

## EDUCATIONAL VISITS POLICY (including Health & Safety on Trips)

### AIMS

- To enable pupils to derive maximum educational benefit from visits.
- To undergo experiences that will not be available within school.
- To ensure pupils stay safe and healthy at all times.
- To encourage independence, cooperation, collaboration and collective responsibility, where appropriate.

The school follows the Code of Practice of 'Health and Safety of Pupils on Educational Visits' (DfEE), a copy of which is appended to this policy.

The school's Educational Visits Coordinator (EVC) is the Headmaster.

The responsibility for approving all out of school visits remains with the Headmaster.

### EXAMPLES OF MANOR TRIPS

At present, annual trips include the following:

- Reception to Hill End; Apple Farm
- Form 1 visit to Cogges Farm, Witney; Oxford Botanic Gardens; Roald Dahl Museum
- Form 2 visit to Abingdon and Wittenham Clumps
- Form 3 visit to Dorchester; Hazard Alley, Milton Keynes
- Form 4 visit to Sulgrave Manor; Wylde Court Rainforest; Ashmolean Museum; Ridgeway (1 night stay)
- Form 5 visit to Isle of Wight (3 nights); Science Museum, Bristol
- Form 6 visit Normandy (5 nights); Stratford-upon-Avon; Globe Theatre, London and Houses of Parliament
- All pupils from Year 1 to Year 6 go to a Christmas show at various theatres.

### PROCEDURE FOR SCHOOL OUTINGS AND VISITS

When arranging a visit the teacher concerned should:

- Authorisation**  
Consult with the Head of Department and Headmaster and then check the school events list before deciding on a date. Trips should be booked a term in advance so that they appear on the school events list and this way specialist staff can modify their teaching plans.
- Ask the Assistant Bursar for a trips pack and to price up the transport so the per capita cost can be assessed.

- c. Make adequate arrangements re insurance if necessary.
- d. It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:
- sex, age and ability of group;
  - pupils with special educational or medical needs;
  - nature of activities;
  - experience of adults in off-site supervision;
  - duration and nature of the journey;
  - type of any accommodation;
  - competence of staff, both general and on specific activities;
  - requirements of the organisation/location to be visited;
  - competence and behaviour of pupils;
  - First Aid cover.

Decisions must be made, taking the above factors into consideration as part of the risk assessment. Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:

- 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);
- 1 adult for every 10-15 pupils in school years 4 to 6;
- 1 adult for every 10 pupils on residential trips or trips abroad.

Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge.

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad or residential visits. Some non-residential visits with mixed groups will need a teacher from each sex. This guidance is all taken from the DfEE guide to 'Health and Safety of Pupils on Educational Visits'. (Please see Appendix 1).

Where there is more than one teacher/supervisor a group leader should be appointed who has authority over the whole group. If more than one school

is involved an overall group leader should be identified, usually the person with the most experience in leading such visits.

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a criminal conviction check and the other necessary checks should never be left in sole charge of pupils.

- e. Send a letter to parents explaining the arrangements and, if necessary, giving instructions (see section on 'Communication with Parents').
- f. Almost every child has a signed general permission slip on file for non-residential trips, however one or two parents need to give individual permission. No child should be allowed to go on the outing without permission from the parents.
- g. Give list of children going plus names of accompanying adults and all details of the venue to the school office.
- h. The Catering Manager checks the events list to see when groups are out so if there is any deviation from this or if numbers are unclear please always inform her so that meals can be provided with no unnecessary wastage. The teacher organising the trip should inform the Catering Manager of the number of packed lunches required.
- i. Inform colleagues of the exact timing of the trip if teaching is required at either end of the day. A list of groups of pupils going out of School, if it is not the whole class, should be supplied to Form Teachers and the Head of Music.
- j. Give the risk assessment form to the Headmaster at least a week before the date of the trip as he needs to sign it.
- k. Always take the First Aid box, a list of potential medical needs of pupils and a recognized mobile phone on the trip. The mobile phone may be a personal one as long as the office is informed of the number.

## **SUPERVISION**

A School party should normally be composed of Manor School staff and pupils. Other adults (e.g. parents or spouses) may also be included so as to establish the appropriate adult: pupil ratio. These adults should be carefully selected and ideally they should be well known to the school and pupil group. All parties must have a named leader (where possible, with a deputy) who must be an employee at The Manor.

All accompanying adults must be given explicit advice about their role and responsibilities. Group leaders should carry a list of pupils and adults involved in the visit at all times. Regular head counting of pupils should take place, particularly before leaving a venue.

## CHILD PROTECTION

The planning and organisation of all visits, particularly those of a residential nature, must include precautions to protect children from abuse such as racial, sexual or physical harassment from either adults or other children.

In the case of residential visits, all accompanying volunteers must be CRB checked. This is not the case with day visits, though accompanying adults with a group, must stay with a member of school staff and their group at all times.

## ROLE OF PARTY LEADER

*To have overall responsibility for the supervision and conduct of the visit and to have regard to the health and safety of the group.*

The party leader will:

- Obtain the Head's prior agreement before any visit takes place by submitting an Educational Visits Approval pro-forma.
- Appoint a deputy.
- Conduct an exploratory visit to undertake a proper risk assessment.
- Complete a comprehensive written risk assessment for aspects of the trip for which they have responsibility (amend existing RA if venue previously visited) and ensure all accompanying adults have a copy.
- Ensure the ratio of adults to children is appropriate.
- Clearly define each group supervisor's role and ensure all tasks have been assigned. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume and that they are advised of their position with regard to personal responsibility.
- Be able to control and lead pupils of the relevant age range.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Consider stopping the visit if the risk to health and safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the school contact and can access a copy of the school's emergency procedures.
- Ensure that group supervisors have details of the pupils' special educational and medical needs which will allow them to carry out their tasks effectively.
- Carry a list of names, addresses, ages and if relevant, a brief medical history of party members.

**Supporting staff should:**

- Follow the instructions of the group leader and help with control and discipline.
- Consider stopping the visit or activity, notifying the group leader if they think the risk to the health and safety of the pupils in their charge is unacceptable.

**Non-teacher adults should:**

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline.
- Speak to the group leader or teacher supervisors if concerned about the health and safety of pupils at any time during the visit.
- Never supervise a party of more than 10.

**Pupils should:**

- Be given clear instructions that they are to stay in their particular group within sight of their group supervisor.
- Understand:
  - the aims and objectives of the visit/activity
  - background information about the place being visited
  - how to avoid specific dangers
  - why they should follow specific instructions and rules
  - what standard of behaviour is expected
  - what to do if separated from the group
  - emergency procedures
  - safety precautions regarding transport.

## **COMMUNICATION WITH PARENTS**

Different procedures are involved with day trips and residential trips.

### **Day Trips**

Once a day trip has been planned parents require a letter containing all the details of the trip including a packed lunch request form but a consent form is not necessary, as this is covered by a form that all parents sign giving permission for all School trips, when their child starts at The Manor. If for some reason this form has not been signed then permission would have to be sought: the School Secretary will let you know if this is the case.

**Residential Trips** When residential trips are being planned parents will need information before deciding whether their child will participate. This should include the purpose of the visit, dates and timing, pupils concerned, destination, travel details, accommodation, programme intended, cost and travel arrangements. A parental consent form is necessary and should be kept by the

leader of the party. Also, a medical consent form is required showing that the parents agree to their child receiving emergency treatment, including anaesthetic or blood transfusion.

All residential trips require a new permission slip signed by one parent. However, **both parents** must sign a permission slip for any trips abroad.

Information meetings are held for our longer visits to the Isle of Wight and France. In the event of a change in the estimated time of return to School, every effort should be made to notify parents, either directly or through the School.

### **Communicating with parents**

Parents should be informed of:

- Date of the visit, location and its aims
- Times of departure and return and modes of transport
- Size of group and levels of supervision
- Details of accommodation and security
- Provision for SEN and medical needs.
- Procedures for children who become ill
- Names of party leader (for residential visit - all accompanying adults)
- Details of activities planned and how assessed risks will be managed
- Standards of behaviour expected
- Details of charges and insurance
- Money to be taken
- Clothing and equipment required
- What they are asked to consent to.

## **HEALTH AND SAFETY**

### **General**

The group leader is responsible for making sure that a risk assessment has been carried out which is appropriate to the type of trip. Personal and medical information should be collected as required by the nature of the visit. The leader should inform supervising staff of any known health problems, medications plus restrictions and make sure that they are complied with.

A first aid kit and a mobile phone should be taken on each trip.

The teachers have the overall welfare of the pupils at heart. There should not be an excessive consumption of alcohol on residential trips and one designated teacher should assume overall responsibility each evening and undertake not to drink at all.

Only buses with seatbelts or lap belts will be used.

## Risk Assessments

Risk assessments are legal requirements. They involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken, or whether more needs to be done. The aim is to ensure no-one gets hurt or becomes ill. RA's should explicitly cover how SEN and medical needs are addressed. The programme of the visit, as set out in the risk assessment and consent form should not be deviated from and should, if necessary, include details of contingency measures.

Staff are only responsible for conducting RA's on the elements of the visit over which they have control. Anything provided by an outside contractor will be the responsibility of that contractor. Staff should ask to see RA's drawn up by those providing services for them.

The written risk assessment, which is the responsibility of the party leader, should be given to the Headmaster well in advance of the visit, so that he can see that effective planning has taken place. The group leader and other supervisors should continually re-assess risks throughout the visit.

Please see sample Trip Pack (including Risk Assessment) in Appendix Two.

RA's should be based on the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The following factors should be taken into consideration by the party leader when assessing the risks:

- The type of visit/activity and level at which it is being undertaken
- The location, routes and mode of transport.
- The competence, experience and qualifications of supervising staff.
- The ratio of teachers and supervisory staff to pupils.
- The group members age, competence, fitness and temperament and the suitability of the activity.
- The SEN or medical needs of children.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit.

**RA's should be copied and given to all accompanying the visit, as well as to the Headmaster for approval.**

## **First Aid**

- A member of staff with a good working knowledge of First Aid will accompany any off-site visits.
- On residential trips or trips abroad a fully trained First Aider will accompany the trip.
- A suitably stocked first aid box must be taken.
- A person must be appointed to be in charge of first aid requirements.

## **Emergency Procedures**

Teachers have a common law duty to act as a reasonably prudent parent would, so they should not hesitate to act in an emergency, taking life-saving action in an extreme situation.

When a pupil requires hospital treatment as a result of an accident the teacher in charge should telephone the parents at the earliest opportunity. He/she should also telephone the School to inform the Head confirming whether contact has been made with the parents. If this has not been possible, the Headmaster (or Deputy Head in his absence) will ensure that the parents are contacted and asked to go to hospital.

The group leader (or suitable deputy) should accompany the pupil to hospital. If the pupil is a girl, the member of staff accompanying should be female. The teacher in charge must not leave the pupil until the parents reach the hospital or other adult authorised to act on their behalf by the parent or Head. Authorisation for an operation should only be given if the parents or Head (or Deputy Head) cannot be contacted within the time required by the medical authorities for safe or emergency treatment.

In all cases it is good practice for the group leader to make follow-up enquiries with parents on the subsequent condition of the pupil.

## **PLANNING TRANSPORT**

The Assistant Bursar is responsible for ensuring that coaches and buses are hired from a reputable company.

The School also ensures that the operators used are licensed with the appropriate public service vehicle operators' licence (PVC).

Only buses with seat belt or lap belts are used.

If a member of the group party uses a wheelchair, the group leader ensures that the buses used have appropriate access and securing facilities.

## **STAFF TRANSPORTING CHILDREN TO SPORTS OR OTHER EVENTS**

A copy of the transport pro-forma should be completed stating:

- A current, clean driving licence is held
- The vehicle is roadworthy with, if applicable, an MOT certificate.
- Appropriate insurance is held.

## **PARENTS TRANSPORTING CHILDREN TO SPORTS OR OTHER EVENTS**

Any parent transporting children to or from an event within school hours must undergo the relevant 'Safer Recruitment' procedure. (Please see our separate Safer Recruitment Policy for details).

A copy of the transport pro-forma should also be completed stating:

- A current, clean driving licence is held
- The vehicle is roadworthy with, if applicable, an MOT certificate.
- Appropriate insurance is held.

If a parent chooses to transport children out of school hours to or from extra-curricular activities, written permission should be obtained from the parents of the children who are travelling in the vehicle.

## **INSURANCE**

The School has Public Liability Insurance. Additional annual travel insurance is also provided to cover such trips as the annual Ski-Trip.

## **SWIMMING**

The Manor uses Abingdon School's pool for swimming lessons.

The teacher in charge holds an ASA Level 2 Swimming Coach. There is a separate Lifeguard. There are one or two additional staff on poolside and in the water.

The school follows the NOP (Normal Operating Procedure) within Abingdon School pool.

The teacher in charge checks:

- Water temperature
- Water clarity
- Changing facilities for cleanliness and safety
- First Aid equipment
- Emergency exits

- Safe behaviour of all children.

### **OFF-SITE SPORTS EVENTS**

- The Headmaster must know in advance that a match will be taking place.
- A list of those taking part must be left in the School Office.
- Risk assessments will be in place for:
  - the journey
  - injury to players
  - illness to either staff or players
- Parents must give permission for pupils to participate (this could be for the year or for an individual match.)
- Parental permission to transport pupils must be sought in writing.

### **CHARGING FOR TRIPS AND VISITS**

If children go on a trip they are usually charged. The cost includes entrance fees, transport costs, cost of extra supervision and other unavoidable expenses.

If a professional visitor (theatre, academic, etc) comes to school pupils are usually charged.

Some trips and visitors are subsidised from teaching budgets e.g. Year 5 Dance Workshop.



## APPENDIX ONE

Health and Safety of Pupils on Educational Visits (DfEE 1998). Please see weblink:  
<http://publications.teachernet.gov.uk/eOrderingDownload/HSPV2.pdf>



# **APPENDIX 2**

## **EDUCATIONAL VISIT PACK**



# EVENTS AND TRIP APPLICATION (including day trips, in house and sporting fixtures, musical events and overnight stay)

## ACTIVITY DETAILS

Activity: \_\_\_\_\_

Location Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Proposed date of activity: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Person organising the activity: \_\_\_\_\_ Title / department: \_\_\_\_\_

Health & Safety aspect of venue and their Policy Document seen and checked (if applicable)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Events list checked for conflicting events?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Head of Department aware of the event / date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Headmaster aware of the event / date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a packed lunch required? (Please inform the kitchen staff)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the timings of lunch affected? (Please inform the Deputy Head)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Person responsible for Risk Assessment: \_\_\_\_\_

Risk Assessment reviewed on: \_\_\_\_\_ Risk Assessment should be attached.

## SUPERVISION / HEALTH AND SAFETY

Names of other staff involved		Names of others involved (parents, instructors etc.)	

Nominated first-aider: \_\_\_\_\_ Expiry date of first-aid certificate: \_\_\_\_\_

Any pupils with special and/or medical needs: \_\_\_\_\_

*Up to date medical records & First Aid box to be collected from Nurse on day of trip.*

## RATIO AND PUPIL NUMBERS

### Summary of Policy Ratios

- 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);
- 1 adult for every 10-15 pupils in school years 4 to 6;
- 1 adult for every 10 pupils on residential trips or trips abroad.



**Pupil Details**

Total no. of pupils involved: \_\_\_\_\_ [Male: \_\_\_\_\_, Female: \_\_\_\_\_ ] Year Group: \_\_\_\_\_

Total no. of adults: \_\_\_\_\_ Adult / pupil ratio (e.g. 1:8): \_\_\_\_\_

**TRANSPORT**

Bus required? Yes  No

Additional mode of transport if required:

\_\_\_\_\_

If hired vehicles, have safety arrangements been considered? (eg. *safety belts on coaches*)

\_\_\_\_\_

Name of hire company: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**ADDITIONAL TRANSPORT ARRANGEMENTS** (if applicable, e.g. staff/parent car, taxi)

Are there any additional transport arrangements? Yes  No

Details: \_\_\_\_\_

**FINANCE DETAILS**

Organisation contacted to check availability / cost?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organisation will provide a bill / invoice after event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the Price per Child?	£.....
What is the Price per Adult?	£.....
What is the Ratio of Free Adult(s) Place(s) / per Child(ren)?	.....Adults(s) / .....Child(ren)
What was the cost of the pre-visit check?	£.....

**How much are you (the Leader / Teacher) likely to spend on:**

Gifts / Souvenirs / Gift bags / Workbooks etc	£.....
---	--------

**ORGANISER AND HEADMASTER APPROVAL**

**Organiser**

I, as organiser of the above activity, request your approval for it to proceed.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**Headmaster**

I have read the above application and am satisfied that all aspects of leadership, planning, organisation and staffing have been considered.

Please ensure that I am given all relevant information, including any changes and a final list of members of the party and a detailed itinerary prior to departure.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



## EMERGENCY ACTION CHECKLIST

	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 telephones until contact is made with the school / college (preferably the headteacher / principal) or the previously agreed emergency contact point, and until s/he has 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.	

**NOBODY SHOULD SPEAK TO THE PRESS – all enquires MUST be referred to the Head or the Bursar who will have a prepared statement available.**

**EMERGENCY SCHOOL CONTACTS**

			<b>Day contact #</b>	<b>Night contact #</b>
<b>Piers Heyworth</b>	Headmaster	<i>(Parents)</i>	01235 848848	07876 738324
<b>Anita Stokes</b>	Deputy Head	<i>(Pupil liason)</i>	01865 777231	07980 085094
<b>David Ramm</b>	Bursar	<i>(Premises &amp; things)</i>	01865 351120	09821 126161
<b>Rebecca Kashti</b>	Chairman of Governors		01235 520382	07752 807814

School Number (Direct): 01235 858463  
 School Number (Bursary): 01235 858470 / 1 / 2

<b>Names of those involved and details of their injuries</b>

<b>Date and time of incident</b>

<b>Location of incident</b>

<b>Nature of incident (describe what happened)</b>

--

Action taken so far

Action yet to be taken (and by whom)

Print your name and sign: \_\_\_\_\_



**The Manor**  
PREPARATORY SCHOOL

## Trips & In House Performances

### ACTIVITY DETAILS

Destination: \_\_\_\_\_

Date: \_\_\_\_\_

	Check List
Authorised (Head)	<input type="checkbox"/>
Outings Request Form	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/> (signed by Head) <input type="checkbox"/>
Bus Risk Assessment	<input type="checkbox"/>
Venue Booked	<input type="checkbox"/>

### ADMIN SECTION

	Check list
Events List	<input type="checkbox"/>
Book Bus	<input type="checkbox"/>
Letter to Parents / Piers	<input type="checkbox"/>
Parents / Self Declaration	<input type="checkbox"/>

### FINANCE SECTION

<b>Calculation</b>	£.....
Bus	
Entrance: Pupil	
Entrance: Adult	
Gift Bags / Workbooks etc	
Film / Processing	
Sub Total	
+ %	
Total Cost	
Divided by Pupil Numbers	
<b>Charge per pupil</b>	<b>£.....</b>
Disbursement Batch Number	

Any other notes: \_\_\_\_\_



---

Date Policy Reviewed: 18 March 2010  
Date of Next Review: March 2011  
Person(s) Responsible for Review: SLT  
Signature of Review(s)

