



## 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 advise other staff members and, in particular, trip organisers to help 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 Headmistress. 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 Headmistress. Once approval has been given the booking can then be made.
- The costing of the trip should be approved by the Headmistress 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 Headmistress 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:

- Undertaking and completing the planning and preparation of the visit.
- Ensuring that a comprehensive risk assessment has been completed prior to the visit and all policies and procedures are adhered too.

- Ensuring that the Risk Assessment has been read and signed by all staff attending the trip.
- Obtaining the Headmistress's prior agreement before any visit can take place.
- Appointing a deputy.
- Clearly defining each staff member's role and responsibilities.
- Being aware of child protection issues and Safeguarding.
- Ensuring that adequate first-aid provision will be available. All groups must be accompanied by a qualified first aider, pediatric first aider for EYFS.
- Ensuring the ratio of staff/helpers to pupils is appropriate for the needs of the group. The EVC will advise on this.
- Having enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensuring that emergency contact numbers and a copy of emergency procedures are available to all staff and helpers. Parental consent forms are ideal for this.
- Staff having each other's contact details/mobile number
- Ensuring 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 pediatric first aid certificate. The group leader must also prior to the trip obtain a list of persons with known medical needs from the School Nurse. The School Nurse 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 Nurse.

#### 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 Premises Manager or Bursar's office. All pupils and staff are expected to wear seat belts at all times. No member of staff can drive a school vehicle without having been given permission by the Bursar, who will ensure that the individual has the necessary experience and holds an appropriate driving licence.

### 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. Advice must be sought from the EVC or the Head and, if necessary, the matter will be discussed by the School's 'H&S Works Committee'.

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 meeting 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, then he/she shall appoint a deputy leader, who must be a member of the teaching staff, and this person 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 pupils 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 and members of staff 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 Headmistress prior to use.

### Risk Assessment

The trip leader is responsible for carrying out a comprehensive risk assessment prior to the visit. Assistance or guidance may be sought from the EVC but the risk assessment will remain the responsibility of the trip leader. Final approval from the Headmistress cannot be given until this has been completed.

For many visits that regularly take place, such as museum visits or sports fixtures, generic risk assessments are in place.

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 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 Headmistress 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 Headmistress 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 Head.
  - 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 will usually be required for residential visit to ensure that the centre's facilities, accommodation and equipment are appropriate and to verify the risk assessment. Often, centres will provide the School with their own risk assessments which should be read through and checked by the trip leader to verify that they are thorough and appropriate. Where children will participate in high risk activities the trip leader must ensure that the centre only employs suitably qualified instructors. Evidence of this must be checked by the trip leader and a record of this must be appended to the school risk assessment. 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 Headmistress. 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 updated June 2019
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 2019
Next Review			Summer Term 2020
Circulation	Governors / all staff. Parents on request		