



## GATEHOUSE SCHOOL EDUCATIONAL VISITS POLICY

Pupils are encouraged to enjoy a wide range of extra-curricular activities at Gatehouse School. The safety of our pupils and staff is paramount and the school acknowledges that it has a legal duty of care to ensure to the best of its ability the health, safety and welfare of its staff and pupils.

### Role of the Educational Visits Coordinator

The Educational Visits Coordinator (EVC) is there to monitor and ensure that all school trips and events have been adequately planned; he or she is there to give practical guidance. Copies of all paperwork required to be completed, can be obtained from either the Teachers' Area or from the EVC direct. Copies of all paperwork should be given to the EVC, which will then be centrally filed. The file shall be kept by the Educational Visits Coordinator.

### Visit Approval

All off-site activities require approval from the Headmaster. For every educational visit there must be a group leader, whose responsibility is to plan and oversee the visit/event. Final approval will be conditional upon a satisfactory assessment of risk.

- Before any bookings can be made a Trips and Visits Approval Form should be completed and submitted to the Headmaster. Once approval has been given the booking can then be made.
- The costing of the trip should be approved by the Headmaster or the Bursar before parents are informed. Please refer to separate guidance document located in the Teachers' Area.
- After initial approval has been received a Risk Assessment Out of School Visits Form or a Sports Risk Assessment (for sporting events) must be completed and given to the Headmaster for final approval, the EVC must also receive a copy.

### Parental Consent

An information letter must be sent well in advance of the trip, giving details of the visit and of the cost. This will be added to the children's' end of term invoices. Permission for a child to go on the visit is covered by the parent contract which is signed upon joining. Separate permission must be sought if the visit costs more than £30.00 or is abroad. Regular games sessions etc. in school time are also covered by the parent contract. In the case of EYFS pupils, every outing off site must have written permission which must include an emergency contact number.

### Role of Group Leader

Every trip must have a member of staff who is nominated group leader. This person will have overall responsibility for:

- Undertake and complete the planning and preparation of the visit.
- Ensure that a comprehensive risk assessment has been completed prior to the visit and all policies and procedures are adhered too.
- Obtain the Headmaster's prior agreement before any visit can take place.
- Appoint a deputy;

- Clearly define each staff member/parent helper's role and responsibilities.
- Be aware of child protection issues.
- Ensure that adequate first-aid provision will be available. All groups must be accompanied by a qualified first aider.
- Ensure the ratio of staff/helpers to pupils is appropriate for the needs of the group and agree this with the EVC..
- 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 that emergency contact numbers and a copy of emergency procedures are available to all staff and helpers.
- Ensure that the group's staff and helpers have details of pupil's special educational or medical needs.

#### Medication and First Aid

If the visit involves the participation of Early Years Foundation Stage pupils then at least one of the accompanying staff must hold a current approved paediatric first aid certificate. The group leader must also prior to the trip obtain a list of persons with known medical needs from the school office. The school office manager is responsible for obtaining written consent for any medication that needs to be administered. No child will be allowed on the trip without their medication. The group leader should ensure that a first aid kit is taken on the visit; this can be obtained from the school office.

#### Emergency Contact

A mobile telephone must always be taken on school trips in case of an emergency and the school office informed of the number. A list of emergency contact numbers must also be taken, if you are going on a residential trip a list of emergency contact numbers for the parents/guardians of the pupils must be taken as well and parents should have a contact number so that the group leader can be contacted in the event of an emergency. This may be the group leader's personal mobile number or a school mobile number.

#### Transport

Transportation can be booked through the Bursar's office. The approved coach company's drivers will have been DBS checked when necessary and the vehicles have regular safety checks. All pupils and staff are expected to wear seat belts at all times. No member of staff can drive the school vehicle without completing a driver's form (obtainable from the Bursar) and having been given permission by the Bursar.

#### Adult Supervision

At all times an appropriate pupil to adult ratio must be maintained. This will vary according to the nature of the trip and the age of the pupils.

The following ratios should be used as a guide only; group leaders should assess the risks and consider a safe supervision level for their particular group.

EYFS	1 adult to every 4 pupils
Years 1 & 2	1 adult to every 8 pupils
Years 3-6	1 adult to every 10-15 pupils (1:8 for foreign trips)

On residential trips, if the group is of mixed gender, there must be at least one male and one female

member of staff attending.

#### Headcounts

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All group leaders should carry a list of pupils and adults involved in the visit at all times. Pupils should be easily identifiable but never wear name badges. The group leader should establish rendezvous points and tell pupils what to do if they are separated from the group. For further guidance please see our Missing Child Policy.

#### Uniform

Unless inappropriate full school uniform would normally be worn by pupils when out on a visit. If a trip requires different clothing or equipment parents must be notified in good time.

#### Emergency Procedures

If a pupil or member of staff is taken ill or has an accident, the group leader should:

- Seek medical help. - A nominated member of staff should accompany the person and stay with them until a parent or next of kin arrives.
- If the group leader accompanies the person, the deputy leader should take responsibility for the group.
- The school should be contacted and informed of what has happened immediately. The parent/guardian, next of kin will be contacted by either the school office or the Head. Contact between all parties should be maintained until the situation has been resolved.
- Contact with the media should be routed directly to the Head: staff and students must not communicate with the media or any third parties.
- A full report of the events should be written upon return to the school.

#### Delay in Return

The group leader must inform the school if there will be a delay in returning. The school office will then contact parents to warn them of a delay.

#### Equal Opportunities

Where reasonable adjustment can be made, pupils with learning difficulties and disabilities should be included, whilst maintaining the safety of the group. Any problems/limitations should be considered at the planning stage and where appropriate a separate risk assessment should be carried out for that individual. Special attention should also be made to supervision ratios and additional safety measures may need to be addressed. Each leader, for information, should hold summary sheets containing details of the pupil/s special needs. The group leader should also discuss with the parent/guardian of those children to ensure sufficient support is in place. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent or care assistant to accompany a particular pupil.

#### Behaviour

Each child is expected to follow the schools behaviour code, if they decline to follow instructions or put anyone's safety at risk, we reserve the right to send any pupil home early at their parent's expense in accordance with the parent contract.

#### Liability and Insurance

The school, group leader, members of staff and parent helpers all have a duty of care to ensure the safety of the pupils and party members on a school trip/visit. The school does have Employers' Liability

Insurance and Public Liability Insurance. Supplementary insurance must be taken out for any residential or overseas trips; this can be arranged via the Bursar's Office. The school's policy is not to allow pupils to be transported in any private vehicle. The school vehicles are available for transporting smaller groups but permission must be obtained from the Headmaster prior to use.

#### Risk Assessment

The group leader is responsible for carrying out a comprehensive risk assessment prior to the visit. Final approval from the Headmaster cannot be given until this has been completed. The risk assessment form can be obtained from either the EVC or from the school office. Once approval has been obtained a copy must be given to the EVC.

For many visits that regularly take place, such as museum visits or sports fixtures, generic risk assessments are in place. Trips within the immediate locality are covered by the One Off Consent Form.

All trips involving water or an overnight stay require a full risk assessment.

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 put 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?

Prior to completing the risk assessment a copy of the venue's own risk assessment should be obtained and considered.

#### Guidelines to Planning a Trip

No trip/visit or event can take place until approval has been received by the Headmaster and, unless within the locality of the school, a comprehensive risk assessment has been completed. The following guidelines should be followed when planning an excursion:

- Complete a Trips and Visits Approval Form.  
*Before any bookings can be made the Headmaster will need to approve the trip.*
- Once approval has been obtained:
  - Book the venue and arrange for payment to be made through the Bursar's office.
  - Notify the school office of the details of the trip.
  - Send a copy of the Trips and Visits Approval Form to the EVC Coordinator.
  - Book any transport required through the Bursar's office.
- If a residential or overseas trip is planned inform the Bursar's office to obtain supplementary insurance.
- An exploratory visit must be made for residential visit to check facilities, equipment and accommodation etc. Details of the venue's emergency procedures and evacuation routes should be sourced. In other cases, it is good practice that the group leader should undertake an exploratory visit.
- Complete risk assessment (Risk Assessment Out Of School Visits Form).

- Completed risk assessment should be submitted to the EVC for final approval, which will be countersigned by the Headmaster. The EVC will obtain a copy for the file.
- Information letter to be sent out to parents.
- Parent helpers' letter and guidelines to be sent.
- If any foreign currency is required, order from the Bursar's office at least 14 working days before the trip.
- Consult with the school office for information on pupils with known medical conditions or special needs
- List of emergency contact numbers and procedures to be prepared.

On the day of the trip the following items should be taken.

- If required, a completed risk assessment.
- Emergency procedures, list of pupils and staff along with emergency contact numbers
- A list of pupils with known medical conditions or special needs along with any medication required.
- Mobile phone.
- First Aid Kit.
- Packed lunches and snacks if required.
- Itinerary and any tickets, entrance fee money etc.

Policy Name	Educational Visits	Last update	May 2017
Status	Complies with ISI Handbook part 3, ISSR 11 and non statutory "Health and Safety Advice on Legal Duties and Powers for Las, Head Teachers and Governing Bodies"(DfE 2013)	Governors Review	Summer Term 2018
		Next Review	Summer Term 2019
Circulation	Governors / all staff. Parents on request		