



# Solefield School

## **EDUCATIONAL VISITS POLICY**

### **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 Headmistress to ensure that adequate and appropriate arrangements for activities have been made. The Headmistress 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 DfE publication Health and Safety of Pupils on Educational Visits and its most recent replacement, DfE Guidance, Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014. This policy applies to the whole school including the Early Years Foundation Stage. The school ensures, in so far as is reasonably practicable, that all trips are open to all age-appropriate pupils, including those with SEND and serious medical conditions. This may involve additional staffing and parental involvement.

### **LEGAL RESPONSIBILITY**

Litigation against the Governors, Headmistress 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 Headmistress 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. She is helped in this by Helen Smith who acts as our trips’ lead.

Written consent from parents is not required for the majority of school trips if these take place during school hours and are a normal part of the child’s education. However, parents will be told where their child will be and of any riskier activities involved. Parents will always have the option of withdrawing their child from a particular trip. A general written consent form is signed by parents at the start of each academic year (and

when joining the school mid-year). Additional consent is sought for trips involving high risk, residential trips or those travelling abroad.

## **ORGANISATION.**

Full details for staff planning a trip can be found in the Staff Handbook.

## **TRANSPORT**

Generic risk assessments are available to the staff in SharePoint for travel by coach, train, own car use, walking and minibus. The school minibuses are properly maintained and are checked before each journey by the Caretaker; they always contain a First Aid kit and fire extinguisher.

## **INSURANCE**

The School has comprehensive insurance cover in place – details of which are available on request.

## **RESIDENTIAL AND OVERSEAS TRIPS**

Planning for overseas trips takes place 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 DBS check.

## **MEDICINES**

All medicines taken by pupils whilst on a trip will be recorded by a member of staff. Medicines must be given to the school office (or in the case of a residential trip, the trip leader) in line with the First Aid Policy.

All accidents occurring on day school trips will be written up in the accident book in the school office on return, in line with the First Aid Policy. Residential trips have separate accident books.

## **EMERGENCY MEDICAL TREATMENT**

All parents sign a medical declaration form when their child enters the school. This gives permission for emergency treatment to be carried out should their child 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 Headmistress 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. The trip organiser must 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
- Pupils with SEND
- Possible weather problems (heat or cold)
- Suitability of the venue and accommodation, if appropriate
- Risk of radicalisation (if the visit is to a place of worship or similar)
- An emergency situation occurring (e.g. terrorism, act of God)

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

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

### **SUPERVISION**

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

- Little Acorns and 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 pupils 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 pupils

- 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 Headmistress 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, with a deputy designated should he/she be unavailable.

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

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 Headmistress/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 the media or release any details to third parties. ALL media requests should be referred to the Headmistress.
- DO NOT discuss any legal liability with any other parties.

The Headmistress/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.

## **VISITING SPEAKER POLICY (INCLUDING EYFS)**

### **INTRODUCTION**

We often invite speakers from the wider community to give talks to enrich the pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves and that the information is aligned to the ethos and values of the School and British values.

### **OBJECTIVES**

- To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.
- The 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers', DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

### **PROTOCOLS**

- All visiting speakers to have a nominated point of contact at the School (the Organiser).
- All requests for outside speakers require the prior approval of the Headmistress or Head of Pre-Prep.
- Obtaining an outline of what the speaker intends to cover in advance of their visit.
- Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions, in relation to the Prevent Duty.
- Refusal to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the School's decision will be provided to the person/organisation in writing.
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point.

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