



# TOWN CLOSE SCHOOL

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

## EDUCATIONAL VISITS POLICY v.1.6

### COVID-19

Any proposed educational visit during the Covid-19 pandemic will be planned in conjunction with current government guidance, the School's Covid-19 policy, national guidance for educational visits (OEAPNG) and following discussions with the EVC/SMT.

Appropriate consideration must be given to how any risks relating to Covid-19 are to be managed during the visit. These control measures should be explained fully when completing the relevant Covid-19-related sections on the Operoo forms.

## GENERAL INFORMATION AND PROCEDURES

### 1. INTRODUCTION

At Town Close School, we believe that learning outside the classroom is an essential component of our curriculum. They 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 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; for example:

- 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
- Adventure Skills Academy takes pupils in Years 5, 6 and 7 go on camping trips to either Eaton Vale or Whittlingham Broad.

In the past 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.

### **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 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 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 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.

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. 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](http://www.operoo.com)). Current generic risk assessments are accessible in the staff section of Firefly.

### **6.2 Role of the Education Visits Coordinator**

Mr Daniel Avenal and Mrs Sarah Laing 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 evaluate 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. There is a form for this purpose on the Operoo website.

### **6.3 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 1<sup>st</sup> 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.

#### **6.4 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**

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.

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

### **8.1 Role of the Visit Leader**

Primary responsibility for the safe conduct of the visit rests with the trip 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 SMT 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. 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.

## **8.2 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". 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.

In Pre Prep, at least one member of staff will be qualified in Paediatric First Aid.

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 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.

<b>Year group</b>	<b>Ratio</b>
1:3	Nursery
1:4	Reception
1:6	Year 1
1:8	Year 2
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.

## **8.2 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. Trip information can be shared with staff via Operoo, when this is appropriate. 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"> <li>• Rock Climbing</li> <li>• Abseiling</li> <li>• Ice Climbing</li> <li>• Gorge Walking</li> <li>• Ghyll Scrambling</li> <li>• Sea Level Traversing</li> </ul>	<ul style="list-style-type: none"> <li>• Canoeing</li> <li>• Kayaking</li> <li>• Dragon Boating</li> <li>• Wave Skiing</li> <li>• White Water Rafting</li> <li>• Impoverished Rafting</li> <li>• Sailing</li> <li>• Windsurfing</li> </ul>	<ul style="list-style-type: none"> <li>• Hill Walking</li> <li>• Mountaineering</li> <li>• Fell Running</li> <li>• Orienteering</li> <li>• Pony Trekking</li> <li>• Off-road Cycling</li> <li>• Off-piste Skiing</li> </ul>	<ul style="list-style-type: none"> <li>• Caving</li> <li>• Pot-holing</li> <li>• Mine exploration</li> </ul>

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](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 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.

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 a member of staff to be repatriated to the UK. At Town Close School we expect the Visit Leader or a member of SMT 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.

## **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, the SMT 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.

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.

## **13. 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'.

- Staff members will be informed that a child is missing.
- A member of the Senior Management Team (SMT) will also be informed.
- Registration of all pupils will take place.
- A thorough search of the premises will also take place, as appropriate.
- If a child is not found, a member of the SMT or a member of staff will contact the police and the child reported as missing.

- The parents of the missing child will be contacted and informed of the action being taken – by a member of the SMT.
- One member of staff searches immediate vicinity for missing children.
- A member of SMT will make their way to the venue to assist staff.
- 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.
- Where appropriate, measures will be put in place to minimise the risk of such an incident reoccurring.

#### **14. DELAYED RETURN**

The trip 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 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).

#### **15. ON RETURN**

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

#### **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](mailto: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, 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 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 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 2021  
Next review March 2022*

## Appendix



# TOWN CLOSE SCHOOL

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## 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 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.



## 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](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)**

<https://www.hse.gov.uk/services/education/school-trips.pdf>

**e) Planning and Leading Visits and Adventurous Activities** (ROSPA)

<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

**f) Minibus Code of Practice** (ROSPA guidance)

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

**g) Glenridding Beck Investigation Report**(HSE)

<https://www.hse.gov.uk/aala/glenridding-beck-investigation.pdf>

**h) Five Steps to Risk Assessment** (ROSPA guidance)

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

**i) Taking Students Offsite** (NEU guidance)

<https://neu.org.uk/advice/educational-visits>

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

**k) About Outdoor Learning** (Institute for Outdoor Learning)

<https://www.outdoor-learning.org/Good-Practice/Research-Resources/About-Outdoor-Learning>)