

**WINSTON HOUSE
PREPARATORY
SCHOOL AND
KINDERGARTEN**

**EDUCATIONAL VISIT
POLICY**

Author: SLT
Reviewed: March 2016
Next Review Due: March 2017

Educational Visits Policy

This policy has due regard to the DfES 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).

The setting believes in the educational and social value of school trips. Setting visits are an integral part of kindergarten life, furthering the education of the students. They support the social or academic needs of the students. The setting aims to give students experience of a number of curricular and extra-curricular off-site visits during their time at the school.

1. Basic principles

Responsibility

- The Head bears ultimate responsibility; all staff liaise with him concerning the arrangements and follow the guidelines in this policy.
- EYFS 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.
- The *Behaviour Policy* applies to all students 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 students 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: student 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. Appropriate first aid provision will be available at all stages of the trip.

- EYFS Teachers, assistants and volunteers accompanying setting 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. Students 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 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 settings. 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. 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 students.
- 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 students 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. 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. We 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 Proprietor, 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 students 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 group leader will liaise with the Operations Manager/Head 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 Operations Manager/Head 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.

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. This will incorporate any risk assessment provided by the venue/tour operator
- familiarity with the area before taking students
- 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

The group leader will liaise with the Head/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 students involved require the ratio to be exceeded. A common example is activities involving water.

For visits which involve students 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 students. 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).

The staff must include both men and women. The Head has the discretion to waive this requirement in the case of the youngest students, depending on the nature of the trip. Staffing must be appropriate, in terms of ratios and qualifications, to cope with any student on the trip with special or individual medical needs.

The group leader should liaise with the Head to discuss cover arrangements back at the setting 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 students are kept by the leader and Operations Manager. At the School's discretion, residential visit payments may be made in stages. All payments should be made by cheque or bank transfer. Payment by the setting in advance for trip costs will be made by the 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 Operations Manager. Similarly, the group leader should liaise with the 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 students 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.

Students 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 students 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 preform, 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 Head and only if 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 be visited, handed to Head with a completed Off Site Visits Form, list of students 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 student 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, 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 Head). 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 student have been successfully collected by the deadline. It is the responsibility of the Head 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 Head or 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 Head 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 Head. 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

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, students 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 office. This must be returned to the office 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.

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 students. 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 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 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 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. Wandsworth Preparatory School 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 Winston House Preparatory School 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 Head.
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).

4. After the visit

After the visit the group leader must complete a visit evaluation form, which is submitted to the Head. 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.

Staff and students will contribute towards the evaluation of the trips/visits in order to improve practice.