



Arnold Lodge School ***Policy Document for Trips and visits***

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aims:

Arnold Lodge aims to extend the educational, sporting and social experiences of pupils through trips and visits, in the local community, in other places in the UK and abroad. No child will be denied trips /visits on the grounds of disability or sickness.

Objectives:

To enable pupils to experience a range of opportunities not possible within the context of school, both day and residential.

To enable pupils to demonstrate the behaviour expected within the policy for discipline and behaviour

To plan and implement risk assessment on all external visits

To provide all supervisors with clear guidelines on potential risks, roles and responsibilities

To ensure that parents and caregivers are able to give an informed decision about whether their child accompanies the trip/visit

To inform pupils of the purposes and procedures of the trips/visits and the responsibilities that they have to maximise enjoyment and safety of others

To ensure that all trips and visits are financially sound

Strategies for implementation:

Staff will fully familiarise themselves with the DCSF guidelines on "Health and Safety of pupils on educational visits", found in the filing cabinet in the staff room.

- Responsibilities for visits, including pupil behaviour (*refer to chapter 1 HASPEV for full guidance*)

Staff must have gained approval from the Head two weeks in advance of the proposed trip and eight weeks in advance of residential visits

Staff will clarify dates, the availability of bookings for accommodation and transport prior to the risk assessment procedures.

Staff carrying out the risk assessment will record it, place the information in the file marked "TRIPS and VISITS" in the front office and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

The group leader and other supervisors will monitor the risks throughout the visit and take appropriate action as necessary and non-teacher adults will be clear about their roles and responsibilities during the visit.

The group leader or another teacher will be suitably competent to instruct the activities.

Staff and accompanying others will be familiar with safeguarding children policy and procedures.

Non teacher supervisors on the visit are appropriate people to supervise children.

Pupils will be thoroughly informed of behaviour expected, potential risks and strategies by which they can help minimise those risks in a variety of ways including discussion, booklets, meetings.

Parents will be able to make an informed decision on whether their child should go on the visit, based on up to date, accurate information presented to them in a variety of ways, including written form/meetings

- Planning visits (*refer to chapter 2 HASPEV for full guidance*)

Formal planning of the trips will take place before the trip takes place

Risk assessments will be made by the group leader and completed well in advance, with safety the prime consideration. These are given to the Principal or Senior Master for checking.

Every teacher / supervisor going on the trip should have a copy of the risk assessments and be familiar with them, understanding the measures they should take to avoid or reduce the risks.

Generic assessments should be available and re assessed on a regular basis

The group leader and other supervisors will monitor the risks throughout the visit and take appropriate action as necessary.

Checks will be made to ensure that tour operators and visit destinations have their own risk assessments and have appropriate safety measures in place

Wherever possible an exploratory visit by the relevant teacher or group leader will be made, at which point risk assessments can be made.

The group leader will take in to consideration the following factors when assessing the risks: the type of visit/ activity and the level at which it is being undertaken, the location, routes and modes of transport, the competence , experience and qualifications of staff, ratios and supervisory staff to pupils, the group members age, competence, fitness and temperament and the suitability of the activity, the special educational or medical needs of pupils, the quality and suitability of available equipment, seasonal conditions, weather and timing, emergence procedures, the need to monitor the risks throughout the visit and how to cope

when a pupil becomes unable or unwilling to continue. *(This is not an exhaustive list, please refer to guidance)*

Parents should be notified well in advance with clear financial information

The Bursar will be responsible for overseeing the financial arrangements.

First aid should form part of the risk assessment of the group leader.

Where possible a member of staff accompanying trips will be a first aider and all adults in the group will know how to contact the emergency services and the distance to the nearest hospital.

A suitably stocked first aid box, with a person to be in charge of first aid arrangements, will be taken

The minibuses owned by the school will carry a first aid kit.

- **Supervision** *(refer to chapter 3 HASPEV for full guidance)*

Supervision ratios should be considered according to guidance from document noted above, taking special note of the ratios for pupils with special and medical needs

The school will continue to maintain full vetting procedures and will include in this CRB checks to volunteers on overnight stays

Staff will undertake headcounts, especially before leaving any venue.

All supervisors should carry a list of adults and pupils at all times and a list of their medical needs and emergency contact details.

Pupils especially in years 1-3 should be easily identifiable but should not wear name badges

The group leader should establish rendezvous points and should ensure that pupils know what to do if they get separated from the group.

- **Preparing pupils** *(refer to chapter 4 HASPEV for full guidance)*

Pupils must understand the expected standards of behaviour and why rules must be followed.

Pupils should clearly understand what is expected of them and what the visit should entail.

Pupils should be told about potential dangers and how they should act to ensure their own safety and that of others.

Pupils whose behaviour is such that the group leader is concerned for their safety or that of others should be withdrawn from the activity and on residential visits the group leader should consider whether such pupils should be sent home early. Parent and pupils will be told in advance of the visit of the procedures for dealing with misbehaviour and how pupils will be returned home safely and who will meet the cost.

All pupils should be able to participate in activities, irrespective of special needs, ethnic origin, sex, religion etc.

For residential visits all group members will carry the address and telephone number of the accommodation in case an individual becomes separated.

If the group leader should not be available the pupils should be aware of who is responsible.

Group leaders should discuss pupils individual needs with parents and parents are asked to supply the information as listed in the HASPEV and found in the filing cabinet in the staff

room. All staff should be aware of the needs of individual pupils, any medical needs, and what to do in an emergency.

- **Communicating with parents** (*refer to chapter 5 HASPEV for full guidance*)

Parents should be informed in writing of any offsite trips and visits.

Before residential visits parents should be encouraged to attend a briefing meeting where written details of the proposed visit should be provided.

There will be alternative arrangements for parents who cannot attend or who have difficulty in communicating in English.

Parents will be made aware that staff will be acting in loco parentis during the trips and visits; and their permission will be sought for staff to give permission for emergency treatment if parents cannot be contacted.

Group leaders should obtain written consent for trips and visits. If only partial or non agreement to the trip is made by parents then this will be discussed with the group leader and the Principal and if possible arrangements made for the delivery of the curricular aims related to the trip. The consent request will include asking the parents to agree to pupil receiving emergency treatment .

Contact with parents should an emergency occur will be through the school and a telephone tree is in place for this purpose as well as informing parents of safe arrivals and departure times etc.

- **Planning transport** (*refer to chapter 6 HASPEV for full guidance*)

School minibuses undergo regular checks and hired vehicles are sourced from known and reputable companies.

The driver is responsible for the vehicle during the visit.

Seat belts will be worn in all mini buses and coaches and child seats and booster seats used when appropriate. The seats will face forward and seat constraints must comply with legal requirements.

Level of supervision will be considered as part of the risk assessment. The driver will not normally be considered as part of the supervision.

The place of exit doors, first aid and anti fire equipment will be known by the adults on the vehicle.

The Bursar will ensure that driving tests for staff, all documentation relating to the running of vehicles, insurance etc is up to date. S/he will check that there is documentation to support that, should a member of staff use their own vehicle for transportation, the vehicle is roadworthy; the driver is appropriately licensed, and has insurance cover for transporting the pupils.

The driver is responsible for ensuring that seat belts are used. Cars without seat belts should not be used. Parents who are using their cars to transport children should be aware of their legal responsibilities for the safety of the pupils. They should not be left alone with the children. Parents should be asked for their consent for their children to be transported in a private vehicle.

The minibus driver must be qualified to drive the minibus and will have a valid and clean driving licence.

- **Insurance** (refer to chapter 7 HASPEV for full guidance)

The group leader and Bursar will ensure well before the group departs that adequate insurance arrangements are in place.

- **Types of visits** (refer to chapter 8 HASPEV for full guidance)

The school enjoys a range of types of activities and trips outside school, including swimming at a local pool, field trips, adventure activities, social activities, visits to performing arts, sports activities, visits abroad, farm visits etc.

- **Visits abroad** (refer to chapter 9 HASPEV for full guidance)

Differences in legislation will be considered, including special documentation for minibuses taken abroad.

Close liaison will be established and maintained with our tour operators. Checks will be made to ascertain the reputation of the operators.

Due consideration will be given to staff pupil ratios, with a guidance of 1 – 10, with at least 2 of the teachers being adults. Mixed gender groups will have at least one male and one female teacher.

Cultural differences will be respected and information given to pupils prior to the visit, concerning such things as language, culture, food and drink, money, use of phones abroad, and what to do in an emergency.

Group leaders should find out about necessary vaccinations and ensure that all members of the group have them in good time.

For all visits full information of the trip will be retained by the school.

Procedures in the event of an emergency are to be taken on the trip by the group leader and copies be given and be known by all adults on the trip

- **Emergency procedures** (refer to chapter 10 HASPEV for full guidance)

The school has detailed contingency plans to enable a swift response to a possible emergency. Emergency packs are to be found in the school.

Teachers in charge of the visit have a duty of care to make sure that the pupils are safe and healthy. They have a common law duty to act as a reasonably prudent parent would, teachers 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 and everyone who needs to know of the incident.

A detailed report of the emergency situation is given after the event to the Principal and the Directors of the school .

Assessment:

The group leader will complete an evaluation form of the visit within 1 week of the visit

Resources:

Risk assessment packs – filing cabinet in the staff room

All trips and visits documentation filed in reception

Review of the policy:

A designated member of SMT will undertake the review of this policy annually

Reviewed January 2010