

ST. ANNE'S PREPARATORY SCHOOL, CHELMSFORD
Educational Visits Policy – reviewed October 2015
with regard to DfE guidance 'Health and Safety Advice on Legal Duties and
Power for Local Authorities, Head teachers, Staff and Governing Bodies'
This policy also applies to EYFS

General Statement

St. Anne's believes that educational visits provide valuable opportunities to enrich young peoples' learning across a wide range of curriculum areas.

National curriculum requirements in various subject areas imply or require firsthand practical experience in the environment for efficient delivery of the syllabus. Short stay residential experience and involvement in challenging situations can make a significant contribution to personal and social development.

Visits can be identified as falling into one of the following categories:

- a) Visits of less than half-day duration which do not include any adventurous activities and are confined to the immediate locality (e.g. shopping surveys, nature walks, fieldwork, Oaklands Museum, parks).eg
- b) Visits which involve half or whole days away from school but do not include any activities defined as adventurous (e.g. museums, theatres, zoos).
- c) Visits with or without an overnight stay which include adventurous activities to be supervised by a member of staff.
- d) Visits with or without an overnight stay which are to be supervised by a third party and members of teaching staff.

Sporting activities are covered by the P.E. Department Risk Assessment Policy.

Responsibilities

Ultimate responsibility for the safety of pupils and staff on school visits lies with the Proprietor. The class teacher has overall responsibility for planning and arranging outdoor visits.

All staff are aware of the requirement under the Management of Health & Safety at Work Regulations 1992 to assess risks to health and safety and to record findings.

It is not possible to issue guidelines which will guarantee total safety. Every reasonable precaution will be taken to prevent an accident.

Behaviour

Pupils whose behaviour is such that the group leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils should be sent home early.

Planning and Preparation

Purpose of visit.

The educational aims and objectives of the visit should be clearly identified. This should ensure:

- a) An appropriate structure and discipline to the visit.
- b) Opportunities for personal and social development are maximised.
- c) A choice of environment and activity appropriate to the pupils' maturity and experience.
- d) Maximum motivation for participants.

Party Leader

A suitably experienced teacher will lead the visit where more than two members of staff are involved, a deputy leader will be appointed.

Staffing & Supervision

All visits are to be adequately staffed. The minimum number of adults to accompany each party is set out below:

KG 1	1 : 4 in immediate locality
	1 : 2 for all other outings
KG 2 – Y2	1 : 6
Prep. Dept	1 : 10

Where parents are used to supplement the supervision ratio they should be carefully selected and well known to the school and pupil group. Anyone who has not had a criminal conviction check should never be left in sole charge of the pupils.

Preliminary Visits

A preliminary visit by the party leader will assist in the planning process and contribute to the safe conduct of the party.

A preliminary visit will seek to:

- a) Check for potential hazards.
- b) Check timings.
- c) Check accommodation.
- d) Complete risk assessment form.

Outings and Visits Risk Assessment and Checklist

Checklists (see appendix) will be completed and handed to the Proprietor at least two weeks before the date of the visit or approval.

Costing

All costing and finance arrangements will be administered by the Bursar.

Special Needs

Pupils with special needs may require additional consideration; their inclusion may have staffing implications. Staff will consider the following points:

- a) A higher staffing level may be needed.
- b) Whilst travelling more frequent stops may be needed.
- c) Medication and dietary requirements.
- d) Suitability of buildings and terrain.
- e) Ensure that activities offered are appropriate to the pupil.

Programme

A programme will be established with adequate and effective supervision. Free time will be structured according to age of the pupils. Departure from the programme will only be made after careful consideration of safety implications.

Medical Arrangements

Special medical requirements will be catered for with one named member of staff being responsible for these.

Asthmatics should carry their own medication.

All members of staff are qualified first-aiders and a first aid kit will be carried by a named member of staff.

Safety Issues

All accompanying staff will be made aware of any hazards and will be aware of the control measures and their responsibilities.

They will encourage male parent helpers to accompany trips.

If there are only female members of staff present the teacher in charge should try to ensure that men's toilets used by the general public are vacated before allowing boys to enter. If this is impossible:

1. teachers of year groups up to Yr 4 should accompany all children to the ladies toilets
2. teachers of Yr 5 & 6 should carry out a suitable risk assessment before allowing boys to use male public toilets.

Clothing and Equipment

Clothing and footwear should be appropriate to the visit. As a guide school tracksuits, PE kit and trainers should be worn on visits involving physical activities. School uniform should be worn on all other visits. Hats may be worn on formal visits.

On residential visits pupils may wear their own clothes appropriate to the visit.

Detailed kit lists will be sent to parents well before departure.

Briefing Staff

At least one meeting will be arranged for the whole staff team. For visits of more than one days duration the Headteacher will attend the briefing. At the meeting the party leader will make sure that everyone is:

- familiar with the visits objectives
- aware of and recognises the nature of their responsibilities
- aware of any risk or hazard
- aware of emergency procedures

Where it is possible a programme of staff ‘free time’ on residential visits will be agreed at this stage. Staff will be ‘on call’ at all times even if not actually supervising pupils. All members of staff or volunteers on overnight stays will be CRB checked.

Briefing Parents/Guardians

Parents/guardians will be fully informed in writing of visits before their consent and financial commitment is requested.

This information will include:

- all activities to be undertaken
- the staffing ratio and who will be supervising (e.g. 2 teachers + 2 parents)
- the insurance arrangements for the visit
- Transport arrangements

Enough detail will be provided so that a reasonable parent/guardian could not claim afterwards to have been misled as to the nature of the visit or the supervision arrangements.

For residential visits the Headteacher/Team Leader will call a meeting of parents and pupils prior to the visit. Details of the visit – see parental information – and of the standard of conduct which will be expected during the visit will be explained.

All insurance cover should be explained to both staff and parents/guardians.

Parental Information and Consent

With the exceptions of EYFS, activities which are regular activities e.g. visits to places in the immediate locality, i.e. St. John’s Church, Christchurch, Oaklands Park, sports activities, do not require specific parental consent, however, parents should be told where their child will be at all times and of any extra safety measures involved.

A general written consent form will be completed at the start of every school year or at the time a pupil commencing at the school if other than at the start of the school year, to cover such visits.

Written agreement from parents/guardians is required for day visits involving adventurous activities, a full day away or residential stays either in Britain or abroad.

Residential stays either home or abroad require full and detailed information for parents/guardians. Such information will:

- a) Be sent as far in advance of the journey as possible.
- b) Be followed by a parents' meeting to clarify details.
- c) Include the following information:
 - dates and times of departure and return
 - destination with full address
 - passport arrangements
 - activities planned
 - name of travel company and method of travel
 - cost and what it does and does not cover
 - methods of payment and cancellation arrangements
 - details of insurance cover
 - advice on pocket money and allocation/care on journey
 - accompanying staff
 - emergency contact arrangements
 - items prohibited on journey
 - documents to obtain information regarding special medical/dietary problems and their treatment/medication, consent for emergency medical treatment
 - appropriate clothing

Briefing to pupils prior to visit

Pupils will be made aware of the purpose of the visit, code of behaviour and of the demands which will be made upon them.

Travelling on cross channel ferries

- A thorough briefing of staff and children is essential. It may be better to do this initially at school rather than during the excitement just prior to embarkation. Ensure children know what to do if they become lost or disorientated on board.
- Safety rules and socially acceptable standards of behaviour should be explained. The school will be publicly judged by other passengers.
- In the unlikely event of a serious emergency on board all children should follow the direction of crew members and not make attempts to return to their Establishments identified meeting point.
- A permanently staffed 'meeting point' should be established.
- The establishment of sub-groups may ease on board supervision and accounting procedures.
- When allowing free time on board groups should have minimum limits – usually at least three.
- Clear indications of any areas to be off-limits should be explained. These may vary according to the weather and sea conditions. Staff to check off-limit areas are being observed. Some areas may be more appropriate to visit under direct supervision.

- Establish clear staff roles in the event of missing children using public address systems.

Communication and Information

The group leader should ensure that they obtain and take with them:

- Travel tickets, passports, EHIC cards and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documentation in a sealed waterproof bag.
- A copy of the contract with the centre/hotel etc, if appropriate.
- Medical papers e.g. form of significant medical histories.
- Parental consent forms and permission for group leader to authorise emergency treatment on parental behalf.
- The phone numbers pre-programmed onto the school mobile phone, addresses, at home and in school, of the head teacher and of the school contact.
- The names of parents and the addresses and telephone numbers at which they can be contacted (home and workplace).
- Copies of a list of group members and their details.
- Details of insurance arrangements and the company's telephone number.
- The name, address and telephone number of the group's accommodation.
- Location of local hospital/medical services.

Information retained at the school

Full details of the visit should be retained at school while the visit is in progress. This should include:

- The itinerary and contact telephone number/address of the group.
- A list of group members and their details.
- Contact names, addresses, telephone numbers of the parents and next of kin.
- Copies of parental consent forms.
- Copies of travel documents, insurance documents, medical papers.
- A copy of the contract with the centre/hotel etc. if appropriate.

In the unlikely event of a major emergency the leader should initiate the Emergency Procedure detailed below. Mobile phones will be carried by staff on all visits.

Emergency Procedures:

In the case of an emergency the following course of action will be implemented:

1. All members of staff will be informed and actions to be taken clarified.
2. Account for all pupils and staff and ensure their well being.
3. Establish names of people involved in the accident and if injured, the nature and extent of the injuries.
4. Contact emergency services and ensure that injured are accompanied to hospital by an adult known to them.

5. Reassure the rest of the group and explain what has happened.
6. Telephone school to inform them of accident giving precise details.
7. Write down accurately and as soon as possible all relevant facts and witness details. Keep a written record of all events, times and contacts after the incident.
8. Leaders should avoid direct dealings with the media. The Headteacher or the Bursar will follow the Disaster Plan in the case of a serious incident. A copy of RIDDOR will be carried by group leaders.

Any further information can be found in Educational Visits Co-ordinator Resource Pack found in Headteacher's office.