



EDUCATIONAL VISITS POLICY v.1.10

GENERAL INFORMATION AND PROCEDURES

1. INTRODUCTION

At Town Close School, we believe that learning outside the classroom is an essential component of our curriculum. Educational visits provide unique opportunities, which cannot be provided on site and can extend the knowledge and understanding of our pupils, including our youngest. They allow pupils to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different - some are directly related to the curriculum, some are designed to promote social awareness, some enhance physical skills, self-reliance and team-work, others will extend their knowledge of the world. The common factor is that they all make an essential contribution to a child's development and education.

2. OUR TRIPS AND VISITS

We regularly take pupils on day trips to different places such as historic sites, religious buildings, museums, galleries, natural features, farms and theatre trips for pupils of all levels to support the broader curriculum.

We run several residential trips throughout the school year; for example:

- Year 4 visit the Horstead Centre in Norfolk
- Year 6 visit France or Belgium on the annual Humanities Trip
- Year 7 visit Normandy, France for the annual French Trip
- Year 8 visit How Hill in Norfolk for a Geography/Science field trip
- Year 8 visit the Real Adventure Centre at Ingleton in North Yorkshire for the annual post Common Entrance Lakes trip
- Adventure Skills Academy takes pupils in Years 5, 6 and 7 on camping trips to either Eaton Vale, Hautbois Hall or X Adventures (Horstead).

In addition, there are times when sporting trips will take place both domestically and abroad.

3. INFORMATION ON PLANNED TRIPS AND ACTIVITIES

The School Calendar usually lists all of the trips and visits that are due to take place, together with a list of planned home and away sports fixtures. Parents will be notified in advance if:

- A child has been selected for a sports team. (We very much welcome family and friends at all our matches, both home and away).
- A child is going to be out of school during the school day for an educational visit e.g. to visit a local museum, religious building, theatre, nature reserve or historic site etc.

We send the details of planned trips and activities to parents of pupils in the relevant year group or cohort in advance, providing as much notice as possible.

4. CONSENT

Written consent is not required for most trips, as they are part of the normal curriculum. However, we require your specific, individual written consent if your child is in Nursery or if we are to take your child on a trip or visit that:

- extends beyond the normal school day
- requires a higher level of risk assessment
- involves an extra cost to you

We will collect your consent for all trips via a blanket consent form, which will cover all trips during your child's time at the school when they start the school. We also require up to date details of how parents or guardians may be contacted in an emergency and we will usually collect this information annually using a data collection form.

5. SAFETY

Safety is the top priority for us. We expect parents to support the School in ensuring that children follow the instructions given either by a member of staff, or by a qualified instructor, and use the proper equipment. We reserve the right to send any pupil home early, at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the School's behaviour code.

The Visit Leader is responsible for ensuring that a First Aid kit and a mobile phone is taken on every outing. Drinking water is carried on all longer visits. Auto-injectors, inhalers, and any other relevant medicines needed are collected before departure.

6. GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS

6.1 Introduction

We organise a large number of visits and out of school activities at Town Close. These are an important part of our educational ethos and we expect every member of staff to endorse the educational value of activities outside the classroom.

Trip templates, forms and other trip paperwork are held online and can be accessed by logging into the Operoo website (www.operoo.com).

6.2 Role of the Education Visits Coordinator

Mr Daniel Avenal and Mrs Katherine Smith are our Education Visits Coordinators (EVCs). They support the SLT in the process of approving visits and visit leaders with the safe planning and organization of all school trips. They will offer support and challenge colleagues over visits and learning outside the classroom (LOTG) activities. They can provide guidance and support with the generic school documents.

The EVC should be consulted as soon as a trip is considered and is the first point of contact for advice on visit-related matters. All trips must be approved by the EVC, who will check final visit plans prior to submitting them to the Head or Pre-Prep Head for final approval via Operoo. The EVC will evaluate the success of visits, usually via an evaluation on Operoo

6.3 Minibus Procedure and the Use of Private Cars

In order to transport pupils in a minibus or in a private car, staff members must follow the procedures set out in the School's **Vehicle Management Policy**.

6.4 Coaches

Coaches may be hired for visits via the school secretaries. The school has a list of local vetted coach companies. Hired coaches must have seat belts fitted and the pupils' seatbelts should be checked by a member of staff before the start of the journey. Destination details and directions should be confirmed with the driver before travelling to and from the destination, usually by the visit leader.

7. PERSONAL LIABILITY AND INSURANCE

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Town Close School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Town Close School has both Employers' Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organizing an adventurous or hazardous activity should therefore check, via the Bursar, whether

or not an activity is covered by the school's policy. An extension can usually be arranged.

8. PREPARATORY ARRANGEMENTS

The amount of advance preparatory work required will vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local school or museum, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week or more to a country outside the EU requires considerable research and preparation.

Repeat visits and shorter visits will often need less planning, and can be arranged at shorter notice, although the School will endeavor to provide as much notice as possible, particularly for visits occurring during the holidays. Visit Leaders may draw upon the School's generic risk assessments and existing background material generated from previous trips, particularly when planning regular repeat visits to familiar destinations. The EVC/SLT could provide further guidance on this.

The relevant Town Close School Educational Visits forms and checklists form part of the risk management process for visits and off-site activities. A visit should only go ahead once it has been formally approved by the EVC/SLT/Head using Operoo.

At the planning stage of the trip, particularly when using an outside provider, it is essential that there is a clear agreement in place regarding the responsibility for the different aspects of the trip. Any outside activity provider must also be assessed to ensure they meet the required standards of safety and general provision and hold all the relevant accreditation. The EVC/SLT can provide further advice on assessing an outside activity. The [OEAP](#) national guidance also provides clear advice in this area and in many others.

8.1 Role of the Visit Leader

Primary responsibility for the safe conduct of the visit rests with the Visit Leader. They have sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. They should remind staff of the importance of carrying out (and recording) head counts of the children to ensure that all are kept safe and enforcing expected standards of behaviour.

Every trip or visit, no matter how short, must be planned in advance by the Visit Leader. They should obtain outline permission for a visit from the EVC and/or SLT prior to planning, and certainly before making any commitments.

Visit Leaders have responsibility for ensuring that their visits comply with school policies and all relevant national guidance and legal requirements. They will always have had experience of accompanying school visits before taking on the role of Visit Leader. At Town Close the EVC/SLT advises and supports Visit Leaders and other staff, as necessary, either through individual support or periodic in-service training (INSET). They could support colleagues by providing practical guidance on a variety of different issues, such as: conducting risk assessments, emergency procedures, the school's insurance cover, ensuring an

outside provider is suitable and circumstances under which a visit might be terminated or curtailed.

Where appropriate, a Deputy Visit Leader is nominated. They may not have the same qualifications as the Visit Leader but are nevertheless capable of taking over leadership of the visit, if necessary.

The following steps should be completed by the Visit Leader when organizing any trip:

1. Complete a proposal form including a brief description of costs and requirements
2. Once the trip proposal is approved by both the EVC and the Headteacher/Head of Pre-Prep, the trip lead should complete all risk assessments and upload any relevant documents, adding details regarding health and dietary information, confirmations in relation to staffing, venue/coach bookings and any other relevant arrangements
3. The Visit Leader should inform parents (often by letter) about the timings, expectations of the trip and any uniform requirements.
4. Once the trip is complete visit leaders should evaluate the visit, usually by completing the post-visit evaluation form on Operoo

8.2 First Aid

The Visit Leader will usually have had sufficient first aid training at the school and/or hold a valid first aid certificate themselves. However, if this is not the case, the Visit Leader should ensure that there is sufficient first aid provision available for the activities and the pupils involved for the duration of the visit.

This could be achieved by ensuring that one or more of the staff leading the activity has had first aid training, is competent to use the first aid materials carried with the group and knows how and is able to access qualified first aid support. Early Years trips require the addition of at least one member of staff with a Paediatric First Aid Qualification.

All first aid should be completed in accordance with the School's **Medicine Policy**.

8.3 Supervision and Staff/Pupil Ratios

The staffing requirements of each visit will be considered on an individual basis. The appropriate staffing will be decided once all of the relevant factors have been considered through the process of risk assessment and risk management and Visit Leaders must ensure that young people are supervised in accordance with the principles of "[Effective Supervision](#)" (via the OEAPNG). It is not possible to set down definitive staff/participant ratios for a particular age group or activity, but factors for consideration could include: the nature and duration of the visit; the planned activities, location and environment; the age, number and nature of the group; the gender, ability and individual needs of the pupils and staff competence/experience.

Parents are sometimes invited to volunteer and help, particularly in the case of Nursery aged children. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their role and responsibilities beforehand. The code of conduct for volunteers is included in the appendix.

We will work loosely under the following staff to pupil ratios for visits and off-site activities. However, these ratios are purely starting points for consideration rather than being definitive.

Year group	Ratio
1:3	Nursery
1:4	Reception
1:6	Year 1
1:8	Year 2
1:10	Years 3 – 6
1:20	Years 7 upwards
1:10	Residential visits/ visits abroad

Where the pupils involved in the visit are mixed sex, the school will consider the appropriate allocation of accompanying staff. This will usually include staff of both sexes for residential trips and any other trip which is likely to involve personal care. Other trips would usually (but not always) have a gender mix of staff.

8.4 The Risk Assessment

Visit Leaders at Town Close are supported by the EVC/SLT who can provide advice on conducting risk assessments and the potential hazards involved in a visit, trip or activity that they are planning. Visit Leaders should ensure that all of the relevant risks for each part of the trip have been assessed and controls put in place. They will complete/compile the necessary risk assessments for the trip and confirm that any outside providers have sufficiently assessed and controlled potential risks. The Risk Assessment process should do the following:

- Identify the potential hazards of the place being visited and which groups of people are most at risk from the significant hazards.
- List existing controls and how identified risks will be managed and mitigated.
- Consider how they would cope with any hazards which are not currently identified or fully controlled e.g. medical emergency or any other significant incident.
- Carry out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits should have their own risk management procedures in place. This might be in the form of risk assessment documents; if none are made available, then written confirmation should be gained from the provider/establishment that they have sufficiently considered the risk posed to visiting pupils.

Risk assessments carried out by the school for previous visits can often be updated and re-used, unless there has been a change of circumstances. However, these should generally be viewed as a starting point for a revised assessment and must never be adopted without checking their relevance, with regard to any changes/new risks which may have occurred. The EVC/SLT can provide advice regarding the completion of risk assessments.

The Visit Leader is responsible for informing any adults accompanying the trip of all of the relevant information they need to carry out their roles effectively. Important trip information should be shared with staff/volunteers accompanying the visit; usually this will occur through a direct briefing from the Visit Leader. The Visit Leader will also hold a briefing with the pupils explaining the key details of the visit; reminding them of their expectations and the risks/hazards they might encounter.

Parents must also be provided with all the necessary information about the visit so that they can make informed decisions when consenting to the arrangements. A pre-visit parental briefing session is good practice for more complex visits (e.g. residential trips) and will provide an opportunity for parents, and in some instances the pupils themselves, to ask questions.

The briefing could:

- Include a detailed programme of the visit, including any specialist activities.
- Explain the supervision arrangements, including any use of remote supervision (such as shopping during a visit without direct supervision).
- Cover the Visit Leader's expectations about non-directed time (downtime), including curfew/ bed times.
- Set clear expectations around the behaviour, including the circumstances in which parents should be prepared for their children to be sent home early, or to be responsible for their collection.
- Any potential risks associated with the visit
- Include any relevant 'Plan Bs' or potential changes to arrangement/activities.

8.5 Using Outside Organisations

When using an outside organisation to provide an activity the Visit Leader must check they have appropriate safety standards and liability insurance.

The Council for Learning Outside the Classroom ([LOtC](#)) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards. Schools can check if an organisation holds the LOTC Quality badge at [Find a LOTC Quality Badge Holder - Council for Learning Outside the Classroom](#)

If an organisation does not hold the badge, the Visit Leader must check that they are an appropriate organisation to use. This could include checking:

- their insurance

- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments
- control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting agreements they have
- that they have a licence where needed

An agreement should be reached with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

8.6 Adventure Activities: caving, climbing, trekking, and watersports

Adventurous activities should be identified and risk-assessed as part of the visit beforehand. Staff managing or leading visits **must not decide to add such activities** during the trip. It is also important that the abilities of the children are considered when assessing the risk.

Organisations need a licence to provide some adventure activities. Organisations who hold the LOtC Quality Badge **should** hold a licence for the activity they provide. Licensable activities (taken from <http://www.hse.gov.uk/aala/public-information.htm>) include the following:

Climbing	Watersports	Trekking	Caving
<ul style="list-style-type: none"> • Rock Climbing • Abseiling • Ice Climbing • Gorge Walking • Ghyll Scrambling • Sea Level Traversing 	<ul style="list-style-type: none"> • Canoeing • Kayaking • Dragon Boating • Wave Skiing • White Water Rafting • Impoverished Rafting • Sailing • Windsurfing 	<ul style="list-style-type: none"> • Hill Walking • Mountaineering • Fell Running • Orienteering • Pony Trekking • Off-road Cycling • Off-piste Skiing 	<ul style="list-style-type: none"> • Caving • Pot-holing • Mine exploration

This list is not exhaustive.

To check if a provider is registered with the Licensing Authority as licence holders visit [Adventure Activities Licensing Scheme \(AALS\) - Looking for a provider? \(hse.gov.uk\)](#) If a provider holds the LOtC Quality Badge this is evidence

that they hold an AALA licence if they need one.

9. INJURIES

The Procedures for dealing with injuries occurring away from the School Site (including Residential Trips) can be found in the '**Medicine Policy**'. All staff accompanying a visit must be familiar with these procedures and adhere to them at all times.

10. ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the visit leader, or another member of staff will phone the school office for assistance and arrange for the child to be collected from the trip. If necessary, staff will make arrangements to take the child to the local hospital or, if the illness is more minor, back to school. Two members of staff will remain with the child at the hospital or at school until a parent or carer arrives.

If the trip is outside the UK, a member of staff will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by 2 members of staff to be repatriated to the UK. At Town Close School we expect the Visit Leader or a member of SLT to notify the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

11. EMERGENCY

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits should be familiar with this plan and a copy of the emergency procedures plan should be readily available for the duration of a visit.

When an incident overwhelms the establishment's emergency response capability, the SLT will activate the Crisis Management Plan. Each incident will need an appropriate reaction and response to information coming into the school. Plans for such an occasion are set out within this document. Where an incident involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority. Town Close School subscribes to the LEA's critical incident support service.

Communication with the media will be left to the Headmaster and the SLT. The Visit Leader should refer the media to the school and make no comment.

12. MISSING CHILD

In the event that a child goes missing, then staff should follow the procedures set out in the school's policy for **Action in the Event of a Lost Child**.

- A member of the SLT will be contacted. They will then make their way to the venue to assist staff. The crisis management plan will be enacted.
- A member of the SLT will contact the child's parents.
- The remaining children will be taken back to school, leaving a member of the SLT and another member of staff at the site until the situation has been resolved.

Post incident

- Once resolved, an investigation into the incident will take place and a written report will be produced.
- Where appropriate, measures will be put in place to minimise the risk of such an incident re-occurring.

13. DELAYED RETURN

The Visit Leader rings the school if there is any delay. The School Office will usually contact parents to warn them of a delay.

The Visit Leader can also inform parents using the @townclosetrips 'X' (Twitter) feed, as appropriate.

Should the delay occur outside of normal school hours, then the Visit Leader or an accompanying member of staff should contact the parents using the information provided in the red contact folder/ that is available on Operoo (downloaded to the app prior to the visit).

14. ON RETURN

Each Visit Leader is asked to provide the EVC with an evaluative report on the visit on their return; usually by completing the appropriate form on Operoo. This might include reports of accidents and near misses, personal observations about the trip and its overall success, any lessons that can be learned and any arising safeguarding issues. The Visit Leader should return all school property, together with a report of anything lost or damaged.

15. A CHILD IS NOT COLLECTED

If a child is not collected following an educational visit or match, then staff should follow the procedures that are outlined in the School's policy on **Action in the event of a child not collected from school**.

16. GUIDANCE FOR STAFF TAKING A SCHOOL TEAM ON A SPORTS FIXTURE

(Further information can also be found in the Physical Education Policy and Departmental Handbook. All staff accompanying matches must be familiar with this policy and adhere to its procedures at all times.)

Teachers taking a school team off-site are responsible for:

- Making sure all players/parents know the arrangements for the fixture by publishing a team sheet to be displayed on the ground floor of the Dearnaley Building. A copy of the team sheet must be given to the School Secretary (sent to teamsheets@townclose.com) at least 24 hours before the match.
- If using a minibus to transport the pupils, then the school's **Vehicle Management Policy** should be referred to and followed.

- Team sheet will include the following information
 - 1) Players involved in the match
 - 2) Opposition
 - 3) Date of the match
 - 4) Start time
 - 5) Departure time
 - 6) Expected arrival back at Town Close
 - 7) Exact venue
 - 8) Method of transport

- A copy of the team sheet is emailed to parents the day before a match.
- Registering the players before departing from Town Close and informing the School Secretary, who should also be informed as to which bus each pupil is on when the mode of transport is minibus
- Collecting keys (if travelling by minibus), mobile phone, first aid kit and pupils' contact details (for away fixtures).
- Collect in any pupil mobile phones (present due to late return)
- Supervising the children on the journey, If travelling by minibus, then a second adult should be present, (in addition to the driver) unless the fixture is local.
- For longer journeys (i.e. tournaments and festivals that are further afield) there should be two adults who are both able to drive a minibus to allow the driving duties to be shared.
- Supervising the children at the venue, ensuring that their behaviour is such that it conforms to the School behaviour policy and is a credit to the School.
- Ensuring that the children are excellent hosts for visiting teams and parents.
- Informing the children and School Secretary if the match has been cancelled.
- Ensuring that the catering staff at the venue are informed of any additional dietary requirements (usually contacted by the Town Close Catering Manager).
- Ensuring that all the players have all relevant medication for the match (e.g. auto-injector pens/inhalers)
- Ensuring that all the players have the correct kit required for the match (children must have mouth guards and shin pads for hockey and mouth guards for rugby)

- Ensuring that excellent standards of sportsmanship and self-discipline are evident and that the players treat their own team members and opponents with respect.
- Informing school/parents (using the red contact folder) if the return time is later than expected.
- Supervising the children until they are collected by a parent/helper. Two members of staff should be present until the last child has departed.

17. USING TECHNOLOGY (mobile phones, tablets, digital cameras etc.)

- The children are not allowed to bring mobile phones or any other 3G, 4G or 5G enabled electronic devices or their school ipads with them on visits.
- Other electronic devices, which are incapable of being connected to any Wi-Fi or cellular network are acceptable only for use on long coach journeys, although the pupils may not connect them to any Wi-Fi network.
- The pupils are entirely responsible for their equipment whilst it is in their possession, so parents should ensure that all items are clearly named and that their child is aware of the responsibility involved in keeping track of their precious personal items.
- Pupils are encouraged to bring an older, less valuable but equally suitable piece of technological equipment from home that may be available for them to use. Pupils will be clearly briefed as to what they can and cannot use devices for and any inappropriate use will result in them being confiscated.
- Pupils will not be permitted to have any device that can contact anyone or receive messages whilst they are away.
- Parents will be able to contact the teachers on the trip who will have school devices with them.
- Children may bring a digital or disposable camera, which again should be named and is their responsibility, provided that the camera has no other capability and is not internet enabled. They will not be able to use the cameras on any phones or other internet enabled devices.
- Devices should have enough battery life not to need charging during this limited use, although they may wish to pack adaptor plugs and a charger. All chargers and adapter plugs should be named.
- Pupils may wish to pack spare batteries for digital cameras and should ensure that memory cards, for digital cameras, have adequate space on them.

18. ALCOHOL

A modest amount of alcohol may only be consumed when accompanying pupils on an educational visit with specific permission from the Headmaster. Staff who may be needed to drive children may not have any consumption of alcohol.

19. EXPENDITURE

The Visit Leader is responsible for returning any school pre-pay cards, unused cash or currency to the Bursary. The Visit Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents.

20. REPORT FOR GOVERNORS

The Headmaster's termly report to the Governors usually contains a synopsis of all the school trips and visits that have taken place since the last report.

Last reviewed January 2025

Next review January 2026



CODE OF CONDUCT for volunteers helpers

Volunteers sometimes help the children when they are on an educational visit/trip or during a special activity. The following provides a brief guide as to what is expected of volunteers.

Before an educational visit/trip

- Volunteers will be expected to attend a safety briefing before going on the visit/trip. At this briefing every volunteer will be issued with a leaflet about what to do in an emergency. All parents/carers are expected to abide by this.
- Volunteers must read and take note of the risk assessments provided for the various activities.
- Volunteers and staff are sometimes required to wear high visibility jackets

Ratios and groups of children/adults

- Children will be allocated by their teachers to the adults/volunteers supervising the trip or activity. The risk assessment, made before the trip/activity is authorised by the School, and always recommends what ratios of adults to children are desirable and should be maintained. Therefore volunteers should not alter the groups unless authorised to do so by a member of staff.
- Volunteers will be expected to take responsibility for all the children in their allocated group and monitor them closely at all times, as directed by the school staff.
- Pre-Prep children are required to wear high visibility jackets at all times.

Mobile phones and cameras

- Volunteers should not use their mobile phones whilst looking after/supervising the children.
- Volunteers should not use their own cameras during the visit/activity. Photographs should only be taken on school devices. Staff know this through code of conduct

Appropriate language

- Volunteers should ensure that they use appropriate language and engage in appropriate conversations whilst they are with the children. The use of slang or swear words is not appropriate. In order that the children maximise the educational experience volunteers should interact with the children about what they are looking at and doing.
- Volunteers should be aware of the children in their presence and limit any adult conversations that may be heard by the children.

Visits to the toilet

- Parents/ carers should not take children to the toilet unless they are accompanied. Teaching staff will supervise/ accompany the children who wish to visit the toilet.

Children's behaviour

- If parents/ carers are finding any children in their group difficult to manage, they should inform a member of the teaching staff.

Safeguarding children

- If a child makes any comment about something that has upset or harmed them, parents/carers are asked to inform a member of the teaching staff. This should be treated as a matter of urgency.
- If a child shows signs of physical injury for which there appears to be no explanation parents/carers are asked to inform a member of the teaching staff. This should be treated as a matter of urgency.
- If the behaviour or attitude of any adults towards a child causes concern, then this should be reported to a member of the teaching staff as a matter of urgency. A report should immediately be made to the School's Designated Safeguarding Lead via CPOMs and/or directly. ?
- If parents/carers witness worrying/unusual behaviour from one child to another then they should inform a member of the teaching staff. This should be treated as a matter of urgency.

Safe handling of children

- The positive use of touch is a normal part of human interaction. Touch might be appropriate in a range of situations. Giving guidance to children as to how to move safely is acceptable, as is providing emotional support (such as placing an arm around a distressed child).
- When children are in danger of hurting themselves, others or of causing significant damage, volunteers have a responsibility to intervene.

Lunches and Snacks

- When packed lunches are provided by the school, it is expected that all children will be allocated similar portions. Parents/ carers are asked to support the teachers in the management of food/snacks and not to over-ride their decisions.
- Visit Leader must ensure that all staff and volunteers are aware of the children's dietary and medical needs prior to the trip and obtain all medication. This must stay with the said child's key person throughout the trip.
- Children with dietary and medical needs have to have separate lunch bags
- In the Pre Prep, must wear yellow lanyards when eating. Children with severe allergies must wear red lanyards when eating and this information must be included in the risk assessment.

References:

A Legal Requirement & an ISI Reporting Standard

References:

a) Health and Safety On Educational Visits (DFE 2018)

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)

b) OEAPNG National Guidance <http://oeapng.info/>

c) The Independent School Standards: Part 3 (DFE guidance)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800615/Independent_School_Standards-Guidance_070519.pdf

d) School trips and outdoor learning activities (HSE)

[HSE - School trips - Tackling the health and safety myths](#)

e) Glenridding Beck Investigation (HSE)

[Glenridding Beck - AALA \(hse.gov.uk\)](#)

f) Five Steps to Risk Assessment (ROSPA guidance)

<https://www.rospa.com/rospaweb/docs/campaigns-fundraising/hse-five-steps-to-risk-assessment.pdf>

g) Adventure Activities Licensing <http://www.hse.gov.uk/aala/index.htm>