



EDUCATIONAL VISITS' POLICY

Solefield School

INTRODUCTION

School visits, field trips and activity holidays are an important part of the education offered at Solefield School. They can be an integral part of the curriculum work, an exercise to stimulate learning or relate to broader educational experiences.

It is the responsibility, ultimately, of the Headmaster to ensure that adequate and appropriate arrangements for activities have been made. The Headmaster and Governors bear the legal responsibility for the safe implementation of trips.

Organising a school outing demands considerable time and effort, usually as an additional workload for staff. However, with proper organisation and control a visit should be a rewarding experience for both the pupils and adults on the trip, fully justifying the effort given to its preparation.

This policy is written with regard to the DFEE publication *Health and Safety of Pupils on Educational Visits* and its replacement, *DFE Guidance 2011 Advice on legal duties and powers for local authorities, Head teachers, staff and governing bodies*. This policy applies to the whole school including the Early Years Foundation Stage.

LEGAL RESPONSIBILITY

Litigation against the Governors, Headmaster and individual teachers is usually the result of a breach of the "duty of care."

The "duty of care" owed by a teacher to a pupil has been likened to that of a *reasonably* careful parent. Account must be taken of what is normal in school life, the age and experience of the pupils involved and commonly accepted standards of the teaching profession.

The Headmaster has to ensure that the party leader and helpers have made proper preparations and are sufficiently experienced and able to accept responsibility for pupils on the trip.

It is important that communication has taken place with parents outlining the plans and possible risks involved in this trip. The school should receive a signed acknowledgement from parents that they have read and are satisfied with the arrangements for the proposed trip.

ORGANISATION.

Full details for planning a trip can be found in the **Trips Handbook**. Below is a brief outline of the procedure (EVC is the Educational Visits Coordinator):

1. Tell the EVC that you would like to plan a trip or invite a visitor.
2. The EVC will send you a booking form via email or on paper.
3. Fill in all the details about your proposed trip/visitor and send back.
4. The EVC will check all details (date, time, minibus availability, clearing with headmaster, and enter in the school calendar etc).
5. If all arrangements are acceptable the EVC will confirm this with you.
6. You are now ready to book this trip, i.e. ring up visitor or book trip venue.
7. The EVC will send you parent information/consent letter proforma, risk assessment, checklist and a list of all pupil medical details.
8. Complete these and send back to the EVC.
9. The EVC will then check all documents and email the letter to the office to allow them to forward it via email to parents.
10. Collect in permission slips which include an undertaking from parents that their son will behave appropriately.
11. Ensure you know what you need to take with you on the day of the trip; inform the kitchen of absences, arrange cover, if needed etc.
12. Ensure you have briefed the boys on the nature of the trip, expectations of behaviour and any hazards that are involved. Administer any travel sickness medication as advised and approved by parents.
13. Ensure you have a First Aid kit, list of boys' medical conditions and any medication (inhalers epipens etc.), school contact details, risk assessment and a mobile phone.

TRANSPORT

Generic risk assessments are available from the EVC for travel by coach, own car use, walking and minibus. The school minibuses are properly maintained, and are checked before each journey by the Facilities Manager; they always contain a First Aid kit and fire extinguisher.

INSURANCE

Our public liability insurance, which is the policy under which any claim would be made with respect to a school trip within the UK, is arranged by Marsh Brokers Limited (formerly HSBC) and is underwritten by Royal & Sun Alliance Insurance plc.

Our policy number is 7T00128364 Certificate Number PL/41600/10 and we are insured from 1/5/2010 to 30/4/2011

Insurance for overseas trips is arranged through Halsbury Travel, the company responsible for organising the school trips to France and Spain.

RESIDENTIAL AND OVERSEAS TRIPS

Planning for overseas trips takes place up over a year in advance of departure. Meetings are held with parents to give information and details of the trip and its preparation. Preliminary visits are made to new destinations and all hosting accommodation and museums, sites of interest are contacted to ascertain if there have been any changes since the previous year. Full risk assessments are written and all accompanying volunteer adults or parents will have an enhanced CRB check.

EMERGENCY MEDICAL TREATMENT

All parents sign a medical declaration form when their son enters the school. This gives permission for emergency treatment to be carried out should their son be involved in an accident and the school unable to contact them.

RISK ASSESSMENT

Risk assessment need not be a complex procedure, but does need to be comprehensive. Some visits may require more specialised information than others. The Headmaster ensures that the person making the risk assessment is competent to do so. The purpose of the assessment is to ensure that pupils and staff are not placed in situations that expose them to unacceptable levels of risk. Assessments should be carried out with reference to external organisers where appropriate.

A basic risk assessment should incorporate the following minimum considerations:-

- What are the hazards?
- Who might the hazard affect?
- What safety measures need to be in place?
- What steps will be taken in an emergency?*

If the trip is organised by a commercial company they have the responsibility for risk assessment. Try to ensure that this is in place and further, try to assess any risks outside their remit.

Within the compass of the risk assessment it would be appropriate to consider:-

- Pupils with medical problems and their treatment
- Possible weather problems (heat or cold)
- Suitability of the venue and accommodation, if appropriate.

A copy of the risk assessment should be lodged with the headmaster.

At the end of the trip an evaluation is carried out.

SUPERVISION.

Minimum staff pupil ratios are subject listed below but are subject to change depending on the circumstances and level of risk. For example, a trip involving boys going rock climbing or to the seaside may require more staff. The level of staff required will be determined by the Headmaster following scrutiny of the risk assessment.

- Reception: One adult for every 5 pupils

- Years 1 to 3: One adult for every 6 pupils
- Years 4 to 6: One adult for every 10 pupils (this could be extended to 15 if it is a door-to-door trip e.g. a theatre visit.)
- Years 7 and 8: One adult for every 15 pupils.
- The majority of Solefield trips will have more staff than this.
- One of the adults must be a first aid trained member of staff. For residential visits the ratio may have to be increased and on any such visits there must be at least two members of staff.

Factors affecting staffing levels include the following:

- Age and ability of boys
- Nature of activities
- Duration and nature of the visit
- Type of accommodation
- Requirements of the organisation/destination to be visited
- First aid cover
- Pupils with special needs

Regular registering and counting of pupils should take place, especially on entering and leaving a coach / minibus and entering and leaving a venue

The Headmaster and EVC will check and approve staffing levels through the risk assessment.

EMERGENCY PROCEDURES.

If an accident happens the priorities are:-

- Assess the situation
- Safeguard the uninjured members of the party
- Attend to the casualty
- Inform the emergency services and everyone who needs to know of the incident.

The **group leader** should take charge in an emergency and liaise with all interested parties

The system for contacting parents is **to contact school or the headmaster first**, who will then pass on the information

The party leader should take charge in an emergency, with a deputy designated should he/she be unavailable.

If an emergency occurs on a school visit the following procedure should be followed:-

- Establish the nature of the emergency as quickly as possible
- Ensure that the group is safe and looked after
- Establish the name(s) of casualty (s) and seek immediate medical aid for them
- Ensure that all group members are aware of the situation

- Ensure that a teacher accompanies the casualty(s) to hospital and the remainder of the group are supervised
- Notify the police if necessary
- Notify the British Embassy/Consulate if an emergency occurs abroad
- Inform the Headmaster/School; the details should include date, time and location of the incident; name(s) of casualty(s) and details of injury; action taken so far; action yet to be taken (and by whom); names and situation of remainder of party so that parents can be reassured
- Ascertain ALL relevant telephone numbers for future contact
- Notify insurers, especially if medical assistance is needed abroad
- Make a written account of the incident, together with witness details at the earliest opportunity. This may be required as evidence later. Up-date this account regularly.
- Complete an accident report form as soon as possible.
- DO NOT speak to any media or release any details to third parties. ALL media requests should be referred to the Headmaster.
- DO NOT discuss any legal liability with any other parties.

The headmaster/school contact should consider the following actions:

- Ensure the group leader is in control and if they require any assistance from school
- Contact parents and ensure they are kept abreast of any developments
- Liaise with Governing Body
- Deal with any media interest.

After a serious incident group members not injured or involved may be traumatised, but the symptoms may not become evident immediately. Help may be needed from specialist support groups.

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