



## EDUCATIONAL VISITS POLICY

Date: Oct-17

Review: Date: Oct-18

### Objectives

- To maintain a safe environment for girls at all times when visiting off-site.
- To follow specific procedures at all times to ensure safety.
- To ensure the Health and safety of pupils by carrying out a site visit and completing a risk assessment before taking the children.

The Deputy Head has responsibility for all excursions in liaison with the Headmistress, Bursar and Academic Director.

### Frequency of Visits:

- Classes are encouraged to go on educational visits related to their curriculum. Most classes in Key Stage 1 and 2 go on a trip once a term.
- Year 5 and Year 6 may go on residential visits.

### Planning Visits:

Workshop and trip requests need to be emailed to the SLT as they will need the following sign offs:

- Academic Director/Head of EYFS (curriculum – EY as applicable)
- Deputy (timetable)
- Bursar (cost)
- Headmistress (holistic)

Once the date is confirmed let the Deputy Head & secretary know so that it can be put in the diary/on the calendar

The member of staff instigating the trip is then responsible for booking the venue; completing risk assessments and speaking to the nurse to organise first aid (EYFS requires a member of staff who has paediatric first aid training which is relevant and current)

### Transport:

- To book a coach, you need to complete the form and email it to the secretary so that she/he can book it: [.\\.\.\.\.\Trips Visits and Workshops\Coach Booking\Coach Booking Form.docx](file:///C:/Users/.../Trips%20Visits%20and%20Workshops/Coach%20Booking/Coach%20Booking%20Form.docx)
- You can also use go by underground and book free tickets from Transport for London: <https://schoolparty.tfl.gov.uk/Login.aspx> Username: Sarum69NW3 Password: sarumhall1  
Tickets need to be booked at least 14 days in advance.

### Pre-Visits:

In order to undertake a full and comprehensive assessment of risks, it will be essential in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account.

- the number of pupils involved
- the age of the pupils, their sex, ability and general behaviour
- the previous experience of the group undertaking off-site visits
- the time of day and time of year
- the travel arrangements
- the hazards at the environment being visited
- the numbers and experience of accompanying staff and volunteers
- the nature of the activities
- the special educational or medical needs of the pupils
- the quality and suitability of available equipment
- seasonal weather conditions
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to carry on
- the need to monitor the risks throughout the visit

**Risk assessments must be completed for every visit.**

This form needs to be completed, saved in teachers and emailed to the headmistress and the secretary: <..\..\..\..\Trips Visits and Workshops\Risk Assessments\RISK ASSESSMENT FORM FOR SCHOOL TRIPS MASTER.doc>

### **Risk Assessment:**

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
  2. Visit/site specific risk assessments, which will differ from place to place and group to group.
  3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.
- Pupil Health Plans are consulted and particular medical issues are noted, particularly epi pens.
  - Transport is booked through the secretary.
  - Ensure that the correct ratio of adults to children is arranged.
 

Nursery and Reception:	1 adult to 3 children
Year 1 & Year 2:	1 adult to 6 children
All other classes:	1 adult to 10-15 children
- There should be a minimum of two adults on each trip with first aid training with current CRB checks.

### **Letters**

- Parents complete an annual consent form, so just need to be informed of a day trip. Any girls without the necessary permission will be unable to go on the visit.
- A letter must be emailed to the parents, containing all the accurate details including place and anything the girls need to bring. The Deputy/Headmistress must check this letter before it is sent out: <Curriculum\Trips Visits and Workshops\Trip Letter Proforma>.

If girls need to take a packed lunch, the parents should be reminded of the whole school food policy: Packed lunch- whole school food policy: <T:\Policies\Health & Safety\Whole School Food Policy.docx>

- Teachers are responsible for ensuring that any lessons or duties are covered and that work is set.
- The Head of Music will inform visiting music teachers.
- The school kitchen is informed by the bursar.

#### **Accompanying Adults:**

- First-Aid: at least one of the adults accompanying the group should hold a current first aid qualification. A first aid kit should be carried at all times.
- All parent helpers should be informed of the procedures in place for the trip, plus any emergency procedures. They should have a group list and frequently take head counts throughout the trip, particularly after leaving a venue.
- Any volunteer adults who accompany the group should not be left in sole charge of pupils if they have not had a DBS check.

#### **On the day of the visit:**

- Inform the office of any absent girls.
- Take a class list which acts as the register.
- All girls are to wear a wrist band which have the name of the school and the dedicated school emergency number **020 7794 8282**
- Ensure that you have the school mobile phone.
- Take a medical bag with you which the school nurse will prepare.
- Carry any medication required for the girls.
- If travelling by coach, sick bags should be taken.
- If walking girls should wear high visibility jackets.
- Take a school camera or school iPad to take photos. (Do not use personal mobile photos or iPads).
- You may want to take a snack.
- Take bags for rubbish from packed lunches.
- Before any visit, all girls should be reminded what to do if they are lost.
- They should be told to stay where they are. If there is a uniformed attendant they may ask for help.
- In the event of an accident an ambulance should be called before contacting the school.
- The school should then be contacted so that the girl's details can be obtained.

#### **Supervision during the visit:**

- During the visit each adult should have a list of their group and always be in charge of the same girls. These groups should always be overseen by the teachers leading the visit.
- If possible, officials of the venue should be pointed out to the girls on arrival.
- Girls going to the toilet should be taken and overseen by a staff member, not a parent helper.
- All belongings must be checked when leaving the venue and subsequently the coach.
- All litter must be removed from the coach.
- Throughout the visit the girls should be encouraged to thank anyone who has helped them.

- The member of staff should keep the school office informed of any problems including delays.
- Receipts must be obtained for any purchases which require reimbursement.

#### **Head Counts:**

Whatever the length of the visit regular head counts should be taken of the children, particularly before leaving any venue.

All adults should carry a list of all the pupils and adults involved in the visit.

The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

**Where practicable, the choice of travel should have as little impact on the environment as possible. Whenever feasible pupils should walk to local events and use public transport.**

#### **Walking:**

- Girls should walk in pairs with an adult at the front and back.
- Sarum Hall wrist bands are to be worn.
- Fluorescent jackets must be worn if the light is poor.
- They should always walk on the inside of the pavement.
- They should walk in an orderly and controlled manner, only talking to their partner.
- The pace should be slow enough for children to keep up in a group.
- They should be reminded to be aware of other people on the pavement and to make way for them.
- **Crossing the road: stop** at each crossing and wait for the group to catch up even if the road is clear. The girls must be silent. Adults supervise crossing by standing in the road, holding up traffic if necessary. After crossing, the front pair should wait for the rest of the group to catch up and for the leading teacher.

#### **Underground:**

- Where practicable, girls should get into a single carriage (it is a good idea to go to one end of the train as there are usually more seats).
- Everyone must know the name of the stop where they are to get out. An adult should stand in the doorway of the train until all are on or off.
- All girls should understand that if they do not get off the train at the correct stop they should get off at the next stop and wait on the platform.
- Children must sit where possible - otherwise stand holding on to a vertical pole (not hanging handles).
- Escalators should be used in single file. An adult should stand at the top and bottom of the escalator.
- Girls should wait by the wall of platform for the train and also meet there for checking after getting off train.
- Pupils should be reminded that they are representing the school and they should behave responsibly and politely.

#### **Train:**

- The same precautions as the underground.
- Girls may not walk alone along the train to the lavatory or another carriage.
- Be very careful that children do not lean on doors.

#### **Coach:**

- ***All girls must wear their seat belts throughout the journey.***

- Girls must fill the coach from the front and leave from the front in an orderly manner.
- Girls must always sit down, throughout the journey: this will need supervision and vigilance.
- On longer journeys, those liable to be sick must bring necessary pills and a written letter from the parent.

### **Swimming Pools:**

A minimum supervision level of 1 adult to every 12 pupils is recommended.

The following checks should be made:

- is there constant pool supervision by a sufficient number of qualified staff
- is the water temperature appropriate?
- where there is no lifeguard the leader should stay on the pool side at a raised location and the group leader should have the relevant life saving award
- is the water clear?
- are there signs indicating depth of water?
- does the pool cater for children with disabilities?
- does the deep end allow for safe diving?
- are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them?
- is there a changing room for each sex?
- are the changing and showering facilities safe and hygienic?
- can clothes be stored safely?
- have the pupils been instructed how to behave around water?

### **Residential Visits Including Trips Abroad:**

A letter must be emailed to the parents asking for permission, containing all the accurate details including time, place, duration and anything the girls need to bring. The Deputy/Headmistress must check this letter before it is sent out.

Staff ratio should be at least 1 member of staff for every 10 pupils. All staff must have a DBS check. If the visit is abroad all relevant paperwork; insurance documents, passports and medical documents and insurance will need to be taken.

- Contact details of all girls and staff need to be taken and permission for emergency medical treatment if the parents cannot be contacted.
- A copy of the **crisis management policy** must be taken and emergency procedures followed
- The group should ideally have adjoining rooms with teachers' quarters next to the pupils' rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance;
- The immediate accommodation should be exclusively for the groups use
- There should be appropriate and safe heating and ventilation
- The whole group should be aware of the layout of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors
- All staff employed at the centre should be checked on their suitability for working with young people
- Locks on doors should work in the groups rooms but appropriate access should be available to teachers at all times
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting
- There should be provision for children with special needs and for those who fall sick
- Balconies should be stable, windows secure, electrical connections safe

- Where possible pupils should not be lodged on ground floor rooms
- The fire alarm must be audible throughout the whole accommodation
- There should be recreational facilities for the group
- There should be an appropriate number of supervisors on duty during the night
- As soon as possible after arrival a fire drill should take place
- Should a child fall ill and need supervision during the night, 2 members of staff if possible are to be in the room or the door left open.

Our Employment Manual applies on residential trips, states the following:

- **Under the influence:** It is strictly forbidden to work or to remain at work under the influence of drugs, including alcohol. If the School considers that you are under the influence of drugs you will be sent home immediately and disciplinary action will be taken.
- **Entertaining:** Any entertaining on or off School premises must be conducted sensibly. There may be alcoholic drinks at School social functions and the School expects a high standard of behaviour from all members of Staff.

### **Farm Visits:**

Farms can be very dangerous places even for the people working on them.

Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections.

The farm should be well managed and have a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public spaces.

Pupils should not;

- Place their faces against the animals or put their hands in their mouths after feeding animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps
- Ride on tractors or other machines
- Play in the farm area

### **Medical:**

- A designated adult should carry any medicine needed by the girls.
- A consent form to administer the medicine should be completed and signed by the parent or guardian.

### **Emergency Procedures:**

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy.

They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

If an accident happens the priorities are

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- In form the emergency services
- Inform school on the emergency number **020 7794 8282** and the school office will contact the home number

- Ensure that a teacher accompanies any casualties to hospital if necessary and the rest of the group are supervised.
  - Notify the police if needed
  - Ascertain telephone numbers for any future calls
  - Write down accurately all relevant facts and witness details and preserve all vital evidence
  - Keep a written account of all events, times and contacts after the incident
  - Complete an accident report form as soon as possible
  - No one in the group should speak to the medias and no names should be provided
  - No one in the group should discuss any legal liability with other parties
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- If a hospital visit is required, one adult should take the girl, the other should return to school with the rest of the group.
  - Inform the school as soon as practicable – the health and safety of the child is the priority. If in doubt seek medical attention before contacting the Headmistress/school/parent.
  - If a child has to return home, the Headmistress/SLT/school office will liaise with lead teacher and parent.

**Insurance:**

The School must hold all necessary insurance policies to cover the undertaking of educational visits.

**Linked guidance, policies and procedures:**

[Keeping Children Safe in Education \(KCSIE\) statutory guidance](#)

[Working together to safeguard children.pdf](#)

Relevant school policies:

Keeping Children Safe in Education, Child protection Policy and Code of Conduct.