

EDUCATIONAL VISITS & ACTIVITIES POLICY



Aims

To promote safety when taking pupils on school visits

Objectives

- To maintain a safe environment for children at all times when visiting venues off-site
- To follow specific procedures at all times to ensure safety
- To complete site visits for new off-site venues and complete risk assessments well in advance of any pupil visit

Procedures

- All school visits must be planned well in advance, with careful consideration given to the aims and objectives of the trip and the nature of the activities to be experienced
- All visits must be authorised by a member of the senior management team
- Where possible a teacher or teachers organising the trip should make a prior visit to plan work, talk to staff and carry out first stage of risk assessment (as well as collecting relevant Health & Safety documentation from the venue)
- All parents are to receive a letter giving details of the trip including:
 - Location of venue
 - Arrival and departure times including meeting and collection points
 - Method of transportation
 - Clothing and lunch arrangements
 - Activities for the day
 - Any special arrangements

Parents should also sign a consent form, and give details of any medical issues and an up-to-date contact number for the day(s) of the trip

- Coaches used for school trips must be fitted with seatbelts and staff must ensure that each child has their seatbelt on correctly before the vehicle moves.
- Any mini-bus that is available for use will be fitted with seat-belts. Drivers will have held a full licence for at least 5 years and be aged 25 (legally it is over 21 but our insurers insist it is 25 - we can make exceptions for individual named drivers who have D1 category on their licence. Those who don't have D1 must undertake further training and a practical and theory test). Drivers should only embark on a journey if they are fully fit and not taking any medication that could

impede their reflexes. Drivers should not drink any alcohol before or during journeys. Nor should Drivers smoke in the mini-bus.

- If private cars are used, there must also be a seatbelt for each child, and a separate permission must be obtained for children to travel in a private vehicle. They should provide the Estates Manager with a recent copy of their driving licence – both parts). Where possible children should travel in the rear passenger seats with pupils under 10 years of age on booster seats.
- Adequate adult supervision must be maintained at all times. The ratio of children to adults varies according to age and activity. The current Government guidelines for low-risk activities suggest the following: one adult to six pupils Years Rec -3, or one adult to ten to fifteen pupils for Years 4-6 and one adult for fifteen to twenty pupils Year 7 to 13.
- All parent helpers should be informed of the procedures in place for the trip, including emergency procedures. They should read and sign a copy of the risk assessment for the visit and take head counts throughout the trip, particularly after leaving the venue.
- Any volunteer adults who have not had an enhanced CRB check completed must be accompanied by a member of staff and never left in sole charge of pupils.
- In so far as is practical, a first aid kit should be carried at all times and a member of staff designated to be responsible for medical matters. Any medicine needed by the pupils should be carried by the designated adult, and a consent form to administer the medicine should be completed and signed by the parent or guardian. On visits to European countries a European Health Insurance Card must be carried by all participants.
- If the need arises during a visit or journey to administer First Aid to a student the following guidelines should be adhered to:
 - Use equipment from the first aid box that appears to be appropriate for dealing with the injury.
 - At all times apply "common-sense" actions to the incident.
 - Ensure that a qualified person is consulted about any injuries.
 - With more serious injuries insist that an X-ray of the injury is taken.
 - At all times staff should be acting as a reasonable parent
- If a trip includes walking in groups or walking to a site, the following procedures should be followed. Each class should be led by the adult in charge with the other adults in the middle of the group and an adult at the back of the group. The group should stay as close together as possible, and if the pavement allows it, walk in pairs (as age appropriate). Wherever possible when crossing a road a pedestrian or zebra crossing should be used. If not, two adults go into the road to form a channel through which the children can cross. When the adults forming the channel say it is safe to cross the adult at the beginning of the group leads the children across. The adult at the back of the group ensures that all the children have crossed safely.
- Emergency procedures: in case of an emergency it is vital that all parents and the school, or a designated representative of the school can be contacted as soon as possible. For all trips a list of children and adults on the trip, with emergency contacts and known medical problems should be completed. At least one copy of this is to be kept

with the group at all times and one copy is to be left at school with the Head and a further copy needs to be left with the Estates Manager who also acts as School Safety Officer. If the trip extends before or after normal school hours, then a copy of the emergency contacts and itinerary should be left with a designated person, who should be contactable at all times by the person(s) organising the trip.

- Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by the leaders. These cannot be comprehensively defined but range from temporarily lost children, minor injuries and food poisonings to more serious injury or fatality. A recommended framework of procedures to be followed in the event of an incident resulting in serious or fatal injury is provided below.
- Activity centres will have their own emergency procedures. Organisers must request a copy of these in advance of the visit and compare them with the recommended framework. If the centre procedures are significantly different or are deficient by comparison, before the visit gets under way, organisers shall agree with the centre management exactly what procedures will be followed.

FORTUNATELY, SERIOUS EMERGENCY SITUATIONS ARE VERY RARE.

The recommended procedures for an emergency are:

- Establish the nature and extent of the emergency;
- Make sure all other members of the party are accounted for and are safe;
- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid;
- Establish the name(s) of the injured and call whichever emergency services are required.
- Advise other party staff of the incident and that the emergency procedures are in operation;
- Ensure that an adult from the party accompanies casualties to hospital;
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base;
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;
- Control access to telephones especially other children's mobiles, until contact is made with the head teacher, emergency contact point or designated senior member of staff and until he or she has had time to contact those directly involved. Give full details of the incident, i.e.:

Name;

Nature, date and time of incident;

Location of incident;

Details of injuries;
Names and telephone numbers of
those involved;
Action taken so far;

- For serious incidents where the media may be involved, try to identify alternative 'phone numbers at "home" and "off-site base" as other lines will quickly become jammed; It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.
- The head teacher or designated senior staff member shall alert the Chair of Council giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The head teacher shall arrange to contact parents/carers of those involved. For a serious incident the head teacher shall contact parents of all party members. It is also the head teachers' responsibility to act as a link between the group involved, the Chair of Council and the parents;
- If it is necessary to liaise with the media, the Chair of Council will take the lead. A designated person shall then act as the ongoing point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site;
- The party leader shall write down all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses
- Legal liability should not be discussed or admitted;
- Complete all accident forms and ask the school to contact the contact insurers and the Health and Safety Executive or local authority inspectors if appropriate.