

Local Procedure Title	Educational Off-Site Visits Local Procedure
Site	Sketchley School, Forest House and Progression House
ECS Policy number and title	H&S08 V03 Adventure Activities, Educational or Other Visits
Local Procedure template reference	9
Local Procedure date	November 2017
Local Procedure review date	November 2018
Local Procedure Author(s)	SJ Astbury
Local Procedure Ratification	Checked and Approved by:

This policy takes into account the DfS guidance on the health and safety of students on education visits Feb 12 and HSE Guidance on school trips and outdoor learning activities

Out-of-School Visits

- **The Principal is responsible** for all out of school visits. Authorisation for visits will be through a member of the SLT.
- All out-of-school visits are arranged well in advance and comply with Priory Education Service insurance.
- The co-ordinator monitors and keeps written records of all offsite activities and visits via the Nominal Role logs.
- **Accident and Emergency procedures** have been established and will be followed.
- **Priory Driving Policy** is established and will be followed.
- Risk Assessments will be completed for all trips and nominal role forms completed and signed off on the day of the trip.
- All vehicles, used to carry students, will be appropriately insured.
- Journeys will follow a pre-planned route. Estimated times of arrival are notified on the nominal role.
- **Health and Medical Care Policies and Procedures** will be followed. Staff will check and record the need for any medical and dietary arrangements.
- **Safeguarding Children Procedures** must be adhered to at all times. Under no circumstances are staff to take students in their care to visit their family or friends. A professional approach will be maintained at all times.
- **Standards of Behaviour** for staff include: no smoking/no drinking of alcohol/no taking of drugs/only use appropriate language/dress appropriately (schools sweatshirts are recommended)/no use of personal mobile phones unless in the case of emergency.
- **Parent Consent** must be obtained in writing. No visit/activity/work experience will take place without parental consent (telephone authorisation is not enough).
- All non typical or additional educational trips or visit plans must be written on the appropriate forms and checked with SLT for authorisation at least one week before the trip.

- **Aims/Objectives** of each trip should be appropriate to the curriculum and to the development programme of the students. Links to the curriculum must be detailed on the trip authorisation form.
- **Cost** - Each trip must be considered on cost and budgeted for.
- **Risk Assessment** must be done on the site to be visited; risk assessment of the site must be submitted to a member of the SLT for authorisation at least one week prior to the trip. The risk assessment must list all hazards and list the students who may need additional supervision. All staff attending the trip must have read the risk assessment prior to the trip taking place.
- **The minimum number** of staff per full class outing is two. 1:1 visits to off-site activities need to be authorised by SLT by signing of the nominal role form. Exceptions to this minimum requirement need authorisation from the Deputy Head/Principal. There should, if at all possible, be a mix of male/female staff according to age and numbers of male/female students present.
- **Identification** - staff should wear school sweatshirts (if appropriate) and ensure access to all relevant student data.
- Staff must carry information about any **medical interventions** and medications that may be required by students as well as contact details for all students on the trip.
- **The member of staff in charge of the trip** must be clearly identified in advance and he/she is responsible for allocating the care of specific children to specific staff.
- **A nominated person must carry a school provided mobile phone** at all times. The phone must be switched on at all times so that the School can make immediate contact with the group if necessary. (The phone should be on 'vibrate' if the trip is to a place of worship, museum or cinema). The person carrying the phone should if possible not be the driver of the vehicle. During travelling the driver must adhere to the Priory Driving Policy. In 1:1 situations the young person must be capable of travelling unassisted and mobile phones should be on silent/switched off whilst driving.
- **Emergency situations** - any difficulties should be reported immediately to the appropriate person at the school, normally the senior member of staff on duty. Staff will regularly check what sort of reception they have on the mobile phone at different locations. This should be checked out when completing the risk assessment. If the reception in certain areas is poor then other arrangements will need to be made to keep in contact with the School.
- Mobile phones are not to be used by the driver whilst he/she is driving. The driver should pull over at a convenient point (not when stopped at traffic lights) to use the phone. Legal penalties will be incurred by the driver and by the school if this rule is broken and it could lead to disciplinary action.
- Staff must know where each student is at all times.
- Staff members need to abide by road laws and restriction. Failure to do so may incur disciplinary action.

Overnight Stays

- Care must be taken not to compromise staff.
- Checks must be made about the sleeping arrangements especially when hiring facilities.
- Care must be taken not to place students at risk. Security arrangements must be checked thoroughly. There must be a minimum of three staff per overnight stay.
- All staff supervising students off site should be suitably **trained and qualified**. They should be aware of the set procedures and guidelines.
- DCFS guidelines and codes of practice must be addressed.

Points to Remember:

1. Look at the ratio of staff/students, student information, what type of support do individual students need.
2. Visit site, complete risk assessment. What type of accidents could occur?
3. Type of visit, purpose of visit. Does it link sufficiently well to the curriculum?
4. First Aid Training, medication needed (who will administer it?), written information about student's health and dietary needs.
5. Student risk assessment.
6. Skills/qualifications/experience of staff. Duration of visit.

All staff must be familiar with the procedures laid down in the Health & Safety file, 'General Policies and Procedures for Out of School Visits'.

When planning any outing off site, the following guidelines must be used:

(i) Organisation Prior to the Outing

- Check the School diary for possible conflicts, i.e. visitors, medical appointments etc.
- Enter the details of any 'extra' visits eg. end of term outing, in the diary. Include location, class, times, bus, driver and sign the entry.
- Check the availability of a minibus and driver.
- Consider the cost of the outing and budget accordingly. Order the money.
- Make prior bookings where necessary.
- Check the opening times, which may be seasonal.
- Complete, send off and file all appropriate forms.
- Risk Assessment forms should be read and 'signed off' by the co-ordinator prior to any outing. They must give details of the facilities available, distance and travelling time, risk involved etc. Further information regarding availability of the venue may be obtained from the member of staff named on the form.

- New venues should be visited in advance. Risk Assessment forms can be found on the Priory intranet, Health and Safety form 56. Collect as much information as possible on the venue to be visited.
- Insurance forms must be completed for all specified special outings, day trips if applicable and/or necessary.
- A copy of all forms should be retained and filed in the co-ordinators 'offsite visits' file, which is kept in the co-ordinators office.
- Location sheets must be completed for all outings, see appendix.
- Full details of destination, planned route, staff and students full names etc. should be given.
- An alternative venue should be included, in case of inclement weather, or other unforeseen circumstances. Should it be necessary to deviate from the planned route, the school/residence should be notified at the earliest convenience.
- EV sheets are available from the school office. Once completed, they should be taken, together with any medication, to be checked and signed by the EVC and then filed in the office.
- Order packed lunch or refreshments in advance on catering request form. Note any special diets.

(ii) Preparation on the Day

Preparations should be made in advance, where possible, in order to avoid leaving a group understaffed.

- Check all staff are present.
- Check students are all well on the day.
- Check the weather forecast.
- Confirm the pick up point, time and destination with the bus driver.
- Collect all medication necessary for the duration of the outing.
- File the location sheet in the office.
- Collect packed lunch/refreshments.
- Collect pocket money/petty cash for entrance fees, refreshments etc.
- Take a change of clothes, if necessary.
- Take any additional clothing, e.g. waterproofs, Wellington boots, hats, gloves, towel.
- Collect mobile phone.
- Turn the phone on and remember the phone pin number and school phone number.
- Take plastic bags, gloves, wipes, tissues, pads.

- Take travel first aid kit if outing is in a remote area or some distance from the minibus.
- Take staff/student I.D. cards.
- Student names/carers list (contact list).
- EV sheet to be copied – one copy to be left in school one copy to be taken with staff.

Bus Travel

When travelling on the minibus ensure that:

- Staff cover the exits.
- Students are sitting in their designated seats.
- All seatbelts are securely fastened.
- Students do not sit in the front.
- Students do not sit adjacent to any door.
- All doors are unlocked.
- Any luggage must be secured.
- The correct staff ratio is observed

When getting on the bus, students should line up alongside the bus then take their place.

When travelling on the bus, students should be closely supervised. Be prepared for outbursts, banging on the windows, destroying the fabric of the bus, unfastening seat belts. This can be triggered by, unfamiliar routes, stopping, music (or lack of it), boredom, etc. The driver may be asked to pull over until the situation is under control. Staff must not get out of their seats whilst the bus is moving.

When getting off the bus, ensure the students can step out onto the pavement. At least one member of staff should get off first to receive the students and line them up. Keep very close supervision near roads and in car parks.

(iii) The Role of the Group Leader

The group leader has full responsibility prior to and during an outing.

The group leader should:

- Be familiar with the chosen route and collect as much information as possible beforehand.
- Know any particular requirements of the students or staff, e.g. special diets, allergies, injuries, etc.
- Ensure the outing is suitable for the least physically able in the group.
- Organise any specialist instruction, take specialist equipment or clothing.
- Prepare the students and staff in advance.

- Avoid unfamiliar, busy places, areas with water, animals, uneven terrain, main roads, initially when new students or staff join the group.
- Give clear, precise instructions. Designate staff to students, on the journey and throughout the outing. Point out to staff any possible risks, e.g. "John is very frightened of dogs". Agree particular strategies beforehand.
- Make decisions regarding any incidents, accidents or injuries, toileting, rests, refreshments, timings of outings and return journey. Delegate staff to take individuals into shops etc - only when safe to do so.
- Liaise with any outside agencies concerned with the outing, e.g. dealing with admission charges, gaining permission to photograph or video.