



HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS POLICY

Introduction

Parkfield School recognises the importance and value of off-site activities and educational visits. We are committed to extending the educational experience and achievement of all our students which will include a variety of enriched, extended and extracurricular activities, learning outside of the classroom, residential trips and Physical Education lessons.

Safety of all students and staff is crucial and careful planning and adherence to statutory procedures is required. Off-site activities (including Physical Education lessons) and educational visits must be well managed and responsibilities recognised.

Parkfield School prides itself on the care it takes of its students and this extends to all educational experiences that students have away from the school site. In order to ensure health, safety, enjoyment and positive educational experiences for all concerned it is expected that all staff members follow the guidelines set out within this policy document.

This policy is written with regard to the DfE guidance document; 'Health and Safety of Pupils on Educational Visits' (HASPEV), 'Health and Safety, Department for Education Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies (2011)' and the DfE documents "Advice on Driving School Minibuses, 2013", "Health and Safety – Advice on Legal Duties and Powers, 2013"

Advice from the DfE (updated June 2013) states that:

"The government is determined to reduce burdens on schools. We want to simplify health and safety requirements and explain them better. The government is making it easier for schools to take pupils on trips, removing paperwork and taking steps to reduce teachers' fears of legal action. Teachers should be confident that they know best how to look after pupils and keep them safe".

Related policies

This policy is part of a suite of policies which should also be referred to:

Safeguarding Policy

SEN Policy

Care, Guidance and Support Policy

Behaviour Policy

Equal Opportunities Policy

Health and Safety Policy

Charging and Remissions policy

First Aid policy

Crisis Management Policy

Principles

This policy aims to ensure that all staff at Parkfield School are able to plan, lead and accompany students successfully on off site visits. Its aims are to ensure that:

- all off-site visits are well planned, the risks involved are assessed and appropriate risk control measures are in place
- appropriate documentation is completed and, where necessary, taken on the visit
- appropriate insurances and licences are held by all bodies providing transport, accommodation, supervision and training for our students
- guidelines for use of minibuses are followed
- all necessary medical information, parental contact details and signed parental consent is collected
- appropriate emergency procedures are known and followed

Educational Visits Co-ordinator ('EVC')

The DfE supplemental guidance issued in August 2002 to support the original HASPEV₁ guidelines states that it is good practice for all schools to have an EVC. This will be the Nominated Postholder.

Authorisation by the EVC, Principal and the Governing Body is required for all visits or journeys which involve:

- absence for one night or more;
- travel by air or sea ; and/or
- potentially hazardous environments or pursuits.

Where a visit is planned during term time, the Governing Body should satisfy itself that there are valid educational reasons for the visit taking place. The Party Leader should also check with the Principal that the planned trip will not impact on learners' study time. In addition, the Governing Body should ensure that the School can be run effectively in the absence of those teachers who will accompany learners on the visit.

The Principal and Governing Body should also consider the implications of the European Working Time Directive, as set out within the Working Time Regulations of employment law. This is particularly in relation to an employee's entitlement to rest periods. Details can be found in the guidance notes available from the Department of Trade and Industry 0171 215 5000.

Before authorising a visit, the EVC, Principal and/or Governing Body should be satisfied that:

- the activity will be efficiently organised and supervised
- the visit is educationally appropriate
- have significant value for the development of the learners taking part in the visit
- be suitable for all the learners concerned, having regard to their ages and abilities
- not interfere unduly with the work of other learners at the school

Responsibilities

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Nominated Educational Visits Co-ordinator (EVC)

The overall responsibility for the health and safety of visits lies with the employer.
(Parkfield Education Ltd)

Trust Board Members

The Trust Board should ensure that:

- the school has a policy for External Visits, which includes a charging policy
- The Principal and Trips and Visits group leaders comply with these guidelines, the health & safety policy and other appropriate regulations
- Trips and visits have clear objectives
- they are informed about less routine visits well in advance
- approval for certain types of visit is obtained in line with these guidelines
- The Trust as the legal employer have a wider responsibility, including providing written guidelines including advice on risk assessment; assess proposals for certain kinds of visit; provide emergency support; ensure training needs have been addressed; provide access to named staff for advice; maintain appropriate insurance cover.

Principal and Educational Visits Coordinator

The Principal and EVC are responsible for ensuring that:

- visits comply with these guidelines, Parkfield School's Health and Safety and other policies, and the school's own policies and procedures
- Group Leaders are competent to monitor risks throughout the visits, there is clarity about their own role if taking part in a visit, and to follow the instructions of the Party/Group Leader who will have sole charge of the visit/activity
- adequate procedures are in place for safeguarding children from harm, including Enhanced DBS disclosures for staff and volunteers if they are to have unsupervised access to children or young people
- risk assessments are completed and that adequate resources are available for implementing the identified control measures
- planning and preparation have been properly completed
- the needs of staff, children and young people have been considered, and training needs have been assessed by a competent person
- party leaders have appropriate skills and experience for the group in question, will organise the party effectively, and are allowed sufficient time to organise visits properly
- volunteers and non-professional staff are appropriate to supervise children and young people
- Group Leaders are competent to lead activities and are familiar with proposed locations for activities
- ratios of staff to participants are appropriate
- proposals for visits are approved as required
- informed parental consent has been obtained
- arrangements have been made for medical needs, first aid and special educational needs as appropriate
- appropriate travel arrangements are in place, including timings, pick-up and drop-off points
- there is adequate and relevant insurance cover;
- an Emergency Base Contact has been nominated, and communication arrangements put in place
- the Party Leader, Group Leaders and Emergency Base Contact have the names of all adults, children and young people in the group, and the contact details of parents/carers and of staff's next of kin
- contingency and emergency plans are in place and are known to all involved

Organisers / Party Leaders

Organisers / Party Leaders are responsible for ensuring that:

- they seek prior approval of the EVC and Principal before making any firm plans. This is best done by submitting details of the proposed trip in writing at least 3 weeks in advance of the trip.
- they comply with these guidelines, Parkfield School's Health and Safety and other policies, and the schools own policies and procedures
- a deputy is appointed if necessary
- the roles of all group supervisors have been clearly defined and all tasks clearly assigned, and that supervisors are fully aware of what the proposed visit involves, have details of any special educational or medical needs within the group, have details of the school/base contact, and are aware of the emergency procedures
- they are able to appropriately control and lead the children and young people involved
- they are suitably competent to lead the activities and are familiar with the locations chosen
- they are aware of child protection issues and procedures
- adequate first aid is available
- adequate planning and preparation is completed, including briefing group members and parents/carers
- risk assessments are undertaken and recorded, and suitable & sufficient control measures are in place
- regular visits are reviewed and adjusted as necessary, informing the EVC as appropriate
- have enough information on the children and young people involved so as to be able to assess their ability to take part in the visit
- they stop the visit if the risks become unacceptable, and have procedures in place for such an eventuality.

Preliminary Visits

- It is essential that a preliminary visit is made, at least by the organizer / party leader, and preferably by other accompanying adults, unless the visit leader has recent experience i.e. within the last year, of the site or venue. This allows the leader(s) to gain first-hand knowledge of the venue, facilities and activities to be followed and so become aware of the potential hazards and difficulties prior to encountering them with learners. Particular attention should be paid to fire and other safety precautions and emergency evacuation procedures. All accompanying adults should be familiar with the operation or use of any necessary safety equipment.

Employed Staff

Staff involved in visits act as employees of the Trust, whether the visit takes place within normal hours or outside those hours, by agreement with the EVC. They must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances. They should:

- read and understand the risk assessments for the visit, paying particular attention to the control measures identified to reduce the risks
- follow the instructions of the group leader and help with control and discipline
- consider stopping the visit/activity, notifying the Party Leader, if they think the risk to the health and safety of the children or young people in their charge is unacceptable
- follow the School's Code of Conduct

Adult Volunteers

Volunteers (including parents/carers who accompany the group) also have a responsibility to do their best to ensure the health and safety of everyone in the group. They should:

- read and understand the risk assessments for the visit, paying particular attention to the control measures identified to reduce the risks
- be clear about their role and responsibilities
- not be left in sole charge except where it has previously been agreed as part of the risk assessment
- have obtained an Enhanced DBS disclosure if they are to have unsupervised access to children or young people
- follow the instructions of the Party/Group Leader and professional staff and help with control and discipline
- speak to the Party/Group Leader or professional staff if concerned about the health and safety of anyone in the group at any time

Students and Young People

The Party Leader should make clear to students and young people that they must:

- not take any unnecessary risks
- follow the instructions of staff including those at the visit venue
- dress and behave sensibly and responsibly
- if abroad be sensitive to local codes and customs
- look out for anything that might hurt or threaten themselves or anyone in the group and tell staff about it
- any children or young people whose behaviour is considered to be a danger to themselves or others may be stopped from going on or continuing with a visit, The educational aims of the visit for these children or young people should be fulfilled in other ways where possible.

Parents/Carers

Parents/carers should:

- be able to make an informed decision on whether their child should go on the visit - the Organiser should ensure that parents/carers are given sufficient information (normally in writing) and are invited to any briefing sessions (special arrangements may be necessary for parents/carers for whom English is a second language)
- be informed how they can help prepare their child for the visit by, for example, reinforcing a code of conduct
- be asked to agree the arrangements for sending a child home early and who will meet the cost
- be asked to sign a consent form, including providing relevant information about their child's emotional, psychological and physical health, and emergency contact details (this may be a blanket consent – e.g. at the beginning of a school year - for routine visits or a specific consent for a more unusual visit)

The information given to parents/carers will depend upon the nature of the visit and whether it involves any overnight stay, but as a general rule the following details should be included:

- The nature of the visit and the destination;
- Dates, times and venues for departure and return, and the method of travel. Visit leaders should note that their responsibility for learners ends only when the learners return to school (if the visit is within normal school hours), or when the learners are handed back into the care of their parents/carers or other responsible adults. Learners should only be allowed to return home from the site of the visit unaccompanied if this has been previously agreed by their parents/carers;

- The itinerary for the visit, including details of any "free" time or unsupervised activities;
- The cost of the visit - see the School's Charging and Remissions Policy;
- Details of the activities in which learners will be expected to or be able to participate;
- Guidance concerning appropriate clothing or footwear;
- Guidance concerning an appropriate amount of money to be taken;
- Guidance concerning the behaviour expected from learners and the procedures for dealing with misbehaviour, including the arrangements for sending a learner home early if the activity involves an overnight stay;
- The size of the group taking part in the visit, and the names of accompanying adults;
- Details of the insurance cover provided;
- In the case of a residential visit, an address and telephone number at which the group can be contacted in the event of an emergency;
- The name of a contact person at the School who will be in touch with the group and can inform parents/carers if there are unavoidable changes in timing arrangements or if there is an emergency of any kind;
- A request that any necessary parental consent form be signed and returned to the visit leader, together with details of any known medical condition from which the child may be suffering, special dietary needs and details of any medication which the learner may be receiving. Permission should also be obtained for any necessary medical treatment to be carried out in the case of an emergency.

Sometimes parents/carers accompany visits, perhaps as volunteers to help with the group, or (often with very young children) to support and supervise their own children, or (e.g. in a community group) as a member of the group. The Party Leader and parents/carers should be clear about the role and responsibilities of parents/carers in such situations, and be aware of and risk assess potential conflicts.

A sample parental consent form is given in **Appendix C**.

Preparation of Learners

All appropriate school-based preparation relating to the educational aspects of the visit will be undertaken in well in advance of the departure date. In addition, learners should be made aware of the following:

- the aim and purpose of the visit
- the activities planned and the overall itinerary
- the rules which apply during the visit - particularly in relation to "free" time and "unsupervised" activities - and the details of any safety procedures. N.B. Regular head counts should take place, and an appropriate "lost" procedure should be established. For younger learners it may be appropriate to determine a suitable "recall signal" whereby all learners can be immediately recalled to a predetermined point without delay. Some specific guidance is given in the School Transport Policy about rules for groups who will be travelling by coach, rail, ferry or air
- the standards of behaviour expected, and the sanctions to be used for those who disregard rules and procedures, including the withdrawal of learners from an activity or the sending home early of learners on a residential visit
- the areas or activities which are "out of bounds"
- the type of clothing and footwear which is appropriate
- the correct use of any equipment which forms an integral part of the visit (unless the visit itself includes specific tuition in the use of equipment)
- the procedures for emergency evacuation, where relevant. These will be particularly necessary on residential visits

The DfE booklet "Health and Safety of Pupils on Educational Visits" contains (on page 53) a suggested checklist for learners to complete before taking part in the visit, in order to ensure that they are clear about key items of information and appropriate safety procedures.

Learners with Additional Needs

As part of the provision of inclusive ethos of Parkfield School, visits should be available to all learners who have additional needs, but clearly the particular needs of individual learners will need to be considered when planning the visit. These needs may influence the adult/learner ratio needed (see **Adult/learner Ratios**), and decisions about special skills required by the adults accompanying the visit.

All adults involved should have clear information about the nature any learner's additional needs, and it should be clearly understood how these will affect the learner's ability to take part in the planned activities. Specific necessary information (such as any medication required, details of any allergies or special dietary requirements) should be identified on the parental consent form - see the example form in Appendix C. In particular circumstances, it will also be necessary to check the venue for wheelchair access.

As well as ensuring a full exchange of written information between the school and parents/carers, it may be particularly valuable to consult directly with the parents/carers before the visit takes place. Some learners with additional needs may not have spent time away from home before, and discussions with parents/carers can relieve some of the anxiety which would otherwise be felt.

Briefing the Supervising Adults

It is essential that all supervising adults are fully briefed before the visit takes place and it is recommended that at least one briefing meeting should be arranged for this purpose. The level of supervision required for a particular visit - i.e. the number of supervising adults who should accompany the group - is considered in detail later in this document.

The following points should be borne in mind:

- the visit leader must be free to exercise full authority during the journey, and this must be accepted by everyone else taking part, including those who normally hold a more senior position in the school
- visit leaders must recognise that when experts are engaged for specialist activities such as climbing, sailing etc. their instructions on procedure and safety should be followed at all times
- all supervising adults should be given full instructions concerning their own specific responsibilities, and the extent to which they should exercise their own judgement. The visit leader should ensure that all supervising adults are aware of any emergency procedures
- one of the supervising adults should take responsibility for welfare issues, including first aid arrangements and the supervision and distribution of any medicines which have to be taken by members of the group
- the visit leader should have access to sufficient funds to meet any emergency which might be encountered; (The Principal will look to procure a Credit Card which the visit leader will use to pay for fuel, etc)
- the visit leader should have at hand a list of all group members' names, and - in the case of residential visits - addresses and telephone numbers, in case of emergency. **(A copy of this list should be left with a the Principal and EVC)**
- a deputy visit leader, who is competent to assume the leader's responsibilities in the case of an emergency, should be appointed. The deputy leader should be involved in the preparation and organisation of the visit so that any handover of responsibility, should it become necessary, can take place quickly and effectively.

Medical

All accompanying adults should be familiar with the first aid guidelines and it is recommended that at least one of the supervising adults accompanying the group should have a current qualification in first aid.

Leaders should ensure that travelling first aid kits are available during every visit and the visit leader must be satisfied that the kit includes all of the items which may be needed, bearing in mind the possible additional items which may be required for some learners with special needs.

The visit leader should also ensure that all supervising adults have adequate information about any special medical or dietary needs which learners on the visit may have.

Decisions about the administration of medication to learners must be made before the visit, and any necessary routines and checks agreed and established. It is useful to have a summary sheet which records the names of all learners, any medical conditions and dietary requirements which can be given to all staff.

Any accident which occurs on a school visit should be reported in the same way as an accident taking place on the school site. Details of the procedure to be followed are contained in the school's Health and Safety Policy

Emergency Procedures

Despite good planning and leadership, it is always possible that unforeseen emergencies may arise on a school visit. On such occasions visit leaders are likely to need the support and advice of the EVC, Principal, Governing Body and perhaps LA officers. Clear guidance about the procedures for dealing with an emergency situation should be provided to all staff and supervising adults involved in a school visit. Suggested emergency procedures, designed to ensure the rapid transfer of information, enlist services and help, and deal with the probable attentions of the media, are described in chapter 10 of the DfE booklet "Health and Safety of Pupils on Educational Visits".

Where a visit involves an overnight stay, each learner should be provided with a card giving details of the address of the hotel or residential centre being used, in case a learner becomes "lost" and has to find their own way to the venue. If the visit is to a foreign country, the card should include - in English and the language of the country - a request for directions to the hotel or centre.

Transport Arrangements

Small groups of learners are often transported in minibuses. If this form of transport is planned, visit leaders should refer to the booklet "Minibus Safety: A Code of Practice" published by RSPA (Royal Society for the Prevention of Accidents) and the DfE documents "Advice on Driving School Minibuses, 2013" a copy of these are available on the internet.

If the plans for a visit involve teachers driving minibuses abroad, teachers should be aware that this could exceed the entitlements of their driving licences.

If the visit is for more than the total mini bus capacity, a larger form of transport will be required and most leaders will choose to travel by coach. The school's Transport Policy and Health and Safety Policy give further information

Private cars of both members of staff and voluntary helpers, such as Governors or parents/carers, are sometimes used to assist with transport on school visits. Visit leaders must take reasonable precautions to satisfy themselves that such drivers and vehicles are suitable for the proposed use. Parents/carers should be informed if their children are to be carried in private cars, and be given the opportunity to indicate if they do not wish their children to be transported in this manner. No member of staff should be forced to use their cars for this purpose.

The responsibility for the insurance of private vehicles rests with the owner or driver concerned. The school cannot provide insurance cover to protect the interests of the driver if an accident were to happen. Members of staff must have a 'business use' extension to the normal 'social, domestic and pleasure use' provided by motor insurance policies, and the EVC will need to verify that staff concerned have such cover. Voluntary helpers should check with their insurance company or broker that their policy provides the necessary cover for transporting learners on Parkfield School visits.

Potential Hazards

Any School visit has potential hazards, such as supervising learners across a busy road. However, some activities are generally regarded as more hazardous than others - skiing, rock climbing, water sports etc. - and particular care needs to be exercised in arranging school visits of this type.

20.2 HASPEV and its supplements provides a list of National Governing Bodies from whom advice can be sought in relation to a range of potentially hazardous pursuits. The information given in the sections below refer to some of the more common hazards encountered on school visits, but it is not intended to be a complete list.

Visits to the Coast / Beach

There can be a degree of risk in any activity where learners are close to the coast or tidal waters, such as the danger of individuals or groups being swept from rocks or cut off by unusual tidal conditions. Risks of this type can be minimised by seeking the advice of the local Coastguard about the state of the tides and the prevailing weather conditions before embarking on a visit to the beach.

Group leaders should ensure that the Coastguard is contacted if there is any possibility of the visit being affected by tidal or weather conditions, and the visit should only go ahead if the visit leader is fully satisfied that the prevailing conditions pose no threat to learners or staff. The potential for danger always exists in visits to the coast or tidal waters and every effort must be taken to minimise such danger.

Leaders may wish to consider undertaking training in water safety issues. Various programmes - ranging from basic water safety and rescue skills to a professional Lifeguard Qualification - are available from Lifesavers, The Royal Life Saving Society UK 01789 773994.

Field Trips

Field trips, which are arranged as an integral part of the curriculum, must be treated just as rigorously in terms of safety considerations as would any other school visit. They may also include their own specific hazards, for example a geology field trip involving the collection of rock specimens and requiring the use of protective equipment such as goggles and hard hats. Visit Leaders must carry out a thorough risk assessment and ensure that appropriate measures are taken to minimise any identified risks before embarking on the visit or carrying out any fieldwork. (See sample Risk Assessments: Appendix E).

Farm Visits

Farms can be dangerous places - even for the people who work on them - and any visit to a farm, should be carefully planned. In general, it is important to check that the farm is well-managed, that it has a good reputation for safety standards and animal welfare, and that it maintains good washing facilities for use by learners and clean grounds and public areas.

Some specific guidance on farm visits is given in the DfE booklet (page 33). Further advice can be found in the DfE letter to schools, dated 9th June 1997, entitled "Pupil Visits to Farms: Health Precautions". More detailed guidance has been produced by the Health and Safety Executive 01787 881165 in its information sheet AIS123 and accompanying supplement "Avoiding ill health at open farms - Advice to teachers".

Leaders should be aware of the danger of learners being infected by the E-coli bacterium (leading to possible brain damage) by visiting farms. This can be transmitted by young children licking their fingers and thumbs after touching animals or farm property such as a fence.

Supervision

There is no law which lays down particular supervision levels for School visits. The EVC, Principal and where appropriate, the Governing Body, must be satisfied that an appropriate level of supervision will be provided before approving a School visit.

There should be a designated leader (and deputy leader) who should be clearly identified to learners, parents/carers and other adults accompanying the visit. The deputy leader should be involved in the preparation and organisation of the visit so that he/she can take overall responsibility for the visit at any time, should this become necessary.

Adult / Learners Ratios

In general it is not appropriate to lay down inflexible adult/learner ratios for school visits, as there are a number of factors applicable to a particular visit which must be considered before reaching a conclusion about the appropriate level of supervision. These would include, for example, the age of the learners, their abilities and previous experience, the gender mix of the group, the experience of the accompanying adults, and the number of employees as opposed to voluntary helpers.

DFES Circular 22/94 "Safety in Outdoor Activity Centres: Guidance" contains some recommendations on adult/learner ratios for certain types of visit, and these have been incorporated in the overall recommendations set out below:

- For visits where the element of risk to be encountered is similar to that normally encountered in daily life, a minimum ratio of 1 adult to 15 learners is recommended. In many circumstances, the actual supervision ratio of adults to learners will be higher than this, for example on visits abroad.
- A minimum of two adults should accompany each visit, and at least one of these adults must be either a qualified teacher, or an unqualified teacher who has been approved for this task by the Principal.
- It is strongly recommended that mixed groups should be accompanied by at least one adult of each gender. This recommendation is particularly important for residential visits involving an overnight stay. Where the School decides that it is not possible to have at least one adult of each gender accompanying a residential visit, parents/carers should be given clear notification of this fact, together with details of the practical arrangements for supervision throughout the visit.

Various National Governing Bodies (such as the British Canoe Union and the English Ski Council) recommend specific supervision ratios for particular types of activity. Details are available directly from the organisations concerned.

Role of Adults other than Teachers(AoT)

Non-teaching members of staff, parents/carers, governors and other voluntary helpers can make an important contribution to school visits, but it is important that their role on the visit is clearly established and that appropriate responsibilities are assigned to them. The following guidelines should help to ensure that this is the case:

- The visit leader must be a qualified teacher, or an unqualified teacher who has been approved by the EVC or Principal for this task.
- Wherever possible, qualified teachers should form at least 50% of the total number of adults accompanying the party.
- Both the EVC or Principal and the visit leader must be satisfied that other accompanying adults are responsible individuals who are capable of carrying out any duties which may be assigned to them. Such duties should be made clear to them as part of the planning process.
- Both the EVC or Principal and the visit leader should be aware of the potential for a conflict of interests if a parent/carer of one of the learners on the visit accompanies the party as a voluntary helper.

Child Protection Issues

Voluntary Helpers, Child Protection & Disclosure and Barring Service (DBS) Disclosures

Use of parents/carers, or other voluntary staff or helpers including non-teaching staff, as supervisors is acceptable. **Every adult** who accompanies a trip must be in possession of a **valid enhanced DBS certificate**, which has been inspected by the Principal's PA before participating in the trip and recorded on the Central Single Register (CSR).

Legislation: Education (Independent School Standards) (England) (Amendment) Regulations 2007, places volunteers in the same category as 'staff'. Accordingly, they must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information.

Should voluntary helpers, including learner teachers, parents/carers and partners of staff, be used on off-site visits it is imperative that appropriate checks are carried out in accordance with Child Protection legislation and current guidance; DfE guidance "Safeguarding Children and Safer Recruitment in Education" aims to prevent people who are barred by the Secretary of State from being directly employed by an LA, School or College from getting around the ban by:

Working as a volunteer; or

Checks **must**, therefore, be carried out on any volunteer who:

- accompanies a residential trip;
- has regular long term contact with learners; and
- is likely to be in sole charge of a learner under 18 years of age on a one-to-one basis.

Irrespective of whether the volunteer has had a CRB or DBS check carried out by another body, it is best practice for the School to carry out a further check.

The Principal is responsible for ensuring DBS checks are carried out. In practice, the Director of HR will oversee the completion of DBS forms.

The Visit Leader should also gain assurances from any contractors that appropriate checks have been made for any of their staff who are likely to have access to learners as part of their normal duties.

For the protection of all concerned, adult supervisors, both staff employed by the School and additional adult volunteers, should ensure that they are not alone with a learner wherever possible.

Residential Visits

Duty of Care

All adults connected with a visit or activity owe a duty of care in common law to the young people they accompany. Teachers taking a group away from the school have a higher duty of care. The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the specific situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. Because teachers are trained, professional people courts in the UK have tended to expect them to exercise a higher standard of care than that which is expected from the general public.

Insurance

The public liability insurance policy held by the school covers the legal liability of the school and its employees against third party claims for negligence in respect of learners taking part in all recognised school activities, including school visits. This includes loss or injury sustained by learners or caused by learners or other members of the party. (To be confirmed)

Charging For Visits

The law on charging for school/school visits is laid down in the Education Act 1996 (Part VI, Chapter III). In summary, schools may not charge for any activity which takes place during school hours, although on residential visits a charge can be made for board and lodging. Parents/carers can, however, be asked for a voluntary contribution towards the cost of a visit, and this is the procedure adopted by most schools.

The school has a Charging and Remissions Policy, and it is essential that visit leaders comply with the policy in preparing and planning for the visit. Whenever voluntary contributions are asked for, it must be made clear to parents/carers that there is no obligation to contribute. However, leaders may indicate the amount required for the visit to take place and advise parents/carers that the visit may not go ahead if there are insufficient contributions.

Where money is collected in installments, parents/carers should be given information about:

- the amounts involved in each of the instalments;
- the dates on which the payments fall due; and
- any "penalties" for late or non-payments at any stage

The Use of Outside Providers

There are many providers of outdoor activities and other pursuits, some of which are commercial organisations operating for profit and others of which are voluntary or charitable organisations aiming simply to cover their costs. Schools making use of any outside provider are strongly advised to check thoroughly before allowing learners to take part in any of their activities. This advice applies not only to outdoor activity centres, but to any outside agency providing or supporting an School related activity, whether it is a hazardous activity or not.

In accordance with the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996, any operator providing facilities for adventure holidays in return for payment must have a special licence. The licensing scheme includes activities which fall within the general categories of caving, climbing, trekking and water sports, and the licensing authority (appointed with the approval of the DfE and the Health and Safety Executive) is:
Adventure Activities Licensing Authority 17 Lambourne Crescent Llanishen Cardiff CF4 5GG 02920 755715

It must be noted that not every activity or activity centre is covered by this scheme, so it would be prudent for the trip leader to check if a particular provider is, or if an equivalent accreditation scheme applied.

Even though an activity centre may be licensed, it remains the responsibility of the EVC, Principal and Governing Body to satisfy themselves that any activity centre to which the School proposes to send learners is competent, trustworthy and, above all, safe.

Package Tours

Where school visits are booked through travel agents or package tour operators, the visit leader should ensure that they are covered by a bonding arrangement, such as that provided by ABTA. Trip leaders having any queries about the use of individual travel agents or tour operators are advised to contact the appropriate bonding body approved by the Department of Trade and Industry 0171 215 5000.

Legal Responsibility

The Governing Body (GB) is ultimately responsible for the health and safety of all staff and learners in the School. These guidelines are one way of discharging its responsibilities in relation to school visits. The GB's day to day responsibility is delegated to the Principal.

The Principal is responsible for both staff and learners and also for any accompanying adults on an School visit. It is important for everyone involved that the Principal is satisfied with the arrangements and that there is a record that they have been approved. Risk assessment for School visits is the key to successful safety planning. It is important to appreciate that risk assessment is an ongoing process, which continues throughout the visit, is not just a paper exercise; neither staff nor the GB is likely to be found at fault if they have made all necessary preparations and ensured that activities are carried out in accordance with proper procedures.

The visit leader is responsible for the planning and organisation (or the co-ordination of this in appropriate cases) of the trip and for taking day to day decisions once the trip is in progress. **There must always be a designated visit leader, who is a member of the teaching staff.**

The accompanying teachers are in loco parentis (i.e. responsible for taking immediate and appropriate decisions) of the learners in their charge at any given time. Recent case-law has established that a teacher is unlikely to be held negligent if his or her decision is one within the reasonable range of options available to a reasonable teacher in the particular circumstances.

Even if other adults accompany the trip, the staff remain ultimately responsible in law for the learners. It is, therefore, essential that adults are properly briefed on their role.

Review of policy

In line with all Parkfield School policies, this policy will be reviewed annually.

This Policy will be reviewed by the EVC who, in turn, will report to the Principal and Governing Body. Its procedures will be monitored and reviewed annually or sooner if necessary, as a result of further guidance from the Principal, Governing Body or DfE.

Any changes to this document as a result of changes in legislation or current best practice will be brought to the attention of the Governing Body at the discretion of the Principal.

Ratified by the Governing Body: _____(date)

_____Principal

_____On behalf of the Governing Body

Policy Review date: SEPTEMBER 2013

Appendix A -Application for the Approval of Educational Visits

Not all sections will be relevant to every proposed visit:

School/Group:

Group Leader:

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the Principal on the progress of the preparations. The group leader should obtain parental consent (see Appendix C). When approval is given, one copy should be retained by the Nominated Postholder and another by the group leader. The Principal should be informed of any subsequent changes in planning, organisation, staffing. If required, the head should seek approval from the school governors or LA.

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

- Date of Departure: Time:
- Date of Return: Time:
-

4. Transport arrangements: Include the name of the transport company and vehicle registration number(s).

5. Organising company/agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name:

Address:

Tel:

Licence No if registered:

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: Include the name of the insurance company.

Insurance Cover: Policy No:

Address:

8. Accommodation to be used:

Name:

Address:

Telephone Number:

Name of head of centre (if available):

9. Details of the programme of activities:

10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

12. Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Size and composition of the group:

Age range:

Number of boys:

Number of girls:

Adult to pupil ratio:

Leader/participant ratio:

16. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

Please attach copy of information sheet sent to parents, the parental consent form, and the risk assessment form.

17. Names of learners with special educational or medical needs:

Signed:

Date:

Group leader full name:

Appendix B–Confirmation from School Principal for Visit to go ahead

To be completed by the Principal

To the group leader:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit.

Approval is given.

- a. Please ensure that I have all relevant information via the Educational Visit Co-ordinator, including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
- b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:

Date:

A copy of the completed application form and details of any subsequent changes should be retained by the Principal. A copy should also be available for the governing body. The form may be modified where approval is sought from the governing body. T

Appendix C–Parental Consent for School Visit

(To be distributed with information sheet giving full details of the visit)

School/Group:

1. Details of visit to:

From: Date/Time:

To: Date/Time:

I agree to my son/daughter (Name):

Taking part in this visit and have read the information sheet.

I agree to my child's participation in the activities described.

I acknowledge the need for to behave responsibly.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details:

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

3. For residential visits and exchanges only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

d. Is your son/daughter allergic to any medication?

YES/NO

If YES, please specify:

e. When did your son/daughter last have a tetanus injection?

I will inform the Group Leader/School Principal as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

4. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work:

Home:

Home address:

Alternative emergency contact:

Name:

Telephone number:

Address:

Name of family doctor:

Telephone number:

Address:

Signed:

Date:

Full name (capitals):

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT.
A COPY SHOULD BE RETAINED BY THE EVC or Principal** TREA: health and safety of
Pupils on Educational Visits Policy

Appendix D (i) – Summary of Information about Learners and Adults Participating in a Visit

Surname

Forename

Date of birth

Next of kin

Contact address

Contact details

Medical Information

Any further relevant information

Appendix D (ii) - Emergency Contact Information

To be completed before the visit. Copies to be held by the group leader and School home contact.

1. Group:

2. Name of group leader: Home Phone No:

3. Visit departure date:

4. Return information: Date: Time: Location:

5. Group: Total Number: Adults: Group Members:

6. Do you have an emergency contact list for everyone in the Group? YES/NO
(If no, obtain one. If yes, attach it to this sheet.)

7. Emergency contact information.

a. During school hours:

Tel:

Deputy/other:

Tel:

b. Out of school hours:

School Principal:

Tel:

Assistant Principal/other:

Tel:

c. Travel Company:

Name/Address:

Tel:

Fax:

Company Travel Rep: Name:

Tel:

Fax:

Insurance/Emergency Assistance:

Tel:

Fax:

d. Hotel:
Address:

Tel:

Fax:

Hotel contact (e.g. Rep/Manager):
e. Other emergency numbers:

Appendix E – Steps to follow when assessing risks

1. Place to be visited:

Potential hazards:

2. List groups of people who are especially at risk from the significant hazards you have identified:

e.g.:

- learners
- support staff
- teachers
- group leader

3. List existing controls or note where the information may be found:

4. How will you cope with the hazards which are not currently or fully controlled under (3)?

List the hazards and log on action plan

5. Continual monitoring of hazards throughout visit:

Adapt plans and then assess risks as necessary.

Appendix F – Risk Assessment Action Plan

To be completed after completion of Appendix E

Activity/Situation/Hazard

Action Required

Target Date

Assessment and Action plan prepared by:

Date:

Next Assessment due:

Appendix G – Evaluation of the Visit to be completed by the Group Leader for Future Reference

School/Youth Group:

Group Leader:

Number in Group:

Boys:

Girls:

Supervisors:

Date(s) of Visit:

Purpose(s) of Visit:

Venue:

Commercial Organisation:

Rating out of 10

Comment

1. The Centre's pre-visit organisation:

2. Travel arrangements:

3. Content of education programme provided and how this relates to the vision, aims and objectives of the School

4. Instruction:

5. Equipment:

6. Suitability of environment:

7. Accommodation:

8. Food:

9. Evening activities:

10. Courier/Representative:

11. Other comments and evaluation including "close calls" not involving injury or damage:

Signed:

Date:

Group leader's full name:

Form to be detached and completed after all ventures and logged in the school's central records.

Appendix H – Checklist for Learners going on a Visit to answer

- Who is the group leader?
- Where am I going to visit?
- How can I contact my group leader?
- How do I use the phone if help is required?
- What will be done to keep me safe and secure on the visit?
- What should I do if I get lost or into difficulties when not with the group leader?
- What is written in the code of conduct for my visit?
- What do I do to keep my money and valuables safe?

FOR RESIDENTIAL VISITS AND EXCHANGES:

Do I know;

- The address (es) and telephone number(s) of the place(s) where I shall be staying?
- How should I behave (house rules) where I am staying?
- Where am I to sleep and where am I to dress?
- What do I do if I am worried/unhappy about anything when staying with a host family?

Appendix I - Off-site Activities and Educational Visits Checklist

1. Is there an identified group leader?
2. Is there a clearly identified purpose and specific objectives for the visit?
3. Is there an identified location for the visit which suits the purpose?
4. Have the risk assessments been written for:
 - the journey(s)
 - the down time if necessary
 - the activities if necessary
5. Have the risk assessments for the activities provided by the centre/venue been seen by the group leader according to the OAaEV?
6. Have the plans been discussed with your EVC and approved by the School Principal?
7. If the visit is hazardous according to the HASPEV, and/or residential and/or abroad, have the plans been approved by the Governors at least seven weeks before the visit?
8. Are the staff and volunteers suitably qualified and competent? TREA: health and safety of Pupils on Educational Visits Policy
9. Have DBS checks been carried out if required (essential for residential visits)?
10. Are the staff/learner ratios acceptable and for the activities proposed?
11. Does the gender of adults reflect the learners' gender (essential for residential visits)?
12. Has a preliminary visit been made?
13. Has parental consent been obtained?
14. Have the staff and volunteers been made aware of the learners' dietary and medical needs?
15. Is a first aider and first aid kit available?
16. Is insurance arranged where necessary?
17. Have Medical Cards/EHIC forms been acquired for visits to Europe?
18. Has appropriate legal transport been arranged?
19. Have adequate arrangements been made to finance the visit?
20. Have all the learners been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?
21. Have all staff and volunteers been properly briefed eg roles and responsibilities, supervision, potential hazards and their management, groups, emergency procedures?
22. Has an emergency contact person been arranged through the School who has copies of the learners and visit information?
23. If the visit is hazardous /or residential and/or abroad, have the plans been approved by the Outdoor Education Adviser at least six weeks before the visit?
24. Have other staff who will be affected by the visit been notified?
25. Have arrangements been made for an evaluation after the visit to be shared with the School Principal/Outdoor Education Adviser? TREA: health and safety of Pupils on Educational Visits Policy

Appendix J – Emergency Procedures

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

Pre-arranged school home contact.

The School contact's main responsibility is to link the group with the School and parents, and to provide assistance as necessary. The named person should have all the necessary information about the visit. See Appendix D (ii) for a suggested checklist for the named person.

Emergency procedures framework

All those involved in the School trip, including supervisors, learners and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency procedures framework during the visit

If an emergency occurs on an School visit the main factors to consider include;

- establishing the nature and extent of the emergency as quickly as possible
- ensuring that all the group are safe and looked after
- establishing the names of any casualties 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 a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- notifying the police if necessary
- notifying the British Embassy / Consulate if an emergency occurs abroad
- informing the School contact. The School contact number should be accessible at all times during the visit;
- Details of the incident to pass on to the School should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- Other actions include;
- notify insurers, especially if medical assistance is required (this may be done by the School contact)
- notify the provider/tour operator (this may be done by the School contact)
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident
- complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate;

No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area;
No-one in the group should discuss legal liability with other parties.