

WESTON GREEN SCHOOL

Educational Visits Policy

This Policy Applies to Weston Green School and Early Years Setting



Start: Spring 2012
Reviewed: Spring 2014, Autumn '14, '15, '16. '17
By: Head & Business and Operations Manager

Next review: Autumn 2018

Associated Policies: First Aid, Health and Safety, Safeguarding, Critical Incidents, Curriculum and Behaviour

Contents

1. Basic Principles.....	3
Responsibility	3
Health and safety	3
Educational Value	4
Parents and information	4
2. Procedures for Organising an Educational Visit.....	4
General Information	4
Preliminary Planning	4
Insurance.....	5
Preliminary Visit	5
Staffing	5
Financial Arrangements	6
Calculating Costs	7
Further Liaison with Parents	7
Pupil Behaviour and Supervision	7
Risk Assessments	7
Information and final arrangements.....	8
Special Educational Needs & Disability.....	9
Ongoing Risk Assessments and Reassessments.....	9
3. On Departure and During the Visit	9
Communication.....	9
First Aid	9
Transport.....	10
Emergencies.....	11
4. After the Visit	11
5. Proforma and further guidance on planning and running the trip	12

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 Weston Green 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. He 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 and the Director of Studies will be in reserve.
- The Head as 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 before the trip can go ahead.
- Weston Green 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) will be responsible for co-ordinating and delegating tasks to all staff participating in the visit.
- 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 any problems/issues and particular successes.

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 *Educational Visits Procedure 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.

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

- At the start of each academic year parents are asked to sign a consent form for their child to participate in regular 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.
- Parents will be notified of the details of all other 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 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.
- 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 also 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.
- 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. Weston Green 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, who is kept fully informed throughout the planning stages. Residential visits and trips overseas must be authorised by the Head, 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 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 if necessary.

Discussions will take place with the 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 requirements
- Insurance Details
- Finance Arrangements
- Spending Money
- Information about the coach company and any other transport arrangements

Insurance

The Head will liaise with the Business 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 Business Manager 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 Business 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.

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

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. The group leader will liaise with the Head/Business and Operations Manager 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.

Adult – Child Ratios for Excursions

The factors to take into consideration are:

A guide for visits to local sites, museums or local walks, in normal circumstances:

Normal Minimum Guidelines (group leaders should assess risk and alter accordingly), ratios will depend on the level of qualification of the staff involved, the activities being undertaken and the environment in which they are being carried out

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

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 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 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 Headteacher 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 Business and Operations Manager. At the Business and Operations 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 Business and Operations 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 Business and Operations Manager. Similarly the group leader should liaise with the Business and Operations 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)

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 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.

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.

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).

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 the Head as 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 Head as 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 as Educational Visits Coordinator or Business and Operations 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 as 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
- risk assessments

Special Educational Needs & Disability

The Headteacher as 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 (one can be provided by the school if notified in advance) 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 for school visits from the Business and Operations Manager. This must be returned to the Business and Operations Manager 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.

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.

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

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.

Other Transport:

- If school staff use their own cars to transport children they must have appropriate car insurance. Staff concerned must liaise with the Business and Operations 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 Business and Operations 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.
- 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 Business and Operations Manager.
- 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.

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, a summary of 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.

Health and Safety Checklist Out of School Visits Form

Visit Organised by:	Position:	Date Approval for Visit	Date Approval Granted
			Calendar meeting

Date of Departure/Return

Departure	Date		Time of departure from school		Time of Arrival at venue	
Return	Date		Time of departure from venue		Time of return to school	

Your contact details as leader of the trip

Name	
Mobile No	

Additional Contact

Name		Name	
Mobile No		Mobile No	

Home Contact Person(s) For *day visits this should be left blank as the point of contact is the School.*

Name	Rachel Ranger and/or Sarah Garghouthi	Address	Weston Green School	
Daytime Tel No	0208 398 2778	Weston Green Road		
Mobile Tel No	07789 485599 (Rachel)	Thames Ditton		
Mobile No	07980 839168 (Sarah)	Surrey	Post Code	KT7 0JN

Venue Contact details

Name		Address	
Tel No		Via	

Number of Pupils on the Visit

LIST OF CHILDREN GOING ON THE TRIP IS ATTACHED TO THIS FORM (please ✓)					
No. of Girls		No. of Boys		Which year?	

Accompanying Staff

Name		Position	
Name		Position	
Name		Position	
Name		Position	
First-aider			

Staff: pupil ratio

No. of staff		No. of pupils		Ratio	
--------------	--	---------------	--	-------	--

Parents with Group and Other Helpers

NB There should be no circumstances where such assistants are in sole charge of any children except their own.

Name		Name	
Name		Name	

Objective of the Visit

--

Place(s) to be Visited

--

Risk Assessment

Is the Risk Assessment form completed and attached? Please answer "Yes/No"	
Have accompanying staff been made aware of the arrangements and been taken through the Risk Assessment and have they signed to say they have understood? Please answer "Yes/No"	
Is it necessary to complete additional Risk Assessment Forms for – Accommodation? Activities? Overseas Travel?	
When was the pre-visit inspection undertaken? Please insert date	
If no pre-visit inspection has been made please give reasons why this is considered to be unnecessary.	

<p>If no pre-visit inspection has been made because the site is familiar, have you verified that there have been no significant changes to the venue since the last visit?</p>	
---	--

Overnight Stay

<p>Will the visit involve an overnight stay? Please answer Yes/No If “Yes” then the additional form “Accommodation for Out of School Visits” should be completed also.</p>	
--	--

Outside Agencies

<p>Will an outside agency or travel firm be involved? Please answer Yes/No If “Yes” then the form “Firm Selection” should be completed also.</p>	
---	--

Insurance

<p>Our children are insured for most school visits but some may require additional cover. Have you checked with the Business Manager about cover for your trip? Please answer Yes/No</p>	
---	--

Outdoor Activities

<p>Will any outdoor activities take place? Please answer Yes/No If “Yes” then the “Outdoor Activity Centre Safety Systems” should be completed also.</p>	
--	--

Parental Consent and Medical Condition Forms

Not needed for normal visits but it is important to check the School’s records for allergies etc.

<p>Have the School’s records been checked? Please answer “Yes/No”</p>	
<p>Have all Parental Consent Forms and questionnaires been returned? Please answer “Yes/No”</p>	
<p>Have arrangements been made to obtain medical bags from the office? Please answer “Yes/No”</p>	
<p>Have arrangements been made to handle any medical condition? Please answer “Yes/No”</p>	
<p>Are all details relating to pupils and their medical conditions attached? Please answer “Yes/No”</p>	

Finance

<p>Have all transactions been processed via the Bursary and have all necessary payments been made and cash/currency requisitioned? Please answer “Yes/No”</p>	
---	--

Are copies of all invoices and receipts for payments made to date attached? Please answer "Yes/No"	
--	--

Catering & transport

Have all transport needs been organised? Please answer "Yes/No"	
Have arrangements been made for packed lunches? Please answer "Yes/No"	

Approval

I request approval of the arrangements made for the visit and will ensure that the Office has a final list of pupils going on the visit, and of those who will remain in School (with reasons) before departure. This may need to be updated on the actual day of the outing.

I shall submit a report of the visit to the above, including details of any incidents, within one week of the visit having taken place.

Name	Signature	Date

Health and Safety Plan approved by

Name	Signature	Date

Planning a School Visit

All trips and visits must be authorised by the School Manager who will consider the cost and timing. An outing timetable is in the staff room.

If the trip exceeds £15 per head authorisation is then needed from the Head teacher.

ALL RISK ASSESSMENT AND HEALTH AND SAFETY FORMS MUST BE SUBMITTED TO THE HEAD TEACHER PRIOR TO INFORMING PARENTS OF THE PROPOSED TRIP.

All staff must read the policy on educational trips held in the staff handbook in the school office or on the school website.

Guidance for Day Outings

NEVER LEAVE YOUR GROUP WITHOUT ADULT SUPERVISION

- Risk assessment forms to be completed by teacher in charge two weeks before each trip and authorised by Mrs Harvey
- The recommended guidelines re: ratio to be adhered to at all times
- Children are to stay close to their adult leader at all times – usually with a partner
- Do not allow children to run on ahead – stay as a group
- If outdoor activities – walks, etc, unless directed otherwise, groups to remain as chosen by overall leader/teacher in charge. Do not combine groups unless specifically asked to do so. (Groups are often arranged to give certain children the opportunity to ‘shine forth’ without intimidation).
- Stimulate your own group by pointing out interesting land marks, asking questions etc. Encourage conversation about particular activities/environment.
- Always accompany children to the toilets.

RATIOS & other guidance:

- Adult: child ratios
 - Health & Safety at work etc. Act
 - Basic First Aid training
 - In the case of EYFC – Paediatric First Aid must attend Road Safety
 - General awareness of hazards associated to coach and use of seat belts and safety whilst at destination
 - Child protection
 - Awareness of emergency procedures
 - Safety wear if necessary
 - Mobile phone
 - First Aid kit and pupils individual medications
 - Is training and instruction required?
 - Is there need for special accommodation
 - Is there a need for test/examination?
-
- No food or drink on coach.
 - Walk in pairs on the street.
 - Explain to children if they get lost to look for a responsible adult e.g. Policeman, security person, cashier etc.

COUNT THE CHILDREN AS OFTEN AS YOU CAN

Further considerations:

To safely transport pupils to and from agreed destinations, and when there to ensure their safety throughout their visit.
 To do this safely and in accordance with our school policy for outings.
 To ensure correct ratios of staff to pupils are in force. Thought should be given to the type of visit, the mode of transport and the usual behaviour of the pupils.

There ratios are:

The factors to take into consideration are:
 A guide for visits to local sites, museums or local walks, in normal circumstances:
 Normal Minimum Guidelines (group leaders should assess risk and alter accordingly), ratios will depend on the level of qualification of the staff involved, the activities being undertaken and the environment in which they are being carried out

- 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

All staff to read this risk assessment prior to the trip and sign to confirm acceptance.
 Written permission is obtained from all parents at the start of the academic year, covering all outings in local vicinity of school.
 Individual letters seeking permission to be obtained for any outing, other than walking in local environment.
 A letter is sent to parents in respect of each event to inform of dates and times tec.

	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Class Safety	Pupils	Head counts before, regular checks throughout visit and again at end. All WGS staff must be Enhanced CRB checked. Adequate ratio of staff to children.
Transport safety	All staff and children	All coach hire companies are checked to ensure staff have the correct CRB check in place. All pupils must make use of seat belts, staff to check prior to commencement of journey. Ensure safe entry and exit to and from coach. A member of staff to be positioned at entry and exit of coach. All entry and exits from coach must be on 'pavement' side. Staff to ensure that the road is clear of moving vehicles before allowing children to leave coach and cross a road (where appropriate). Children must not step off the pavement until told to do so by a member of staff. Pupils should walk in pairs. Staff walk nearest the road to keep pupils from entering the road and there should always be a member of staff at each end of the line. Reasonable precaution taken. Children asked to walk sensibly and quietly whilst on trip. Staff to supervise movements at any shops.
Trips and slips	All staff and children	Please refer to Whole School Educational Visits Policy in Staff Handbook. Meeting points must be pre-designated. Ensure that venue is appropriately secure and pupils briefed, and has the appropriate risk assessment in place. Staff to supervise pupils at all times. Pupils are briefed on expected good behaviour and appropriate use of any equipment and/or facilities. A system of pupil recall is essential when working in an open environment, on water etc. And should be practised beforehand.

		<p>Children should never be on their own, but always remain in designated group.</p> <p>A list of all teachers/helpers to be kept in office for each individual trip.</p> <p>Group leader to hold same information, which should include: Itinerary, contact points, mobile phone number, names of staff/, emergency contact numbers.</p> <p>Minimum first aid arrangements must be in place: A suitably stocked first aid kit / Person appointed to be in charge of first aid arrangements Location of nearest hospital (if possible)Availability to access transport in an emergency)coach etc) All staff/helpers to be aware of any pupils with special or medical needs.</p> <p>Farm Visits must be assessed to include possible misuse of farm machinery and hazards associated with e-coli food positions and other possible infections. The proposed farm must be checked to ensure it is well managed, has a good reputation for safety standards and animal welfare and that it maintains good washing facilities and clean grounds and public areas. Children should never be allowed to put their faces against the animals or their hands in their own mouths after feeding animals. Children must carry their own water bottles and not be allowed to drink from farm taps. Children must not be allowed to ride on tractors or other machines.</p>
--	--	--

Risk Assessment Form For Out of School Trips

To be completed for all trips

Please note that not all items will apply to all trips and that there will be risks that are not covered and which need to be included under "Additions".

Potential Risk	Identified Risk <i>Please record the risk here</i>	Preventative Action/Measures <i>Please record action/measures here</i>
<p><u>Pupil/Teacher Ratio</u></p> <p>Normal Minimum Guidelines are: 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 R-Y1 1 adult to every 8-10 pupils for Year 2-3 1 adult for every 10-15 pupils in Years 4 to 6</p> <p>a) The environment and age and predictability of the children should be assessed and ratios reduced if there are special circumstances e.g. a particularly "lively" group or a child who needs constant vigilance.</p> <p>b) The Venue will also influence this decision. For example, if it is an enclosed site which has purpose built alighting areas the level of risk is lower than where children have to disembark on the roadside.</p> <p>c) Any other factors which are discovered on the pre-visit inspection. These should be recorded below:-</p>		
<p><u>Transport</u></p> <p>All vehicles used by the School have seatbelts and coaches must be hired via the Secretary who has a list of approved contractors. If using the School's Minibus the operating instructions must be followed (See Minibus folder).</p> <p>Travelling by train or plane offers different risks of</p>		

<p>supervision at stations/airports and in getting children to and from the station/airport with other transport used to get to their destinations. The arrangements made should be set out for prior approval. Particular attention should be given to Emergency Procedures e.g. ensuring that children know the escape doors and what to do in the event of an emergency.</p>		
<p><u>Crossing Roads</u> The pre-visit inspection should pay particular attention to the routes to be taken so that the risks are minimised by e.g. using only Pelican Crossings and working out the safest approach.</p>		
<p><u>Children Getting Lost</u> Whilst it is hoped that the level of supervision is such that this will not occur it is important that they should be traceable easily. Smaller children will need close adult support but for older ones it should be possible to agree a point where they can re-establish contact. Abduction is a risk that we all fear and regular checks of the presence of each member of staff's group should be made.</p>		
<p><u>Weather</u> This has to be considered in the context of the trip and the need for waterproofing, warmth, fluids, suncream etc. depending upon the time of year. It could have an impact upon the itinerary if children need to top up with liquid in the warmer weather.</p>		

Potential Risk	Identified Risk <i>Please record the risk here</i>	Preventative Action/Measures <i>Please record action/measures here</i>
<p>Food</p> <p>The planning needs to incorporate eating breaks and the booking of supplies of packed lunches should be done in good time so that the Kitchen staff can ensure that the sandwich fillings are appropriate to the time of year and to the children attending the trip.</p>		
<p>First Aid</p> <p>The nature of the visit and the pre-visit inspection will give some idea of what might be needed but a basic first aid kit should accompany all trips. The medical records of the children should be checked to ensure that any specific ailments/allergies are well known and catered for.</p>		
<p>Risks Inherent in the Venue</p> <p>It is important that these are looked for on the pre-visit inspection and recorded in the boxes below together with the action taken to minimise them. These can be small or large risks and, if the risks are perceived to be such that serious injury or death could result then it has to be assessed whether the trip is appropriate.</p>		
<p>Additions (Other Risks Identified)</p>		
<p><u>Day Visits whilst abroad</u></p>	n/a	n/a

**To be signed by all members of staff on outing
confirming they have read and agree with the whole risk assessment.**

Signed

Post/Title

Date

Signed

Post/Title

Date

Signed

Post/Title

Date

Signed

Post/Title

Date

Signed

Post/Title

Date

Signed

Post/Title

Date