



Educational School Visits Policy

Persons responsible	Director of Finance and Operations (DFO) and Educational Visits Coordinator (EVC)
Last Update	November 2023
Frequency of Review	Annual
Date of last review by Governors	November 2023
Date of next review by Governors	November 2024

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 following policies: Missing Child, Health and Safety, Safeguarding, Learning Enrichment and Positive Behaviour.

The policy has been written considering the ISSR, EYFS, Education and skills Act 2008, Childcare Act 2006, Equality Act, Health and Safety at Work 1974, Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) and Package Travel and Linked Travel Arrangements Regulations 2018. In addition to the OEAP (Outdoor Education Advisory Policy). The policy has regard to the guidance and advice including: Health and Safety on educational visits (DFE, November 2018), Health and Safety Executive: School trips and outdoor learning activities (Health and Safety Executive (HSE), June 2011) and KCSIE (September 2023).

Aims

To establish a framework for all school trips that will manage risks and challenges to health, safety and welfare to pupils, to actively promote the wellbeing of pupils and to help promote a whole school culture of openness, safety, equality and protection for all forms of harm and abuse. This is in line with the whole school approach to promoting child safeguarding and well-being.

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

Scope and Responsibilities

The EVC and DFO are responsible for reviewing the Educational School Visits policy. All final decisions on the policy rest with the Head. The Governing Body assume overall responsibility for the implementation of this policy.

Residential trips approval process

Approval from the Governors for specified residential visits is sought. The Governors have delegated the day-to-day responsibility of ensuring that all procedures are followed by the DFO and the EVC.

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. The School cannot accept liability for the failure of insurance beyond the control of the school or where the school has made reasonable enquiries and exercised reasonable care.

Legal and regulatory framework

When planning trips, the relevant legislations must be considered: ISSR, EYFS, Education and Skills Act 2008, Childcare Act 2006, Equality Act, Health and Safety at Work 1974, Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) and Package Travel and Linked Travel Arrangements Regulations 2018, in addition to the OEAP (Outdoor Education Advisory Policy). The policy has regard to the guidance and advice including: Health and Safety on educational visits (DFE, November 2018), Health and Safety Executive: School trips and outdoor learning activities (Health and Safety Executive (HSE), June 2011) and KCSIE (September 2023).

Responsibility – 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, and is therefore familiar with the responsibilities of a Trip Leader at Bute House.

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. A trip debrief form must be completed upon return to school and saved in the trips folder.

Any safeguarding concerns must be reported immediately following the school's safeguarding procedures.

The DSL/DDSL and Head will be told of any safeguarding incidents and they will be logged in CPOMS. External agencies will be contacted where a child is in immediate danger or risk of harm.

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 complete the relevant trips checklist and the necessary forms in order to gain approval. Risk assessment forms must be signed off by the EVC and the DFO. For residential trips, the Risk Assessment form must also be signed off by the Head. Information is also contained in the **Staff Information Guide**.

Overview of staffing requirements for residential trips:

- 1) Group Leader – overall responsibility rests with the Group Leader therefore, all final decisions, including medical ones (with first aider), must be agreed by him/her. In a crisis, contact the Head or DFO to activate Crisis Management Plan.
- 2) Deputy Group leader – to take charge if Group Leader is incapacitated
- 3) First Aider – This person will have had regular previous experience as a First Aider and will hold a current First Aid certificate

A minimum of staff:pupil ratio of 1:10

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
- 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
- price
- clothing and equipment lists
- emergency contact details and passport

- GHIC or EHIC as appropriate, visa details etc. if needed for overseas trips

An information meeting must be held when details such as the clothing list, activities schedule, itineraries and other specific information regarding the residential trip, is shared with parents.

Supervision - Ratios of adults to pupils

All adults included in the ratio will have been DBS-checked. Bute House requires that there are at least two members of the school staff on each trip.

In exceptional circumstances, where parent volunteers accompany the trip, they will be included in the supervision ratio and will need to be DBS-checked and fully briefed prior to the trip.

Parents who have been invited to a sports event or other, and require transportation to/from the venue, need to be briefed on the emergency procedures. In this case, parents do not count towards the supervision ratio and therefore, do not need to be DBS-checked.

Supervision ratios will be dependent on the age of pupils, the activity undertaken, the length of the trip, the experience of the adults and 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

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 and wrist bands must be worn.

At the end of the trip, all children must return to school to be collected. In exceptional circumstances, a parent may request to collect them from the trip venue – this must be arranged in advance, with permission granted from the Head.

In the event that a parent who has arranged to collect their child from the trip venue is late, the Trip Leader will return to school with the child and the parent must make arrangements to collect the child from school.

Equipment

On each trip the following should be taken:

- 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 consent 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 with 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 are made to ensure that specific medical and dietary requirements (e.g. 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 return to school. Children do not need to wear the green wristbands for any sports fixtures.

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 reviewed and for residential trips the sleeping accommodation, bathrooms, drying facilities, evening relaxation areas, dining and kitchen areas should be checked and hygiene certificates seen. 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 risks can be reduced to an acceptable level
- Whether these measures can be implemented
- Contingency plans if all else fails

These variables should be considered 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.

Where more than one vehicle is being used for a trip, a list of which staff and pupils are travelling on each vehicle must be left with the school office. If, during the trip, there are any changes to the passenger lists, the school must be informed immediately by telephone.

If the trip 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 request 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 pointed out. Clear standards should be communicated to pupils and adhered to at all times.

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

Regular head counts are an essential part of the off-site activities risk assessment.

On farm visits, extra precautions are necessary as farms can be particularly hazardous 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 all trips.
- 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 and DFO 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.
- 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.
- The 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 or the main reception desk: 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 trips and trips abroad

Organiser and Responsibilities

The member of staff who organises 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. Tour operators need to be ABTA or ATOL bonded, as appropriate. In the case of a public health incident or other pandemics, all government advice should be followed.

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. Staff should not speak to the press or allow the children to do so.

Pupils should be told the procedure in the event of an emergency and shown the nearest fire exits. Members of staff should be allocated rooms that they will need 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 who these people are and who 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 (see Staff handbook and First Aid Policy for guidance). 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
- Ensure that any bed wetters have a cover on their mattress and (quietly!) check their beds every morning
- Bedrooms should be kept tidy
- Staff may take hairdryers with them on trips but children should not use these without supervision

Children should know what to do in an emergency, for example, losing their group.

In a medical emergency, contact emergency services immediately or arrange for medical attention and attend a hospital or doctor as soon as possible. Parents must be contacted immediately if their daughter experiences medical problems and requires medications not on the First Aid List while she is on the trip. A member of staff should accompany the injured or sick child, taking all medical details with them and should inform the School immediately.

Procedure if a child is missing whilst off the school premises

Please refer to the *Missing Child* policy.

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

The trip leader will inform the Head or DFO. The Head or DFO will inform members of CMT and all others by WhatsApp messaging group. CMT will respond to given crisis as stated in the CMP.

Summary of guidelines for all trips

- 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 as necessary
- Booking form, ratios and risk assessment to be completed by trip leader and approved by EVC and then given to the 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
- There should be a briefing from the Trip Leader to staff accompanying the trip
- All members of staff on the trip should 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
- All medication will be returned to parents once the children have returned
- Trip debrief form to be completed and saved in the trip folder on TeacherLink upon return to school.