

JASPER CITY SCHOOL TRIPS AND EDUCATIONAL (OFF-SITE) VISITS POLICY

At Jasper City School, we value the role of educational visits and leisure activities and regard them as an important part of school life. To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to.



The range of activities covered by this document include:

Residential activities

Day or part day visits on foot

Swimming pool visits

Day visits using transport

After school sporting activities

Farm visits

These guidelines are to be read in conjunction with the following documentation:

- Health and safety: advice on legal duties and powers DFE FEB. 2014

School visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing academic work - assessing and managing risks (safety)
- associating the work of schools and Supervisors directly with the work outside school
- develop latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Supervisors, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

GOVERNING BODY/TRUSTEES

The Governing Body (or Trustees) should satisfy itself that risk assessments have been undertaken and that appropriate safety measures have been put in place and that training needs have been addressed.

Governing Bodies have to ensure that

- They are notified of all school visits
- Every visit has a specific and stated objective
- The Senior Administrator/group leader shows how their planning comply with regulations and guidelines, including the schools health and safety policy document
- Paperwork includes a trip check list and consent forms
- (The Senior Administrator/group leader reports back in written format after the visit
- They are informed about less routine visits well in advance
- Proposals for all visits of a residential nature are assessed prior to the visit

SENIOR ADMINISTRATOR SHOULD ENSURE THAT:

- Visits comply with regulations and guidelines provided by the LEA, the Governing Body, Directors and the schools own Health and Safety Policy

- The group leader is competent to monitor risks throughout the visit
- They are aware of their role on any visit they take part in
- Adequate child protection procedures are in place
- All necessary action has been completed before the visit takes place
- The risk assessment has been completed and appropriate safety measures are in place
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered
- The group leader has experience in supervising the age groups on the visit and will organise the group effectively
- The group leader or another staff member 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 helpers on the visit are appropriate to supervise children
- Ratios of staff to pupils are appropriate
- The Governing Body & Directors has approved the visit
- Parents have signed consent forms
- Arrangements have been made for the medical and special educational needs of the pupils
- Adequate first aid provision will be in place
- The mode of transport is appropriate
- Travel times out and back are known in school
- There is adequate and relevant insurance cover
- They have the address and phone number of the visits venue and have a contact name
- A school contact has been nominated and the group leader has the details
- The group leader, helpers and nominated contact have a copy of the agreed emergency procedures
- The group leader, helpers and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the Supervisors and other helpers next of kin.
- There is a contingency plan for any delays including a late return home.

RISK ASSESSMENTS

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities

PRE-VISITS

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

- the number of pupils involved
- the age of the pupils, their sex, ability and general behaviour
- the previous experience of the group undertaking off-site visits
- the time of day and time of year
- the travel arrangements
- the hazards at the environment being visited
- the numbers, experience and quality of accompanying staff and volunteers

- the nature of the activities
- the special educational or medical needs of the pupils
- the quality and suitability of available equipment
- seasonal weather conditions
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to carry on
- the need to monitor the risks throughout the visit

DUTIES AND RESPONSIBILITIES

All staff should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff.

All staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the visit leader any concerns they may have regarding pupil behaviour and well being during the visit.

Greater levels of responsibilities will normally be assigned to Supervisors than to adult helpers and a higher standard of care is expected of them.

RESPONSIBILITIES OF NOMINATED GROUP LEADER

Group leaders, whether Supervisors or adult helpers have a common law duty of care towards the pupils in their charge; Group leaders must recognise their responsibilities:

- Obtain the Senior Administrator's prior agreement before any off-site visit
- Follow Governing Body/Directors guidelines
- Appoint a deputy
- Clearly define each helper's role and ensure all tasks have been assigned
- Be able to control and lead pupils of the relevant age group
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place
- Be aware of child protection issues
- Ensure adequate first aid provision is in place
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review regularly undertaken visits/activities and advise the Senior Administrator where adjustments may be necessary
- Ensure that Supervisors and helpers are fully aware of what the proposed visit entails
- 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 staff pupil ratio is appropriate for the group
- Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency
- Ensure all helpers have details of the school contact
- Ensure all helpers have copies of the emergency procedures

- Ensure that all helpers have details of the medical or special needs of the pupils
- Observe the guidance set out for Supervisors

SUPERVISORS

Supervisors must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.

They should:

- Follow the instructions of the group leader and help with control and discipline
- Consider stopping the visit or the activity notifying the group leader if they think the risk to the health and safety of the pupils in their charge is too great

ADULT VOLUNTEERS

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. They must:

- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisor and help with the control and discipline
- Speak to the group leader or Supervisors if concerned about the health and safety of the pupils at any time.

PUPILS

The group leader must make it clear to pupils that they must

- Not take unnecessary risks
- Follow the instructions of the leader and other helpers including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

PARENTAL CONSENT TO OFF-SITE ACTIVITIES

Specific written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. A one-off permission slip will be signed at the start of each school year to cover such activities. Parents will be told where their child will be at all times and of any extra safety measures required per visit.

Specific written consent is requested for activities that need a higher level of risk management or those that take place outside school hours.

Parents should be able to make an informed decision on whether their child should go on a visit. The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions.

The group leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the visit's code of conduct.

Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.

Parents will need to:

- Provide the group leader with emergency contact numbers
- 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.

RECORDS AND COMMUNICATIONS

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils. After visit reports should also be kept on file.

Such records will be kept for 1 year.

For any activities that take place outside school hours i.e. not part of the normal school activities, any signed approval forms and pre-visit risk assessments should be kept from the date of visit + 14 years for primary students, or +10 years for secondary students.

If a major incident occurs all records of the trip must be kept – including *all* parental permission slips and related documents – from the DOB of the pupil involved in the incident + 25 years.

Parents should always be made aware when their children are leaving the school premises.

Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to ensure that the any work that was being developed during the visit is made available to the pupil in school. The refusal of the parent to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

Communication with parents regarding school visits will be included in

- Letters regarding use of private transport
- Information about visits during school time
- Voluntary contributions
- Trips outside school hours
- Details of children's medical needs
- Meetings with parents
- Consent forms

FIRST AID

A qualified first aider will be present on every visit/trip

A first aid kit should be taken on every visit

SUPERVISION AND STAFF/PUPIL RATIOS

The following staff pupil ratio should be adhered to on all school visits.

| | |
|-------------------|----------------------------|
| Foundation Stage: | 1 adult for every 4 pupils |
| Years 1 to 3: | 1 adult to every 6 pupils |

| | |
|----------------|----------------------------|
| Years 4 to 6: | 1 adult to every 10 pupils |
| Years 7 to 11: | 1 adult to every 15 pupils |

There are no statutory requirements for students aged 11+ but good practice would suggest ratio would depend on the specifications of the visit. Sex of the accompanying adults need also to be considered, particularly where there is a mixed group of pupils.

These ratios should take into account

- Sex age and ability of group
- Pupils with special educational or medical needs
- 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

Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group.

They must have DBS clearance and they must be fully briefed before the visit.

The Senior Administrator must assess the suitability of potential helpers and leaders at a very early stage of the planning.

It should also be noted that for the protection of both adults and pupils all adults should ensure that they are not alone with a pupil whenever possible unless it is their own child

All adults on a visit should clearly understand their roles and responsibilities at all times.

The Supervisors retain responsibility for the group at all times.

HEAD COUNTS

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

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

Pupils especially 3 – 7 year olds should be easily identifiable.

Pupils should wear badges with the school name but not their own name

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

INSURANCE

PUBLIC LIABILITY INSURANCE

This provides protection for the school in respect of its legal liabilities to third parties

EMPLOYER'S LIABILITY AND PERSONAL ACCIDENT INSURANCE

These insurance arrangements protect [Name of School](#) in respect of its legal liabilities towards employees, paid or voluntary.

[Name of School](#) does not provide insurance cover for any property belonging to children, staff, instructors, or voluntary helpers.

TRANSPORT

The group leader should consider

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

SUPERVISION ON VISITS DURING TRANSPORTATION

The level of supervision necessary during transportation should be considered as part of the risk assessment

- Level of supervision on coaches
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport
- Responsibility for checking seat belts
- Travel sickness pills should only be taken when previous authorisation has been received from the parents.

USE OF CARS

When using staff cars for transporting students the following checks will be made:

- The car is roadworthy
- The driver has the appropriate licence
- The driver has the appropriate insurance (business use)
- Drivers ensure pupils wear seat belts
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged.
- Booster seats are used where necessary (see the following information)

Rules concerning the use of seat belts and booster seats:

Children over three and up to 1.35 metres in height (approx 4ft 5ins) or the age of 12, whichever they reach first, must use what the government calls the "correct child restraint" ("booster seat").

There are three exemptions where a child in this category does not have to use a child restraint, but must use the adult belt instead: in a taxi if travelling a short distance because of an "unexpected necessity" or if there are two occupied child booster seats in the rear which prevent a third being fitted.

A child of three or over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

Children over 1.35 metres, or who are 12 or 13 years old, must wear an adult seat belt in the front and rear seat "if available". Passengers 14 and over must also wear seat belts in the front, (and back seats, if available). They are deemed as adult passengers, so it is therefore their legal responsibility - not the driver's - to comply with the law.

EMERGENCY PROCEDURES

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

If an accident happens the priorities are

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school or the home contact
- Ensure that a teacher accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify the police if needed
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the medias and no names should be provided
- No one in the group should discuss any legal liability with other parties

In an emergency the group leader would usually take control of the situation.

The home contact's main responsibility is to link the group with the school and to provide assistance as necessary.

This named person should have all the information about the visit.

SWIMMING POOLS

When using a swimming pool Jasper City School will ensure a Health and Safety Risk Assessment has been completed by the owners of the pool.

A school Risk Assessment will also be conducted as follows by the Health & Safety Officer or Head Teacher/Assistant Head Teacher:

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

The following checks should be made

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

FARM VISITS

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

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

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

Pupils should not;

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

RESIDENTIAL VISITS

Staff ratio should be at least 1 member of staff for every 10 pupils.

- The group should ideally have adjoining rooms with Supervisors' quarters next to the pupils rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance;
- There must be at least one teacher from each sex for mixed groups
- There must be separate male and female sleeping/bathroom facilities for pupils and adults
- The immediate accommodation should be exclusively for the groups use
- There should be appropriate and safe heating and ventilation
- The whole group should be aware of the layout of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors
- All staff employed at the centre should be checked on their suitability for working with young people
- Locks on doors should work in the groups rooms but appropriate access should be available to Supervisors at all times
- There should be drying facilities
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting
- There should be provision for children with special needs and for those who fall sick
- Balconies should be stable, windows secure, electrical connections safe
- Where possible pupils should not be lodged on ground floor rooms
- The fire alarm must be audible throughout the whole accommodation
- There should be recreational facilities for the group
- There should be an appropriate number of supervisors on duty during the night
- As soon as possible after arrival a fire drill should take place

Policy Adopted by Directors and Governors on: _____

Policy Last Reviewed on: _____

Policy Due for Review on: _____

Appendix 1- Educational Visit Form

| Proposal for Educational Visit | |
|--|-----------------------------|
| Venue | |
| Date & Duration | |
| Leader | |
| Year Group(s) | |
| No. of pupils & No. of staff | |
| Aim/purpose of visit | |
| Transport | |
| Cost | |
| Written RISK Assessment Necessary? Yes/ No | |
| Agreed by Head Teacher | Signature _____ Date: _____ |

Appendix 2

Health & Safety Executive Guidance

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