


School Visits Policy



Oastlers Policy

Updated on October 2014

Approved by Governing Body On	January 2017
To be Reviewed On	January 2019
Signed on Behalf of the Governing Body	

CONTENTS

Statement of intent and support from the Governors

List of types of visits

Approval procedures

Booking out procedures (packed lunch and emergency cards)

Procedures of notification before going off site

School emergency plan

Risk assessment guidance

Overview of school and local authority responsibilities

Approval FORM (Appendix A)

Visit Planner (Appendix B)

Risk assessment form (Appendix C)

Packed lunch request form (Appendix D)

Emergency procedures during the visit (Appendix E)

STATEMENT OF INTENT AND SUPPORT FROM THE GOVERNORS

This policy has been written following GUIDELINES FOR OFF SITE VISITS AND ACTIVITIES (education Bradford: February 2005) It is recommended that the Group Leader refers to this document when planning and Educational Visit.

The school and Governors recognise the hard work, care and commitment that staff put into organising a well-planned and successful trip and their support to teachers and others leading visits.

Visits, off-site activities and outdoor education have great potential for enhancing the health, education and development of young people. In particular such first-hand experience can:

- Extend personal horizons through greater appreciation and understanding of the world and its people.
- Understand the need for sustainable relationships between people and their environment.
- Develop self-esteem, personal responsibility, co-operation and respect.
- Enhance practical problem solving and team work skills
- Promote a positive and knowledgeable response towards personal health and wellbeing.

The venture is particularly effective when participants have the opportunity to reflect and build on their experiences.

The school and Governors recognise the value of a wide range of visits from short local excursions to expeditions overseas. Many opportunities are available, led by schools as well as community-based organisations.

School visits should be available to every child and should not discriminate against anyone on the grounds of gender, ethnic origin, social background or disability.

TYPE OF VISIT	APPROVAL AND CONSENT
Frequent Offsite Activities such as School Matches and club Activities, Swimming Lessons with qualified tutors, simple walks from school, Visits to Local Libraries and Leisure Centres.	Rolling Approval by Head Teacher. Governors may endorse according to School Policy. Daily School notification system
	Periodic Parental Consent for frequent activities may cover up to 1 School year. Parents to be notified before each visit.
Occasional day trips to Museums, Theatre, Cities, Parks, Theme Parks, Farms (with Public facilities), Environmental Centres, Village Studies, Zoos, Local Walks	Approval for each visit by Head Teacher. Governors may endorse according to School Policy. Parental Consent obtained for each visit
Residential trips. All overnight Stays.	Approved by Head Teacher. Endorsement from Governors

Visits Abroad. Exchange visits	Specific Parental Consent for visit and Activities
<p>Adventure Activities Sailing, Windsurfing, Canoeing, Rafting. Hill/Mountain Walks, River Walking, Gorge Scrambling. Rock-Climbing, Abseiling, Rock Scrambling. Caving (not show caves) Skiing and Snow Boarding. Off Road Cycling. Swimming in natural waters or pools without lifeguard supervision,</p> <p>Activities requiring special care, experience, training. Paddling in sea, lake or stream Countryside Walking E.G. Malham, Bolton Abbey On Road Cycling</p>	<p>Registration WITH Local Authority for Self-led Adventure Activities</p> <p>Approval by Head Teacher. Endorsement from Governors.</p> <p>Specific Parental Consent for Visit and Activities.</p> <p>Approval by Head Teacher. Endorsement from Governors.</p> <p>Seek Advice as required.</p> <p>Specific Parental Consent for visit and Activities.</p>
<p><u>Higher risk activities beyond the Guidance</u> E.g. Land Yachting and Kite Buggy, Power Kiting. All Airborne Activities. Gliding, Hand Gliding, Parapenting. surfing, Water-skiing, Jet Skiing, Offshore Yachting, Sub Aqua and Snorkelling</p>	<p>Approval by Head Teacher. Endorsement from Governors.</p> <p>Seek Advice Specific Parental Consent for Visit and Activities.</p>

APPROVAL PROCEDURES

Every off site visit must have a Group Leader

The Group Leader should complete an **Approval Form** which is accompanied by a **Visit Planner**. This helps the Group Leader to make plans systematically, making notes and references under each heading.

The visit planner will be used by the Head/Governors as evidence that the Group Leader has made appropriate arrangements. It also helps them to make systematic checks.

The headings on the planner correspond to headings in the **Group Leaders Checklist**. This is a fairly detailed list of considerations and appropriate standards which will help the Group Leader to think about each aspect of the trip. Please refer to the **Guidelines for off Site Visits and Activities** – Bradford Council Document
The group leader must gain approval of the proposed visit in principle and should have regularly updated the Headteacher on the progress of the preparations. The group Leader should obtain parental consent.

Final approval must be obtained from the Head at least 2 weeks prior to the visit date, before the trip can go ahead. Additional endorsement may be required from the Governors. When approval is given, one copy should be retained by the Headteacher and another by the group leader.

The Headteacher should be informed of any subsequent changes in planning, organisation.

Supervision

Male staff – please make an assessment of whether your cohort of children will need a male to accompany the boys to the toilet facilities

Volunteers – please remember volunteers do not hold a Criminal Records Bureau check (CRB) and so must not be left alone with children – you must make sure that all staff and volunteers know

First Aid – you must make a judgement on whether or not you require a first aider for the trip based on where you are going, the children you are taking (does anyone have a care plan) and what activities you will be doing, etc. For example if you are visiting a venue where there are first aid personnel you may not need to take a first aider, or if your bus driver has an appropriate first aid qualification (3 Day First Aid at work). You must record your decision and reasons on the **risk assessment** and it must be planned for well in advance (Advice from Wendy Bland H&S, BMDC).

All near misses must be recorded (record on your risk assessment)

PROCEDURES OF NOTIFICATION BEFORE GOING OFF SITE

On the day of the visit the group leader must provide the office with an updated pupil and staff list, staff contact details and telephone numbers of the transport provider and the venue and an estimated time of return. On return a Senior Leadership Team Member must be told that the trip is safely back.

The group leader must take a copy of the risk assessment and the School Emergency Plan.

BOOKING OUT PROCEDURES

The group leader must give the Catering Manager 2 weeks' notice to order packed lunches.

The group leader must take an emergency card with them – Yellow card from School Office.

Please give at least 5 days' notice to book out cameras (they may require charging or new batteries)

SCHOOL EMERGENCY PLAN

If an emergency occurs during an educational visit after making contact with the appropriate emergency services, inform the school as soon as possible, the Headteacher will instigate the School Emergency Plan. If possible nominate a member of staff to record events and times as they occur. Refer any media interest to the Headteacher. **If you are unable to contact the school use the yellow card.**

The Yellow Card

During office Hours Contact

The Safety Adviser on 01274 431007

An emergency is one which results in life threatening injuries, or one involving multiple casualties with major injuries. Major injuries are defined as fractures, amputations, loss of consciousness, eye injuries or injuries requiring admittance to hospital for more than 24 hours.

Outside Office Hours Contact

Contact the Emergency Planning Duty Manager (EPDM)

Ring 07659 100670 (pager) and leave the following message:

“School Emergency please phone Jeanine Fairbairn

In the unlikely event that the EPDM does not respond within 15 minutes, ring 01274 431000 and request that contact be made by the emergency room with a member of the Emergency Management Team.

**THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY
DO NOT GIVE THEM TO THE PRESS, PARENTS OR PUBLIC**

RISK ASSESSMENT GUIDANCE NOTES FOR OUTDOOR ACTIVITIES

Risk is the likelihood of a person being harmed. Written ‘risk assessments’ show that an Activity Provider:

- i. recognises the significant hazards associated with a particular activity
- ii. is able to take measures (controls) to ensure hazards are unlikely to cause harm

This is a legal requirement for all employers

A simple risk assessment form is appended (Appendix C). Use the following notes as guidance.

Column (1) – Hazard – means anything that can cause harm.

Leaders should consider the particular activity, the associated environment, the equipment used, and the nature of participants and answer the question:

“What could go wrong?”

Briefly describe this in Column (1) **e.g. slips from top of cliff**. List first the hazards which are most likely to happen and have the most serious consequences. In truth accidents most often happen as a result of a combination of factors.

Also identify WHO WOULD BE HARMED. This will be one or more of the following: The Leaders, Assistants, Participants, the whole group, or other members of the general public.

Generally in October Activities the significant are: Falling from a height; being hit by a falling or moving object; drowning and hypothermia. Hazards which do not follow this rule include Pollutants (e.g. leptospirosis, radon gas); Medical conditions (e.g. epilepsy, heart conditions); Hidden objects (e.g. underwater spikes); Lightning.

Column (2) – Control

Alongside each hazard listed in Column (1) answer the question

“What can be done specifically about each hazard?”

List your answer in Column (2) **e.g. Leader clips group into safety line at top of cliff**. In Outdoor Activities the Activity leader (or participants) with limited competence and poor judgement is likely to add significantly to the risk.

The list of controls in Column (2) will effectively be your operating procedures for a particular activity.

Column (3) – System

Alongside each control list the policy or system which your organisation has in place to ensure the control described is actually likely to be implemented in practice **e.g. Leader holds Single Pitch Rock Climbing Award**.

P.S. Many other formats can be used to complete a risk assessment. All are valid as long as the significant hazards and control measures are identified.

Risk Assessments need to be reviewed periodically or as a result of accidents or near misses.

Review and Monitoring

The group leader or other adult with responsibility should reassess risks whilst the visit is taking place. On-going risk assessments normally consist of judgements and decisions made as the need arises e.g. changing weather, tiredness, illness, behaviour.

Accidents and near misses should prompt a review of the risk assessment

Please see Jeanine Fairbairn at the first opportunity after the trip to hand in your risk assessment and emergency plan and for a brief feedback meeting of any accidents, near misses or general comments for future visits.

Overview of school and local authority responsibilities

REQUIREMENT	RESPONSIBILITIES
<ul style="list-style-type: none">Guidance and Advice to SchoolsGeneric Risk AssessmentMonitoring, TrainingInsurance, Emergency Support	Local Authority
NOTIFICATION AND PLANNING	
Notification of Visits to Local Authority	Headteacher, EVC
Planning	Group Leader
Pre-Visit Risk Assessment	Group Leader, Contracted Provider
FORMAL APPROVAL	
School Staff leading Adventure Activities	Local Authority through Adventure Activity Leader Registration Scheme
All Visits	Governors, Headteacher, EVC
VISIT MANAGEMENT AND SUPERVISION	
Overall Risk Management on the Visit	Group Leader
On-going Risk Assessment on the visit Duty of Care	Group Leader Any supervising adult
Home Based Support	EVC, Headteacher Local Authority Emergency Support
Review. Monitoring	Group Leader, EVC, Headteacher. Governors.

Adapted by the Governing Body _____ Date _____



APPENDIX A

SCHOOL VISIT AND OFF-SITE APPROVAL FORM

Group Leader					Date of Visit		
Contact Number							
Departure Time				Return Time			
Venue of Activity							
Form Group		Total Learners		Male		Female	
Nature of Activities							
Purpose of Trip including any curriculum benefit							
Maximum Cost of Trip	£	Budget Area					
Packed Lunch Required	YES / NO			Quantity			
Breakdown of expenditure							
Staff and Volunteer Details							
Name				Cover Arranged with			
Transport Arrangement							
Method of Transport	Name of Driver(s)			Date mini-bus reserved			

Please attach the following documents:

List of anticipated Learners , Copy of letter to parents/carers , Generic Travel Risk Assessment , Trip specific Risk Assessment , Venue Risk Assessment

Signed _____ (Visit Leader) Date _____

Office Use

Budget Available: YES/NO

Visit Approved:

YES/NO

Comments: Further info required, reason for decline or conditions of approval

Signed _____ (Headteacher) Date

t:\risk assessments\organisers information\school visit and off-site approval form - feb 14.docx

APPENDIX B

Visit planner

GROUP LEADER _____

Use with the approval form. The Group Leader Checklist gives details for each heading

CHECKS	NOTES (or where information attached)	CHECKED
INITIAL PLANS		
Timetable for Planning/Approval		
Exploratory Visit		
Accommodation		
Contracted Providers		
Staffing and supervision		
Staff Roles and duties		
Child Protection/CRB Checks		
General Supervision and Ratios		
Gender issue Male staff required – supervision of boys visiting toilets		
Arrangements for Special Needs and medical (care plan etc)		
Participant preparation, rules & conduct of children		
Remote Supervision. Unaccompanied parts of the visit.		
Activity Supervision/Leadership		
Volunteer Briefing – Incl. rules & code of conduct (mention not allowed to be on own with children		

Staff Briefing		
CHECKS	NOTES (or where information attached)	CHECKED
TRANSPORT AND TRAVEL		
Travel Details/Contractors		
Travel Supervision		
Minibuses/Drivers		
Private Cars (Driver + Supervisor)		
ACCIDENT AND EMERGENCY PROCEDURES		
First Aid (see page 6)		
Emergency Plan/Contacts		
Insurance	(Our Insurance needs to be placed here!)	
Cost and Finances		
Risk Assessments		
Monitoring and Review		

All arrangements appropriate _____ Confirmed _____ Date: _____



APPENDIX C

RISK ASSESSMENT

GENERIC RISK ASSESSMENT

VISIT TO _____ DATE _____ DEPARTURE TIME _____

VISIT LEADER _____

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURE	COMMENTS ACTIONS	RISK RATING
Traffic accident, coach.	Injury, death, separated from group.	Pupils, staff.	<ul style="list-style-type: none"> Minibus meets Education Service/authority recommendations. Staff ensures that safety belts are used at all times. Supervision within Education Service ratios. 2:1 Suitable embarkation points used (for example, coach park, onto wide pavement). Close supervision and head counts during any breaks in journey and getting on and off coach. 	<ul style="list-style-type: none"> Safety Talk Parents/Carers informed of any delay Learner contact details with lead staff member 	Low
Minibus travel.	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> Meeting with learners prior to the trip regarding H & S Minibus meets 'M2' standard. Minibus driver has PCV or NCC Permit to drive (PCV licence if abroad) plus staff. Driver/staff ensure seatbelts are used. Luggage in vehicle securely fastened and clear of aisles. Care always taken when parking in a suitable place for disembarkation. Close supervision and head counts during any breaks in journey and getting in and out of bus. 	<ul style="list-style-type: none"> Mini-bus use form completed (copy in school) Learner list Lead staff member 	Medium

Service station and other breaks in journey	Injury, death, left behind/ separated from group.	Pupils	<ul style="list-style-type: none"> • Brief pupils on: <ul style="list-style-type: none"> ♦ purpose and timings of stop. ♦ Learners supervised at all times ♦ Learners supervised when using toilets • Remain in pairs or threes (buddy system – each responsible for named other) • Careful head count before departure. 	Learner List	Medium
On foot.	Injury, death. Running away	Pupils and staff.	<ul style="list-style-type: none"> • Walk on foot planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required. 	Planning Be aware of learners that may run off	Medium

APPENDIX D

PACKED LUNCH REQUEST FORM

The Kitchen Manager require 2 weeks notice

Group Leader _____

Request Date _____

Year Group _____ **Number of Children Out of School** _____

Number of Children Requiring a Packed Lunch _____

Date Required _____ **Time** _____

APPENDIX E

Emergency procedures during the visit

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- ❖ Establish the nature and extent of the emergency as quickly as possible;
- ❖ Ensure that all the group are safe and looked after;
- ❖ Establish the names of any casualties and get immediate medical attention
- ❖ notify the police if necessary
- ❖ ensure that all group members who need to know are aware of the incident;

Inform the school use The Yellow Card if you cannot make contact with the school emergency numbers

- ❖ details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far