediatric first aid qualification.
- Appropriate first aid provision will be available at all stages of the trip.
- Teachers, assistants and volunteers accompanying school trips will be suitably record checked and appropriately trained in procedures.
- All transport arrangement and venues will be checked for suitability and safety beforehand.
- Risk assessments will be completed and approved for all aspects of the trip. At an age appropriate level, pupils should be involved in the assessment and management of the risks for the trips in which they are involved.

Educational Value

- For curricular visits, a clear aim and objective must be identified by the group leader and clearly communicated to the other accompanying adults and, as appropriate, the pupils.
- Visits are not taken in isolation. Pupils are well prepared for the visit and, subsequently, put the experience to good effect as a stimulus for work in class.

Parents and information

- At the start of each academic year, or on a child's registration at the school, parents are asked to sign a consent form for their child to participate in off-site activities such as visits to local sports amenities, churches and for sports fixtures against other schools. Such events do not then require further parental consent, but are otherwise regulated by this policy. However, parents are entitled information about where their children are during the school day. Therefore, information about an off-site visit should be available to parents, for example in the school calendar, on the website, in a newsletter or in a specific information letter about the trip.
- The exceptions to the procedure for parental consent, above, are when;
 - The trip is planned to extend beyond the normal start or end of the school day
 - The trip involves an overnight stay, overseas travel or any additional level of risk management
 - An additional charge is made to parents in relation to the cost of the trip
- Parents will be notified of the details of all other school visits in advance and permission for any school trip that falls outside of normal school opening hours or which involves a higher level of risk must be received from parents/guardians in writing prior to the visit date. (In practice, written parental permission is not a legal requirement (except in EYFS) for trips which occur entirely within the school day and do not require a higher level of risk management. However, on all occasions, parents must be told where the children will be and of any extra safety measures required.)
- Parents will be told specifically if a day visit involves a return to school after the end of the normal school day. If a trip is planned to return before the end of the school day but is subject to delays, the group leader will contact the Head or school office, who will pass on information to parents via email or Clarion Call.
- Parents will be required to notify the trip leader of their child's special or medical needs, dietary requirements and or any other considerations affecting the welfare and safety the child and of staff and other pupils.
- Parents are also asked to sign a consent form for emergency medical treatment at the start of the year: trip leaders must check that all children have this.
- For residential visits and trips overseas the school will hold an information meeting for parents and pupils at the early stages of planning. An information meeting may be held for other visits as appropriate.
- Pupils' emergency contact details, medical information and any other relevant information will be collected prior to the visit. This information will be taken on the visit.
- Costs for visits will be calculated in advance, in line with the schools budget
- Parents will be notified of the cost of the trip well in advance where this is not absorbed by the school. All trips must be paid for prior to departure. Skippers Hill Manor Preparatory School will not make profit on any curricular-based visits.

2. Procedures for Organising an Educational Visit

General Information

Early planning is essential for any visit. Plans for residential visits and overseas trips are formulated well in advance. All off-site visits and activities must be approved by the Head or Deputy Head, who is kept fully informed throughout the planning stages. Residential visits and trips overseas must be authorised by the Proprietor, who must be kept informed of progress in planning to facilitate continued approval. Activities of an outdoor pursuit or adventure nature must be within the ability of the children participating and the accompanying staff.

Preliminary Planning

An outline plan is presented to the Head or deputy Head for approval prior to more detailed plans being made. Once outline permission has been granted and any particular conditions set, one or more meetings of the proposed staff involved will be held to formalise the administration and organisation of the visit. The Risk assessment is discussed and specific duties, and the names of the pupils for whom each person is responsible, are identified if necessary. Discussions will take place with the Head and Deputy Head about any other school events or trips which may be occurring at a similar time in order to establish a balance.

Once the trip is approved, parents will normally be informed and provided with as much information as is appropriate. Greater detail will be expected for trips overseas or involving overnight stays. Preparing for such trips will include an information meeting for parents.

The provision of information to parents will normally include the following, as appropriate:

- Information about accommodation
- Itinerary
- Emergency Contacts/Medical Forms
- Staffing/Grouping Details
- Personal Items/luggage and passport/visa requirements
- Insurance Details
- Finance Arrangements
- Spending Money
- Information about the coach company and any other transport arrangements

Insurance

The Head and Designated Trip Leader will liaise with the Finance Manager to check that insurance cover for all children and adults involved in visits is appropriate. Extra insurance cover may be needed for residential visits, trips abroad and any activities of a hazardous nature. If insurance cover is not provided by the commercial centre or Tour Company, it is arranged by the Finance Manager/Head and added to the cost of the visit. All parties are provided with precise details of the insurance policy, so that there is no doubt about the cover and, in particular, what eventualities fall outside such cover. In the event the Head and Finance Manager are unsure if a trip is covered by normal school insurance provision, they should contact the Finance Department at Bellevue Education to establish if this is the case.

All children at Skippers carry a personal accident insurance and the school is covered by the Marsh Insurance Group

Preliminary Visit

Except in the case of repeated visits, an exploratory visit by the group leader or another designated member of the accompanying staff is usually made. In the case of repeat visits, the group leader should contact the venue(s) to establish that there have been no significant changes to the premises or arrangements, which may affect the organisation of the visit. The group leader should also consult the risk assessment and its evaluation from the previous visit to ascertain what lessons, if any, can be learnt to improve risk management.

A preliminary visit should establish at first hand:

- that the venue is suitable
- that the venue can cater for the needs of pupils and staff
- an assessment of potential areas and levels of risk, completing Risk Assessment with details being given to the head teacher. This will incorporate any risk assessment provided by the venue/tour operator
- familiarity with the area before taking the children
- information concerning staff qualifications, if not already known
- suitable checking of staff at the venue to ensure that they are suitable to work with children.

In certain circumstances, for example when all the activities are run by the centre's own staff, to whom the risks and area are well known, a preliminary visit is not always necessary. Nevertheless, a visit may be needed to establish such matters as a safe place for a picnic lunch, the safe use of toilet facilities, distances to walk from car parks etc.

If it is not possible to make a preliminary visit, every endeavour must be made to acquire information about the accommodation and the area, before the visit.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, a member of staff inspects the facilities and accommodation and any areas where there might be dangers or potential hazards. Where necessary, risk assessments are then reassessed.

Staffing

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. Responsibility lies with the Head to judge whether appropriate factors have been taken into account and ratios calculated accordingly. The group leader will liaise with the Head/finance manager to ensure that the adult:pupil ratios for the visit are appropriate. These will take account of:

- Appropriate legislation, including statutory ratios for EYFS
- The ages, gender and ability of the children involved
- The number of pupils involved
- Pupils' special or medical needs
- Pupils' previous experiences of being away from school/home and of the activities involved
- The degree of responsibility and discipline shown by the group
- The type of visit and whether the nature of the activity and/or the pupils involved require the ratio to be exceeded.
- The level of risk
- The location and travel arrangements
- The session time and day
- The experience, training and quality of the staff and other adults available (e.g. if swimming is involved should one of the adults in attendance be a qualified lifesaver?).
- Requirements of the organisation or location to be visited
- The availability of a qualified First Aider
- The past experience of organising visits of the same or similar nature

If the pupils have special educational needs, there should be a higher staff/adult to pupil ratio as an extremely high level of care and wider safety margins are necessary.

The list above is based on the ROSPA guidance "Planning and Leading Visits and Adventurous Activities"

Adult:child ratios for excursions

Normal minimum guidelines, as a starting point to take into consideration the bulleted list above are in the table below.

EYFS minimum requirements and basic guidelines for other age groups

| Ages | Ratios | Notes |
|------------------|------------------------|--|
| Children under 2 | 1 adult:3 children | refer to EYFS framework for associated qualifications requirements |
| 2 to 3 year olds | 1 adult:4 children | |
| 3 to 4 year olds | 1 adult:6-8 children | refer to EYFS framework for associated qualifications requirements This is the minimum requirement if the children are not with a qualified teacher. Nevertheless, given the age of the children, it is likely that a risk assessment would determine a stronger ratio for an off-site visit. |
| Reception | 1 adult:6-8 children | |
| Year 1 | 1 adult:6-8 children | |
| Years 2-3 | 1 adult:8-10 children | |
| Years 4-6 | 1 adult:10-15 children | |
| Year 7 and above | 1 adult:15-20 children | |

| | | |
|--------------|--------------------|---|
| Trips abroad | 1 adult:8 children | Unless a stronger ratio is determined by the age groups above |
|--------------|--------------------|---|

In normal circumstances, all adults accompanying a visit will have enhanced DBS clearance. If an adult does not have such clearance, his or her participation must be approved by the Headteacher following a risk assessment. In such situations, the group leader must make necessary arrangements so that the adult does not have any unsupervised access to the children. In all trips involving an overnight stay all adults must have enhanced DBS clearance. An overnight stay is defined as extending into the hours between 2am and 6am. Any adult on a trip with EYFS children who does not have enhanced clearance must not be unsupervised with the children and must not engage in personal care.

For visits which involve children working with staff at another venue or organisation, the group leader must obtain written confirmation from the organisation that it has undertaken all appropriate checks on its staff and that they are appropriately qualified and suitable to work with children. The centre may make a statement to this effect in its publicity materials.

When planning an activity involving caving, climbing, trekking, skiing or water sports, the group leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

On trips involving both boys and girls, the staff must include both men and women. The Headteacher has the discretion to waive this requirement in the case of the youngest pupils, depending on the nature of the trip. Staffing must be appropriate, in terms of ratios and qualifications, to cope with any child on the trip with special or individual medical needs.

The group leader should liaise with the Deputy Head to discuss cover arrangements back at school as necessary for all adults involved in the visit; classes to be covered in the absence of staff, work set, duties needing cover etc.

Financial Arrangements

Records of all payments by individual pupils are kept by the leader and Finance Manager. At the Finance Manager's discretion, residential visit payments may be made in stages. All payments should be made by cheque or bank transfer. Payment by the school in advance for trip costs will be made by the Finance Manager. For payments and other sundry expenses during the visit, including, if appropriate, issuing of pocket money, the group leader should make appropriate arrangements with the Finance Manager. Similarly the group leader should liaise with the Finance Manager when foreign currency is required. The group leader must ensure maximum security for money, passports and other valuable documents before and throughout the visit.

Calculating Costs

Factors to be taken into account in calculating the cost of the trip include:

- travel, transport and parking
- entrance fees for staff and pupils
- hire of equipment (for activities)
- insurance
- preliminary visits
- extra staffing and supply cover at school
- meals
- materials
- rewards, incentives, prizes for pupils' work, conduct etc.
- spending money
- contingency fund

Further Liaison with Parents

(in some cases it may be more appropriate to combine this stage with the provision of information, noted to parents, above)

Except for routine off-site activities with a low level of risk, such as walking to the church for a carol service rehearsal, or a weekly trip to local sports facilities, it is imperative that parents are given full and complete written details regarding the organisation and administration of a visit. This will normally include:

- activities and venues
- specialist equipment and/or clothing necessary for activities
- packed meal requirements
- teachers/leaders, their experience and expertise when required
- total costs and methods for payment
- insurance cover, including medical cover and exemptions
- passport requirements, if any

A signed parental medical consent form must be obtained for each participating pupil, agreeing to emergency treatment and medication to be given if needed and for staff to act in loco parentis.

Pupil Behaviour and Supervision

The group leader has responsibility for the good conduct of pupils on the trip. All accompanying adults have a duty of care. Teachers should be briefed that they are in loco parentis at all times on the visit and thus are legally responsible for the well-being and safety of the children and also for their behaviour, which should be impeccable at all times.

Children should never be on their own, but always remain in a group, and must be supervised by an adult at all times. Groups and their leaders should be decided in advance and well publicised.

On residential visits, close supervision of the pupils in the hostel, centre or hotel during the night must be maintained. Adults' rooms must be located in close proximity to the children's rooms. Staff should be allocated "on call" responsibilities on a rota basis and those adults should refrain from the consumption of alcohol in order to be able to perform their duties properly in the case of an emergency

Homestays and host families

The school may make arrangements for children to stay with host families, either in the UK or abroad, for example, as part of an exchange visit or sports tour. Such activities can benefit learning across a range of subjects. In particular, foreign visits can enrich the languages curriculum and provide exciting opportunities for pupils to develop their confidence and expertise in the use of other languages. In such circumstances, the school must be mindful of its duty to safeguard children and promote their welfare. The school must consider how best to minimise the risk of harm to children involved in such a homestay arrangement. KCSIE 2018 notes that, where a school organises for children to stay in homestays, the adults taking responsibility for hosting the children will be in regulated activity and the school has a responsibility, as provider, to undertake DBS checks with barred list information. This applies both to the school's own pupils for whom it arranges homestays and also to visiting pupils on an exchange, for example, hosted by the school's own parents. If the homestay is organised by the child's parents, this would be a private arrangement and the school is not the regulated activity provider, so does not need to conduct DBS checks. The

school is free to make its own assessment as to whether other persons over 16 living in the household where the child is being hosted should be checked.

It is not possible for the school to obtain criminality information from the DBS about adults who provide homestays abroad. In these circumstances, the school must liaise with the partner school abroad to establish a shared understanding of, and agreement to the arrangements in place for the visit. The staff responsible must use professional judgement to satisfy themselves that arrangements are sufficient to safeguard effectively every child involved. The school is free to decide whether it is necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK.

For further information, refer to Annex E of KCSIE 2018.

Risk Assessments

The school's arrangements for risk assessments on off-site visits are as follows:

- For the peace of mind of all staff involved, and that of the school management, trips and visits will only be approved after an assessment of the risks involved has been carried out.
- Risk assessment is the normal day to day activity which we undertake without conscious effort, such as crossing roads, driving etc. The risk assessment forms enable the group leader to apply the same thought processes to the trip being planned. What is required is an understanding of the potential risks involved and the actions required to minimise those risks. Completing the forms will better enable the school to safeguard the children, thus giving the group leader peace of mind. If you, as group leader, feel unsure about anything, please ask. Training is provided to staff who organise visits, both at induction and subsequently, often initially in a "mentoring" capacity, to enable them to prepare effective risk assessments for the trips they organise.
- The group leader will prepare written risk assessments for individual visits and activities. The given proforma, and the bank of risk assessments for repeated activities (travelling by public transport, crossing the road, escorting children along a footpath at a roadside etc.) are available from the school office should help group leaders to consider the 'risk factor and plan contingency measures to prevent or deal with such eventualities. (Where necessary, staff training will be provided). Staff should also refer to the school's risk assessment policy.

Final authorisation for each visit will be made by the Headteacher and only then if he is satisfied that an adequate risk assessment has been carried out.

In order that the safety of pupils and staff can be as thorough as possible, the following time scales must be adhered to.

At least 1 week prior to the trip; Risk Assessments, including those from the place to visited, handed to Educational Visits Coordinator with a completed Off Site Visits Form, list of pupils involved, details of any particular requirements for pupils with special or medical needs, parental consent forms and all letters sent to parents. This will form part of the information file detailed under "information and final arrangements" below.

In the event of consent forms not being returned by the specified time, the pupil will not be allowed to travel.

At least 2 full days before the trip; The risk assessments and forms noted above, having been checked and signed by the Educational Visits Coordinator should be copied for the staff on the trip and the school office.

In the case of residential visits and trips taking place outside term time, these should also be copied to the nominated contact at school (if this is not the Headteacher). Staff on the trip (excluding the Leader who should be in possession of them all) need only the consent forms of the children in their care for the trip.

It is the responsibility of the group leader to check that all the consent forms and medical details for each child have been successfully collected by the deadline. It is the responsibility of the Headteacher to give final consent to the trip going ahead after reading the Risk Assessment.

If there are any worries or uncertainties, the group leader should always ask the Headteacher, Educational Visits Coordinator or Finance Manager for help.

Information and final arrangements

Final details of the visit, including the final version of the risk assessment, must be submitted to the Headteacher and Educational Visits Coordinator for approval one week before the visit. This information will be retained for future reference. The group leader holds the same information for the duration of the visit and checks immediately prior to departure for any late changes, for example due to pupil illness or absence. Such changes are noted and an amended copy submitted to the Headteacher. As a minimum, the information should include details of:

- itinerary
- contact points
- pupils' and staff emergency contacts
- contact information for staff while on the trip
- copies of Parental Medical Consent Forms
- specific information about any children with individual special or medical needs, including their medical plans as appropriate
- copies of any insurance documents, contracts, etc
- emergency procedures, including the school's critical incident policy
- risk assessments

Special Educational Needs & Disability

The Headteacher and Educational Visits Coordinator will ensure that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits. This will usually entail discussion with the pupil, parents, group leader and other supervisors, the manager of the venue to be visited, the tour operator etc.

Ongoing Risk Assessments and Reassessments

The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the site specific risk assessments and take account of local expertise on: e.g. tides, potential for flooding etc. They are not usually recorded until after the visit and should be reviewed to inform future planning. Examples of the need for ongoing risk assessment:

- Changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc. Control measures may include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day
- Emergencies. Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all the group are safe and looked after; establishing whether anyone has been hurt and getting immediate medical attention for them; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if a teacher accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact in the school
- Group leaders are always in charge. They should trust their own knowledge of pupils and use their own professional judgement. This may include challenging an activity leader where the group leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous

3. On Departure and During the Visit

Communication

The group leader must take a working mobile phone (usually a school mobile phone) and must ensure that the school has all the necessary contact information for each stage of the trip.

In advance of the trip, pupils should be given clear safety instructions based upon the nature of the activities and the associated risks.

First Aid

All accompanying adults must be familiar with the school's first aid and medication policy, a copy of which should be included in the group leader's information file.

On departure the group leader must collect the First Aid kit(s) for school visits from the Bursar. This must be returned to the Bursar after the visit together with details of any items used.

The group leader must also ensure that any special medical equipment or medication to meet individual pupil needs, such as inhalers, Epi-pens, etc, are taken on the trip. Where specialist knowledge or training is required for the administration of medication, the staffing of the trip must ensure that this expertise is available.

The regulations for the reporting of accidents (RIDDOR) apply to educational visits and can be found in the school's first aid and medication policy. Other accidents which may occur, but which fall short of the threshold for RIDDOR reporting, must be reported and recorded in accordance with the school's normal procedures.

When the trip involves the use of a venue which provides first aid facilities, the group leader must ensure that all adults are aware of the arrangements and the location of first aid points.

In the event of a minor incident

- organise first aid treatment so that a member of staff stays with the pupil
- call for help if necessary
- see that the remainder of the group is safe
- telephone the nominated school contact number

Medication

Prior to any trip departing staff must be fully aware of those pupils who need to take medication with them and who need medicines administering in the case of an emergency, i.e allergic reactions. This medication can be found in the front office and should always be kept close to a member of staff and pupil concerned. A full updated student medical list can be found in the staff room and on the drive.

Transport

It is the school's policy that only coaches with seat belts are booked. Vehicles used should comply with the current requirements on seat belts. All seats should be forward facing and seat restraints should comply with legal requirements. Occasionally a trip may be organised to a country where legislation does not require coaches to be fitted with seatbelts and such a coach may not be available. In such circumstances the group leader must endeavour to book a coach fitted with seat belts and must do everything possible to ensure the safety of staff and pupils. Parents must be made aware of such circumstances.

Supervision on Transport

- At least two members of staff should supervise the pupils getting on and off the coach – one on the

coach and one by the steps.

- A roll call must be taken at regular intervals, including each occasion when pupils embark and disembark.
- Pupils should not sit on the first two seats facing the front window or next to the emergency exit.
- Staff should sit at intervals spaced through the coach to ensure proper supervision
- All pupils must be settled before setting off and must wear their seat belts throughout the journey, unless told to remove them in an emergency.
- The group leader should delegate an adult to check for lost property and litter when the group leaves the coach.
- At least one qualified teacher should be on each coach or minibus and have a mobile phone with them.

Regulations regarding the use of Car seats (May 2016)

- For children weighing 9kg to 18kg, full child car seats are required, with an internal harness /shield.
- For children weighing between 15kg and 36kg, a booster cushion may be used.

Other Transport:

- If school staff use their own cars to transport children they must have appropriate car insurance. Staff concerned must liaise with the Finance Manager to establish whether such transportation is covered by the school's or their own insurance. If the latter, documentary proof must be provided to the Finance Manager. Specific written permission must be obtained from parents. Other than in exceptional circumstances, a teacher should never use his or her own car to transport a single pupil. Any staff use of their own cars must be consistent with the safeguarding policy and, in particular, the staff code of conduct.
- If parents are transporting children, their cars should be fully insured; relevant legislation relating to pupils sitting in the front and the use of booster seats must be followed. Seatbelts must be worn. Specific written permission must be obtained from parents and documentary proof of insurance must be provided to the bursar.
- Parents should be fully informed of the time and place to collect the children.
- A staff mobile phone should be taken to the event in case of emergency.
- It is the responsibility of the group leader to look after pupils not collected after a visit. The pupils must not be left unsupervised and appropriate efforts should be made to contact parents if no information has been received about their late arrival. Reference should be made to the school's policy for the failure of a parent to collect a child.
- For transport by other means (train, ferry, aeroplane etc.) detailed risk assessments must be included in the overall risk assessment for the trip.
- Further information and a link to the DfE guidance on requirements for driving minibuses can be found in the health and safety policy

Emergencies

Accommodation:

- Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the Group Leader on arrival. The group should then be given a briefing/fire drill
- Pupils should know where staff rooms are located and these should be in the vicinity of pupil accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. As far as is reasonably possible, ground floor accommodation should be avoided for female students. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The Group Leader should have a room list
- No boys in girls rooms and vice-versa at night

Emergencies

Despite the best planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising the rest of the group, leaders should contact the appropriate

emergency/rescue service immediately. The Headteacher and Educational Visits Coordinator should be contacted as soon as possible.

Emergency Procedures

If an accident or other emergency occurs, the group leader or supervisor should do the following:

1. Assess the situation.
2. Safeguard the uninjured members of the group.
3. If there are injuries, establish immediately the names of the injured people and the extent of their injuries.
4. Attend to the casualty/ies, liaising with the group's trained first aider.
5. Inform the emergency services, and everyone who needs to know, about the accident.
6. Follow the school's first aid and medication policy as appropriate including, when possible, the procedures for recording the accident and contacting parents.
7. Notify the police if necessary.
8. Share the problem; advise all other group staff that the accident/emergency procedure is in operation. Make sure every member of the group is accounted for.
9. Ensure that the injured are accompanied to hospital, preferably by an adult whom they know.
10. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together.
11. Inform Headteacher and Educational Visits Coordinator and pass on all the details, including names of casualties, their injuries, action taken and names of others involved. If abroad, contact the British Embassy/Consulate, if advisable.
12. Notify insurers, especially if medical assistance is required.
13. Notify tour operator.
14. Ascertain telephone number for future calls.
15. As soon as possible, write down accurately relevant facts and witness details.
16. Preserve any vital evidence.
17. Keep a written account of subsequent events, times and contacts after the incident.
18. Complete accident forms.
19. No-one in the group should speak to the media. All media enquiries should be politely referred to the Headteacher.
20. No-one in the group should discuss legal liabilities with other parties.
21. As soon as possible, liaise with the school's appointed lead first aider to fulfil the school's legal requirements in relation to reporting of accidents (RIDDOR).
22. Refer also to the Critical Incident Policy, which should be included in the documentation taken on the trip.

4. After the Visit

After the visit the group leader must complete a visit evaluation form, which is submitted to the Headteacher and Educational Visits Coordinator. The views of other adults accompanying the visit should be taken into account. This should identify any area for improvement, including the guidance on organising trips, and should also highlight the successes of the trip.

The risk assessment for the visit should be reviewed to enable any necessary improvements to be made for future visits. Where relevant, the experience of the trip should be used to improve the school's bank of generic risk assessments.

It is expected that the majority of trips are organised to stimulate and motivate pupils in aspects of the curriculum. Follow-up classwork should therefore be undertaken.

It may also be appropriate to organise an assembly or a meeting for parents after the trip enabling the pupils to share their experiences and their follow-up work and for photography and video footage to be displayed.

END

APPENDIX 1 - EDUCATIONAL VISITS CHECKLIST/INFORMATION

TO BE COMPLETED BY THE TRIP LEADER AND COPIES GIVEN TO THE EVC, DEPUTY HEAD AND THE SCHOOL OFFICE

| | Order of completion | Date completed |
|---------|--|----------------|
| 1 | Discuss clear purpose and objectives of educational visit/residential trip with Educational Visits Co-ordinator (EVC). | |
| 2 | Gain permission from the Headmaster. | |
| 3 | Inform the relevant class teacher/s. | |
| 4 | Enter trip in the Office Diary and The Week Ahead | |
| 5 | Costs approved by the Headmaster/ Deputy Headmaster and with the Finance Manager and, if necessary, inform Parents of any extra charges. | |
| 6 | Check with the EVC/Finance Manager that the nature of the visit falls within the scope of the School's insurance. | |
| 7 | Parental permission should have been granted when parents fill in a start of year Emergency/Information sheet, which includes medical details, insurance etc. Please check these for all children. (Trips that fall within normal school opening hours and do not involve a higher level of risk do not need specific parental permission; trips outside these parameters require specific permission). | |
| 8 | For new, or not recently used, venues complete a pre-trip risk assessment visit (where practical). | |
| 9 | The trip leader must complete risks assessments for every stage of the visit. A Risk Assessment should be completed and given to the EVC and DH for checking and approval. For repeating trips, call the centre to ensure there have been no changes to the site since the last trip which may have health and safety implications for the risk assessment. | |
| 10 | Inform Parents of the trip and organisational details. If the visit includes an overnight stay, parents must receive a full briefing pack and, where possible, a presentation from the trip leader and/or external leader in school. A presentation to parents should be carried out (just after the trip is advertised) for any residential or international trip. | |
| 11 | Ensure that all proper means of transport have been catered for – book in advance with as much notice as possible. | |
| 12 | Discuss appropriate staffing with the EVC with regards to appropriate staff ratios and DBS checks. Ensure that a qualified First Aider is on the trip; qualified paediatric First Aider for EYFS trips. Male and female staff required for trips involving both boys and girls. All adults accompanying the trip must have enhanced DBS clearance; any parent volunteers without clearance must be supervised and included in the risk assessment. | |
| 13 | For visits which involve children working with staff at another venue or organisation, the group leader must obtain written confirmation from the organisation that it has undertaken all appropriate checks on its staff and that they are appropriately qualified and suitable to work with children. The centre may make a statement to this effect in its publicity materials. | |
| 13 a | When planning an activity involving caving, climbing, trekking, skiing or water sports, the group leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). | |
| 14 | Inform accompanying staff and parent helpers of details of the trip - all adults must have read and understood the risk assessment. | |

| | | |
|----|---|--|
| 15 | The dates, timings and staffing of the trip must be recorded and given to the Deputy Head and EVC with as much notice as possible – at the latest two weeks before; teaching cover must be arranged. | |
| 16 | Make sure staff on the trip have covered any duties and made arrangements for missed activities. | |
| 17 | Provide all staff/adult helpers with a hard copy of the risk assessment and any grouping details etc. | |
| 18 | Brief the pupils and parents on the purpose of the trip, expectations of behaviour, and ensure that each pupil knows which adult is responsible for them. This should be carried out in the ten days previous to departure. Confirm any changes to important pupil personal details at this point. | |
| 19 | Give the School Office: the itinerary, contact telephone numbers and addresses, a list of all the group members, copies of medical forms (overnight visits only), contact names, addresses and telephone numbers of parents and next of kin, and copies of passports and any appropriate contracts or other relevant documents. | |
| 20 | Prepare a hard copy of the above to be taken on the trip and one copy to be left in school. | |
| 21 | Prepare all relevant first aid equipment and, if needed, individual child needs including Epipens etc. – name a designated adult on the trip to be in charge of first aid equipment. Make sure medical dispensary / record forms are taken. | |
| 22 | Ensure that you have all family contact details in case of an accident or other emergency. | |
| 23 | Arrange a float to ensure you have enough money to cover any entry costs and emergency – liaise with the Finance Manager. Return any unused monies alongside all receipts to cover costs. | |
| 24 | Book a school mobile to take – with enough notice to ensure it is charged Do not give out your personal mobile number to parents or students. An international or residential trip should always be accompanied by two school phones. | |
| 25 | Collect in passports, ID cards, residency cards and any visas needed if the trip is leaving the UK. | |
| 26 | Ensure the kitchens are informed that children will not be present for lunch and that sufficient packed lunches have been prepared, including specific dietary requirements. | |
| 27 | Make students a contact card to carry with them with all relevant contact details on of the staff involved and place of residence if the trip involves an overnight stay | |
| 28 | Book a pre trip meeting with the Deputy Headmaster to go through the final trip paperwork | |
| 29 | Take on the trip an incident form to note down and record any disciplinary matters. | |
| 30 | Complete a staff personal details form | |
| 31 | Once the trip has been completed, an evaluation must be completed and given to the EVC and Head. | |
| | Normal minimum staff:pupil ratios 1 adult to every 2 pre-school children aged 1-2 1 adult to every 4 pre-school children aged 3-4 1 adult for every 6-8 pupils in school Years R*-1 (including 4 year olds) 1 adult to every 8-10 pupils for Year 2-3 1 adult for every 10-15 pupils in Years 4 to 6 1 adult for every 15-20 pupils in Year 7 and above For trips abroad 1 adult for every 8 pupils | |

PLEASE RETURN THIS FORM TO THE DEPUTY HEAD, EVC AND THE OFFICE AT LEAST 2 WEEKS BEFORE TRIP – UPDATE PRIOR TO TRIP AND TAKE WITH YOU

APPENDIX 2 - EDUCATIONAL VISITS APPLICATION

| |
|--|
| Class/Group: |
| Leader (including mobile number): |
| Staffing (including mobile numbers): |
| Purpose of visit and educational objectives: |
| Places to be visited: |
| Date and Time of departure/return: |
| Lunch details: |
| Transport arrangements: |
| Name and Telephone number of organising company/agency if any: |
| Proposed cost and financial arrangements: <i>(Office will deal with final costings and billing)</i> |
| Accommodation to be used: Name/Address/Telephone/Contact |

| | |
|---|-------|
| Details of the programme of activities: | |
| Details of any hazardous activities and the associated planning, organisation and planning: | |
| Names, relevant experience and specific responsibilities of accompanying Staff/Adults: | |
| Existing knowledge of places to be visited/has or is an exploratory visit intended: | |
| Teacher/Pupil ratio: | |
| Details of any pupil with special/medical needs: | |
| Any other information I should know? | |
| Signed: | Date: |

Please complete and submit the attached Risk Assessment Form.

CONFIRMATION – Completed by the Head Teacher

To the group leader

I have reviewed this trip application and I am satisfied with all aspects including the planning, organisation and staffing of this visit.

Please ensure that the Educational Visits Checklist is followed and completed before the trip.

Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:

Date:

Mark Hammond – Headmaster

A copy of the completed application form and details of any subsequent changes should be retained by the Head Teacher

APPENDIX 3 - EDUCATIONAL VISITS RISK ASSESSMENT

| | |
|--|---------|
| Class/Group: | Leader: |
| 1. List the potential hazards that might be encountered at the place you are visiting and give an estimated risk rating (L/M/H): | |
| 2. List people at risk from the significant hazards you have identified: | |
| 3. What Safety measures need to be in place to reduce the risks to an acceptable level? | |
| 4. How will you, the Group Leader, put these measures in place? | |
| 5. What steps will be taken in an emergency? | |
| Signed: | Date: |

NOTE WELL:

- The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.
- The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work or school, or a minor physical injury).
- The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality

APPENDIX 4 - EDUCATIONAL VISITS EVALUATION

| | | | |
|--------------------------|-------|--------|--------------|
| Year Group: | | | |
| Group Leader: | | | |
| Number in Group: | Boys: | Girls: | Supervisors: |
| Date(s) of Visit: | | | |
| Purpose(s) of Visit: | | | |
| Venue: | | | |
| Commercial Organisation: | | | |

Please comment on the following features:

| | Rating out of 10 | Comment |
|--|------------------------|---------|
| Pre-visit organisation materials provided etc: | | |
| Evaluation of Travel arrangements: | | |
| Evaluation of content of education programme provided: | | |
| Instruction: | | |

| | | |
|---|--|--|
| | | |
| Equipment: | | |
| Suitability of environment: | | |
| Accommodation: | | |
| Food: | | |
| Evening activities: | | |
| Courier/Representative: | | |
| Other Comments and evaluation including “close calls” not involving injury or damage: | | |

Signed:

Date:

Group Leader’s full name:

Appendix 5

Skippers Hill Manor Prep School

Safeguarding and Emergency Procedures for School Visits

These are for guidance and may need to be adapted in a safeguarding or emergency situation – staff should be aware and refer to the school Safeguarding policy. The trip leader should ensure that all staff going on the trip are briefed with this information before the trip departs.

1. Establish the nature and extent of the emergency or the safeguarding situation
2. Make sure all involved are accounted for and safeguard the injured or involved members of the group
3. If there are injuries, establish their extent and administer First Aid if you have been trained and feel capable. Call the appropriate emergency services
4. Ensure all other pupils are safe and instruct them not to make any contact with parents or take photos, reassuring them that school will deal with all communication to parents and that information must be accurate and sourced centrally
5. Phone school or the designated SLT member on duty as soon as it is possible to do so to inform them about what has happened. If travelling abroad and if appropriate phone the British Embassy and your Tour Company
6. Advise all staff present of the incident and actions taken so far. Delegate different jobs to staff such as communication with school, looking after injured, liaising with emergency services etc.
7. If staffing allows:
 - An adult should accompany any casualties to hospital
 - Remaining pupils should be adequately supervised at all times
 - Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all pupils are accounted for

If there is a lack of available staffing then a decision will have to be reached as to the best course of action

8. All communication must go through the SLT member of staff on call who will liaise with all other members of the Senior Leadership Team and the school community. Any parental phone calls or staff calls should be diverted to them. The Headmaster will inform the Trust.

9. Try to establish the following information as quickly as possible:
 - Nature, date, location and time of the incident
 - Names of the persons involved and details of their injuries
 - Names of others involved so that parents can be reassured
 - Actions taken so far
 - Actions yet to be taken (and by whom)
 - Telephone numbers for future communication
10. No member of staff or pupil should discuss matters with the media – in particular, under no circumstances, should the name of any casualty or any photos of the incident be given to the media. All media enquiries should be referred back to the school where only the Headmaster will speak to the media.
11. As soon as it is possible the party leader should make notes of the incident using Appendix 6 a copy of this should be in your trip folder. Other staff members on the trip should fill in a copy of this document too. A record should be kept of the names and addresses of any witnesses or people involved. This form should only deal with facts – no blame or legal liability should be covered in this form.
12. Staff may have to give permission for medical treatment if parents cannot be contacted immediately. Senior Staff can help with this and copies of medical forms should be left in the folder at school to help give advice if needed. Permission for blood transfusions should not be given to those whose parents have refused permission for such to be given
13. Do not interfere with any equipment etc. which may be relevant to any subsequent inquiry
14. If a pupil is hospitalised and has to remain in hospital after the school trip has ended then contact the school so that appropriate action can be taken.

Checklist

| | |
|--|--|
| <p>Contact As soon as it is safe to do so</p> <ul style="list-style-type: none"> ● Tell the students to NOT make contact with parents using mobile devices and that all information will be handled by the school ● Telephone the SLT contact and inform them about what has happened ● School will then contact parents and other parties ● Telephone the Tour Company, the British Embassy/ High Commission, the Insurance Company if necessary | |
| Records | |

| | |
|--|--|
| <p>Keep a log of all events – time, action and results Keep a log of the name and contact details of any witnesses</p> | |
| <p>Press All press queries and communication should be directed to the school. Do not say “no comment” to any questions from the press as this implies you have something to hide. Avoid making any statements which admit to any blame or liability</p> | |
| <p>Reporting As well as verbally reporting the incident to the SLT contact and keeping a log, the group leader should record what happened as soon as possible on the Incident Report Sheet (Appendix 6). This should be sent to the SLT as soon as the trip is over along with the log of the incident and any supporting or supplementary documents. An Accident Report form should be completed at the same time and forwarded to the Headmaster</p> | |

.....

 Age and Occupation

Injury (e.g. fracture, laceration)

What part of the body was injured

Did the person (tick all boxes that apply)

| | | | |
|--|--|---------------------|--|
| Become unconscious? | | Need resuscitation? | |
| Remain in hospital for more than 24 hours? | | None of the above? | |

Signature

Date.....

Appendix 7

Skippers Hill Manor Prep School

Summary Letter – please amend to suit your trip.

**Residential Trips and Activities Summary Letter
 (Insert name of Activity) - FINAL ARRANGEMENTS**

FLIGHTS

Departure from *****(insert date, flight number and time). PLEASE ARRANGE FOR PUPILS TO BE AT (be specific about meeting place *****BY (insert time) AT THE VERY LATEST.

Return flight (insert flight number, date and time). PLEASE COLLECT YOUR SON/DAUGHTER FROM THE AIRPORT or let us know if someone else is picking them up for you.

TRAVEL AGENT

The travel agent for this trip is (insert name and number). Tel:

PASSPORTS

Passports will be collected from the students once they have been met at the airport and will be kept by members of staff throughout the trip. Please ensure that your child has handed us a photocopy of both of these documents. **Please double check that your child has at LEAST six months left on their passport.** Failure to do this will result in the airline refusing to allow the student to travel

VISAS

We are assuming that if your child requires a visa this has been arranged

INSURANCE

The insurance for this trip has been arranged through
(details to be confirmed)

MEDICAL

Please let us have up to date information if there are any changes in the student's medical condition. We need full details of any medication that students will be taking. All medicines **MUST** be handed in to a member of staff before the trip departs

ACCOMMODATION

The party will be staying at:

Insert address and phone number and dates if the party is travelling

LUGGAGE

Students are reminded to bring with them only as much as they can carry themselves - up to a maximum of 20 Kg. The weather in (insert destination) for ***** is ----degrees C so -----clothes are strongly advised, as well as ***** .

SPENDING MONEY

We advise you to try and arrange for your son/daughter to purchase (insert currency) in advance and, as recommended in my initial letter, the sterling equivalent of _____ should be sufficient. Students will need enough money to purchase (be specific)

MOBILE 'PHONE/EMERGENCIES

I (or another name) will be carrying a mobile phone whilst in (insert destination) to enable students to contact us at once in case of emergency. This will be first point of contact for you also in an emergency. The number is *****. However, please only use this number in an emergency. You may also contact Skippers Hill School in emergency situations who will get a message to us as soon as possible.

BEHAVIOUR

Students will be expected to behave in a mature and responsible manner at all times. They are ambassadors for their school, and must bear this in mind. Please see the behaviour contract for all students

CURFEW

Students will be expected to be in their rooms at _____ and cannot leave the hotel at any time without the knowledge and permission of the teacher in charge

DRUGS AND ALCOHOL

You are reminded that any student found to be using or in possession of alcohol or any illegal drug will be sent back to school on the first available flight **AT PARENTAL EXPENSE**. Smoking is not permitted on this trip.

SAFETY

(Insert destination) is very unlike Five Ashes. The rules and regulations above are specifically designed to keep the students safe at all times. Students will be expected to adhere to the common sense rules at all times.

FAMILY CONTACT NUMBERS

Please be sure to let us have an accurate record of where you may be contacted **during the trip** in case of emergencies. Please contact the school if you are going to be at a different contact address during this trip.

We are very much looking forward to this trip, which we are sure will not only be enjoyable, but a very valuable educational experience.

Activity Leader

ACTIVITY TITLE

I, _____ (name of parent) acknowledge that I have received the Final Summary letter for the above mentioned activity. I acknowledge the code of conduct and have discussed this with my child, _____ (insert name of child)

Signed : _____

Date: _____

Appendix 8

Skippers Hill Manor Prep School

Briefing Sheet for Staff before Trip Departs

Trips Check List

PUPIL SAFETY BRIEFING

- | | | |
|---|--|--------------------------|
| 1 | AIMS OF VISIT & BACKGROUND INFORMATION | <input type="checkbox"/> |
| 2 | STANDARD OF BEHAVIOUR EXPECTED | <input type="checkbox"/> |
| 3 | ANY 'LOCAL' RULES | <input type="checkbox"/> |
| 4 | POTENTIAL HAZARDS & RISK APPROPRIATE/SUITABLE CONTROL MEASURES | <input type="checkbox"/> |
| 5 | DRESS STANDARDS | <input type="checkbox"/> |

- 6 APPROPRIATE PERSONAL & SOCIAL CONDUCT
- 7 RENDEZVOUS PROCEDURES
- 8 EMERGENCY CONTACTS
- 9 MINIMUM AND/OR MAXIMUM GROUP SIZE
- 10 CONDUCT ON TRANSPORT
- 11 SEAT BELT REMINDER
- 12 POCKET MONEY AND MOBILE 'PHONES
- 13 DRINKING, SMOKING
- 14 BOUNDS

Appendix 9

Skippers Hill Manor Prep School

Residential School Trip Medical Consent Form

&

Skippers Hill Manor Prep School Behaviour Guidelines for School Trips & Visits

This information is strictly confidential. The whole of the form must be completed by parents/guardians on behalf of **all participants** and returned to the Trip Leader

| | |
|-----------------------|----------------|
| School Trip to | Dates |
| Name of Participant: | Date of Birth: |

| | |
|---|---|
| Home Address | Any other Contact Address: |
| Telephone numbers: | Telephone numbers: |
| Please state if your child suffers from any allergies, what form they take and the level of severity. Please also include any specific dietary allergies. | |
| Has your child ever suffered from: If yes, please give details | Asthma _____ Epilepsy _____ Diabetes _____ Heart Condition _____ |
| Has your child been vaccinated for Tetanus? _____ YES please give the date of the last injection or booster: _____ | |

| |
|--|
| |
| Details of any other medical conditions requiring regular treatment or medication or which may make medical treatment necessary. |
| Details of any special diet (inc vegetarian) |

Skippers Hill Manor Prep Behaviour Guidelines for School Trips and Visits

I understand that taking part in the trip carries with it a number of expectations and responsibilities to which I, as a student of Skippers, must adhere.

I therefore understand and agree to, that:

While I am on the trip I am an ambassador for my school and as such, my behaviour and general conduct must be of the highest standard at all times;

I have an obligation to Skippers to ensure that I perform to the best of my ability and will do nothing to hinder that performance.

Whilst away, I understand that I am still under the guidance of Skippers school rules.

I will be courteous and polite to all people I meet.

I will abide by the trip's regulations – especially regarding curfew and room expectations (e.g. male/ female room separations, cleanliness of rooms and respect for personal space and property) and behaviour.

Skippers staff are in "loco parentis" on the trip and are responsible for my safety – I therefore accept directions from the staff during the trip.

(Signed by student) _____ (Date) _____

(Acknowledged by parent/ guardian) _____

I agree to my child participating in the above School Visit and I understand the nature of the activities undertaken.

I understand that, if for disciplinary reasons, my child is sent home early **this will be at my expense.**

I also understand that **I may have to meet the costs of any staff accompanying my child home for disciplinary reasons.**

Signed: _____

Date: _____

Relationship to child: _____