



# Bellevue Place

E D U C A T I O N T R U S T



## Educational Visits Policy

This Policy Applies to Kilburn Grange School and Early Years Setting

### **Associated Policies – First Aid, Health and Safety, Risk Assessment, Safeguarding, Critical Incidents, Curriculum and Behaviour**

The policy also draws on the ROSPA guidance, “Planning and Leading Visits and Adventurous Activities”, which may be consulted for further information: <http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

Signed:	
Chair of Trust Board:	Claire Delaney
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## Educational Visits Policy

This policy has due regard to the DfE Guidance, *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*.

It also draws on the previous guidance *Health and Safety of Pupils on Educational Visits* (HASPEV).

At Kilburn Grange School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informed environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to our pupils' development and education in the broadest sense of the word.

### 1. Basic Principles

#### Responsibility

- The Head bears ultimate responsibility in ensuring staff meet the arrangements and follow the guidelines in this policy. The Head will hold the role of nominated contact in the event of an emergency, the Deputy Headteacher will be the second nominated contact in the event of the Head being unavailable.
- The Educational Visits Co-ordinator/SLT are responsible for the review of this policy and ensuring that staff are aware of and follow its contents.
- Teachers who plan a day or residential visit are designated as the group leader and, as such, have responsibility to make sure the visit is properly organised.
- The group leader is responsible for completing a full risk assessment of the trip. This must be approved by Educational Visits Co-ordinator/SLT before the trip can go ahead.
- Kilburn Grange School *Behaviour Policy* applies to all pupils on off-site visits. The group leader is responsible for good behaviour on all visits.
- The group leader (designated by the Head) will be responsible for co-ordinating and delegating tasks to all staff participating in the visit and sharing with them the details of the risk assessment.
- Staff accompanying children on visits will have appropriately designated responsibilities and a clear itinerary of events.
- The group leader will complete a visit evaluation form after the visit, reporting back to the Head/SLT any problems/issues and particular successes. This evaluation must include an assessment of the effectiveness of the Risk Assessment, in order to inform future visits.

#### Health and safety

- Safety is the prime consideration when planning or carrying out a school trip; all appropriate health & safety and child protection procedures must be followed.
- All risks will be assessed and reported prior to the event and any possible measures towards safety and welfare undertaken.
- Staffing will adhere to recommended supervisor: child ratios (see *Educational Visits Procedure Checklist* for details). The group leader will consider whether the nature of the activities requires the normal ratios to be exceeded.
- The staffing of every off-site visit must include an adult who has an appropriate first aid qualification. In the case of an off-site visit involving pupils in the EYFS, at least one accompanying adult will hold a current full paediatric first aid qualification.
- Appropriate first aid provision will be available at all stages of the trip.
- Teachers, assistants and volunteers accompanying school trips will be suitably record checked and appropriately trained in procedures.
- All transport arrangement and venues will be checked for suitability and safety beforehand.
- Risk assessments will be completed and approved for all aspects of the trip. At an age appropriate level, pupils should be involved in the assessment and management of the risks for the trips in which they are involved.

## **Educational Value**

- For curricular visits, a clear aim and objective must be identified by the group leader and clearly communicated to the other accompanying adults and, as appropriate, the pupils.
- Visits are not taken in isolation. Pupils are well prepared for the visit and, subsequently, put the experience to good effect as a stimulus for work in class.

## **Parents and information**

- At the start of each academic year, or on a child's registration at the school, parents are asked to sign a consent form for their child to participate in off-site activities such as visits to local sports amenities, churches and for sports fixtures against other schools. Such events do not then require further parental consent, but are otherwise regulated by this policy. However, parents are entitled information about where their children are during the school day. Therefore, information about an off-site visit should be available to parents, for example in the school calendar, on the website, in a newsletter or in a specific information letter about the trip.
- The exceptions to the procedure for parental consent, above, are when;
  - The trip is planned to extend beyond the normal start or end of the school day
  - The trip involves an overnight stay, overseas travel or any additional level of risk management
  - An additional charge is made to parents in relation to the cost of the trip
- Parents will be notified of the details of such school visits in advance and permission for any school trip must be received from parents/guardians in writing prior to the visit date. For trips which require a higher level of risk management, parents must be told where the children will be and of any extra safety measures required.
- Parents will be told specifically if a day visit is planned to involve a return to school after the end of the normal school day. If a trip is planned to return before the end of the school day but is subject to delays, the group leader will contact the Head or school office, who will pass on information to parents via parent text and/or email.
- Parents will be required to notify the trip leader of their child's special or medical needs, dietary requirements and of any other considerations affecting the welfare and safety the child and of staff and other pupils.
- Parents are also asked to sign a consent form for emergency medical treatment as part of the admissions process.
- For residential visits and trips overseas, the school will hold an information meeting for parents and pupils at the early stages of planning. An information meeting may be held for other visits as appropriate.
- Pupils' emergency contact details, medical information and any other relevant information will be collected prior to the visit. This information will be taken on the visit.
- Costs for visits will be calculated in advance, in line with the school's budget
- Parents will be notified of the cost of the trip well in advance where this is not absorbed by the school. All trips must be paid for prior to departure. Kilburn Grange School will not make profit on any curricular-based visits.

## **2. Procedures for Organising an Educational Visit**

### **General Information**

Early planning is essential for any visit. Plans for residential visits and overseas trips are formulated well in advance. All off-site visits and activities must be approved by the Head, who is kept fully informed throughout the planning stages. Residential visits and trips overseas must be authorised by the Proprietor, who must be kept informed of progress in planning to facilitate continued approval. Activities of an outdoor pursuit or adventure nature must be within the ability of the children participating and the accompanying staff.

It is advisable to refer to the DFEE Guidance on Health and Safety of Pupils on Educational Visits to support in ensuring all aspects of any trip or visit is carefully planned and undertaken.

### **Preliminary Planning**

An outline plan is presented to the SLT for approval prior to more detailed plans being made. Once outline permission has been granted and any particular conditions set, one or more meetings of the proposed staff involved

will be held to formalise the administration and organisation of the visit. The Risk assessment is discussed and specific duties, and the names of the pupils for whom each person is responsible, are identified if necessary. Discussions will take place with SLT about any other school events or trips which may be occurring at a similar time in order to establish a balance.

Once the trip is approved, parents will normally be informed and provided with as much information as is appropriate. Greater detail will be expected for trips overseas or involving overnight stays. Preparing for such trips will include an information meeting for parents.

The provision of information to parents will normally include the following, as appropriate:

- Information about accommodation
- Itinerary
- Emergency Contacts/Medical Forms
- Staffing/Grouping Details
- Personal Items/luggage and passport/visa requirements
- Insurance Details
- Finance Arrangements
- Spending Money
- Information about the coach company and any other transport arrangements

### **Insurance**

- The EVC/SLT will liaise with the Office Manager to check that insurance cover for all children and adults involved in visits is appropriate. Extra insurance cover may be needed for residential visits, trips abroad and any activities of a hazardous nature. If insurance cover is not provided by the commercial centre or Tour Company, it is arranged by the Office Manager/SLT and added to the cost of the visit. All parties are provided with precise details of the insurance policy, so that there is no doubt about the cover and, in particular, what eventualities fall outside such cover. In the event the EVC/SLT and Office Manager are unsure if a trip is covered by normal school insurance provision, they should contact the Finance Team at Bellevue Place Education Trust to establish if this is the case. (NB Insurance provided to the Trust currently excludes Overseas Travel – which will include winter sports; and Cultural Assets cover – which will include a free evaluation service as part of the RPA).

### **Preliminary Visit**

Except in the case of repeated visits, an exploratory visit by the group leader or another designated member of the accompanying staff is usually made. In the case of repeat visits, the group leader should contact the venue(s) to establish that there have been no significant changes to the premises or arrangements, which may affect the organisation of the visit.

A preliminary visit should establish at first hand:

- that the venue is suitable
- toilet and lunch facilities are checked
- that the venue can cater for the needs of pupils and staff
- appropriate groupings for this visit
- an assessment of potential areas and levels of risk, completing Risk Assessment with details being given to the head teacher. This will incorporate any risk assessment provided by the venue/tour operator
- familiarity with the area before taking the children
- consider whether a guide is necessary and if so how will all of the children access the information
- consider wet weather alternatives
- information concerning staff qualifications, if not already known
- suitable checking of staff at the venue to ensure that they are suitable to work with children.

The list above is based on the ROSPA guidance “Planning and Leading Visits and Adventurous Activities”.

In certain circumstances, for example when all the activities are run by the centre’s own staff, to whom the risks and area are well known, a preliminary visit is not always necessary. Nevertheless, a visit may be needed to establish such matters as a safe place for a picnic lunch, the safe use of toilet facilities, distances to walk from car parks etc.

If it is not possible to make a preliminary visit, every endeavour must be made to acquire information about the accommodation and the area, before the visit.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, a member of staff inspects the facilities and accommodation and any areas where there might be dangers or potential hazards. Where necessary, risk assessments are then reassessed.

**Adult: child ratios for excursions**

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. Responsibility lies with the Head to judge whether appropriate factors have been taken into account and ratios calculated accordingly. The group leader will liaise with SLT to ensure that the adult:pupil ratios for the visit are appropriate. These will take account of:

- Appropriate legislation, including statutory ratios for EYFS
- The ages, gender and ability of the children involved
- The number of pupils involved
- Pupils’ special or medical needs
- Pupils’ previous experiences of being away from school/home and of the activities involved
- The degree of responsibility and discipline shown by the group
- The type of visit and whether the nature of the activity and/or the pupils involved require the ratio to be exceeded.
- The level of risk
- The location and travel arrangements
- The session time and day
- The experience, training and quality of the staff and other adults available (e.g. if swimming is involved should one of the adults in attendance be a qualified lifesaver?).
- Requirements of the organisation or location to be visited
- The availability of a qualified First Aider
- The past experience of organising visits of the same or similar nature

If the pupils have special educational needs, there should be a higher staff/adult to pupil ratio as an extremely high level of care and wider safety margins are necessary.

Normal minimum guidelines, as a starting point to take into consideration the bulleted list above are in the table below.

**EYFS minimum requirements and basic guidelines for other age groups**

<b>Ages</b>	<b>Ratios</b>	<b>Notes</b>
Children under 2	1 adult:3 children	refer to EYFS framework for associated qualifications requirements
2 to 3 year olds	1 adult:4 children	
3 to 4 year olds	1 adult:6-8 children	refer to EYFS framework for associated qualifications requirements This is the minimum requirement if the children are not with a qualified teacher. Nevertheless, given the age of the children, it is likely that a risk assessment would determine a stronger ratio for an off-site visit.
Reception	1 adult:6-8 children	
Year 1	1 adult:6-8 children	
Years 2-3	1 adult:8-10 children	
Years 4-6	1 adult:10-15 children	
Year 7 and above	1 adult:15-20 children	
Trips abroad	1 adult:8 children	Unless a stronger ratio is determined by the age groups above

In normal circumstances, all adults accompanying a visit will have enhanced DBS clearance. If an adult does not have such clearance, his or her participation must be approved by the Headteacher following a risk assessment. In such situations, the group leader must make necessary arrangements so that the adult does not have any unsupervised access to the children. In all trips involving an overnight stay all adults must have enhanced DBS clearance. An

overnight stay is defined as extending into the hours between 2am and 6am. Any adult on a trip with EYFS children who does not have enhanced clearance must not be unsupervised with the children and must not engage in personal care.

For visits which involve children working with staff at another venue or organisation, the group leader must obtain written confirmation from the organisation that it has undertaken all appropriate checks on its staff and that they are appropriately qualified and suitable to work with children. The centre may make a statement to this effect in its publicity materials.

When planning an activity involving caving, climbing, trekking, skiing or water sports, the group leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

On trips involving both boys and girls, the staff must include both men and women. The Headteacher has the discretion to waive this requirement in the case of the youngest pupils, depending on the nature of the trip. Staffing must be appropriate, in terms of ratios and qualifications, to cope with any child on the trip with special or individual medical needs.

The group leader should liaise with the SLT/Headteacher to discuss cover arrangements back at school as necessary for all adults involved in the visit; classes to be covered in the absence of staff, work set, duties needing cover etc.

### **Financial Arrangements**

Records of all payments by individual pupils are kept by the leader and Office Manager. At the Office Manager's discretion, residential visit payments may be made in stages. All payments should be made by cheque or bank transfer. Payment by the school in advance for trip costs will be made by the Office Manager. For payments and other sundry expenses during the visit, including, if appropriate, issuing of pocket money, the group leader should make appropriate arrangements with the Office Manager. Similarly, the group leader should liaise with the Office Manager when foreign currency is required. The group leader must ensure maximum security for money, passports and other valuable documents before and throughout the visit.

### **Calculating Costs**

Factors to be taken into account in calculating the cost of the trip include:

- travel, transport and parking
- entrance fees for staff and pupils
- hire of equipment (for activities)
- insurance
- preliminary visits
- extra staffing and supply cover at school
- meals
- materials
- rewards, incentives, prizes for pupils' work, conduct etc.
- spending money
- contingency fund

### **Further Liaison with Parents**

Except for routine off-site activities with a low level of risk, such as waling to the church for a carol service rehearsal, or a weekly trip to local sports facilities, it is imperative that parents are given full and complete written details regarding the organisation and administration of a visit. This will normally include:

- activities and venues
- specialist equipment and/or clothing necessary for activities
- packed meal requirements
- teachers/leaders, their experience and expertise when required
- total costs and methods for payment
- insurance cover, including medical cover and exemptions

- passport requirements, if any

A signed parental medical consent form is obtained for each participating pupil, agreeing to emergency treatment and medication to be given if needed and for staff to act in loco parentis, as part of our admissions policies.

### **Pupil Behaviour and Supervision**

Pupils should be well prepared for the visit. They must understand behaviour expectations and rules to be followed ahead of leaving. The group leader has responsibility for the good conduct of pupils on the trip. All accompanying adults have a duty of care. Teachers should be briefed that they are in loco parentis at all times on the visit and thus are legally responsible for the well-being and safety of the children and also for their behaviour, which should be impeccable at all times.

Children should never be on their own, but always remain in a group, and must be supervised by an adult at all times. Groups and their leaders should be decided in advance and well publicised.

If children are walking it is important to ensure that there is clear agreement for the safety arrangements when crossing roads. Two adults must be available to stop traffic if there are no lights or crossing available. A teacher should be in charge of crossing the children over the road and children should be told to wait at any appropriate point until all the children have crossed safely.

On residential visits, close supervision of the pupils in the hostel, centre or hotel during the night must be maintained. Adults' rooms must be located in close proximity to the children's rooms. Staff should be allocated "on call" responsibilities on a rota basis and those adults should refrain from the consumption of alcohol in order to be able to perform their duties properly in the case of an emergency.

### **Homestays and host families**

The school may make arrangements for children to stay with host families, either in the UK or abroad, for example, as part of an exchange visit or sports tour. Such activities can benefit learning across a range of subjects. In particular, foreign visits can enrich the languages curriculum and provide exciting opportunities for pupils to develop their confidence and expertise in the use of other languages. In such circumstances, the school must be mindful of its duty to safeguard children and promote their welfare. The school must consider how best to minimise the risk of harm to children involved in such a homestay arrangement. KCSIE 2018 notes that, where a school organises for children to stay in homestays, the adults taking responsibility for hosting the children will be in regulated activity and the school has a responsibility, as provider, to undertake DBS checks with barred list information. This applies both to the school's own pupils for whom it arranges homestays and also to visiting pupils on an exchange, for example, hosted by the school's own parents. If the homestay is organised by the child's parents, this would be a private arrangement and the school is not the regulated activity provider, so does not need to conduct DBS checks. The school is free to make its own assessment as to whether other persons over 16 living in the household where the child is being hosted should be checked.

It is not possible for the school to obtain criminality information from the DBS about adults who provide homestays abroad. In these circumstances, the school must liaise with the partner school abroad to establish a shared understanding of, and agreement to the arrangements in place for the visit. The staff responsible must use professional judgement to satisfy themselves that arrangements are sufficient to safeguard effectively every child involved. The school is free to decide whether it is necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK.

For further information, refer to Annex E of KCSIE 2018.

### **Risk Assessments**

The school's arrangements for risk assessments on off-site visits are as follows:

For the peace of mind of all staff involved, and that of the school management, trips and visits will only be approved after an assessment of the risks involved has been carried out.

Risk assessment is the normal day to day activity which we undertake without conscious effort, such as crossing roads, driving etc. The risk assessment forms enable the group leader to apply the same thought processes to the trip being planned. What is required is an understanding of the potential risks involved and the actions required to minimise those risks. Completing the forms will better enable the school to safeguard the children, thus giving the group leader peace of mind. If you, as group leader, feel unsure about anything, please ask. Training is provided to staff who organise visits, both at induction and subsequently, often initially in a “mentoring” capacity, to enable them to prepare effective risk assessments for the trips they organise.

The group leader will prepare written risk assessments for individual visits and activities. The given proforma, and the bank of risk assessments for repeated activities (travelling by public transport, crossing the road, escorting children along a footpath at a roadside etc.) are available from the school office should help group leaders to consider the ‘risk factor and plan contingency measures to prevent or deal with such eventualities. (Where necessary, staff training will be provided). Staff should also refer to the school’s risk assessment policy.

Final authorisation for each visit will be made by SLT in conjunction with the Headteacher and only then if she is satisfied that an adequate risk assessment has been carried out.

In order that the safety of pupils and staff can be as thorough as possible, staff must adhere to the Educational Visit Approval Form to support the appropriate planning and health and safety of the trip). The Form can be found in Annex A.

It is the responsibility of the group leader to check that all the consent forms and medical details for each child have been successfully collected by the deadline. It is the responsibility of the Headteacher/SLT to give final consent to the trip going ahead after reading the Risk Assessment.

If there are any worries or uncertainties, the group leader should always ask the Headteacher, SLT or Office Manager for help.

### **Information and final arrangements**

Final details of the visit, including the final version of the risk assessment, must be submitted to SLT for approval two weeks before the visit. This information will be retained for future reference. The group leader holds the same information for the duration of the visit and checks immediately prior to departure for any late changes, for example due to pupil illness or absence. Such changes are noted and an amended copy submitted to the Headteacher. As a minimum, the information should include details of:

- itinerary
- contact points
- pupils’ and staff emergency contacts for trips out of school hours
- contact information for staff while on the trip
- copies of medical information
- specific information about any children with individual special or medical needs, including their medical plans as appropriate
- copies of any insurance documents, contracts, etc.
- emergency procedures, including the school’s critical incident policy
- risk assessments

### **Withdrawal from Off Site Educational Visits**

Withdrawing children from off-site educational visits is used when behaviour is causing significant disruption to others’ learning or there is a break down in trust. If it is deemed that a child poses a risk to the safety to themselves or others and there is a history of this in school, on some occasions, subject to availability, a trained member of staff

may be allocated 1:1 to a pupil. If there is not capacity for this the school may request that a parent or relative accompanies the child. **If there is no member of staff or parent to accompany the child and the school believes that the child poses a risk to the safety of themselves or others, the senior leadership team reserves the right to withdraw the child from the educational visit and provide them with a suitable, alternative activity at the school.**

### **Special Educational Needs & Disability**

The SENDCo/Headteacher and SLT will ensure that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits. This will usually entail discussion with the pupil, parents, group leader and other supervisors, the manager of the venue to be visited, the tour operator etc.

It may be necessary to have additional safety measures for children with special educational needs and all staff supervising should be aware of these measures.

### **Ongoing Risk Assessments and Reassessments**

The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the site specific risk assessments and take account of local expertise on: e.g. tides, potential for flooding etc. They are not usually recorded until after the visit and should be reviewed to inform future planning. Examples of the need for ongoing risk assessment:

- Changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc. Control measures may include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day
- Emergencies. Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all the group are safe and looked after; establishing whether anyone has been hurt and getting immediate medical attention for them; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if a teacher accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact in the school
- Group leaders are always in charge. They should trust their own knowledge of pupils and use their own professional judgement. This may include challenging an activity leader where the group leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous

### **3. Water Based Activities and Farm Visits**

All water based activities **MUST** be agreed with SLT. Local Authority or other relevant guidance on the use of swimming or wading pools should be followed.

Great care should be taken on any visits to farms. Refer to page 33 of DFEE Guidance on Health and Safety of Pupils on Educational Visits.

### **4. On Departure and During the Visit**

#### **Communication**

The group leader must take a working mobile phone (usually a school mobile phone) and must ensure that the school has all the necessary contact information for each stage of the trip.

In advance of the trip, pupils should be given clear safety instructions based upon the nature of the activities and the associated risks.

#### **First Aid**

All accompanying adults must be familiar with the school's first aid and medication policy, a copy of which should be included in the group leader's information file.

On departure the group leader must collect the First Aid kit(s) for school visits from the Office Manager. This must

be returned to the Office Manager after the visit together with details of any items used.

The group leader must also ensure that any special medical equipment or medication to meet individual pupil needs, such as inhalers, Epi-pens, etc, are taken on the trip. Where specialist knowledge or training is required for the administration of medication, the staffing of the trip must ensure that this expertise is available.

The regulations for the reporting of accidents (RIDDOR) apply to educational visits and can be found in the school's first aid and medication policy. Other accidents which may occur, but which fall short of the threshold for RIDDOR reporting, must be reported and recorded in accordance with the school's normal procedures.

When the trip involves the use of a venue which provides first aid facilities, the group leader must ensure that all adults are aware of the arrangements and the location of first aid points.

In the event of a minor incident

- organise first aid treatment so that a member of staff stays with the pupil
- call for help if necessary
- see that the remainder of the group is safe
- telephone the nominated school contact number

## **Transport**

It is the school's policy that only coaches with seat belts are booked. Vehicles used should comply with the current requirements on seat belts. All seats should be forward facing and seat restraints should comply with legal requirements. Occasionally a trip may be organised to a country where legislation does not require coaches to be fitted with seatbelts and such a coach may not be available. In such circumstances the group leader must endeavour to book a coach fitted with seat belts and must do everything possible to ensure the safety of staff and pupils. Parents must be made aware of such circumstances.

## **Supervision on Transport**

- At least two members of staff should supervise the pupils getting on and off the coach – one on the coach and one by the steps.
- A roll call must be taken at regular intervals, including each occasion when pupils embark and disembark.
- Pupils should not sit on the first two seats facing the front window or next to the emergency exit.
- Staff should sit at intervals spaced through the coach to ensure proper supervision
- All pupils must be settled before setting off and must wear their seat belts throughout the journey, unless told to remove them in an emergency.
- The group leader should delegate an adult to check for lost property and litter when the group leaves the coach.

At least one qualified teacher should be on each coach or minibus and have a mobile phone with them.

## **Other Transport:**

- If school staff use their own cars to transport children they must have appropriate car insurance. Staff concerned must liaise with the Office Manager to establish whether such transportation is covered by the school's or their own insurance. If the latter, documentary proof must be provided to the Office Manager. Specific written permission must be obtained from parents. Other than in exceptional circumstances, a teacher should never use his or her own car to transport a single pupil. Any staff use of their own cars must be consistent with the safeguarding policy and, in particular, the staff code of conduct.
- If parents are transporting children, their cars should be fully insured; relevant legislation relating to pupils sitting in the front and the use of booster seats must be followed. Seatbelts must be worn. Specific written permission must be obtained from parents and documentary proof of insurance must be provided to the Office Manager.
- Parents should be fully informed of the time and place to collect the children.

- A staff mobile phone should be taken to the event in case of emergency.
- It is the responsibility of the group leader to look after pupils not collected after a visit. The pupils must not be left unsupervised and appropriate efforts should be made to contact parents if no information has been received about their late arrival. Reference should be made to the school's policy for the failure of a parent to collect a child.
- For transport by other means (train, ferry, aeroplane etc.) detailed risk assessments must be included in the overall risk assessment for the trip.
- Further information and a link to the DfE guidance on requirements for driving minibuses can be found in the health and safety policy

## **Emergencies**

Despite the best planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising the rest of the group, leaders should contact the appropriate emergency/rescue service immediately. The Headteacher and SLT should be contacted as soon as possible.

## **Emergency Procedures**

If an accident or other emergency occurs, the group leader or supervisor should do the following:

1. Assess the situation.
2. Safeguard the uninjured members of the group.
3. If there are injuries, establish immediately the names of the injured people and the extent of their injuries.
4. Attend to the casualty/ies, liaising with the group's trained first aider.
5. Inform the emergency services, and everyone who needs to know, about the accident.
6. Follow the school's first aid and medication policy as appropriate including, when possible, the procedures for recording the accident and contacting parents.
7. Notify the police if necessary.
8. Share the problem; advise all other group staff that the accident/emergency procedure is in operation. Make sure every member of the group is accounted for.
9. Ensure that the injured are accompanied to hospital, preferably by an adult whom they know.
10. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together.
11. Inform Headteacher and SLT and pass on all the details, including names of casualties, their injuries, action taken and names of others involved. If abroad, contact the British Embassy/Consulate, if advisable.
12. Notify insurers, especially if medical assistance is required.
13. Notify tour operator.
14. Ascertain telephone number for future calls.
15. As soon as possible, write down accurately relevant facts and witness details.
16. Preserve any vital evidence.
17. Keep a written account of subsequent events, times and contacts after the incident.
18. Complete accident forms.
19. No one in the group should speak to the media. All media enquiries should be politely referred to the Headteacher.
20. No one in the group should discuss legal liabilities with other parties.
21. As soon as possible, liaise with the school's appointed lead first aider to fulfil the school's legal requirements in relation to reporting of accidents (RIDDOR).
22. Refer also to the Critical Incident Policy, which should be included in the documentation taken on the trip.

## **4. After the Visit**

After the visit the group leader must complete a visit evaluation form, which is submitted to the Headteacher and SLT. The views of other adults accompanying the visit should be taken into account. This should identify any area for improvement, including the guidance on organising trips, and should also highlight the successes of the trip.

The risk assessment for the visit should be reviewed to enable any necessary improvements to be made for future visits. Where relevant, the experience of the trip should be used to improve the school's bank of generic risk assessments.

It is expected that the majority of trips are organised to stimulate and motivate pupils in aspects of the curriculum. Follow-up classwork should therefore be undertaken.

It may also be appropriate to organise an assembly or a meeting for parents after the trip enabling the pupils to share their experiences and their follow-up work and for photography and video footage to be displayed.

END

## Appendix A – Educational Visit Approval Form

<b>Kilburn Grange School</b> <b>Educational Visit (off school site)/Visitor or Workshop (on school site) Approval Form</b>	
Due to the GDPR, please ensure you do not give out children’s names to any visitors or people running workshops in advance unless you have permission from parents (i.e. trip permission slip). Overnight educational visits will require at least 3 months of planning prior to the visit.	
Educational Visits (off school site)	Educational Visitors or Workshops (on school site)
<b>Stage 1 (to be completed at least 3 weeks prior to visit/visitor)</b>	
Date (this is the date this form is given to SLT):	
Teacher(s) completing this form:  Place to be visited (name, address and phone number):  Proposed date(s) and times:  Departure for visit:  Return from visit:	Teacher(s) completing this form:  Proposed visitor/workshop:  Proposed date(s) and times:  Start of visitor’s session/workshop:  End of visitor’s session/workshop:  <b>*Visitor to be informed to arrive at least 20 minutes prior to start of session to allow for setting up etc.</b>
Check the strategic calendar to ensure this visit does not clash with any other school events.  Date this check took place:	
Pre-visit arrangements (Please give details of when it took place and who conducted it):	Where in the school will this take place? Has phonics, lunchtime, playtimes, assembly and P.E. sessions been taken into account? If there are any changes, please explain below. Please ensure all relevant staff are informed.
Educational Aims (also to be included in letter sent to parents/carers or promoted in newsletter): 1.	
Classes involved:  Total number of pupils:	
What is the adult to child ratio?  Total number of adults required including parents*:  Number of school staff (including adults required as 1:1 support):  Number of parents/carers:  Number of pupils that will require 1:1 support including pupils with SEND, medical needs and behavioural difficulties:  <i>*If going on a high risk activity, check that the company has appropriate licence.</i> <i>**If the visit is overnight, then all adults including parent helpers must be DBS checked. Parents must be chosen at this stage in order to allow for the DBS check to be processed.</i>	The person organising the visitor/workshop should conduct these vetting procedures for <b>all</b> formal and informal visitors/workshops to school: 1) Conduct an internet search to check for links with inappropriate organisations or the expression of extremist views which would indicate that it would be inappropriate to address pupils at school. 2) Notify visitors that any presentations such as a PowerPoint or planning must be emailed to the organiser to be screened prior to visit. 3) Ask visitors if they have an enhanced DBS clearance. If they do, they must email to you/office manager so that the office manager can check it. They must also bring it with them to school on the day of the visit. 4) Visitors to confirm that they can provide identification (e.g. company identification card) to verify the visitor’s connection with the organisation when they arrive at school to deliver session. This includes fire service, police, charity etc. 5) Visitors conducting sessions have public liability

	insurance. <b>*Visitors (even if they have a DBS clearance) must always be accompanied during the delivery of the session/workshop. A teacher will be present during the entire session and will be prepared to intervene, should the content stray from agreed expectations.</b>
Mode of transport:	Ensure that the visitor is aware that school has no parking facilities.
Provisional cost per child for visit: Provisional cost per child for transport: Total estimated cost per child: Provisional cost per adult for visit:	Cost of workshop: Cost of travel expenses: Cost of parking expenses: Total cost:
<b>Your visit/visitor has been approved. Date has been added to strategic calendar. Please proceed with booking this visit/visitor/workshop. SLT signature:</b>	
<b>Stage 2 (to be completed at least 2 weeks prior to visit/visitor)</b>	
1) Risk assessment completed including individual risk assessments and sent to SLT including intended route to take via walking and/or public transport. 2) Check if additional insurance will be required for this visit and inform office manager to purchase if needed. 3) Alert office manager to book TFL tickets (if travelling by public transport). This must be done at least <b>14</b> working days prior to educational visit.	Visitor is asked for presentations such as a PowerPoint or planning to be emailed to you and you read content to ensure it is appropriate for pupils. Depending on workshop (e.g. science, physical education, dance), visitor is asked to provide any risk assessment measures that will need to be considered for session and if a risk assessment is available from the company.
Letter checked by SLT and sent out to parents/carers including asking for permission (of not local visit) and parent/carer helpers. Letter includes key information such as purpose of visit, leave and return time, how pupils will get to visit, whether lunch/drinks/snacks will be provided or needs to be brought in, if school uniform or P.E. kit uniform is required, sun hat/sun cream/wellies required, if pupils are expected to return to school by home time and cost. Ensure letter has a deadline (1 week prior to visit) when it needs to be completed/returned, as well as when parents/carers will be notified if they are selected to accompany the class.	Risk assessment completed (if required) and sent to Educational Visits Lead. All science and physical education (including dance) workshops require a risk assessment. Some design and technology workshops (e.g. woodcutting, cooking) will require a risk assessment, as well.
	Letter (or added to newsletter) send out to parents/carers if they are able to participate in this workshop/visit after you have read the content of their planning and/or PowerPoint.
1) Chef informed of lunch provision and all dietary/allergy requirements for free school lunches (all children in EYFS and KS1, only FSM pupils in KS2). 2) If chef cannot prepare a packed lunch for any dietary/allergy requirement, parent informed to bring packed lunch that day. 3) Parent reminded about healthy packed lunch requirements. 4) Ensure snack is ordered.	Timetable of visit (should be shared with all staff going and placed on noticeboard in staff room): •
Detail any day to day timetable arrangements/cover implications that will need to be made for this visit (e.g. no phonics):  Are all relevant staff involved informed? Has this timetable been shared with relevant staff and placed on communication board in staff room?	Detail any day to day timetable arrangements that will need to be made for this visitor/workshop (e.g. no phonics, 2 <sup>nd</sup> floor hall out of use for day):  Are all relevant staff involved informed?
<b>Risk assessment has been approved. Please share with all relevant staff involved in the visit. SLT signature: OR Risk assessment needs further consideration on:</b>	

<b>Stage 3 (to be completed 1 week prior to visit/visitor)</b>	
<ul style="list-style-type: none"> <li>• Visit organiser ensures all parents have signed consent forms. Parent helpers are informed that they will be accompanying class. Parent are reminded to bring their own lunch but it must be healthy (see packed lunch leaflet). Parents are informed to arrive at least 20 minutes prior to visit to ensure they are briefed. Parents must read the volunteer policy and sign the volunteer agreement.</li> <li>• Inform chef of exact numbers for packed lunches for pupils and adults (for teaching staff only), including any dietary requirements.</li> <li>• Visit organiser also plans who will brief parents/carers and if cover required for their class whilst this occurs.</li> <li>• Visit organiser updates the risk assessment.</li> </ul>	<ol style="list-style-type: none"> <li>1) Safeguarding and external provider's leaflets sent out to visitor/company and office to manager to ensure they have read them upon arrival to school.</li> <li>2) Visitors reminded to bring enhanced DBS clearance (if they have one) with them to school on the day of the visit.</li> <li>3) Visitors reminded to bring identification (e.g. company identification card) with them to school on the day of the visit to verify the visitor's connection with the organisation. This includes fire service, police, charity etc.</li> <li>4) Risk assessment is sent to visitor/company.</li> </ol>
Educational visit key information completed (including groupings of pupils) and shared with all staff that are attending educational visit. Risk assessment shared with all staff that are attending educational visit.	Risk assessment shared with all staff participating in workshops/visitor's session.
<b>Stage 4 (to be completed 1 day prior to visit/visitor)</b>	
Teaching assistants and/or first aiders organise all things needed for the educational visit that are listed on key information visit information including snack. Ensure that things are carefully organised so that it is easy and quick to find them when needed, but also that bags are not overfilled. Spread the weight around so that no single adult must carry a heavy bag.	<p>If parents/carers have been invited to participate in this workshop/visit, a reminder is sent out.</p> <p>Any resources required for session (e.g. amp, C Touch, P.E. equipment) is organised and left in room/hall or office manager informed what and when it will be required for site supervisor to set up.</p>
Check in with chef that all is set for visit. Parents of pupils who require a packed lunch from home are reminded to bring this in the next day.	Pupils prepared for visitor and/or workshop. They are briefed about being caring/respectful to visitors. They are reminded about rules/safety instructions.
Pupils reminded about rules and safety instructions for visit. Pupils informed about who their partner will be.	
<b>Stage 5 (to be completed on day of visit/visitor)</b>	
Packed lunches are packed. Ensure that lunches for pupils/teaching staff with dietary requirements have their names on them.	<p>Office manager ensures:</p> <ul style="list-style-type: none"> <li>• enhanced DBS is checked if visitor has one</li> <li>• visitor has read safeguarding /external providers leaflets and risk assessment</li> <li>• identification (e.g. company identification card) is checked and verifies the visitor's connection with the organisation. This includes fire service, police, charity etc.</li> <li>• visitor is notified of fire points, fire evacuation procedures and assembly points</li> <li>• visitor is shown where toilets/staff room is and introduced to organiser</li> </ul>
Ensure pupils are dressed appropriately and have coat, cap etc.	
Parents/carers provided with key information/risk assessment and briefed.	
School mobile is taken with visit organiser. All bags including first aid kits and medicines and packed lunches are taken.	
<b>Stage 6 (to be completed on day of visit/visitor)</b>	
Complete evaluation review on the last page of the risk assessment and send to Educational Visitor Co-ordinator.	Complete evaluation review on the last page of the risk assessment or on its own and send to Educational Visitor Co-ordinator.

## Appendix B – Educational Visit/Visitor Risk Assessment Form

<b>Kilburn Grange School</b> <b>Risk Assessment for Non-Residential Visits and On site Workshops</b>			
Name of visit organiser:		School phone number: 0207 504 0547 School mobile phone number: 0776 496 9802	
Location of visit:		Venue contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No Venue visited: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Educational aims of visit: •			
Date and times of visit:			
How will children reach location? •		Directions to the venue: •	
Programme of visit (including description of activities): •			
Date risk assessment prepared:		Date risk assessment checked: Risk assessment checked by:	
Year Group Going on Visit:		Age of Pupils:	
Number of children:		Male:	Female:
Number of Staff (including volunteers) Accompanying Visit:		Adult / Pupil ratio for this visit:	
First aiders Accompanying Visit:			
Names of pupils with special educational needs, behavioural needs or medical needs and allergies:			
<u>SEND (list if 1:1 required and who it will be):</u>		<u>Allergies:</u>	
<u>Medical (including pupils who are not allowed emergency medical treatment):</u>		<u>Behavioural Support (list if 1:1 required and who it will be):</u>	
Staffing	Teachers	Teaching Assistants/ First aiders	Parents/Carers Helpers
Male:			
Female:			
Additional Information/Requirement (e.g. staff training prior to the visit, details of any hazardous activity):			
<b>Costs and financial arrangements</b>			
Cost of facilities			
Cost of transport, including adults			
Total cost (paid by school)			
Price per pupil			
Price per adult			

Significant Hazards- travelling	Severity of risk	Likelihood of risk	RAG Rating	People at risk from identified hazard	Existing controls for hazard
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Significant Hazards- at venue	Severity of risk	Likelihood of risk	RAG Rating	People at risk from identified hazard	Existing controls for hazard
					•

### Emergency Procedures

If an accident or other emergency occurs, the group leader or supervisor should do the following:

1. Assess the situation.
2. Safeguard the uninjured members of the group.
3. If there are injuries, establish immediately the names of the injured people and the extent of their injuries.
4. Attend to the casualty/ies, liaising with the group's trained first aider.
5. Inform the emergency services, and everyone who needs to know, about the accident.
6. Follow the school's first aid and medication policy as appropriate including, when possible, the procedures for recording the accident and contacting parents.
7. Notify the police if necessary.
8. Share the problem; advise all other group staff that the accident/emergency procedure is in operation. Make sure every member of the group is accounted for.
9. Ensure that the injured are accompanied to hospital, preferably by an adult whom they know.
10. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together.
11. Inform Headteacher and SLT and pass on all the details, including names of casualties, their injuries, action taken and names of others involved. If abroad, contact the British Embassy/Consulate, if advisable.
12. Notify insurers, especially if medical assistance is required.
13. Notify tour operator.
14. Ascertain telephone number for future calls.
15. As soon as possible, write down accurately relevant facts and witness details.
16. Preserve any vital evidence.
17. Keep a written account of subsequent events, times and contacts after the incident.
18. Complete accident forms.
19. No one in the group should speak to the media. All media enquiries should be politely referred to the Headteacher.
20. No one in the group should discuss legal liabilities with other parties.
21. As soon as possible, liaise with the school's appointed lead first aider to fulfil the school's legal requirements in relation to reporting of accidents (RIDDOR).
22. Refer also to the Critical Incident Policy, which should be included in the documentation taken on the trip.

END