

BETHANY SCHOOL TRIPS AND EDUCATIONAL VISITS POLICY

January 2019

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 new DfE guidance “Health and safety on educational visits” 2018 and “Health and safety: advice on legal duties and powers” DfE Feb 2014, available in the school office. The new 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). 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 Supervisors directly with the work outside school
- developing latent 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
- 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.
- Staff and volunteers have received appropriate safeguarding training and have relevant DBS checks in place.

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
- 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

EARLY YEARS

The early years Foundation stage Framework 2017, 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

- 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 should appreciate the nature of their relationship to the pupils and other staff. They 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 well being during the visit.

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 (with the exception of nursery age children) 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 or those that take place outside school hours.

Parents should be able to make an informed decision on whether their child should go on 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 visit's code of conduct.

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

A qualified first aider will be available on every visit/trip. This may 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

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. They must have DBS clearance and they 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.

Pupils, especially 3 – 7 year olds should be easily identifiable.

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 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

The visit leader should consider

- Passenger safety
- Type of journey
- Traffic conditions
- 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

- Level of supervision in minibus/car
- 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

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

- The car is roadworthy
- The driver has the appropriate licence
- The driver has the appropriate insurance (business use)
- 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 and a central dropping off place is arranged.
- Booster seats are used where necessary (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.

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. Visit leaders should not hesitate to act in an emergency and to take life saving 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 medias 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. The 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 life saving 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: 14th January 2019
 Policy Due for Review: 2021

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.

At Least two weeks before the visit

A letter should be sent to parents with details of the visit and a permission slip for them to sign. Remember to ask 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.

All travel details should be finalised including checks that vehicles and named drivers are appropriately insured.

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 e-safety/ICT acceptable use policy).