

# **BETHANY SCHOOL TRIPS AND EDUCATIONAL VISITS POLICY**

## **June 2023**

At Bethany School we value the role of educational visits and leisure activities and regard them as an important part of school life. We encourage staff to consider including off-site experiences in their curriculum planning and we understand our duty to ensure the safety of staff and pupils during educational visits. We believe that prayer is a powerful tool in every aspect of our lives and school events such as educational visits are the subject of prayer.

“The Lord watches over you – the Lord is your shade at your right hand; the sun will not harm you by day, nor the moon by night” (Psalm 121 v 5-6)

Any member of staff planning an educational visit is asked to refer to the DfE guidance “Health and safety on educational visits” <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>, and <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

“Health and safety: advice on legal duties and powers” DfE Feb 2014 is also available in the school office. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279429/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf)

The DfE guidance provides links to OEAP’s National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom ([www.oeapng.info](http://www.oeapng.info)). This gives comprehensive advice on all aspects of educational visits and should be used as a reference to best practice. They should also refer to Appendix A “Educational visits time line and check list” to ensure all requirements have been considered before the trip goes ahead.

Educational visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing academic work - assessing and managing risks (safety)
- associating the work of schools and school staff directly with the work outside school
- developing talents, abilities and interests, which can be motivational and have lifelong relevance.

Visit Leaders, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

### **GOVERNING BODY**

The Governing Body should satisfy itself that educational visits comply with school policies, have specific objectives and are well planned and executed. Risk assessments and appropriate safety measures must be undertaken including consent forms. First aid requirements and training needs should be addressed.

### **HEAD TEACHER RESPONSIBILITIES**

Before a visit is arranged the Head Teacher’s agreement must be obtained, this must be at the early stages of planning and should involve consideration that

- the visit is suitable to achieve its aims and fits in with other school activities
- the visit will comply with regulations and guidelines and the schools own health and safety policy, risk assessment and school trips policy
- The visit leader is competent to plan and execute an appropriate educational visit including assessing and monitoring risks, taking appropriate safety measures and putting adequate child protection procedures in place, including emergency procedures
- Staff and volunteers have received appropriate safeguarding training and have relevant DBS checks in place.
- The mode of transport is agreed and insurance cover is appropriate

## **RISK ASSESSMENTS**

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness and competencies of staff/ volunteers or pupils, changes of weather, availability of preferred activities

In order to undertake a full and comprehensive assessment of risks, it may be required to undertake a pre-visit, especially for complex/higher risk visits. Even when the visit is made regularly, risks should be reassessed from time to time.

All risk assessments should consider

- the number of pupils involved including the age of the pupils, their sex, ability and general behavior and the adult ratios required
- the previous experience of the group and staff/volunteers undertaking the off-site visit
- First aid and medication requirements
- The availability of up to date contact information
- Safeguarding issues in general and relating to specific pupils eg health, SEN disability, and personal hygiene.
- the time of day and time of year
- the travel arrangements
- the hazards at the environment being visited
- the nature of the activities
- the quality and suitability of available equipment
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to carry on
- the need to monitor the risks throughout the visit
- seasonal weather conditions

## **EARLY YEARS**

The early years Foundation stage Framework 2021, section 3 safeguarding and welfare requirements, is essential guidance for staff working with pupils under 5 years old. Bethany school will adhere to these requirements for guidance including

- Staff, qualifications, training, support and skills
- Staff to child ratios
- Health, accidents and injury, behaviour
- Risk assessment and outings
- Special educational needs
- Information and Recording

## **DUTIES AND RESPONSIBILITIES**

All staff should be aware of the expectations placed upon them and must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.

### **All staff and volunteers must:**

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the visit leader any concerns they may have regarding pupil behaviour and wellbeing during the visit.

### **VISIT LEADER**

Visit leaders have a common law duty of care towards the pupils in their charge; Visit leaders must recognise their responsibilities and:

- Obtain the Head Teacher's prior agreement before any off-site visit.
- Follow school policy.
- Clearly define each helper's role and ensure all tasks have been assigned.
- Be able to control and lead pupils of the relevant age group.
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place.
- Be aware of child protection issues.
- Ensure adequate first aid provision is in place.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents as required.
- Undertake and complete a comprehensive risk assessment.
- Review regularly undertaken visits/activities and advise the Head Teacher where adjustments may be necessary.
- Ensure that school staff and helpers are fully aware of what the proposed visit entails.
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure staff/pupil ratio is appropriate for the group.
- Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency.
- Ensure all helpers have details of the school contact.
- Ensure all helpers have copies of the emergency procedures.
- Ensure that all helpers have details of the medical or special needs of the pupils.
- Observe the guidance set out for school staff.

### **ADULT VOLUNTEERS**

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. They must:

- 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 visit leader and help with the control and discipline
- Speak to the visit leader if concerned about the health and safety of the pupils at any time.

## **PUPILS**

The visit leader must make it clear to pupils that they must

- Not take unnecessary risks
- Follow the instructions of the leader and other helpers including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

## **PARENTAL CONSENT TO OFF-SITE ACTIVITIES**

Specific written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school, as most of these activities take place during school hours and are a normal part of a child's education at school. A one-off permission slip will be signed at the start of each school year to cover such activities. Parents will be told where their child will be at all times and of any extra safety measures required.

Specific written consent is requested for activities that need a higher level of risk management, ie transport in private cars, long distances or those that take place outside school hours. Parents should be able to make an informed decision on whether their child should go on such a visit. The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions. The visit leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the schools behaviour expectations.

Parents will need to:

- Prepare their child for the visit
- Provide the visit leader with emergency contact numbers
- Sign the consent form
- Give the visit leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

## **RECORDS AND COMMUNICATIONS**

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils. Permission slips may be destroyed on completion of the school trip/ relevant academic year however risk assessments and after visit reports completed by the visit leader should be kept on file.

If a major incident occurs all records of the trip must be kept – including *all* parental permission slips and related documents – until the pupil involved in the incident is 25 years old.

Parents should always be made aware when their children are leaving the school premises.

Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school, where possible will make alternative arrangements to ensure that the any work that was being developed during the visit is made available to the pupil in school. The refusal of the parent to allow the pupil to go on the visit does not automatically offer the opportunity for the child to be kept off school for the day.

Communication with parents regarding school visits will include details about

- the nature and benefits of the school trip
- transport arrangements
- visits during school time
- financial contributions
- trips outside school hours
- meeting children's medical needs
- consent forms
- requests for additional volunteer support

## **FIRST AID AND MEDICAL REQUIREMENTS**

A qualified first aider will be available on every visit/trip. This would ideally be from our own staff team or provided by the venue.

A fully equipped First Aid Kit should be taken on every visit and any personal medication required by pupils. It is the visit leader's responsibility to check the First Aid Kit and ensure that they have a record of medical needs on the visit.

## **SUPERVISION AND STAFF/PUPIL RATIOS**

There are no statutory requirements for staff/pupil ratios on school trips (including EYFS) however staffing must be sufficient to ensure pupils are supervised effectively. Good practice would suggest ratios depend on the specifications of the visit and are informed by a comprehensive risk assessment. The gender of the accompanying adults needs also to be considered, particularly where there is a mixed group of pupils.

These ratios should take into account

- Gender, 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
- Competence of staff/volunteers, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of pupils
- First aid cover

Where there is more than one teacher on the visit a visit leader should be appointed who has the authority over the whole group who must be fully briefed before the visit.

The visit leader must assess the suitability of potential helpers and leaders at a very early stage of the planning. It should also be noted that for the protection of both adults and pupils all adults should ensure that they are not alone with a pupil whenever possible unless it is their own child. All adults on a visit should clearly understand their roles and responsibilities at all times. The visit leader retains responsibility for the group at all times.

## **HEAD COUNTS**

Whatever the length of the visit regular head counts should be taken of the children, particularly before leaving any venue. All adults should carry a list of all the pupils and adults involved in the visit along with emergency contact details. The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

## **INSURANCE**

### **PUBLIC LIABILITY INSURANCE**

This schools public liability insurance provides protection for the school in respect of its legal liabilities to third parties

### **EMPLOYER'S LIABILITY AND PERSONAL ACCIDENT INSURANCE**

These insurance arrangements protect Bethany School in respect of its legal liabilities towards employees, paid or voluntary.

Bethany School does not provide insurance cover for any property belonging to children, staff, instructors, or voluntary helpers.

Volunteer drivers are asked to check with their own car insurance company that they are insured to drive school children on school trips. Most insurance companies agree that voluntary driving for school trips on an occasional basis is covered under standard "social, domestic and pleasure" insurance. Staff driving their own vehicle will require business car insurance.

## **TRANSPORT**

Before a trip using cars or a minibus, the school has a responsibility to make sure that the vehicle is safe, the driver is suitable, and there is a valid insurance policy in place.

The visit leader should consider

- Passenger safety
- Type of journey
- Traffic conditions
- The car is roadworthy – check MOT and tax status using <https://vehicleenquiry.service.gov.uk/>
- The driver has a suitable driving license for driving the minibus
- Insurance cover - (check that parent volunteers know that they are insured – confirmation in writing if possible)
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

### **SUPERVISION ON VISITS DURING TRANSPORTATION**

The level of supervision necessary during transportation should be considered as part of the risk assessment including

- Level of supervision required in minibus/car – should be a driver plus an additional adult as escort in for primary aged children depending on the risk assessment
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport
- Responsibility for checking seat belts
- Travel sickness pills should only be taken when previous authorisation has been received from the parents.

## USE OF CARS

In certain situations, staff or volunteers may be required or offer to transport pupils on a school trip using their own cars.

When using staff cars for transporting students the following checks will be made:

- The car is roadworthy
- The driver has the appropriate license
- The driver has the appropriate insurance (business use for staff members)
- The driver has breakdown recovery information and insurance details to hand during the trip
- Drivers ensure pupils wear seat belts
- Parents or any other adults should never be in a position where they are left alone in a car with a child
- Booster seats are used where necessary (not in aisle seats of minibus) see the following information.

### Rules concerning the use of seat belts and booster seats:

Children over three and up to 1.35 metres in height (approx 4ft 5ins) or the age of 12, whichever they reach first, must use what the government calls the "correct child restraint" ("booster seat").

There are three exemptions where a child in this category does not have to use a child restraint, but must use the adult belt instead: in a taxi if travelling a short distance because of an "unexpected necessity" or if there are two occupied child booster seats in the rear which prevent a third being fitted.

A child of three or over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

Children over 1.35 metres, or who are 12 or 13 years old, must wear an adult seat belt in the front and rear seat "if available".

Passengers 14 and over must also wear seat belts in the front, (and back seats, if available). They are deemed as adult passengers, so it is therefore their legal responsibility - not the driver's - to comply with the law.

## MINIBUS

Taken from <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

From time to time Bethany school may hire a minibus for staff or volunteers to drive to assist with transporting pupils on school trips. Below is information about who is able to drive the minibus for school trips.

Bethany school holds a standard section 19 permit for vehicles which are adapted to carry no more than 16 passengers (excluding the driver). This allows us to operate transport services without the need for a full public service vehicle operator's (PSV 'O') licence. These permits are granted to organisations that operate vehicles without a view to profit to transport their members, or people whom the organisation exists to help.

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>

### Individuals with Car Driving Licence Obtained Before 1 January 1997

Drivers who obtained their full car (category B) driving licence before 1 January 1997 may drive a minibus in the UK because their licence included category D1. Such drivers will obviously be older than 21 years, which is

the minimum age for driving a minibus. If their licence has the code 101 next to D1 they cannot drive a minibus for hire or reward.

### **Individuals with Car Driving Licence Obtained From 1 January 1997**

Drivers who obtained their full car driving licence on or after the 1st January 1997 are only licensed to drive a vehicle with up to eight seats (in addition to the driver). To drive a minibus, such drivers need to gain a category D1 (or D) PCV entitlement on their licence by meeting higher medical standards and passing the DVSA's theory and practical minibus test. However, 'volunteer drivers' are exempt from this requirement and are allowed to drive a minibus with up to 16 passenger seats (in addition to the driver) under certain circumstances. This exemption was designed to help charities and other groups who would not be able to provide D1 training and testing for all their volunteer drivers.

For the exemption to apply, the following conditions from section 7(6) of the Motor Vehicles (Driving Licences) Regulations 1999 must be met:

- Drivers must be 21 years or over (but under 70, unless they have passed a PCV Medical test)
- Drivers must have held their category B driving licence for at least two years
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward
- Drivers must not receive any payment or consideration for driving the minibus, other than out-of-pocket expenses (e.g., travel costs to reach the destination where they will be volunteering or lunch costs)
- The minibus must not exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included, but the additional weight is only for the specialized equipment)
- No trailer is towed.

### **EMERGENCY PROCEDURES**

Visit Leaders in charge of visits have a duty of care to make sure that their pupils are kept safe and healthy. They also have a common law duty to act as a reasonably prudent parent would in an emergency. Visit leaders should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

If an accident happens the priorities are

- To assess the situation
- Safeguard the uninjured members of the group
- Comply with the venues emergency procedures
- Attend to the casualty
- Inform the emergency services
- Inform school or the home contact
- Ensure that a teacher (unless the parent is present), accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify the police if needed
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties

In an emergency the visit leader would usually take control of the situation. Their responsibility is to link the group with the school and to provide assistance as necessary.



## **SWIMMING POOLS**

When using a swimming pool the visit leader will ensure a Health and Safety Risk Assessment has been completed by the owners of the pool.

A school Risk Assessment will also be conducted as follows:

A minimum supervision level of 1 adult to every 12 pupils is recommended

The following checks should be made

- is there constant pool supervision by a sufficient number of qualified staff
- is the water temperature appropriate
- where there is no lifeguard the leader should stay on the pool side at a raised location and the group leader should have the relevant lifesaving award
- is the water clear
- are there signs indicating depth of water
- does the pool cater for children with disabilities
- does the deep end allow for safe diving
- are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them
- is there a changing room for each sex
- are the changing and showering facilities safe and hygienic
- can clothes be stored safely
- have the pupils been instructed how to behave around water.

## **FARM VISITS**

Farms can be very dangerous places even for the people working on them.

Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections.

The farm should be well managed and have a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public spaces.

Pupils should not;

- Place their faces against the animals or put their hands in their mouths after feeding animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps
- Ride on tractors or other machines
- Play in the farm area

## **RESIDENTIAL VISITS**

- Staff ratio should be at least 1 member of staff for every 10 pupils.
- The group should ideally have adjoining rooms with Supervisors' quarters next to the pupils rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance;
- There must be at least one teacher from each sex for mixed groups
- There must be separate male and female sleeping/bathroom facilities for pupils and adults
- The immediate accommodation should be exclusively for the groups use
- There should be appropriate and safe heating and ventilation
- The whole group should be aware of the layout of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors

- All staff employed at the centre should be checked on their suitability for working with young people
- Locks on doors should work in the groups rooms but appropriate access should be available to Supervisors at all times
- There should be drying facilities
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting
- There should be provision for children with special needs and for those who fall sick
- Balconies should be stable, windows secure, electrical connections safe
- Where possible pupils should not be lodged on ground floor rooms
- The fire alarm must be audible throughout the whole accommodation
- There should be recreational facilities for the group
- There should be an appropriate number of supervisors on duty during the night
- As soon as possible after arrival a fire drill should take place

Policy Adopted by Governors on: 12/06/2023

Policy Due for Review: 2026

## Appendix A Educational Visits timeline and check list

### **Start of Term**

A trip or visit needs to be planned as early as possible, at least by the beginning of the relevant term, and put into the Termly planner and the diary by the second staff meeting of the term. At the beginning of term an initial letter should be sent to parents so that the date can be noted and approximate costs budgeted for.

Requests should be made for help with transport and the use of the minibus should be arranged as soon as possible and preferably before the trip details letters and permission slips are sent to parents.

Trips with overly large groups and complicated travel arrangements should be avoided to ensure sufficient staff members and volunteer helpers to supervise. E.g. a trip involving 2 full classes may not be possible unless a large coach can be hired.

### **At Least two weeks before the visit**

A letter or email should be sent to parents with details of the visit and a permission slip for them to sign. Remember to check for up to date contact details for parents as well as emergency contact information and current medication requirements.

### **One week before the visit**

A Bethany School Risk Assessment Form should have been completed (See Appendix B), signed by the teacher, checked and signed by SMT and placed in the Risk assessment Folder. If a Risk Assessment form is provided by the centre to be visited then it should be attached to the Bethany School Risk Assessment Form. Remember to consider the need for an individual pupil risk assessment and management plan for the needs of a specific pupil e.g. in the case of SEND and/or behavioral needs or threat. Remember to ensure enough visit helpers to include additional escorts on transport and check DBS requirements. Volunteer helpers must only be left in sole charge of a group of pupils following a risk assessment and with clear guidelines in place.

All travel details should be finalised including checks that vehicles and named drivers are appropriately insured, taxed and roadworthy. The visit leader should ensure that volunteer drivers have signed the declaration form and the minibus is collected in good time.

Visit helpers, staff and volunteers should be provided with details of the visit including timings, location, risks management issues and their responsibilities during the activities.

### **Day of the Visit**

Pupil Personal Detail summary forms and permission slips should be taken on the visit. All adults on the visit should receive a list with names and emergency contact details of pupils and contact mobile telephone numbers for all helpers, drivers and group leaders. A contact mobile number should be left in school. A school mobile telephone is available or staff may take personal telephones as long as guidelines for taking and storing/deleting images are followed (see ICT acceptable use agreement).

## DRIVER SELF DECLARATION FORM

**To be completed by staff/volunteers who wish to drive school owned/leased/hired or private vehicles on school business.**

**Full Name:**

**Date of birth:**

**Address:**

**Telephone:**

What is your driving licence number? (Provide copy of License)

What categories of vehicle does your licence cover?

Please indicate if you have any points on your license, and what for?

Have you checked that your insurance policy covers volunteer driving?

### **For volunteering to drive your own car**

What is the vehicle make, model and registration?

I hereby confirm that I have been provided with the RoSPA volunteer Drivers handbook and I understand my obligations to myself and others.

I confirm that whenever I drive on business connected with the school I will ensure that:

- The vehicle is roadworthy and suitable for the nature of the journey.
- The vehicle is insured for appropriate business use e.g. transporting pupils.
- The vehicle has a current MOT certificate or equivalent (e.g. new cars).
- The vehicle has appropriate road tax.
- I wear seatbelts at all times whilst driving and ensure all passengers do the same.
- I do not drive under the influence of alcohol or drugs (including medication that may cause sensory impairment) or any other substances that may affect my ability to drive safely.
- I do not use a hand-held mobile phone while driving and I understand being stationary in traffic counts as driving.
- All loads are safely stowed and secured appropriately.
- Should an incident happen, I will report it immediately to my insurer and employer.

I declare that the information that I have provided is accurate and complete to the best of my knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_