Ravensdale Infant & Nursery School

Ready Respectful Engaged

Ravensdale Infant and Nursery School

Educational Visits Policy

Signed by:

Headteacher	L. Blanchenot	July 2026
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Planning the visit – Flowchart

Outline proposal to Headteacher and Governing Body to seek approval in principle. Proposals should include:

- Objective of the visit
- Likely date, duration, venue
- Pupil group and staffing
- Resources required and estimate of costs
- Categorisation of visit

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Planning

- Contact the venue. Is it suitable for the group?
- What are the transport options?
- Who will be the lead for the group and who will help supervise it?
- Who would pay for the visit?
- Risk assessment.
- Exploratory visit completed

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Substantive proposal to Headteacher and Governing Body

- Details of dates, risk assessment, emergency procedures, transport, insurance, costs, group membership, staffing.

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Low risk visits

- Obtain approval and parental consent for visits
- Brief children
- Attend the visit monitoring the risks at all times

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Medium. High Risk visits

- Obtain approval to prepare the visit subject to satisfactory preparation
- Information to and from parents. Brief pupils and young people. Deposits. Full payments made by parents/ carers
- Obtain final approval from Headteacher/ Governors and parental consents
- Send appropriate notification forms to LEA
- Attend the visit monitoring the risks at all times

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Trip evaluation

Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At Ravensdale Infant and Nursery School we make every effort to ensure that the curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All children are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to and complement what they learn in school. Children in all classes will encounter trips and visits planned around the topic their class is following.

Most visits take place without incident. The potential hazards which this policy refers to should not discourage staff. No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen. The management of health and safety on visits form part of our school's overall policy on health and safety. This guidance sets out principles, rather than trying to cover every eventuality, leaving it to teachers' professional judgment how to apply those principles.

Responsibilities for Visits

Legal Framework

Under the Health and Safety at Work etc Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.

Where the policy refers to the responsibility of the employer, this refers to the Local Authority (LA).

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, require employers to: -

- assess the risks of activities (see Risk Assessment in Chapter 3 of this guidance).
- introduce measures to control those risks.
- tell their employees about these measures.

Also, under the Health and Safety legislation employees must: -

- take reasonable care of their own and others health and safety.
- co-operate with their employers over safety matters.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

These duties apply to all school visits. Staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances (in loco parentis).

Governing bodies should: -

- ensure that the visit has a specific and stated objective.
- ensure that the Headteacher shows how their plans comply with regulations and guidelines, including the school's health and safety policy document and, where applicable, the LA's; and that the Headteacher reports back after the visit.
- ensure that they are informed about less routine visits well in advance.
- assess proposals for certain types of visits, as per the approval protocol paragraph and submit certain types of visits to the LA for approval in line with that protocol (City and Controlled Schools only)

Headteacher

The Headteacher should ensure that visits comply with regulations and guidelines provided by the LA or Governing Body and the school's own health and safety policy. The Headteacher should ensure that the group leader is competent to monitor the risks throughout the visit.

The Headteacher should be clear about their role if taking part in the visit as a group member/supervisor. They should follow the instructions of the group leader who will have sole charge of the visit.

The Headteacher should ensure that: -

- adequate safeguarding procedures are in place.
- all necessary actions have been completed before the visit begins.
- the risk assessment has been completed and signed by all staff attending the visit and volunteers where necessary and appropriate safety measures are in place.
- training needs have been assessed by a competent person and the needs of all staff and pupils have been considered.
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- for school led activities the group leader or another teacher/worker is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- group leaders are allowed sufficient time to organise visits properly.
- non-teacher/worker supervisors on the visit are appropriate people to supervise children (they must hold an Enhanced DBS Clearance and must have filled out the Disclosure by Association paperwork).
- adequate first-aid provision will be available.
- the mode of travel is appropriate.
- travel times out and back are known including pick-up and drop-off points.
- there is adequate and relevant insurance cover.
- ratio of supervisors to pupils/young people is appropriate.
- the LA or governing body has approved the visit, if appropriate.
- parents have signed consent forms.
- arrangements have been made for the children with medical needs and special educational needs.
- they have the address and phone number of the visits venue and have a contact name.
- a school contact has been nominated (this may be the Headteacher) and the group leader has details.

- the group leader, group supervisors and nominated contact have a copy of the agreed emergency procedures.

- the group leader, group supervisors and nominated contact have the names of all the adults and pupils travelling in the group, and the contact details of parents/ carers and the teachers and other supervisors' next of kin.
- there is a contingency plan for any delays including a late return home.

Group Leader

For the purposes of this guidance, the group leader will be the person appointed by the Headteacher to be in control of the trip throughout its duration and should not be taken to mean any specialist instructors who may be used as part of the trip.

The group leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

The group leader should have been appointed or approved by the Headteacher.

The group leader should: -

- ensure approval for the visit is obtained well in advance, following the LA protocol for approving visits.
- appoint a deputy in case of emergency.
- clearly define each group supervisor's role and ensure all tasks have been assigned.
- be able to control and lead pupils/young people of the relevant age range.
- for schooled activities be suitably competent to instruct pupils in the activity and be familiar with the location/ centre where the activity will take place.
- be aware of safeguarding/ child protection issues.
- ensure that adequate first-aid provision will be available.
- undertake and complete the planning and preparation of the visit including the briefing of group members and parent/ carers or volunteers.
- undertake and complete a comprehensive risk assessment.
- review regularly undertaken visits/activities and advise the Headteacher where adjustments may be necessary.
- ensure that teachers/workers and other supervisors are fully aware of what the proposed visit involves.
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- ensure that group supervisors have details of the school contact.
- ensure that group supervisors and the school contact have a copy of the emergency procedures.
- ensure that the groups teachers/workers and other supervisors have the details of pupils special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- observe the guidance set out for teachers/ workers and other adults below.
- ensure the Educational Visit Checklist is completed prior to visit (see Appendix 1).

School Staff

Teachers/TAs on school-led visits act as employees of the LA or of the governing body, whether the visit takes place within normal hours or outside those hours, by agreement with the Headteacher and governors.

All school staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should: -

- follow the instructions of the group leader and help with control and behaviour management.
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils/young people in their charge is unacceptable.
- provide the school office with their personal emergency contact numbers.

Adult Volunteers

Volunteer adults (e.g., parents/ carers, governors or others) on the visit should be clear about their roles and responsibilities during the visit. Volunteer adults acting as supervisors must: -

- do their best to ensure the health and safety of everyone in the group.
- not be left in sole charge of pupils/young people except where it has been previously agreed as part of the risk assessment.
- follow the instructions of the group leader and school staff and help with control and behaviour management.
- speak to the group leader or school staff if concerned about the health or safety of children or adults at any time during the visit.
- provide the school office with their personal emergency contact numbers.

Activity Staff

Whilst the group leader is responsible for the pastoral care of the pupils during the trip, they may delegate the responsibility for the safety of specific activities to appropriate qualified and competent staff.

Responsibilities of Pupils

The group leader should make it clear to pupils that they must:-

- follow the instructions of the leader and other adults including those at the venue of the visit;
- stay with their assigned adult during the duration of the trip unless told otherwise;
- not take any unnecessary risks;
- behave sensibly and responsibly;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit, or removed from the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Parents/Carers

Parents/ carers should be able to make an informed decision on whether their child should go on the visit.

The group leader should ensure that parents/ carers are given sufficient information in writing and are invited to any briefing sessions.

The group leader should also tell parents/ carers how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents/ carers for whom English is a second language.

Parents/ carers will need to:-

- sign the consent form;
- give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form);

Protocol for School Visits and Protocol of Approval for Visits

Low Risk Visits

Low risk visits are educational visits where the element of risk is similar to that normally encountered in daily life, e.g., visits to shops, libraries, churches.

Low risk visits can be approved by the Headteacher.

The Headteacher should satisfy themself that all the planning steps outlined in this policy have been completed; that supervision levels are appropriate; that risk assessments have been carried out and parental consent obtained.

All other relevant documentation should also be kept with these forms as it is generated, e.g., risk assessments, parental consent, contact lists etc, both by the School Business Manager (SBM) and group leader.

Medium Risk Visits

Medium risk visits are educational visits not involving adventurous activities but where the element of risk is possibly higher than that encountered in daily life e.g., visits to working farms, places with open water.

For medium risk visits the approval of the Governing Body as well as the Headteacher is required prior to the visit taking place. The purpose of this is to ensure that all medium risk visits are planned well in advance as impromptu or poorly planned visits can lead to problems.

The Headteacher should satisfy themself that all the planning steps have been completed; that supervision levels are appropriate; that risk assessments have been carried out and parental consent obtained. When satisfied the Headteacher should then refer the visit to the Governing Body for approval. The Governing Body should consider all requests to undertake school visits at the next available Governors meeting and where they deem it necessary they should ask to see relevant safety documentation relating to the visit.

All the documentation should then be returned to the visit leader and a copy kept by the SBM.

All other relevant documentation should also be kept with these forms as it is generated e.g. risk assessments, parental consent contact lists etc both by the SBM and visit leader.

High Risk Visits

High risk visits are educational visits involving adventurous activities using non-Derby/Derbyshire LA centres (by the other LA's centres, commercial, charitable or privately owned facilities). Adventurous activities led by school staff. Visits abroad of any description, whether or not they involve an overnight stay.

For high risk visits the approval of the LA as well as the Governing Body and the Headteacher is required prior to the visit taking place. The purpose of this is to ensure that all high risk visits are planned well in advance as impromptu or poorly planned visits can lead to problems. This also allows the LA to verify that minimum standards have been met.

It is strongly advised that approval for high risk visits be sought several months in advance.

The Headteacher should satisfy themself that all the planning steps outlined in this document have been completed; that supervision levels are appropriate; that risk assessments have been carried out and parental consent obtained. When satisfied the Headteacher should then refer to the LA with appropriate risk assessments for approval. For all high risk visits the form and accompanying documentation, e.g. risk assessments should be sent to the Education Department Principal Health and Safety Adviser for approval.

The Health and Safety Adviser shall check that the appropriate precautions are in place from the documentation. Once satisfied, the Principal Health and Safety Adviser shall approve the visit and advise the Headteacher, keeping a copy for the LA's record.

The Headteacher on receipt of the approval should ensure that approval from the Governing Body is also sought before the trip is allowed to proceed. Once all the approvals have been obtained all the relevant documentation should be returned to the visit leader with a copy kept by the Headteacher.

All other relevant documentation should also be kept with these forms as it is generated, e.g., risk assessments, parental consent forms, contact lists etc and copies should be held both by the Headteacher and the visit leader.

All visits involving an overnight stay both in the UK and abroad.

For visits involving an overnight stay, a copy of the fully signed approval form (emergency contact and pupil information should be forwarded to Director of Education, Council House, Corporation Street Derby.

PLEASE NOTE: Currently all of the visits that are undertaken from Ravensdale Infant and Nursery School fall into the low or medium risk category and the rest of this policy reflects this.

Planning Visits

Whether the visit is categorised as low, medium or high risk, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. In practice, the Headteacher – who is responsible for planning visits - will often delegate the detailed planning to the organiser of the visit or the group leader. Headteachers must satisfy themselves that the person planning the visit is competent to do so and has the necessary relevant experience.

Risk Assessments

In practice, risk assessments (see Appendix 2), which employers are legally required to do, are usually carried out by the group leader. An assessment should be completed well before the visit and before parents are informed, and should be approved by the Headteacher.

A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise.

However, specialised information for some visits may be necessary and Headteachers should ensure that the person assessing the risks is competent to do so. If necessary a competent person should be consulted, e.g. the LA's Health and Safety Advisers, the LA's named contact point or Governors' nominated person for Aided and Foundation schools.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations:-

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

The person carrying out the risk assessment should record it and give copies to all school staff and volunteers on the visit, with details of the measures they should take to avoid or reduce the risks. The Headteacher should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made and reviewed at regular intervals, and careful monitoring should take place.

The group leader, other school staff and site supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

Before booking a visit the group leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.

Detailed advice on risk assessment can be obtained from the Local Authority health and safety advisers.

The group leader should take the following factors into consideration when assessing the risks:-

- the type of visit/activity and the level at which it is being undertaken;
- the location, accommodation, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of teachers/workers and supervisory staff to pupils/young people;
- the group members age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of pupils;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit.

<u>Exploratory Visits</u>

The group leader should undertake an exploratory visit, to:-

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit;
- obtain advice from the management of the venue/site;
- assess potential areas and levels of risk;

- ensure that the venue can cater for the needs of the staff and pupils in the group
- become familiar with the area before taking a group of young people there.

Many schools will take groups of pupils to the same location each year. As some factors will change from year to year, it is necessary to re-assess the risks- even when the group leader stays the same. This could be by contacting the venue to assess whether there have been any changes to the venue. If considerably changes have been made group leaders must carry out another exploratory visit and risk assessment. It may be useful to evaluate each completed visit and keep a record.

Other Considerations

Other factors which should form part of the planning stage include:-

- the facilities/equipment the group will need to take on the visit;
- maintenance records and checks of the equipment prior to the visit commencing;
- the designation of a trained and competent person to carry out this task;
- the facilities/equipment to be provided at the venue;
- staff training needs;
- the designation of someone to record the details of the visit and to carry accident forms etc; transport arrangements;
- insurance arrangements;
- information to the provider;
- communication arrangements;
- supervision ratios;
- contingency measures for enforced change of plan or late return;
- information to parents/ carers;
- preparing pupils;
- emergency arrangements;

Further information on these issues is provided in subsequent chapters.

Means of Communication

Schools should consider as part of their risk assessment what means of communication the group leader will have at his/her disposal for emergencies. This will clearly depend on the nature and location of the visit and will often be a mobile phone. It should be noted that mobile phones may not work in the location(s) to be visited and alternative arrangements will need to be made for this eventuality. They should not be used as the only means of checking groups on unsupervised expeditions. Group leaders must take the school educational visit phone on every visit and parents/ carers, volunteers and staff should use this number to contact the group leader (e.g. when groups are split into smaller groups whilst on the visit).

Group leaders should ensure that they take all the pupils and supervisors emergency contacts with them on visits.

Financial Planning

The group leader should ensure that parents/ carers have early written information about the costs of the visit, how much will come from school funds, and how much each parent/carer will be charged or asked to contribute. Parents/carers should be given enough time to prepare financially for the visit.

The School Business Manager (SBM) should ensure that banking arrangements are in place to separate the visit's receipts from other school funds and from private accounts.

Education provided wholly or mainly during school hours is free. This means that Headteachers may not impose a charge on parents/ carers for any visit that occurs during school hours. The Headteacher may, however, ask for a voluntary contribution.

Parents/carers should be made aware that the contribution is not compulsory, and the children of parents/carers who do not contribute may not be discriminated against. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

The Headteacher may, however, charge parents/carers when a visit is deemed to be an optional extra. An optional extra:-

- falls wholly or mainly outside school hours;
- does not form part of the National Curriculum;
- is not part of a syllabus towards a Prescribed Public Examination; and
- is not within the scope of the statutory requirements relating to religious education.

The Headteacher should obtain the parents/carers agreement to meet the costs of an optional extra visit before the visit is planned in detail. Charging parents/carers for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge.

First Aid

First aid provision should form part of the risk assessment. Before undertaking any off-site activities the Headteacher or the group leader should assess what level of first aid might be needed. On any kind of visit the group leader or an accompanying member of the school staff should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. (An example of someone with a good working knowledge of first aid would be someone who has attended either a full first aid at work course or an appointed persons one day first aid course). For adventurous activities there must be a fully trained first aider present. All adults in the group should know how to contact the emergency services.

The minimum first-aid provision for a visit is:-

- a suitably stocked first-aid box (in the grab bags);
- a person appointed to be in charge of first-aid arrangements.
- The numbers and qualifications of first aiders should be determined by:- the numbers in the group and the nature of the activity;
- the likely injuries and how effective first aid would be;
- the distance of the nearest hospital to the venue

Further guidance on “first aid” and “administration of medicines” can be found in the LA’s Health, Safety and Risk Management Handbook.

If pupils require first aid during the visit, after the first aider has administrated the first aid they must note down all details of the incident and record it on Medical Tracker promptly on the return to school.

Supervision

Ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:-

- gender, age and ability of group;
- pupils with special educational or medical needs;
- the nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;
- first aid cover.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visits might be as follows:

- at least 1 adult for every 6 pupils in school years 1 and 2;
- at least 1 adult for every 5 pupils in reception classes;
- at least 1 adult to hold a suitable First Aid Qualification per visit;
- a greater adult to child ratio should be planned for whenever possible to ensure increased levels of supervision;
- SEN pupils who are entitled to one-to-one support cannot be included in the staffing ratio.

In addition to the group leader there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Where a visit is between the school and another education establishment for the purpose of receiving education at the second establishment (e.g. swimming or integration visit from a special school) then a pupil can be accompanied by any member of staff approved by the Headteacher.

Parents/Carer Volunteers

Where there is more than one teacher, a group leader should be appointed who has authority over the whole group. If more than one school is involved an overall group leader should be identified, usually the person with the most experience in leading such visits.

Where a high adult: pupil/young person ratio is required, it is not always feasible to use school staff alone. Parents/ Carer volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

Vetting Suitability

The Headteacher needs to be clear about procedures for vetting volunteers who wish to be supervisors. The suitability of potential supervisors should be assessed by the Headteacher and the group leader at an early stage of the planning process following all Derby City Council safeguarding guidelines. Where there is any doubt about suitability further investigations should be made and if any doubt remains the adult should not be allowed to help supervise the visit. Similar considerations should be made for adults who have no supervisory role but who wish to take part in the visit.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.

All staff and volunteers at Ravensdale Infant and Nursery School Infant School are required to have undergone an enhanced DBS check, must have filled out the Disclosure by Association paperwork and are required to have filled in a Staff/Volunteer Consent & Emergency Contacts form (see Appendix 3) prior to visits. Group Leaders must refer to the Guidance to Staff when using Volunteers for School Trip (see Appendix 4).

Supervisors' Responsibilities

All adult supervisors, including teachers and parent/carer volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those likely to present challenging behaviour. All supervisors should be specifically told which group of pupils they will take responsibility for during the visit and briefed about any specific requirements (e.g. medical, behaviour, dietary, allergies, toileting etc.) School staff retain responsibility for the group at all times.

Head Counts

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should have access to a list of all pupils and adults involved in the visit at all times. Pupils should be easily identifiable, especially if the visit is to a densely populated area. School uniform, brightly coloured caps, or T-shirts can help identify group members more easily. Pupils should not wear name badges. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

Safeguarding

For the protection of both adults and young people, all adult supervisors should ensure that they are not alone with a pupil wherever possible.

All adult supervisors should be briefed by the group leader as to their roles and responsibilities. This briefing should include issues around safeguarding and appropriate behaviour to protect staff. These issues should be recorded.

Preparing Pupils

General

Pupils who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major cause of accidents.

Pupils should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Pupils should also be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This should include considering any health and safety issues.

Participation

The group leader should ensure that the pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.

Pupils whose behaviour is such that the group leader is concerned for their safety, or for that of others, should be withdrawn from the activity.

Equal Opportunities

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion. All pupils should be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with special needs, a suitable venue should be selected.

Information to Pupils

The group leader should decide how information is provided, but must ensure that the pupils understand key safety information. Pupils should understand:-

- the aims and objectives of the visit/activity;
- the background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils
- what to do if approached by anyone from outside the group;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures;

Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.

If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information.

Transport and Pupils

Pupils using transport on a visit should be made aware of basic safety rules including:-

- arrive on time and wait for the transport in a safe place;
- do not rush towards the transport when it arrives;
- wear your seatbelt and stay seated whilst traveling;
- never tamper with any of the vehicle's equipment or driving controls;
- bags must not block aisles or cause obstructions;
- never attempt to get on or off the moving transport;
- never lean out of or throw things from the window of the transport;
- never get off a vehicle held up by traffic lights or in traffic;
- never run about or pass someone on steps or stairs while transport is moving;
- never kneel or stand on seats;
- never distract or disturb the driver or impede the drivers vision;

- stay clear of doors after boarding or leaving the transport;
- after leaving the vehicle, always wait for it to move off before crossing the road;
- do not interfere with emergency exit doors unless required in an emergency;
- if you feel unwell tell a teacher or supervisor.

Pupils with Special Educational and Medical Needs

The Headteacher should make every effort to include pupils with special educational or medical needs in educational visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Pupils with Medical Needs

Additional safety measures to those already in place in the school may be necessary to support pupils with medical needs during visits. At all times during visits the guidance given in the Administration of Medicines guidance note in the LA's Health, Safety and Risk Management Handbook should be adhered to as far as is reasonably practicable.

All school staff supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. A copy of the 'parent/ carer consent form' in the administration of medicine guidance should be held by the group leader and any staff volunteering to administer medication.

In addition summaries containing details of each pupils' needs and any other relevant information provided by parents/ carers and held by all supervising school staff is one way of achieving this. The child must be able to administer the medication themselves.

The group leader should discuss the pupils' individual medical needs with the parents/ carers. Parents/ carers should be asked to supply any relevant details relating to the pupil's needs and the visit.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport if necessary. If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them. The group leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.

All school staff supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary.

If school staff are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the pupil's parents/ carers.

The group leader should check that the insurance policy covers staff and pupils with preexisting medical needs. If in any doubt they should contact the Derby City Council's Insurance Manager.

Pupils with Special Educational Needs

The school will already be familiar with the nature of a pupil's special educational needs. Any limitations or problems the pupil should have been taken into account at the planning stage and when carrying out the risk assessment. Off-site visits may pose additional difficulties for a pupil with SEN and the behaviour of some pupils may prove challenging. The following factors should be taken into consideration:-

- is the pupil capable of taking part in and benefiting from the activity?
- can the activity be adapted to enable the pupil to participate at a suitable level?
- will additional/different resources be necessary?

- will the pupil require moving and handling?
- is the pupil able to understand and follow instructions?
- will additional supervision be necessary?
- are there any toileting difficulties to be considered?

It may be helpful to the pupil if one of the supervisors already knows them well and appreciates their needs fully. The group leader should discuss the visit with the parents/ carers of pupils with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

Communicating with Parents/Carers

Parents/carers should be informed in writing of any offsite activity or visit unless it is a regular part of the school curriculum about which parents/ carers have already been informed through the school prospectus or a letter (e.g. swimming). Seeking annual consent for such routine visits is appropriate.

Information to Parents/Carers

Parents/carers need to be aware that the school staff and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety should be given to parents via a letter (see Appendix 5):

- dates of the visit;
- objectives of the visit;
- times of departure and return – parents/carers must have agreed to meet their child on return;
- the location where the pupils will be collected and returned;
- mode(s) of travel including the name of any travel company;
- the size of the group and the level of supervision including any times when remote supervision may take place;
- details of provision for special educational or medical needs;
- procedures for pupils who become ill;
- names of the group leader, of other staff and of other accompanying adults;
- details of the activities planned and of how the assessed risks will be managed;
- standards of behaviour expected.;
- what pupils should not take on the visit or bring back;
- clothing and equipment to be taken;
- the information to be given by parents/carers and what they will be asked to consent to;
- details on the cost of the visit.
- How to order a school provided packed lunch

Any letters must be on the correct headed paper, use the correct font and be approved by a member of SLT before being sent to parent/carers.

Parent/ Carer Consent

The Headteacher should seek parent/ carer consent for:

- non-routine visits involving pupils;
- adventure activities;

If parents/carers withhold consent absolutely the pupil should not be taken on the visit but the curricular aims of the visit should be delivered to the pupil in some other way wherever possible. If the parents/ carers give a conditional consent the Headteacher will need to consider whether the pupil may be taken on the visit or not.

A parental consent form (see Appendix 6) should be completed for each pupil in the group. Besides conveying the parents' consent it could also form the basis for obtaining details required. General issues to consider include:

- any allergies/phobias the pupil may have;
- any medication the pupil is taking (if so what the dosage is and who is to administer it);
- whether the pupil administers their own medication;
- any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
- the name, address and phone number of the pupils' GP or hospital contact if appropriate;
- any special/medical dietary requirements;
- whether the pupil suffers from travel sickness;
- information on any toileting difficulties;
- any other information which the parent/carer thinks should be known;
- the parental home and daytime phone numbers and addresses;
- an alternative contact, with their phone number and address.

The parents/carers should ensure they are contactable at all times during the visit in case medical staff need to contact them.

Other Consent

Parental consent should be obtained specifically for the transporting of pupils in the private vehicle of a school staff on the visit. The Headteacher should consider whether consent should be obtained before pupils can be carried in a member of school staff's private vehicle.

Planning Transport

The group leader must give careful thought to planning transport. Community schools should follow Derby City Council's transport guidelines. The main factors to consider include:

- passenger safety;
- the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence;
- type of journey - will the visit take place locally or will it include long distance driving i.e. motorways?
- traffic conditions;
- contingency funds and arrangements in case of breakdown/emergency;
- appropriate insurance cover;
- weather;
- journey time and distance;
- stopping points on long journeys for toilet and refreshments;
- supervision.

Legislation

The Headteacher should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit.

The driver is responsible for the vehicle during the visit.

Seat belts: All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

Supervision on Transport

The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline.

The driver must not be responsible for supervision. All group members should be made aware of the position of the emergency door and first aid and firefighting equipment on transport. The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

Factors that the group leader should consider when planning supervision on transport include:

- level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;
- safety when crossing roads as part of the journey - the group leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;
- safety on buses, trains, ferries and boats – the group leader should make clear to pupils how much or little freedom they have to 'roam'. Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed. Specific rules should be in place for crossing roads abroad due to the opposite nature of the traffic flow;
- booking transport - the group leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport. Pupils should be made aware of safety rules and expected standards of behaviour.
- safety while on stops or rests during the journey - group leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the group leader or other school staff wherever possible;
- head counts, by the group leader or another delegated school staff or supervisor, should always be carried out when the group is getting off or onto transport;
- responsibility for checking that seat belts are fastened should be clearly designated to a member (or members) of the supervisory team;
- consider whether a visible and easily recognisable article of clothing should be worn in common by pupils;
- pupils should be made aware that they are not allowed access to the driving area at any time;
- group members should be made aware that travel sickness tablets must only be administered to a pupil with previous authorisation from the parents/ carers;

Hiring Coaches and Buses

The School Business Manager (SBM) is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators' licence. When booking transport, the SBM must ensure that seat belts are available for all pupils. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

If any of the group use a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps. The group

leader should check with the operator to ensure that all legislation appropriate to driving times will be followed.

Private cars

School staff who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the pupils. Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car.

The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used.

The Headteacher, who requires parents/ carers or volunteers to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. All relevant driving documentation should be seen by the School Business Manager. Parents/ carers' agreement should be sought (on the consent form) for their children to be carried in other parents/ carers' cars. It is advisable that parents/ carers driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

Insurance

General

The group leader must ensure, well before the group departs, that adequate insurance arrangements are in place.

The City Council arranges the following insurances centrally. No action is required by employees in relation to these policies.

Legal Liability Insurance

(i) Employers' liability insurance

This is arranged by the Authority to provide insurance cover for claims made against the Authority by employees.

(ii) Public liability/third party insurance

This protects the Council, its employees and approved voluntary helpers in the case of claims arising from:-

(a) Accidental bodily injury or illness to pupils or any member of the public (this is not personal accident insurance).

(b) Accidental loss or damage caused to property of third parties (i.e. pupils and members of the public).

Both (a) and (b) above only apply in those instances where legal liability exists (i.e. where it can be shown that an incident has arisen through the negligence of the authority or an employee). The policy

covers all approved activities on or off the school premises in or out of normal working hours. These include urban and rural studies, outdoor pursuits and low risk out of school activities PROVIDED that:-

(a) Voluntary helpers assisting in general supervisory or specialist capacity have the approval of the head of the establishment.

(b) Outdoor adventurous activity leaders hold the appropriate qualifications.

(c) All recommended safety procedures are followed.

The main exclusions from this insurance cover are hang gliding, parascending and canoeing or sailing more than two miles offshore.

PARTY LEADERS MUST NOT SIGN DOCUMENTS ACCEPTING LIABILITY ON BEHALF OF THE AUTHORITY, WHEN UNDERTAKING ACTIVITIES.

Personal Accident Insurance - Insurance provided by the Authority

A personal accident policy is maintained to provide compensation to teachers/workers/ leaders (or, in case of death, to dependants) in respect of death or disablement following accidents in the course of approved out of school activities. A similar policy also extends to volunteer helpers.

Transport

When hiring coaches etc the group leader should check that the company used has appropriate insurance. CIA finance system holds a list of approved contractors.

School staff or other adults using their own cars to carry pupils on school visits should ensure that their vehicle is properly licensed and that the insurance covers its use on school business.

Types of visits

Farm Visits

Farms can be dangerous even for the people who work on them. Taking children to a farm should be carefully planned. The risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food poisoning and other infections.

Due to the issues surrounding supervision of young pupils, the LA advises that pupils under five years of age should not be taken on farm visits. If schools wish to take pupils of this age they should do a thorough risk assessment to ensure that they have adequate supervision levels. These are likely to be significantly higher than normal supervision levels. Checklist of the Main Precautions for School Visits to Farms.

Preparation for the Visit: -

- ensure that those leading the trip are familiar with their own school guidelines on school trips in terms of general precautions for visits, parent/ carer consent, risk assessment as outlined in this guidance.
- check that the farm is well managed, e.g., has a good reputation for high standards and stock welfare, that the grounds and public areas are as clean as possible and that suitable First Aid arrangements are made. The school may wish to consider taking a travelling first aid kit on the visit. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff may be useful or even essential.

- check that the farm has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area, with appropriate cups etc supplied. Drinking fountains may be appropriate.

- ensure suitable precautions are in place where appropriate, e.g., clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
- ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the pupils. Ensure that adults are suitably briefed regarding this checklist.
- female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
- prepare pupils for the trip by explaining the expected standards of behaviour and the importance of following any rules, e.g. shutting gates.
- inform parents/carers and children of the advantages of wearing footwear that can be easily cleaned.
- wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
- explain that visitors should not eat or drink anything, including chewing gum etc, while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.
- visitors should be aware of the dangers posed by farm machinery and chemicals used on farms.

<u>During the Visit:-</u>

- if visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
- before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.
- meal breaks or snacks should be taken well away from areas where animals are kept, and visitors should not eat anything which may have fallen on the ground. Group leaders and supervisors must ensure that all pupils have thoroughly washed their hands before they are allowed to eat. Any crops produced on the farm should be thoroughly washed in drinking water before consumption. Water for drinking and food washing should be taken only from taps clearly labelled as drinking water. Meal breaks should only be taken in designated areas to which animals do not have access, and which are away from the general farm area.
- ensure visitors do not consume unpasteurised produce, e.g., milk or cheese, or taste animal feedstuffs, such as silage and concentrates.
- manure or slurry presents a particular risk of infection. Visitors should not touch it, and any cuts or grazes should be covered with waterproof plasters. If visitors do touch manure or slurry, they should thoroughly wash and dry their hands immediately.
- do not allow pupils to ride on tractors or other machinery or to operate machinery.
- do not allow pupils to play in the farm area.
- do not allow pupils to pick up or play with rocks or soil.
- do not allow pupils to climb walls or animals pens.
- if the farm has a playground which has equipment the pupils can climb on then be aware that there may be faecal material on the equipment from other people's shoes and pupils should wash hands immediately after using it (before they can put their hands in their mouths, eat or drink etc).

<u>At the End of the Visit:</u>

- ensure all visitors wash their hands thoroughly before departure (particularly as there may have been contact with faecal material when cleaning/changing footwear).
- ensure footwear is free from faecal material, ideally by washing it and possibly then changing into clean footwear for the journey back.

Further advice can be found in the Health and Safety Executive AIS23 supplement “Avoiding Ill health on Open Farms – Advice to Teachers”.

SEN Educational Visits

SEN educational visits should follow all the Educational Visits guidance above and in addition;

- ensure that a personalised risk assessment is approved by the headteacher;
- ensure that either the Deputy Headteacher or Headteacher are on site when the visit takes place;

- ensure that the Headteacher or a member of the Senior Leadership Team is informed on departure and on return.
- ensure Headteacher is informed about which venue is planned to be visited and the expected duration for the visit.
- ensure that pupil/pupils and staff are signed out and back in to school.

Emergency Procedures

General

School staff in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. School staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

Who Will Take Charge in an Emergency?

The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

Emergency Procedures Framework

All those involved in the school trip, including school staff, volunteers, pupils and their parents/ carers, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency Procedures Framework During the Visit

If an emergency occurs on a visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;

- ensure group members do not call home until the nature of the emergency becomes clear. It may be necessary to temporarily control access to telephones including mobile phones;
- ensure that a member of school staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- inform the school contact. The school contact number should be accessible at all times during the visit;
- details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- notify insurers, especially if medical assistance is required (this may be done by the school contact);

- notify the provider (this may be done by the school contact);
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures;
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible. Contact HSE if appropriate;
- no one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the LA;
- no one in the group should discuss legal liability with other parties.

Group leaders and designated school contacts should be fully familiar with and have a copy of the authority's emergency action plan and contact numbers.

In the event of an incident occurring this guidance should be followed.

Procedures for Arranging Visitors and Visiting Speakers within School

As well as Education Visits off school site we may require to invite visitors and visiting speakers into school to provide an enriched curriculum and learning experience for the pupils. The Headteacher must be informed in advance to the visit and procedures set out in the Visitors and Visiting Speakers Statement (see Appendix 7) must be followed.

Evaluating Educational Visits, Visitors and Visiting Speakers

In order to evaluate the effectiveness of meeting the aims of educational visits, visitors and speakers it is the group leader's responsibility to evaluate the visit using the evaluating pro-forma (see Appendix 8). This information should be used to evaluate whether to repeat the visit again, for group leaders to reflect upon their organised visit and should be given to the Headteacher.

This policy should be reviewed at least annually.