



The
Ursuline
Preparatory School Ilford

HEALTH & SAFETY ON EDUCATIONAL VISITS POLICY

(November 2018)

The School Mission Statement

To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do

SCHOOL POLICY FOR SCHOOL TRIPS

Persons responsible: Mrs. Victoria McNaughton (Headmistress) and Miss Natasha Boyce (Educational Visits Co-ordinator, EVC)

Date originally adopted: March 2008

Date of policy last review: June 2017

How The Policy Was Developed

The policy was originally compiled by Mrs L Richards (former Deputy Head) in consultation with staff. The policy takes into account DfE guidance Health and Safety of Pupils on Educational Visits, and has been developed to be consistent with the School Mission Statement. The school has a comprehensive insurance policy in place.

RATIONALE

The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An off-site visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays. All off-site visits must have an educational purpose and pre-determined clear educational objectives.

EVERY CHILD MATTERS

In accordance with the Every Child Matters Agenda the school recognises that every student should have full access to each visit that is appropriate to their year group irrespective of their special educational or medical need, disability, ethnic origin, sex, religion or family circumstances.

THE AIMS OF SCHOOL VISITS

To enhance learning in various curricular areas and to provide realistic situations to use and apply knowledge, skills and understanding taught.

The children should have the opportunity to:

- Use and apply their knowledge and understanding outdoors, in different and often more stimulating environment.
- Focus on specific environments, from geography trails to problem solving and team challenges, to develop their organisational, team working and leadership skills.
- Develop an awareness and understanding of environmental and sustainability issues, through fieldwork studies.
- Raise their awareness and understanding of the wider safety issues through opportunities to become involved in risk assessment and risk management.
- Learn new skills.
- Reinforce existing skills and knowledge by putting theory into practice and through interaction with others.
- Enjoy the experience and learn from it.

THE AIMS OF SCHOOL TRIPS

Developing Key Skills

- Using and applying knowledge, skills and understanding in different, realistic and exciting contexts.
- Developing the ability to work cooperatively.
- Developing the ability to communicate successfully.
- Showing initiative and positive attitude.
- Showing greater independence, moving towards self-reliance.
- Raising self-esteem through successful participation and enjoyment.
- Developing a positive attitude to learning.
- Encouraging responsibility, self-respect and self-discipline and the ability to cope with adversity.

APPROVAL FOR SCHOOL TRIPS

The headmistress and deputy headteacher are responsible for approving all visits or ventures that take place. Before approval is given, information is gained from the centres/providers of the activities to ensure that health and safety, risk assessment and operating procedures are in place. The headmistress will always consult the Chair of Governors for approval regarding new residential trips and trips abroad.

Centres/providers will be checked for their appropriateness and basic operating procedures. These checks will be carried out annually where repeat visits are planned. The headmistress may delegate some duties to a designated Educational Visits Co-ordinator (EVC) who will have responsibility for approving school trips and ventures.

PARENTAL APPROVAL

Communication with parents will be clear, as full as required and interactive, so that questions can be asked and queries answered. Parents' consent to a visit or venture should be based on a good understanding of the purposes, nature and programme for a visit or venture.

COMMUNICATION

Parents must be given written details of the visit. For longer visits, a parents' meeting must be arranged to give information on codes of conduct, special clothing, details of insurance etc. Parents must give consent for all off-site visits in writing. If the visit involves an overnight stay emergency contact numbers must be obtained.

Planning

Before planning an off-site trip the group leader, i.e. the teacher in charge, the EVC or another designated adult should undertake an exploratory visit and needs to take the following into consideration:

- The type of visit.
- Completion of a Risk Assessment Form (see Appendix) for each off-site trip. (Annually for regular visits to the swimming pool).
- Whether the venue can cater for needs of pupils and adult supervisors.
- Mealtime facilities.
- Location, routes and method of transport.
- Competence, experience, qualifications of supervisory staff.
- Ratios of adult supervision to pupils.
- What equipment pupils need to bring with them.
- Special educational or medical needs of pupils.
- Educational facilities.
- Quality and suitability of available equipment.
- Seasonal conditions, weather and timing.
- Preparation of dry and wet weather programme.
- Emergency procedures.
- How to cope if a pupil became unwilling or unable to continue.
- The need to monitor risks throughout the visit.
- Suitable transport arrangements should be made as soon as possible and discussed as necessary with the headmistress/EVC.

Preparing Pupils

Guidelines for teachers preparing off-site Visits/Activities:

- Pupils who are involved in the planning of a visit and are well prepared will be less at risk.

- Providing information and guidance for pupils is an important part of preparing a school visit.
- The group leader (i.e. the teacher in charge) should ensure that all pupils are capable of undertaking the proposed activity.
- Pupils should be encouraged to take on challenges but not coerced into activities of which they have genuine fear.
- Parents and pupils should be told in advance of the visit about procedures for dealing with misbehaviour. 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.

Pupils should understand:

- The aim and objectives of the visit/activity.
- The background information about the place to be visited.
- How to avoid specific dangers and why they should not take unnecessary risks.
- Why they must listen carefully and follow instructions given by their adult supervisors including staff at venue of visit.
- Why they must behave sensibly and responsibly.
- The need to inform adult supervisors of anything or anyone they think may threaten the health and safety of anyone in the group.
- That any pupils whose behaviour may be considered a danger to themselves or to the group may be stopped from going on the visit.
- What to do if approached by strangers.
- Rendezvous procedures.
- What to do if separated from the group.
- Emergency procedures.
- They are responsible for their own belongings e.g. money, cameras.

Supervision

Class teachers must ensure that there is adequate adult supervision and that adult supervisors are clear about their roles and responsibilities. For protection of both supervisors and pupils, all adult supervisors should make sure that they are not alone with a pupil wherever possible.

Typical ratio of adults: pupils class

1 : 10-15 4,5 & 6

1 : 6 1, 2 & 3

For ratios in Early Years the EYFS Framework (April 2016) will be adhered to.

The above ratios are recommended for day trips or those involving a lot of walking i.e. to the local library/park.

The suitability of potential supervisors should be assessed by the group leader and the headmistress/deputy at an early stage of the planning process.

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.

List 99 checks should be carried out on any volunteers for day trips with DBS checks also being undertaken where needed (e.g. overnight stays).

Road Safety

All staff must give strict attention to road safety at all times and make sure children are familiar with the Green Cross Code.

Transport

Pupils using transport should be made aware of basic safety rules including:

- Listening to the group leaders instructions at all times.
- Keeping in sight of the group leader at all times. Alighting calmly on and off transport. i.e. no rushing or pushing.
- Wearing 'seat belt' i.e. on coach/mini bus.
- Never tampering with any of the vehicles equipment or driving controls.
- Not causing an obstruction with bags etc.
- Never attempting to get on or off moving transport. Never dropping or throwing litter.
- Never eating and drinking only water.
- Sitting sensibly at all times, only getting out of a seat if urgently needing to speak to an adult supervisor.
- What to do if separated from the group.

Staff Responsibilities

- Staff responsibilities must be clearly defined and agreed upon. The Group Leader (i.e. the teacher in charge) has ultimate responsibility for the organisation of the trip. Staff must ensure the wellbeing and safety of all pupils. Pupils must be supervised by staff or responsible adults at all times.
- A senior member of staff must be 'on call' during the visit. The senior staff member must also have a list of names and addresses of all participating in the visit.
- The Group Leader (i.e. the teacher in charge) is responsible for ensuring any medication needed by the children is taken on all school trips. All medication must be labelled with the child's name. The teacher in charge should carry any medication needed for all children in Nursery, Reception and Years 1 & 2 in their class First Aid bags.
- Suitable transport arrangements should be made as soon as possible and discussed as necessary with the headmistress or the EVC.
- Teachers in charge must be familiar with the emergency procedures.
- NB the Group Leader (i.e. the teacher in charge) remains responsible for pupils even when not in direct contact with them.
- If you are accompanying a class to the swimming pool ensure you are familiar with the swimming pool's emergency action plan.

Health and Safety

- Any trips involving potentially hazardous activities must be supervised by qualified instructors.
- All risk assessment documentation must be shared with all adults, as well as the office staff before leaving.
- Risk assessments must be taken on the visit by all adults.
- First aid kits must be taken on all visits. On residential visits staff must ensure that they are familiar with fire and emergency procedures. Vomit bags should be carried on all trips involving transport.
- All adults to take a mobile phone on a visit.
- A phone call must be made to the office on arrival at your destination and when you begin your return journey to school.
- Regular head counting of pupils should take place, particularly before leaving any venue.
- Pupils/volunteers should be told what to do if they become separated from the group and a rendezvous point should be established.
- Find out from parents if any children are bad travellers and take precautions against travel sickness.

First Aid

First aid should form part of the risk assessment. Before undertaking any off-site activities the group leader should assess what level of first aid might be needed. On all visits the group leader should have a good working knowledge of first aid and ensure that an adequate first aid box is taken. For adventurous activities, visits abroad or residential visits at least one of the group's teachers will be a fully trained first-aider. All adults in the group should know how to contact the emergency services.

When addressing first aid issues, considerations should include:

- A person in charge of first aid arrangements; **This should be stated on the risk assessment.**
- A suitably stocked first aid bag (The HSE recommends minimum contents – see the EVC).
- The size of the group and the nature of the activity.
- The likely injuries and how effective first aid would be.
- The distance to the nearest hospital.

Emergency procedures during a visit

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the groups are safe and looked after.
- Establish the names of any casualties and get immediate medical attention.
- Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Ensure that all group members who need to know are aware of the incident.

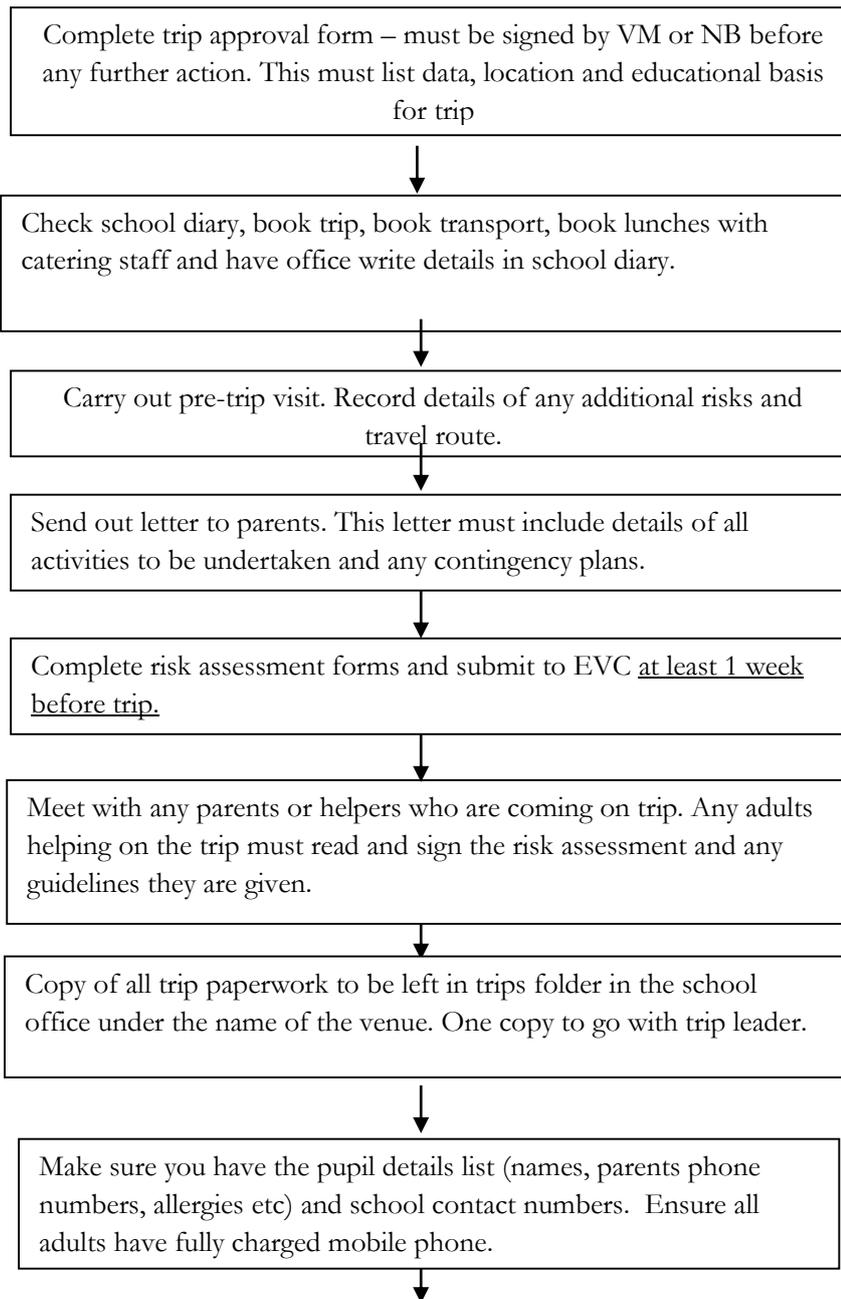
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary.
- Inform the school contact and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the 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.
- School contact should notify parents, providing as full a factual account of the incident as possible.
- Notify insurers, especially if medical assistance is required (this may be done by the school contact).
- Notify the British Embassy/Consulate if an emergency occurs abroad.
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones.
- 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.
- Due to recent events we will follow the guidance from ISBA (see Appendix)
- **Separate procedures to be followed if there is a terrorist threat- Please see separate Risk assessment for these procedures.**

The role of the EVC

- **To ensure that a pre-visit has been undertaken which has impacted on the risk assessment/procedures/routes.**
- To maintain a record of trips, visits and ventures that take place.
- To ensure that risk assessments are undertaken for every off-site visit and that risk assessments are appropriately filed.
- To provide details of trips or visits that will support learning in different curricular areas.
- To give guidance to members of staff organising off site visits.
- To attend courses and to keep abreast of legislation affecting school visits.
- To act as a role model for other staff.



Risk Assessment for School Trips
Ursuline Preparatory School Ilford
Procedure for School Trips



TRIP

Ensure pupils are wearing school wristband. Ring the school when you arrive at your destination and just before you are to leave to come home.



Complete post- trip report (including details of any accidents or 'near-misses'). File in school trips file.

TERRORISM: PRACTICAL ADVICE FOR SCHOOL TRIPS - ISBA

Members may wish to heed the practical advice below for conducting off-site visits.

The general advice is to continue as planned, but:

- be especially vigilant (staff should be doing this anyway);
- keep an eye on the news for any changes;
- avoid any areas which the Police state to avoid;
- ensure that you have a 'Plan B' in place for the day, if necessary;
- Continue to undertake due diligence and dynamic risk assessment.

Further points to bear in mind are:

- Consider increasing supervision ratios from normal arrangements. If, for example, small groups of older pupils are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom;
- stay alert to local and national news before and during the trip;
- carefully consider the relative benefits of visits to religious or political venues and events that could be considered higher risk;
- assess the various additional needs (medical etc.) of the pupils and their ability to react and respond to dynamic situations;
- remind pupils to remain vigilant and alert, reporting anything suspicious to trip leaders;
- Brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident, so it is additionally important to designate a meeting location;
- consider providing all participants with a printed emergency contact card with the School/House's landline telephone number on it;

- each leader should carry an attendee list with all participant details, including medical conditions (and, where necessary, parental contact details);
- carry water and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates;
- carry additional personal medication in case of long delays; and
- Be additionally vigilant in crowded places such as shopping centres and travel hubs.