



Educational School Visits Policy

Person responsible	Bursar
Last update	May 2018
Frequency of Review	Annual
Date of last review by Governors	June 2018
Date of next review by Governors	June 2019

The policy applies equally to the Foundation Stage (Reception Class), Key Stage 1 and Key Stage 2 as taught at Bute House

The policy must be read in conjunction with the policy relating to the procedure for when a child goes missing.

The policy has been written taking into account the OEAP (Outdoor Education Advisory Policy) National Guidance.

Experiences gained by pupils from off- site educational opportunities should not be seen as isolated opportunities but as a vital part of the progression of a pupil's education within a broad and balanced curriculum. The experience can be determined within a number of categories

- **Personal and social education:** these skills are developed through such activities as problem solving, decision making and team work.
- **Residential experiences:** Working and playing together in a residential setting affords plenty of opportunities for development of social skills through living and working together.
- **Environmental awareness:** the cross curricular theme of environmental educational is catered for specifically when pursuing off-site activities as a rich variety of sites both natural and man- made can be explored.
- **Aesthetic and creative development:** project and topic work, theatre, concert, gallery and museum visits give rise to a multiplicity of opportunities.
- Health and physical activity

The range of activities at Bute House Preparatory School could include

- Residential trips during school time using licensed providers
- Overseas adventurous activities out of school time using licensed providers
- Day or part day visits using transport
- Day or part day visits on foot or using public transport
- After school sporting visits
- Field studies

Approval Process

Approval from the Governors for this policy and for specified residential visits has been sought. The Governors have delegated the day to day responsibility of ensuring that all procedures are followed to the Bursar and the Educational School Visits Coordinator.

Insurance

All approved school trips are covered by the school's insurers. The duty of care under the Health and Safety at Work Act 1974 extends to pupils and employees participating in off-site visits.

Responsibility – Leader

The Leader

The leader will be a person approved by the Educational Visits Co-ordinator (EVC) at Bute House. New members of staff at Bute House, no matter what their previous experience has been, will not be leaders of trips until they have participated in a trip which has been monitored by an experienced member of Bute House who has led at least three Bute House trips, and is therefore familiar with the responsibilities of a Trip Leader.

In exceptional cases where a staff member has not participated in a Bute House trip, but is the most appropriate member of staff to lead a trip, permission to lead the trip may be given by the EVC after careful consideration of the experience of the other staff on the trip, the nature of the trip and activities involved.

The leader has full responsibility for the safe running of the trip, pupils' safety and behaviour and for following this guidance. They must also ensure that all adult participants understand their roles and are clear about rules, responsibilities and expectations. (See guidelines for parents accompanying school trips, later in this policy). The trip leader or she must also ensure clear liaison with the EVC.

Planning for a visit

All off-site activities must firstly have the approval of the **Deputy Head** (who will also liaise with the Head if necessary) who must be satisfied with the purpose, planning, risk assessments, first aid arrangements and staffing for the proposed off-site activity. Any concerns about the ethnic or religious impact of a proposed visit should be raised before such a visit is arranged. Staff should fill in the necessary forms in order to gain this approval and check against the master sheet. Risk assessment forms must be signed off by the EVC or the Bursar. Information is also contained in the **Staff Information Guide**

Communication with parents

A detailed letter to parents must be sent at least two weeks ahead of the planned trip, including

- curriculum aim of visit,
- the number of accompanying adults required,
- transport arrangements,
- address and contact details of the venue,
- details of meeting/ collection times and places,

For residential trips, letters should be sent out at least four weeks ahead of the planned trip and must include all of the above and

- medical questionnaire and emergency medical treatment consent, to be signed and returned.

- Dietary information
- Costings
- clothing and equipment lists,
- emergency contact details and passport
- E111 forms, visa details etc. if needed for an overseas trips.

An information meeting must be held when details such as the clothing list, activities schedule and other specific information regarding the residential trip can be given and sought.

Supervision - Ratios of adults to pupils

All adults included in the ratio will have been DBS checked.) Any “extra” adults without a DBS check, not counted in the ratio but joining the trip will not have unsupervised access to children). Non DBS checked adults cannot accompany overnight trips. Parents never accompany overnight trips this is undertaken only by Bute House staff.

Supervision ratios will be dependent on the age of pupils, the activity being undertaken, the length of the trip, the experience of the adults, whether the group will be split during the visit. The DfE guidance for a trip that does not involve hazardous activities is;

One adult for every 4 pupils in Reception
One adult for every 6 pupils in Years 1 and 2
One adult for every 6 - 10 pupils in Year 3
One adult for every 10 – 15 pupils in Years 4 - 6
For all residential trips the ratio for Years 4-6 is always a minimum 1-10

Leaders should consult the list of DBS checked parents held by HR Manager. Bute House requires that there are at least two paid members of the school staff on each trip.

EYFS outings will always be accompanied by a paediatric First Aider.

The supervising adults must be briefed with full instructions. Children should also be briefed before leaving and should be wearing proper clothing for the visit. If wearing school uniform, they must be wearing regulation items. Name badges must not be worn but wrist bands must be worn.

Equipment

On each trip the following should be taken:

- Parents are given guidelines and clear instructions for visit (attached)
- A first aid kit plus a residential first aid kit if necessary, including a Critical Incident Card
- School Mobile phones
- List of children and staff going on trip
- Emergency contact details, crisis plan and clarion call details
- Medical consent forms for residential trips
- Details of any children with medical or specific learning difficulties that could have an impact on the trip
- Any medication needed by individual children, for example, epipens, inhalers

Note that if there is more than one vehicle, the above list should be taken on each vehicle.

All hard copies personal identifiable information, for example, class lists contact names and addresses taken on the trip will be securely disposed of on return to school.

Preparing Children for the trip

Children must be:

- Reminded of the purpose of the trip
- Reminded of behaviour on transport
- Given clear safety information before departure and at the venue
- Reminded about behaviour and consideration for other users of the venue
- Checks made that specific medical and dietary requirements (eg inhalers) are being carried by individual children
- Children must be given the green wrist bands with the school's name, number and the extension to use printed on it. This extension is only to be used in an EMERGENCY and school staff know that the emergency phone must be answered immediately. The children must WEAR these bands at all times. All the wristbands must be collected on the return to school. Children attending off-site cross country fixtures must wear the green wrist bands. For all other sports fixtures they do not wear the green bands.

Venue and Accommodation

If any trip is to a venue that has not been used before or not for some time, a pre-visit must be arranged and fire drills and procedures checked. Additionally general accommodation should be viewed and for residential the sleeping accommodation, bathrooms, drying facilities, evening

relaxation areas, dining and kitchen areas should be checked and hygiene certificates seen. A Risk assessments must be completed and also requested where appropriate from the licensed provider.

Records must be kept of “near miss” situations and these should be taken into account if a similar visit is planned. The 5 major elements of a risk assessment are

- Identification of hazards
- Who might be affected
- How can risks be reduced to an acceptable level
- Can these measures be implemented
- Contingency plans if all else fails

These variables should be taken into account when undertaking risk assessments

- Age of pupils
- Number of pupils
- Previous experience of pupils and adults
- Time of year and day
- Travel arrangements
- Hazards on the journey and site
- Nature of activity

Toilet and First Aid facilities on site should be identified and the location of hospital facilities ascertained. Ensure that on each visit the course provider has been met and that all staff who will be in contact with the children are suitably qualified and have DBS checks.

Ensure full confidence in the tutor/course leader at site otherwise the group leader should take over the teaching him/herself.

On return, confirm any verbal arrangements in writing and inform the EVC or Head how the preliminary visit went and what impressions and knowledge you have gained.

Transport

The school usually uses the same coach company, Westway Coaches, and conducts regular checks with the company. Seat belts must always be used and this should be checked by the accompanying adults.

Staff or supervising adults accompanying the trip should be spread throughout the coach with at least one adult at the front and back of the coach, and on upper and lower decks of the coach. In addition, there should be at least one first aider on each vehicle where more than one is being used for a trip. Seatbelts must be worn and checked by a supervising adult before departure.

If the visit leader is not happy with a driver or the condition of the vehicle, she/he must stop the coach and contact the school or coach company and insist on another driver/vehicle.

On residential trips or trips abroad checks will be made of the safety record of the transport providers confirming that all vehicles have seat belts.

On occasion, public transport may be used for trips within Central London. Assistance from TfL should be sought whenever possible if using the underground system.

Private use of cars

Staff vehicles will not be used as transport for trips.

On Arrival at the Site

An easily identifiable place should be given to children for meeting in case they are separated from the main group.

Children should be reminded of any particular safety or general behavioural rules specific to the site and nature of the visit.

Boundaries should be clearly pointed out

The school's behaviour and discipline policies apply at all times

Clear standards should be identified and adhered to.

The duty of care is of the utmost importance

Regular head counts are essential

On farm visits extra precautions are necessary as farms can be particularly dangerous to pupils.

Before the visit it is important to check that the farm is well managed and has good safety and animal welfare standards.

It must have good and easily accessible washing facilities.

It is important to ensure that the children do not:

- Put their faces against animals or put their fingers in their mouths after handling animals
- Eat until they have washed their hands
- Sample animal foodstuffs
- Drink from taps other than from designated water fountains
- Ride on tractors or play on machinery
- Play in the farm area

The briefing which takes place in school before the visit should contain the above instructions and the children should be told again on arrival at the farm.

It is essential to be fully aware of the crisis management policy plan in the event of a serious incident on a trip.

Outings within the local and wider community provide children with enriching learning experiences. These first-hand experiences support the activities in the setting and make a real difference to the programme.

Additional information for trips concerning EYFS

Before taking children on an outing the following procedures must be followed in order to keep the children safe whilst on the trip:

- When the children start at Bute House parents sign a consent form for short local outings not requiring transport, such as to the shops, park or to post a letter. However, for longer trips parents must sign a consent form specifically for the outing, this specifies mode of transport, and they will be made aware of the procedures for outings.
- A risk assessment is carried out to identify any potential hazards for each outing using our whole **school risk assessment** form and this is reviewed by the EVC prior to each trip. This includes an assessment of the adult to child ratios necessary for the trip and any medical needs of the children taking part in the visit. Most venues will have their own risk assessments and these will be requested where available.
- As a minimum, 1:4 staffing ratios are maintained whilst on outings. For many types of outings the risk assessment may identify that additional staff are needed to ensure the children's safety.
- Each staff member will be allocated to a small group of children for whom he or she is responsible during the entire trip. Parents must have had a DBS check and must not be with their own daughter's group.
- All staff are informed on the trip of the emergency procedures and must ensure that they have at least one fully charged school mobile telephone, with emergency contact and medical details for the children, and a first aid kit. Risk assessment should clarify the equipment and supplies necessary for each outing, such as any prescribed medication needed by a child and a copy of her health care plan, provisions, snacks and bottled drinking water, spare clothes, wet wipes, sick bags, a towel and plastic bags.
- Wrist bands which give the name and telephone number of the school are provided for the children to wear.
- There will be at least one member of staff with a current paediatric first aid certificate on each outing.
- The following information concerning the outing is kept in the school office as well as the office; date, time and venue of outing, method of transport, the risk assessments, time of return and the names of all children going on the outing, along with the names of staff responsible for them and the mobile phone number(s).

Information For Residential School Trips And Trips Abroad

Organiser and Responsibilities

The member of staff who is the organizer of the trip is the official trip leader and should ensure that there is an appropriate staff/pupil ratio and that all should know and understand their designated duties. A copy of all letters concerning the trip should be kept in the school office. If abroad, the group leader should know the whereabouts and telephone number of the nearest British Embassy. A risk assessment must be obtained from the tour operator.

The residential first aid kit should be checked and carried by the adult designated for medical duties. No child should keep her own medicines except in the case of inhalers or similar. A notebook or medicine form should be filled in for all medicines given (name, date, time, dose, name of medicine). This includes travel sickness pills. This information should be given to a doctor in case of emergency. Each parent must have signed consent for emergency treatment as part of their daughter's medical information form. An accident book should also be completed for all first aid (even plasters). In the event of a serious incident, the Centre or activity provider should have all relevant forms. School should be informed immediately. Do not speak to the press or allow the children to do so; take advice from the school first.

Before bedtime on the first evening children should 'walk' the fire exit routes and be reminded to leave slippers and a jumper by their beds for emergencies. Members of staff should be allocated rooms to check in the event of a fire alarm.

Two members of staff should be assigned to duty during the evening and night, and the children should be told whom those people are and whom to wake up in the night. If a child comes for help during the night, she should not be taken into a staff bedroom. If a child needs comfort for more than a few minutes of time, the second member of staff on duty should be woken up. Please be careful of physical contact with children if you are alone. Staff on duty in the evenings should not drink any alcohol and other staff should not drink alcohol when children are present and only in strict moderation.

Staff will be given duty breaks during the day for rest and recuperation, and these will be provisionally scheduled by the Trip Leader in advance of the trip, but could be subject to change during the trip.

Leaders should ensure that emergency contact numbers are with each group and with copies at school, with the Head, and any other school contact.

General Points

- Children should shower or bath every day.
- Staff should sit with children at meals and be observant as to the amount they are eating and drinking. Please ensure that they drink enough fluids.
- Pocket money should be locked away safely and children allowed to draw a daily amount. They should write the withdrawal on their envelopes and indicate the sum remaining.

- Ensure that any bed wetters have a cover on their mattress and (quietly!) check their beds every morning.
- Bedrooms should be kept tidy. Prizes for dorm tidiness and good behaviour also help.
- Staff may take hairdryers with them on trips but children should not use these without supervision.

Children should know the name, address and telephone number of their Centre and what to do in an emergency, for example, losing their group. Children will be given wrist bands with the school's name, number and the extension to use printed on it.

In a medical emergency contact emergency services immediately or arrange for medical attention and attend a hospital or doctor as soon as possible. Two members of staff should accompany the injured or sick child. Take all the medical details and inform school and parents as soon as possible.

Procedure If A Child Is Missing Whilst Off The School Premises

Please see the **Procedure When a Child Goes Missing** policy.

In case of major crisis or emergency the leader should follow the Crisis Management Plan.

Guidelines For Parents Accompanying Children On Educational School Trips

To be given and explained to accompanying adults.

We very much appreciate parental assistance on these trips and would like to thank you for giving up your time to accompany us. In order to make the trip run smoothly these guidelines may be helpful to you.

If you are on a trip in which your daughter is involved you will not count as a supervising adult and will not be responsible for any group. The teacher in charge will indicate which group you should follow.

The teacher will give you a list of children in your group and instructions as to the aims of the trip, specific activities to be carried out by the children, details as to timing, visits to shops, items which are to be bought (and avoided!), the refreshment programme, etc. Please follow these instructions carefully as it is important that all groups have the same programme and experiences.

Please make sure that you complete the educational aspect of the trip, any work sheets, etc. as far as possible, and if there is a problem find the teacher in charge. Do not make decisions about the relevance or difficulty of the task yourself. Stay with your group at all times and help them with their task as appropriate.

Always return to the meeting point with your group for the specified time.

Please do not give your group special treats such as ice creams, visits to the cafeteria/shop which other groups will not have had.

Please do not buy sweets etc. to give to the whole class or year group without checking with the teacher in charge first. They take appropriate refreshments with them if necessary.

Adults must not have hot drinks when they are supervising the children.

On each trip the adult/pupil ratio has been carefully calculated according to guidelines and therefore it is essential that you stay with your group at all times. However, if you feel desperately in need of a break, please ensure that another adult takes over responsibility for your group until you return.

If there is a visit to a shop included as part of the trip please keep an eye on the type of items the children buy. These should usually be something which will add to their knowledge or go into their folder, for example, a postcard or poster but should not be sweets or novelty items. Check first with the teacher if you are unsure.

Thank you again for your help. I hope that these guidelines will help make the trip pleasant and productive for you and the girls.

Simple Procedure Guidelines

Educational School Visits

- Preliminary visit for all new off - site activities
- Verbal approval required from EVC and the Deputy Head for new visits
- Deputy Head to liaise with Head and inform if necessary
- Booking form, ratios and risk assessment to be completed by trip leader and approved by EVC then given to Administration Assistant two weeks before the trip in order that transport and catering requirements are booked.
- All paperwork INCLUDING MEDICAL INFORMATION AND PERMISSION SLIP to be completed by parent
- All members of staff on the trip to take copy of risk assessments and Critical Incident Card on trip
- Special attention must be paid to the section "additional information for trips concerning EYFS " if appropriate.