



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

EDUCATIONAL VISITS POLICY v.1.4

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GENERAL INFORMATION PRE PREP DEPARTMENT

1. INTRODUCTION

Town Close School places value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils.

2. SUPERVISION AND STAFFING REQUIREMENTS.

The School recommends a generous staffing level for all off-site visits involving Pre Prep children. This ratio will be adjusted according to the age of the pupils/children and the risk assessments undertaken. There is always at least one teacher with designated responsibility for the organisation and safety of the visit. At least one teaching assistant qualified in Paediatric First Aid will also accompany every trip. 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.

| Year group | Ratio |
|------------|-------|
| Nursery | 1:3 |
| Reception | 1:4 |
| Year 1 | 1:6 |
| Year 2 | 1:8 |

NB: This is guidance. Ratios will be dependent on the type of trip or activities involved.

3. SAFETY: ADVANCE PLANNING

- **Risk Assessments**
Safety is the School's top priority. Even the shortest of visits needs to be thoroughly planned and requires a risk assessment. Plans and arrangements will be reviewed by the Educational Visits Co-ordinator (EVC) before the trip departs.
- **Registering Children – ensuring all are present**
The teacher is responsible for registering the children, and recording the time at which these counts have been done. This provides a helpful record in the case of any child going missing.
- **First Aid Kit and other information**
The Trip 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. Autoinjectors, inhalers, and any other relevant medicines needed are collected before departure.

- **Delay in returning to the School**

The trip leader rings the School if there is any delay. The School Office will contact parents to warn them of a delay.

4. ROLE OF THE EDUCATION VISITS COORDINATORS (EVC)

The Deputy Head of the Pre Prep is the EVC for Pre Prep children and is responsible for approving all requests for visits. She works closely with the teacher responsible for organising the trip, giving guidance on carrying out risk assessments and ensuring that information is provided for parents.

5. PERSONAL LIABILITY AND INSURANCE

The law places the Visit Leader “in loco parentis”. The DCSF Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” (www.teachernet.gov.uk), should be read by all Visit Leaders. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” 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 £10m of Employers’ Liability Insurance and £20m of 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 and replacement of personal possessions and money.

6. USE OF PRIVATE CARS

Staff must not plan to use a private car as a means of transport for a school trip. Coaches, minibuses and booster seats, where appropriate, should be booked through the Pre Prep office, ensuring the vehicles hired contain sufficient seating for all pupils and adults accompanying the trip.

7. SCHOOL MINIBUSES

For any minibus journey that involves young children, there must always be a second member of staff on the bus. The school arranges courses in driving minibuses for all staff who would like to do this. At Town Close every member of staff must complete a “Driver’s Declaration Form” before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Bursar.

8. DURING THE VISIT

Primary responsibility for the safe conduct of the visit rests with the trip leader. S/He has sole responsibility for amending the itinerary or cancelling the visit in

the event of unforeseen delay or sudden deterioration in weather conditions. S/He should remind staff of the importance of:

- Carrying out (and recording) head counts of the children to ensure that all are kept safe.
- Enforcing expected standards of behaviour.

9. ILLNESSES OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the teacher in charge, 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. A member of staff will remain with the child at the hospital or at school until a parent or carer arrives.

10. EMERGENCY PROCEDURES

Guidelines to follow in the event of an emergency MUST accompany ALL adults leading or helping with a trip/visit. (Please see 'Emergency Procedure Form/Checklist').

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the trip leader's first priority would be to ensure that the rest of the group were safe and then to summon the emergency services and arrange for medical attention of the injured. One of the accompanying members of staff should accompany the injured pupil/s to hospital and should remain with the child/children until their parents arrive. The School and a member of the SMT should then be informed of the accident. The trip leader should give a full and factual account of the incident and the surrounding circumstances. Where the full facts had not yet emerged, s/he should say so and ensure that follow-up communications with the Head takes place. The Headmaster and/or the SMT will take responsibility for co-ordinating emergency support for those on the trip and their families. A full record will be kept of the incident, the injuries and of the actions taken. Written details of the incident will be made as soon as possible, along with details of any witnesses.

Where possible, **communication with the media** should be left to the Headmaster and the SMT. The trip leader should refer the media to the School and make no comment.

11. GUIDANCE FOR STAFF ON CONDUCTING RISK ASSESSMENTS

Children must be kept safe on outings. For each type of outing, providers must carry out a full risk assessment, which includes an assessment of required adult: child ratios. This assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements in accordance with providers' procedures for supervision of children on outings. The assessment must be reviewed before embarking on each specific outing.

Our policy at Town Close House is **not** to carry out any activity with EYFS or Key Stage 1 children which is rated as **High (12-16) even after the risk reduction measures have been put into effect**. Activities will only be carried out if they can be awarded a Low (1-4) score or Moderate (5-11) score.

12. ACTION IN THE EVENT OF A 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 Missing Child'.

- Staff must carry out a count/registration of all pupils present.
- One member of staff searches immediate vicinity for missing child.
- The police are contacted and the child reported as missing.
- A member of the SMT is contacted. She/he will then make her way to the venue to assist staff.
- A member of the SMT contacts the child's parents.
- The remaining children are taken back to school, leaving a member of the SMT and another member of staff at the site until the situation has been resolved.
- Once resolved, an investigation into the incident will take place and there will be a written report produced.
- Measures will be put in place to prevent a re-occurrence of such an incident.

13. ON RETURNING TO SCHOOL

Trip leaders should complete the Educational Visit – Pre Prep Evaluation form and return this with all other paperwork to the EVC.



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PROPOSED OUT OF SCHOOL TRIP / VISIT FORM

To be completed and passed to the Educational Visits Co-ordinator for approval

1. **Year group:**
2. **Date of proposed trip:**
3. **Trip venue**
4. **Nature of visit**
5. **Learning Objectives/Expected Outcomes**
6. **Time of departure:** **return time to school:**
7. **Transport - type and number:**
8. **Trip / Visit Leader:**
9. **Deputy Trip / Visit Leader:**
10. **Names of other Staff accompanying the trip:**
11. **Class(es) out of school**
Number of pupils involved: **EYFS children? Yes/No** **How many?**
Anticipated ratio of Adults to Children:
12. **Risk Assessments to be considered / conducted:**
13. **Complete record of children on trip/visit with "Health Issues" (see medical list in staff room/child record on ISAMS)**
14. **Nominated Holder of any medication:**
15. **Nominated Trip / Visit First Aider:**
16. **Financial implications**

Charges made to Parents:
Cost to School:

17. Impact on School Catering:

18. I agree to lead this trip in accordance with the school's policy for Educational trips / visits.

Signature: (Trip / Visit
Leader):.....

Date:

Signature of EVC – to agree to above proposed trip:.....

Date:



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OUT OF SCHOOL TRIP/VISIT CHECKLIST FOR TEACHERS

| | |
|---|--|
| Trip venue | |
| Year group/classes | |
| Date of trip | |
| Proposed Out of School Trip/Visit Form completed and signed by Trip Leader and counter-signed by EVC | |
| Venue Booked Booking confirmed | |
| Arrangements made with bursary for venue to be paid eg: Cheque requested? | |
| Initial visit to destination completed for Risk Assessment purposes | |
| Risk Assessments completed and approved by EVC | |
| Record of children with 'health issues' completed | |
| Transport booked Coach/School minibuses plus any other? | |
| Details of Transport and drivers (if necessary) agreed and booked | |
| Arrangements clearly made with coach company: Time of departure? Where the coach is to wait for children to embark? | |
| Booster seats to be booked/requested for minibuses as required | |
| Letters sent out to parents informing them about the trip and advising suitable clothing | |
| Packed lunches ordered – and special diets catered for. Menus discussed including How packed lunch should be stored/packaged considered: Individually in bags? Grouped? (so that all cheese rolls/water/fruit is packed in categories) | |
| Arrangements made for transport of packed lunches to minibus/coach | |
| Staff and Volunteer helpers approached and confirmed. Emergency contact details forms completed and passed to Office | |
| First aider nominated and confirmed as responsible for all aspects of first aid on trip. First aid boxes / bag should be fully resourced | |
| Name of Deputy Trip Leader: | |
| Deputy Trip Leader confirmed to carry out regular head counts | |
| Meeting with all adults held to go through Code of Conduct, risk assessments, emergency procedures and safety measures. | |
| Itinerary and groups finalised and copy passed to EVC | |

| | |
|--|--------------|
| | |
| On the day of trip: Spare clothing? Mobile phones? First Aid? Time of H and S briefing with staff and helpers? Emergency Procedures/Guidelines forms passed to all staff and helpers? | |
| Report on an Educational Trip/Visit completed and passed to EVC on trips return | Date: |
| Completed Registration / Head Count Form signed and returned to EVC | Date: |

Signed Trip Leader

EVC.....Date:.....



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OUT OF SCHOOL TRIPS / VISITS EMERGENCY PROCEDURES/GUIDELINES FOR ADULTS/STAFF

In event of an emergency, adults accompanying children should follow the procedures listed below:

Ensure safety of (remainder of) group and yourself

Contact emergency services - who will need to know the following:

Your name
Your phone number
Exact location
Nature of incident
Number in group

Administer First Aid

Contact the School - be ready to repeat above details

School Office - 01603 620180
Pre Prep Office Direct Line – 01603 599071

Please then note the following:

- All communications with children's parents will be co-ordinated by the school.
- All communications with the next-of-kin of staff/adult helpers will be co-ordinated through the school.
- All communications with the media will be co-ordinated through the Headmaster. Please do NOT give media interviews.
- Please do NOT discuss legal liabilities with other parties.
- Keep written notes of times and events after the incident including witness detail.



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EMERGENCY CONTACT DETAILS FOR STAFF/ADULTS WHEN ON A SCHOOL TRIP / VISIT

Name:

Home Address:

Your mobile telephone number:

Contact details/Name of the person we should contact, should you be involved in an accident/emergency:

If this contact cannot be raised, who should be contacted? Please give details:

.....
.....
.....
.....
.....

In the event of emergency if you wish to share any important medical information, please give details below:

.....

Signed:

Date:



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 parents/ carers.

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 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.

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 cameras.

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 Leads.
- 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.



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Educational Visit – Pre Prep Evaluation form

| | |
|---|----------|
| Out of School visit/trip venue | |
| Date of trip | |
| Learning Objectives/ Expected outcomes | |
| Were these met? If no, why not? | Yes / No |
| Would you take a group of children on this trip in the future? Why? | Yes/No |
| Any special points to remember for future visits | |
| Signed by Trip Leader | |
| Date | |
| Signed by EVC | |
| Date | |

EDUCATIONAL VISITS FOR CHILDREN IN YEARS 3 – 8

GENERAL INFORMATION AND PROCEDURES

1. INTRODUCTION

At Town Close School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities 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 in the broadest sense of the word.

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:

- Year 4 visit the Horstead Centre in Norfolk
- Year 6 visit France on the annual Humanities Trip
- Year 7 visit Normandy, France for the annual French Trip
- Year 8 visit Holt Hall on the North Norfolk coast 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

We have sent rugby, hockey, netball, cricket and rounders teams on tours to Australia, France, Holland and Ireland. We have taken various parties of school children on ski trips to France, Austria and Switzerland

We run an activity called Adventure Skills Academy and the children in Years 5, 6 and 7 go on camping trips to either Eaton Vale or Whittlingham Broad.

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.

You will be notified in advance if:

- your child has been selected for a sports team. (We very much welcome family and friends at all our matches, both home and away).
- your 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 details of planned trips and activities in advance to parents of pupils of the relevant year group or cohort, providing as much notice as possible.

4. CONSENT

Written consent is not needed for most trips, as they are part of the curriculum. However, we require your specific, individual written consent if we are to take your son or daughter 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 son or daughter's time at the school. We also require up to date details of where parents or guardians may be contacted in an emergency and will usually collect this information annually using a data collection form.

5. SAFETY

Safety is 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 uses 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.

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.

6.2 Role of the Education Visits Coordinator

Mr Daniel Avenal (and the Deputy Head in the Pre Prep) are our Education Visits Coordinators (EVCs). They support the SMT in the process of approving visits, ensuring that they are spread through the different age groups, and the school year. They will support and challenge colleagues over visits and learning outside the classroom (LOTC) activities. The EVC is the first point of contact for advice on visit related matters and they check final visit plans prior to submitting them to the Head for final approval. The EVC can provide guidance and support access to the generic school documents.

The EVC will also collect evaluation records of visits, which may include information such as: a brief report on the trip's success, accidents or near misses and any safeguarding issues arising from the visit.

6.3 Role of the Visit Leader

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 SMT prior to planning, and certainly before making any commitments.

Visit Leaders have responsibility for ensuring that their visits comply with the school's policy and all relevant national guidance and legal requirements. He or she will always have had experience of accompanying school visits before taking on the role of Visit Leader. At Town Close the EVC/SMT 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.

Visit leaders 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 support and 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 sufficient 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.

Where appropriate, a Deputy Visit Leader is nominated. He or she may not hold the same qualifications as the Visit Leader, but is nevertheless capable of taking over leadership of the visit, if necessary.

6.4 Minibus Procedure

No one should drive any of the school minibuses unless they are over 21 and have been driving for at least two years.

In order to drive the Ford minibuses, the member of staff must:

- have passed their driving test before 1st January 1997 and, therefore, have Category D1 on their driving license and have undertaken a familiarisation course
- Or**
- Have undertaken a full minibus driving test, licensing them to drive category D1 vehicles.

In order to drive the Peugeot minibus, the member of staff does not need to have a Category D1 licence, but **must** have undertaken a minibus familiarisation course.

Should any member of staff be unsure whether they are qualified to drive any of the minibuses they should contact the Bursary.

For any minibus journey that goes outside Norwich there should be a second member of staff who is also a qualified minibus driver unless it is less than one hour and you are going in convoy with other Town Close buses. The School will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Town Close School, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. Also if staff are using a privately owned vehicle the School must have a copy of their driving license, insurance certificate and MOT if appropriate.

After 3 hours of transporting pupils in a minibus, drivers should swap with another member of staff or have a break of at least 30 minutes during which the driver is able to obtain rest and refreshment, even if they feel comfortable and confident to continue driving for longer. The only exception to this rule would occur when an external factor, such as being caught in severe traffic, makes it necessary to exceed this length of driving due to lack of an opportunity to swap safely. However, a subsequent change of driver, or driver break, should occur at the earliest opportunity, once it is safe to do so.

6.5 Use of private cars

At Town Close School, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Bursar. Staff are permitted to use their own vehicles to transport children in exceptional circumstances and when a member of staff transports pupils in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. The School can provide a limited number of booster seats for use in cars. All staff must ensure that their vehicle is safe to drive and that it has a current MOT certificate in force.

7. PERSONAL LIABILITY AND INSURANCE

The law places the Visit Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk), should be read by all Visit Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." 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 £10m of Employers' Liability Insurance and £20m of 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 the activity is covered by the school's policy. An extension usually can be arranged. The Visit Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

8. PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed 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/SMT could provide further guidance on this.

The relevant Town Close School Educational Visits Checklists form part of the risk management process for visits and off-site activities. A visit should only go ahead once all of the items on the appropriate checklist have been satisfied and the trip has been formally approved by the EVC/SMT/Headmaster.

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/SMT can provide further advice on assessing an outside activity.

8.2 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".

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.

For pupils in the Prep Dept. 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.

| Ratio | Pupils' Year Group |
|--------------|---|
| 1:10 | Years 3 – 6 |
| 1:15/20 | Years 7 upwards (with a larger ration permitted for over 16s) |
| 1:10 | Residential visits/ visits abroad |

Where the pupils involved in the visit are mixed gender, the school will consider the appropriate allocation of accompanying staff. This will usually include staff of both genders 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.

8.3 The Risk Assessment

Visit leaders at Town Close are supported by the EVC/SMT 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 he/she 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/SMT can provide advice regarding the completion of risk assessments.

The Visit Leader must ensure that any adults accompanying the trip are fully informed of all the relevant information they need to carry out their roles effectively. Parents must also be provided with all of 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 about the behaviour of young people, including the circumstances in which parents should be prepared for young people 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 arrangements.

8.4 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 <http://lotcqualitybadge.org.uk/search>

If an organisation does not hold the badge, the Visit Leader must check that they're 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.

8.5 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 http://www.aals.org.uk/aals/provider_search.php

If a provider holds the LOtC Quality Badge this is evidence that they hold an AALA licence if they need one.

10. 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.

11. ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Visit Leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he 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 a member of staff to be repatriated to the UK. At Town Close School we expect the Visit Leader to phone 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.

12. 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 must be familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, where it 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.

13. MISSING CHILD (Taken from the 'Action in the Event of a Lost Child Policy')

If a child goes missing from an outing:

- Staff must carry out a count/registration of all pupils present.
- One member of staff searches immediate vicinity for missing child.
- The police are contacted and the child reported as missing.
- A member of the SMT is contacted. They will then make her way to the venue to assist staff.
- A member of the SMT contacts the child's parents.
- The remaining children are taken back to school, leaving a member of the SMT and another member of staff at the site until the situation has been resolved.
- Once resolved, an investigation into the incident will take place and there will be a written report produced.
- Measures will be put in place to prevent a re-occurrence of such an incident.

14. DELAYED RETURN

If a visit is delayed, the Visit Leader will usually inform parents using the @townclosetrips Twitter feed. If, for some reason, this is not possible, the Visit Leader will telephone the school office (during school hours) and they will

manage the informing of the parents on their behalf. Should this occur outside of normal school hours, then the Visit Leader or an accompanying member of staff should contact the parents using information provided in the red contact folder.

15. ON RETURN

Each Visit Leader is asked to provide the EVC with an evaluative report on the visit on his/her return. 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.

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 them 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' notice must be given.
- Team sheet to include the following information
 - 1) Players involved in the match
 - 2) Date of the match
 - 3) Start time
 - 4) Departure time
 - 5) Expected arrival back at Town Close
 - 6) Venue
 - 7) 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).
- Supervising the children on the journey. If travelling by minibus, then a second adult should be present, (in addition to the driver), whenever possible.
- 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.
- 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 fellow members and opponents with respect.
- Informing school/parents (using the red contact folder) if the arrival 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 or 4G enabled electronic devices or their school ipads with them on visits.
- Other electronic devices 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 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 use their devices to 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 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 should avoid any consumption.

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 always contains a synopsis of all the school trips and visits that have taken place since the last report.

*Last reviewed March 2019
Next review January 2020*

References:

A Legal Requirement & an ISI Reporting Standard

References:

- a) **Health and Safety On Educational Visits** (DFE 2018)
- b) **OEAPNG National Guidance** <http://oeapng.info/>
- c) The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. (www.isi.net).
- d) "Health and Safety on Educational Visits" (2018) <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)
- e) "Good Practice in Adventure Activities within the Education Sector," An Adventure Licensing Authority guidance document (<http://www.hse.gov.uk/aala/index.htm>)
- f) "School Trips" and "Minibus Safety", ROSPA guidance documents (www.rospa.com)
- g) "Health & Safety on Educational Excursions" Scottish Government guidance document (<https://www.webarchive.org.uk/wayback/archive/20180515203451/http://www.gov.scot/Publications/2004/12/20444/48943>)
- h) School Trips: Glenridding Beck," and "Five Steps to Risk Assessment," Health & Safety Executive guidance documents (www.hse.gov.uk)
- i) Child Safety Education Coalition (www.csec.org.uk)
- j) "Taking Students Offsite" ATL guidance document (<https://www.atl.org.uk/advice-and-resources/health-and-safety/site-trips>)
- k) "What is Outdoor Learning?" and "Why does Outdoor Learning Matter?" Institute for Outdoor Learning guidance documents, (www.outdoor-learning.org)
- l) "The Drivers' Declaration Form," an ISBA model document by D E Ford Insurance Brokers, 2009 (www.deford.co.uk)