



## School Policies

# Educational Visits

### **Mission Statement**

Horton Education and Care supports children, young people and adults through their difficulties, fosters their ability to manage their own behaviour, and develops their knowledge, skills and independence, enabling them to live as full and rich a life as possible.

## **1.0 INTRODUCTION**

It is recognised at the School that pupils can derive a good deal of educational benefit from taking part in educational visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Educational visits help to develop a pupil's investigative skills and encourage greater independence.

The health and safety of pupils on School Visits, (day trips) and Residential Trips, (staying away overnight) is paramount. This procedure is designed to apply to group activities but the principles apply to the undertaking of activities with one child.

## **2.0 ORGANISING A VISIT**

If a teacher wishes to take a group of pupils on a School Visit or Residential Trip, whether it is during the school day, or after school hours, the responsibility for its organisation and execution rests with him or her. He or she is deemed to be the Leader. It is essential, for the success of the Visit, that the Leader is fully involved in its planning, organisation and execution.

## **3.0 RISK ASSESSMENT**

Children are supported to take controlled risks, consistent with their age, maturity and understanding that are relevant and necessary to negotiating and understanding their place in the community.

The Visit Leader must undertake an original, written Risk Assessment before the School Visit can go ahead. If the Trip has been undertaken recently the previous risk assessment may be reviewed as well as any feedback from that previous trip.

A formal assessment of the risks that might be met on an activity should have the aim of preventing the risks or reducing them. Children must not be placed in situations which expose them to an unacceptable level of risk. Safety and protection of all concerned must always be the prime consideration. If the risks cannot be contained or managed, the activity must not take place. The risk assessment should be based on the following considerations:

- Ratio of children to staff.
- The group members' age, competence, fitness and temperament, and the suitability of the activity.
- The healthcare needs of the children.
- What are the hazards?
- Whom might they affect?
- What safety measures need to be in place to reduce the risk to an acceptable level?

- Can the designated Group Leader put the safety measures in place?
- What steps will be taken in an emergency?

The visit leader will arrange for the risk assessment to be seen and signed off by the Head and then provide copies for all staff taking part. One copy must be left with the Head and saved on the Company server.

Frequent activities/visits to local venues such as swimming, may not need a risk assessment for each trip; but the teacher must ensure that a risk assessment is completed for the series/range of activities/visits; and a date set for the review of the risk assessment.

When approving the Risk Assessment and subsequent plan for the activity, the Head should determine what latitude the Visit Leader has to change the plan, the need for a contingency plan, and an 'on call' or backup procedure to provide support, advice or direction to the Visit Leader once the activity has started.

#### **4.0 PRE-ACTIVITY PLANNING**

The Visit Leader must prepare and produce a route, timetable or schedule for the activity, including dates, times of travel, vehicle(s) to be used, the location of planned breaks, places/locations to be visited and people to be visited.

The Visit Leader must identify the children who will be taking part in the activity and consider what arrangements or plans must be made. A list of staff or other responsible adults who are likely to take part must be drawn up. At least one member of staff should be known to the child(ren) taking. The Visit Leader must ensure the child/staff ratios are adequate to meet the needs of the children and the risks posed.

The Visit Leader must ensure that parents have been consulted / informed and consents obtained.

#### **5.0 PREPARATION**

Before the activity is due to start, the visit leader must prepare the children by notifying them of the following:

- An explanation of the proposed activity, including its aims and objectives.
- Expectations about their behaviour and the implications of poor behaviour.
- Emergency procedures and safety precautions.
- Rendezvous procedures.
- Dangers, e.g. coastal visits, public transport.
- What clothing they will require.

The visit leader must make sure there is a suitable First Aid kit and an adult first aider appointed. This person must be First Aid trained. Make sure you have the address and phone number of the venue, as well as a contact name.

## **6.0 GUIDELINES FOR THE TRIP**

- Be well prepared the day before departure and have all documentation ready.
- All adults, especially the Visit Leader, must arrive early for departure, ready to organise and supervise the pupils.
- A mobile phone must be carried by the Visit Leader on every educational visit.
- Whilst travelling an even spread of adults should be made through the vehicle.
  - Children must not occupy the front seats of a coach.
  - All children must wear seatbelts fastened.
  - If travelling by minibus, where possible there should be one adult other than the driver in the minibus.
- If walking, children must be in pairs, with an adult at the front and the end of the line, and if possible, further adults spread evenly along the line.
- If travelling by train, children should be grouped as closely together as possible, seated, and an even spread of adults must be made through the carriage/s.
- At the beginning and end of a journey, numbers must be counted.
  - It is good practice to count numbers as often as possible.
  - Numbers must be counted each time pupils get on and off transport of any kind.
- In public places, children must be supervised at all times to ensure appropriate behaviour.
- Adults must not consume alcohol on a school trip.
- On a Residential Trip, regular supervision and inspection of rooms must be done.
- On any trip, adults must remind children of necessary hygiene.

## **7.0 ADVENTUROUS ACTIVITIES**

Where adventurous or community activities which are undertaken by third party providers their activity and environmental risk assessments will need to be checked for Health and Safety and Safeguarding concerns and a copy of their current Public Liability insurance certificate seen. There are a number of activities that require qualified instructors. These activities may include: caving, climbing, trekking, water sports, etc. If a qualified instructor is required, the instructor must furnish the Visit Leader with a copy of relevant qualifications.

Accompanying staff must be aware of the danger of coastal activities. There is a need to be aware of tides, flags, hazards, cliffs and water temperature. When swimming in the sea, children should only be allowed to swim when supervised by staff. The visit Leader should designate a swimming area.

## **8.0 SLEEPING ARRANGEMENTS**

There should be separate male and female sleeping arrangements and bathroom facilities for children and staff. If this is not possible, a rota system must be implemented and monitored for the bathrooms.

The staff should supervise the children at night (and remain in gender specific rooms).

A rota should be devised to enable the maximum supervision possible. The on call person should not retire until the children have been settled for one hour.

## **9.0 ABSENCE WHILST ON AN ACTIVITY**

If a child becomes Absent (Absent Child is the generic term for children who are Missing, whose absence is Unauthorised or who have Absconded) it will be necessary to follow the procedures set out in the Missing Child Procedures.

## **10.0 INSURANCE**

The Visit Leader and Head must ensure that adequate insurance arrangements are in place. When arranging overnight activities a copy of the accommodation centre insurance will be required.

With regard to off-site activities, places such as open spaces may not have insurance therefore careful consideration must be given before participating in the activity.

## **11.0 FINANCIAL ARRANGEMENTS AND MEALS**

The Visit Leader must decide what financial arrangements are necessary, and agree them with the Head. The Head must decide how finances will be recorded. The Visit Leader must ensure that adequate arrangements are made for meals, breaks; taking account of the dietary, healthcare and cultural needs/choices of the children and staff.

## **12. PROTOCOL**

- All requests for outside speakers require the prior approval of the Headmaster or Teacher in Charge or Deputy.
- 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.
- 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.

### 13. ON RETURN

On return from the School Visit or Residential Trip a short report and feedback should be prepared for future reference.

Resources and further reading:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

<http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

End of Policy

Audit Trail

Version	Change	By Whom	Date	Review Date
1.0	New Policy	Janjer Ltd	June 2015	
1.1	Updated Policy	Principal Plus(SJH)	August 2016	
1.2	Updated Policy	Executive Manager and Directors	September 2017	
1.3	Review of Policy and Accuracy Check	Head Teacher and School Secretary	July 2018	July 2021
1.4	Updated Policy	Executive Manager/Head Teacher	July 2021	July 2024

