

Appendix 2 to the Health & Safety Policy

Offsite/Educational Visits Policy

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Non-Residential Educational Visits/Journeys

This policy is intended to aid the planning and organisation of educational visits with particular emphasis on Health and Safety issues. Please refer to the **minibus policy** for additional information pertinent to educational visits. The policy cannot be prescriptive for every situation without being impractical - the most appropriate decisions are those that can be taken in situ, however a range of competencies are needed that staff on the spot can draw upon to make their decisions.

All visits should be of educational significance, clearly related to the curriculum and appropriate to the age and developmental abilities of the pupils. Social, Moral, Spiritual and Cultural Opportunities (SMSC) should be both planned for and taken advantage of when they arise. Educational visits at Abbey Court School are planned to take place as part of the curriculum for pupils at least fortnightly in order that a community-based philosophy of inclusion can be delivered.

Remember the legal position: The team leaders and helpers are not just seen to be in loco parentis, but through their professional training and expertise they may be held to have a greater awareness, particularly with respect to care and safety.

1.0 Planning and Preparation

1.0 **Permission** must be sought from the Educational Visits Co-ordinator for the site. This is for **any activity off site including trips to other schools.** Supply teachers are not to take groups out on educational visits as they have not had the necessary induction and ongoing CPD.

1.1 **A proposal/Risk assessment** stating the aims and objectives of the visit/journey must be submitted to the Educational Visits Coordinator on the 'Educational Visits/Absence From School' form (See appendices) at least two weeks in advance.

1.2 The proforma should clearly indicate dates, times of departure and arrival back at school, the principal activity, staffing levels, pupils to be included and budget.

(Visit leader to ensure they cancel school lunches or order packed lunch with the catering supervisor as soon as trip has been agreed if it is a full day visit - as near to two weeks' notice as possible). A more detailed risk assessment using RA003 is usually required for visits -**If an additional risk assessment is not included but is needed, the Ed. Visits coordinator will then need to request this from the organiser of the visit, which can delay the permission process.**

1.3 **Parental permission** must be obtained for any visit that is not a weekly event. **Written parental consent is essential – telephone consent is not enough.** Parents must be informed of the date, times, destination and cost (contributions for which are voluntary). It is advisable to have

- a deadline for confirmation/ contributions from Parents so that the event may be cancelled if there is lack of support.
- I.4 Details of the project should be entered into the school diary well in advance. (Essential details including destination, minibus to be used, time of return and a telephone number to contact in cases of emergency should be included on the proforma. See I.2 and I.3).
 - I.5 The **minibus** must be reserved for use well in advance (see the minibus policy).
 - I.6 Check that the information given on pupil data sheets is correct including medication and home emergency contact numbers. (This information is regularly updated by the office and school nurse).
 - I.7 Set a policy for pocket money if required. Advise pupils and parents of the policy. (See school charging policy).

2.0 Risk Assessment

A proper consideration of the potential risks involved should be undertaken by the party leader. This will be recorded on the detailed risk assessment form RA003. Department meetings can be used to assess risk prior to a visit taking place. Visits can only take place if agreement has been obtained from the KS Leader, Educational Visits Coordinator (EVC) and Head teacher. The aim is to contain and minimise risks at all times to acceptable levels. (Additional guidance can be found in the appendices, H & S; Risk Assessment - a whole school activity).

- 2.0 Discuss proposals with the Key Stage Leader and negotiate staffing levels, roles and expertise, and decide the size of the group.
- 2.1 A proper risk assessment for all activities should feature in the proposal. This is a requirement under the Management of Health and Safety Regulations 1999. In the case of a residential journey. Assistance with this may be requested from the Educational Visits coordinator and with reference to the 'Health and Safety of Pupils on Educational Visits' DFES 2018 (reference documents are available on the Evolve website https://evolve.edufocus.co.uk/evcol0/evchome_public.asp?domain=medwayvisits.org).
- 2.2 **By prior agreement** with the Educational Visits coordinator, the safety of pupils undergoing specific activities may be delegated to an instructor. For example, where specialist facilities are available with specifically trained staff (e.g. a trampoline instructor). However, the class teacher still has overall responsibility for the nature of the activity and safety of the pupils.
- 2.3 If **volunteers** are to be included in the party, their role needs to be clearly defined and the Educational Visits Coordinator will need to know that they have had some 'induction' for this, pertinent to the visit. **Police vetting** procedures must also have been implemented (for school policy on volunteers please refer to the Student and Volunteers policy in the school handbook).
- 2.4 The following factors should be given the fullest consideration in determining the level of risk involved
 - The type of activity and the level at which it is being undertaken.
 - The group members age, competence, fitness and temperament.
 - The ratio of competent, experienced and qualified staff to students.
 - The quality and suitability of the available equipment.
 - Seasonal conditions, weather and timing.
 - **The location.**(The leader will be familiar with the venue having made a preliminary visit).
- 2.5 At least one member of the party should have a competent knowledge of First Aid (this includes yearly emergency aid training).
- 2.6 A debrief of any incident during an educational visit should take place at the following Department Meeting.

2.7 Local educational visits

In order to provide opportunities that support the curriculum through concrete, real-life learning situations, it is important, particularly in the Secondary department, to be able to access facilities in the local community. These will often be short notice events that respond to pupil need, self-directed learning or the emerging outcomes of a learning activity that require the class teacher to be responsive to the real learning opportunities. For example a Teaching Assistant escorting a pupil in KS3 to purchase some items for food technology from the local corner shop; or a small group of FE students delivering community newsletters to local houses; a pupil being assessed re. road safety and using a pelican crossing; or a small group carrying out a traffic survey.

When these opportunities arise the class teacher makes a request to the KS leader and both carry out a dynamic risk assessment. This is not a recorded activity but a discussion about the nature of the activity, the pupil(s) proposed and the staff supporting (including their experience/training). Once this has taken place and if it is agreed that the visit is appropriate then the KS leader gains final permission from a member of the Leadership Team. All other school protocols (signing out; taking a school mobile phone etc) are adhered to.

Class teacher and KS leader carry out dynamic risk assessment



KS leader seeks permission from a member of the leadership team



If approved, Visit goes ahead adhering to the usual school protocols for educational visits

3.0 Insurance

3.0 Insurance arrangements:

Staff should read 'Health and Safety of Pupils on Educational Visits' DFES 2018 (reference documents are available on the Evolve website

https://evolve.edufocus.co.uk/evcol0/evchome_public.asp?domain=medwayvisits.org). A copy of this is kept in the school's Health and Safety library in the Head Teacher's Office.

3.1 No special insurance policy is required for school visits taking place in the UK. Medway has an insurance policy covering its legal liability as LEA and that of the governors and members of staff, in respect of accidents to pupils while on school visits and to third parties caused by negligence or want of care on the part of any person in the service of the Medway Council as the Local Education Authority or the governors.

3.2 **If staff cars** are used for transporting pupils they must be covered for this by their insurer. **Written evidence** of this from the insurer is necessary prior to any outing. (Escorts are required when transporting pupils in a car except in the FE department where a risk assessment can enable this).

3.3 It is recommended that all staff are covered by Personal Accident Insurance. Your home insurance policy may include this but you are advised to check.

4.0 The Visit

4.0 On the day of the journey the following should be undertaken and are the responsibility of the **named party leader (who must always be a teacher)**:

4.1 Enter the names of those students and staff going on the visit in the school signing out book. This is located in the reception area.

- 4.2 Take the emergency forms for all students and staff undertaking the journey.
- 4.3 Ensure that suitable medical arrangements are available. Check with the school nurse if in any doubt.
- 4.4 Ensure that a first aid kit is adequately stocked for the activity.
- 4.5 Check that students clothing is appropriate to the activity. Arrange poor weather alternatives.
- 4.6 Arrange a contact number in case of arriving back late and take the means to make telephone calls: a school mobile phone and the school 'phone number'. (01634 338220)
Please Note: Staff are not required to make or receive phone calls whilst they are driving. Only answer or make a call when you are parked in a safe and appropriate place.

5.0 Emergencies

(Also see the **OFFSITE EMERGENCY ACTION CHECKLIST** at the end of this policy)

- 5.0 In the event of a student falling ill or suffering injury, the organiser/leader should decide whether hospitalisation is required.
- 5.1 The organiser/leader designates a member of the team to accompany the student to hospital. The organiser/leader must stay with the rest of the group.
- 5.2 The school should be informed immediately of the incident and should the incident be a serious one, a log needs to be started detailing time and sequence of events. Record names and addresses of any witness to an accident.
- 5.3 Once the school has been contacted the parents must be informed, as soon as possible. (This will usually be done by a member of the SMT). If the occurrence is local, they should be invited to meet the member of staff at hospital and to assume responsibility for the student. Should this not be possible the member of staff must remain with the student.
- 5.4 Do not discuss the incident/accident with parents, media or public and do not give statements without the benefit of legal advice. Any statements made will usually be done so by the Headteacher and Chairperson of the Governors when they have been adequately briefed and advised. Please refer to Abbey Court School's guidance on confidentiality.
- 5.5 Should the incident involve a member of staff, much of the above applies, but contact should be made with the school as soon as possible in order that a replacement member of staff may be dispatched if necessary.
- 5.6 For policy on Minibus drivers and breakdowns see 'minibus policy' document.
- 5.7 The senior member of staff should remain on the school site and not attend the incident.

6.0 Debrief

- 6.1 Following all educational visits (other than weekly) the group leader will chair a debrief session at the next department meeting in order to consider how successful the visit has been. This will inform the planning for future visits.
- 6.2 Any accidents or near misses must be reported to the Health and Safety coordinator.

7.0 Residential Educational Journeys

This section of Abbey Court School's Offsite policy offers guidance **in addition** to that already given for non-residential journeys. Staff considering such a journey abroad should also refer to the 'Health and Safety of Pupils on Educational Visits' DFES 2018 (https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=medwayvisits.org).

Any preliminary proposal should be discussed with the Department Co-ordinator regarding viability and should then be passed to the Headteacher for consideration.

- 7.0 Identify and agree a budget and make provisional booking.
- 7.1 Write to parents giving details - parental consent forms need to be signed by both parents if living apart. Permission needs to be obtained from the Social Services should a student be in the care of the Local Authority.
- 7.2 The cost to parents should be clearly stated at the onset. Give details of the journey and enclose a reply slip.
- 7.3 Parents to be informed of the final payment date and mode of payment.
- 7.4 Book the Educational Journey.
- 7.5 Ensure that the party has a nominated deputy leader.
- 7.6 Identify an agreed replacement member of staff who can be called out at short notice to substitute a member of staff who may have to leave the residential for any reason such as ill-health.
- 7.7 Organise an informal meeting with parents prior to departure - exchanging information, answering queries, etc.
- 7.8 Clearly state clothing requirements and ensure that students are able, when possible, to manage the weight of luggage.
- 7.9 Ensure that students who suffer from travel sickness have whatever is necessary to minimise discomfort. (see 'Administration of Medicine' in the school handbook).

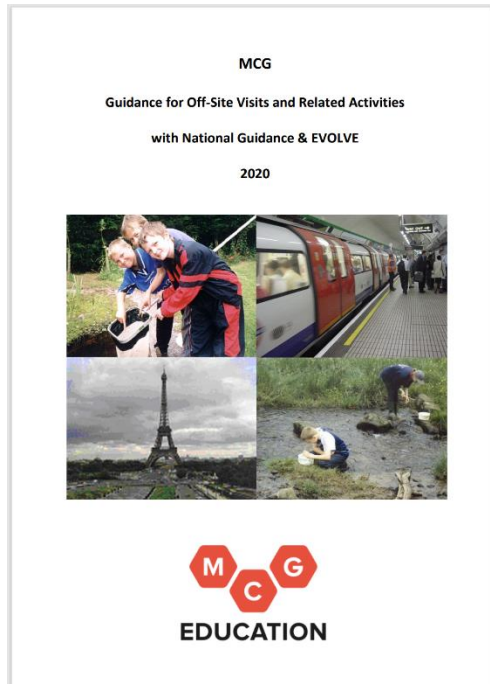
8.0 Journeys outside of the U.K.

- 8.0 When the residential journey is in part or wholly outside the U.K., additional procedures should be followed:
 - 8.1 Passports need to be obtained or valid passports produced and checked.
 - 8.3 Reciprocal Medical Assistance available in the EC Registration must take place prior to the journey (GHIC). This will cover limited medical expenses within the European Community. This complements insurance cover.
 - 8.4 Identity cards for students to carry on their persons to be made.
 - 8.5 Pre-book local currency in small denominations. Identify a member of the group to act as money manager.
 - 8.6 Establish an emergency contact network. Inform parents of emergency arrangements e.g., late return.
 - 8.7 Compile an emergency action folder which should include address lists, telephone numbers, consent forms, insurance details, information on special requirements such as medical, dietary, etc. An exemplar model of a visits file, is kept in the Deputy Head's office.
 - 8.8 Specific medical details translated into the appropriate foreign language.
 - 8.9 Parents should be informed of the name of the travel company/tour operator involved if appropriate.

9.0 In the event of a major accident or illness:

- 9.1 The Headteacher should be notified as soon as possible. The Headteacher will notify Area Office who normally will respond to queries from the media through the Public Relations Unit.
- 9.2 Parents should be notified as soon as possible (usually by the Headteacher).
- 9.3 The teacher responsible for the party should prepare detailed written statements on the sequence of events including timings and witnesses.
- 9.4 The incident should not be discussed with the parents of other children or with the media.
- 9.5 Consider the impact upon other students. They may be suffering from shock or be upset. Counselling needs careful, sensitive and immediate handling.
- 9.6 Keep a written record of all telephone conversations made.
- 9.7 Identify the location of the nearest British Consulate and include a telephone number in the Emergency Action Folder (see 8.7). Also refer to the Non-residential advice for EMERGENCIES, particularly 5.2.

Also refer to:



EVALUATION.

This policy will be evaluated on an ongoing basis in the light of feedback from visits that have taken place. The party leader has a responsibility, therefore, to feedback via a staff meeting any issues that arise that the policy does not adequately or effectively address.

Appendices :

1. Educational Visits/absence from school proforma.
2. **OFFSITE EMERGENCY ACTION CHECKLIST**

JB 18.10.97

Review Jan 2000 May 2003 update July 05; Sept 2010
Sept 2012; Nov 2014; Jan 2016/Oct 16 November 2018, November 2020,

Update by Zoe Silvester November 2022

Appendix I - Educational Visits/absence from school proforma

| | | |
|---------------|-----------------------|------------------|
| Class: | Date of Visit: | Visiting: |
|---------------|-----------------------|------------------|

Educational Visits Risk Assessment

This form should be passed to your Key Stage Leader **at least 2 weeks prior to the visit.**

Have you considered the potential risks of the visit? If there are additional risks not covered above please detail these on a risk assessment form (RA 003)

Please list pupils undertaking the visit:

Please identify any risk factors associated with the group (EG no. of pupils that have medical needs; behaviour programmes; in wheelchairs)

List staff accompanying the group and identify roles as relevant to the needs of the visit and the pupil group (Inc. Class teacher (party leader); TA (Emergency Aid trained); TA (SCIP trained) etc.)

NB Dynamic Risk Assessment: Pupil needs change constantly. The pupil/staff ratio and group risk factors need review on the day of the visit in order to assess any changes to the identified risks and any resulting actions identified must be addressed by the party leader prior to the visit taking place. Changes on the day must be Initial/Dated as followed: Group changes: KS leader/..... Risk Assessment changes: EVC/.....

Objectives of Visit:

Is a letter to parents required? yes/no If so written and sent out by(name/date)
(Get written parental consent)

Is money required yes/no if so Cost

Are pupil packed lunches required by school kitchens? Yes/no

Is

Please inform your KS leader of any duties affected by the visit.

Is the Visit..... AM PM All Day (circle)

Transport required yes/no

Have you negotiated/booked a bus? Yes/no If so, which one?

Signed, the Party Leader (Class Teacher)

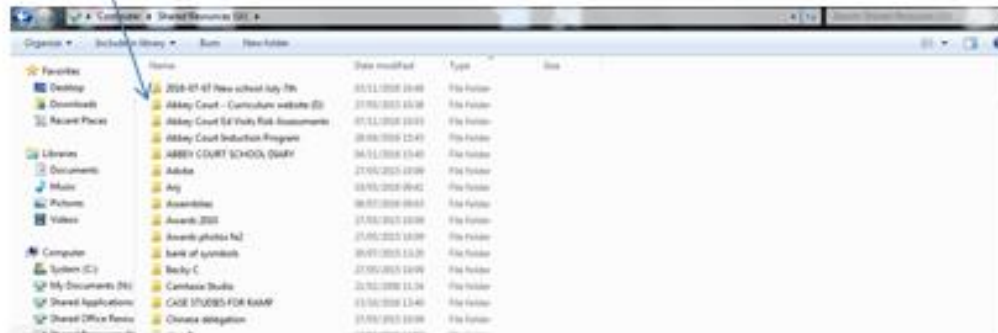
Date.....

AUTHORISATION

| | | | Further action required | |
|---|---|-------------------------------|-------------------------------|-----|
| 1. KS Leader | Check content, staffing, relevance, cost etc. | Sign here..... | → 2 | Y/N |
| 2. Ed. Visits Co-ordinator (Deputy Headteacher) | Check health and safety/insurance issues | Approved:..... Date: | → 3 | Y/N |
| 3. Headteacher (if approved), copies to: (Please circle) | Nursing Team, Kitchens, Class teacher & Originator. | Approved:..... | → 4 | Y/N |
| 4. Office | Distribute copies as indicated and file original on Educational Visits file | | | |

When approved a signed copy to be filed in the Educational visits folder and added to the visits calendar in the front of the folder. **NO RISK ASSESMENT = NO GROUP EDUCATIONAL VISIT**

Abbey Court Draft Ed visit RA's



These are the RA folders. Some folders, such as this one will have more folders inside!



As an example the sites of interest folder has the risk assessments shown below



This will now allow you to access RA's for your educational visits and update and renew them for your visit – sharing it with staff and pupils and copying it for your educational visit form.

Appendix 2 – OFFSITE EMERGENCY ACTION CHECKLIST

| Date | | FORM OE006 page 1 |
|--|--|-------------------|
| School Name: Abbey Court | | |
| OFFSITE EMERGENCY ACTION CHECKLIST | | |
| (This form to be taken by organiser for use in an emergency during the trip) | | |
| Step | Action | Completed? |
| 1 | Establish the nature and extent of the emergency. | |
| 2 | Account for all members of the group and ensure they are safe. | |
| 3 | If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid. | |
| 4 | Establish the name(s) of the injured and call whichever emergency services you require. | |
| 5 | Advise other group staff of the incident and ensure that the emergency procedures are in operation. | |
| 6 | Ensure that an adult from the group accompanies casualties to hospital. | |
| 7 | Ensure that the remainder of the group are adequately supervised throughout the emergency and arrange for their early return to base. | |
| 8 | Arrange for one adult to remain at the incident site to liaise with the emergency services until the incident is over and all group members are accounted for. | |
| 9 | If necessary notify the police | |
| 10 | Notify the British Embassy/Consulate if an emergency occurs abroad | |
| 11 | Control access to <u>all</u> telephones until contact is made with the head teacher and until they have had time to contact relatives or others as necessary. (The school contact number should be accessible at all times during the visit) | |
| 12 | Complete details below as soon as possible. | |
| 13 | Record on a separate sheet any details of conversations with people involved in the incident either as victim, witness or emergency assistance. | |
| 14 | All receipts for expenses incurred should be retained for the insurers | |
| FORM OE006 page 2 | | |
| Names of those involved & details of their injuries | | |
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| Date and time of incident |
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| Location of incident |
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| Nature of incident (describe what happened) |
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| Action taken so far |
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| Action yet to be taken (and by whom) |
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Print your name and sign:

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| Nature of incident (continuation sheet) |
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