



# Carleton House

## Preparatory School

### **Educational Visits Policy**

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# Carleton House Preparatory School 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).

Carleton House Preparatory school believes in the educational and social value of school trips. School visits are an integral part of school life, furthering the education of the pupils. They support the social or academic needs of the pupils. The school aims to give pupils experience of a number of curricular and extra-curricular off-site visits during their time at the school.

## **Responsibility**

- The Head teacher bears ultimate responsibility; all staff liaise with her concerning the arrangements and follow the guidelines in this policy.
- Carleton House Preparatory School's Behaviour Policy applies to all pupils on off-site visits.
- The group leader (as designated by the Head teacher) will be responsible for co-ordinating and delegating tasks to all staff participating in the visit.
- The group leader is responsible for completing a full risk assessment of the trip. This must be submitted to the Head teacher at least two weeks prior to the date of the trip and must be approved by the Head teacher before the trip can go ahead.
- Staff accompanying children on visits will have appropriately designated responsibilities and a clear itinerary of events.
- The group leader will complete the visit evaluation section of the risk assessment form after the visit, reporting any problems/issues and particular successes which must be resubmitted to the Head teacher.

## **Health and Safety**

- Safety is the prime consideration when planning or carrying out a school trip; all appropriate health & safety and safeguarding 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. 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.
- Volunteers accompanying school trips will be suitably record checked and appropriately briefed in procedures.
- All transport arrangement and venues will be checked for suitability and safety beforehand.
- In advance of the trip, pupils will be given clear safety instructions based upon the nature of the activities and the associated risks.

## **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.
- 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**

- Parents will be notified of the details of all school visits in advance and permission for any school trip 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 individual 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.
- Additional written parental consent will be sought for all residential school trips.
- Parents will be told specifically if a day visit involves a return to school after the end of the normal school day.
- Parents will be required to notify the trip leader of their child's special or medical needs and of any other considerations affecting the welfare and safety the child and of staff and other pupils.
- Parents are asked to sign a consent form for emergency medical treatment.
- 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.
- Educational Day trips are included in school fees.
- Costs for residential trips visits will be calculated and parents will be notified of the cost well in advance. All trips must be paid for prior to departure. Carleton House Preparatory School will not make profit on educational visits.

### **Procedures for organising an educational visit**

Early planning is essential for any visit. Plans for residential visits and overseas trips are formulated well in advance. All off-site visits, residential visits and trips overseas must be authorised by the Head teacher 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 teacher 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. Specific duties, and the names of the pupils for whom each person is responsible, are identified as necessary.

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:

- Itinerary
- Information about accommodation
- Copies of forms for gathering required emergency contacts
- Medical Forms
- Staffing/Grouping Details
- Personal Items/luggage requirements
- Insurance Details
- Finance Arrangements
- Spending Money
- Information about transport arrangements

### **Insurance**

The group leader will liaise with the Head teacher to check that insurance cover for all children and adults involved in the visit is appropriate. Pupil personal accident insurance is included in school fees and provides cover worldwide. Parents will be advised if additional insurance is required.

### **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.

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**

The group leader will liaise with the Head teacher to ensure that the adult: pupil ratios for the visit are appropriate. These will take account of:

- Appropriate legislation.
- The ages of the children involved.
- Whether the nature of the activity and/or the pupils involved require the ratio to be exceeded. A common example is activities involving water.

Normal Minimum Guidelines (group leaders should assess risk and alter accordingly):

In the EYFS,	ratios will depend on the level of qualification of the staff involved and must follow the requirements set out in the EYFS framework.
Years 1 - 3	1 adult for every 6 pupils
Years 4 - 6	1 adult for every 10-15 pupils

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 Head teacher 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 or involving pupils in the EYFS, all adults must have enhanced DBS clearance.

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 watersports, 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 Head teacher 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 Head teacher 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 office administration staff. At the school's discretion, residential visit payments may be made in stages. 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 Head teacher and administration staff. Similarly the group leader should liaise with the office administration staff 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**

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
- Departure time and location and estimated return time and pick up location.

A signed parental 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. 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. All adults should refrain from the consumption of alcohol in order to be able to perform their duties properly in the case of an emergency.

## **Risk Assessments**

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

**Trips and visits will only be approved by the Head teacher 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 a detailed and considered thought process to the trip being planned. An understanding is required, of the potential risks involved and the actions required to minimise those risks. Completing the risk assessment will better enable the school to safeguard the children, thus giving the group leader confidence to deal with every eventuality. **If a group leader is unsure about any detail of the trip they should seek advice from the Head teacher.**

The group leader will prepare written risk assessments for individual visits and activities. The given pro forma, 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 on the school shared drive. These documents should support group leaders in considering the differing risk factors and to plan contingency measures to prevent or deal with such eventualities. (Where necessary, staff training will be provided). Additional Risk Assessments as provided by the venue will be included in the documentation provided to the headteacher.

Final authorisation for each visit will be made by the Head teacher and only then if she 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 2 weeks prior to the trip**

Risk Assessments, including those from the trip venue, to be submitted to the Head teacher 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 parental 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 Head teacher, should be copied for the staff on the trip and the school office. 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.

### **Information and final arrangements**

The final details of the visit, including the final version of the risk assessment, will be retained for future reference by the Head teacher. 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 Head teacher. As a minimum, the information should include details of:

- Risk assessments
- 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

## **On departure and during the visit**

### **Communication**

The group leader must take the school mobile phone and ensure it is charged at all times. They must ensure that the school has all the necessary contact information for each stage of the trip.

### **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. Prior to departure, the group leader must collect the First Aid kit for school visits from Mr Concannon who has overall responsibility for First Aid. This must be returned after the visit together with details of any items used.

The group leader must also ensure that any pupil's additional medical needs are recorded in a medical plan which has been agreed and signed by the parents. All equipment or medication to meet individual pupil needs, such as inhalers, Epi-pens, etc, should be kept in a safe and accessible place throughout all stages of the trip.

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. 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.

### **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.

On trips where the school minibus is being used to transport pupils the following applies:

Those who passed their driving test before 1 January 1997 automatically received category D1(101) (not for hire or reward) entitlement, therefore only those school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight limit. Staff who passed their driving test after 1<sup>st</sup> January 1997 must complete a mini bus training programme from a recognised trainer. If this need is identified, school will pay for the cost of such training. See school Minibus policy for further details.

### **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.

### **Other Transport**

- It is not normal school practice to ask staff to transport pupils in their own personal vehicle, however this is covered by the school's insurance policy. If exceptional circumstances require this, permission must be obtained from parents. Staff concerned must liaise with the head teacher to seek prior approval. Other than in exceptional circumstances, a teacher should never use his or her own car to transport a single pupil.
- If parents are transporting children, their cars should be fully insured; relevant legislation relating to pupils sitting in the front and the appropriate use of booster seats must be followed. Seatbelts must be worn.
- 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.
- For transport by other means (train, ferry, aeroplane etc.) detailed risk assessments must be included in the overall risk assessment for the trip.

### **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 school office 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. 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.
8. Ensure that the injured are accompanied to hospital, preferably by an adult whom they know.
9. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together.
10. Inform Carleton House Preparatory School 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.
11. Notify insurers, especially if medical assistance is required.
12. Notify tour operator.
13. Ascertain telephone number for future calls.
14. As soon as possible, write down accurately relevant facts and witness details.
15. Preserve any vital evidence.
16. Keep a written account of subsequent events, times and contacts after the incident.
17. Complete accident forms.
18. **No-one in the group should speak to the media.** All media enquiries should be politely referred to the head teacher.
19. No-one in the group should discuss legal liabilities with other parties.
20. 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).

### **After the Visit**

After the visit the group leader must complete the visit evaluation section of the risk assessment form, which is submitted to the Head teacher. 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.