

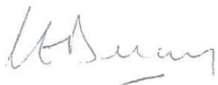


## Educational Visits Policy

This Policy Applies to Kilburn Grange School and Early Years Setting

**Associated Policies – First Aid, Health and Safety, Risk Assessment, Safeguarding, Business Continuity Plan, 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.rospace.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

Signed:	
Chair of BPET Board:	Claire Delaney
Approved:	1 September 2022
Renewal period	3 Years
Review Date:	September 2025

## Contents

1. Basic Principles.....	3
Responsibility .....	3
Health and safety .....	3
Educational Value .....	4
Parents and information .....	4
2. Procedures for Organising an Educational Visit.....	4
General Information .....	4
Preliminary Planning .....	4
Insurance.....	5
Preliminary Visit .....	5
Staffing .....	<b>Error! Bookmark not defined.</b>
Financial Arrangements .....	6
Calculating Costs .....	7
Further Liaison with Parents .....	7
Pupil Behaviour and Supervision .....	7
Risk Assessments .....	8
Information and final arrangements.....	9
Special Educational Needs & Disability.....	10
Ongoing Risk Assessments and Reassessments.....	10
3. Water Based Activities and Farm Visits.....	9
4. On Departure and During the Visit .....	10
Communication.....	9
First Aid .....	11
Transport.....	11
Emergencies.....	11
4. After the Visit .....	13
Appendixes:	
Check List for Educational Visits .....	14
School Trips Risk Assessment Form .....	18

## 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 Headteacher bears ultimate responsibility in ensuring staff meet the arrangements and follow the guidelines in this policy. The Headteacher 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 school is obliged to appoint an Educational Visits Co-ordinator (EVC). The EVC is Ms Shelina Begum. She is 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 the Headteacher/Educational Visits Co-ordinator before the trip can go ahead.
- The *Behaviour Policy* applies to all pupils on off-site visits. The group leader and accompanying staff are responsible for good behaviour on all visits.
- The group leader (designated by the Headteacher) 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 Headteacher 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**

- Upon a child's registration at the school, parents are informed that written parental consent will not be requested for the majority of off-site activities offered by the school as such activities are part of the school's curriculum and usually take place during the normal school day. However, parents are informed that the school will ask for consent for any residential trips that take place outside of school hours such as adventure activities and off-site sporting fixtures. 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 Headteacher or school office, who will pass on information to parents.
- 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 upon the child's registration at the school.
- 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 Headteacher, 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 DFE 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 Headteacher 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 the Headteacher 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 Headteacher 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/ Headteacher 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/Headteacher and Office Manager are unsure if a trip is covered by normal school insurance provision, they should contact the Finance Team at BPET to establish if this is the case. (NB Insurance provided to the BPET 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**

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 the Headteacher/EVC 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.

The list above is based on the ROSPA guidance "Planning and Leading Visits and Adventurous Activities"

### Adult: child ratios for excursions

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

Ages	Ratios	Notes
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
Reception	1 adult:6-8 children	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.
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 EVC/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 Office Manager/Administration Team. At the Office Manager's discretion, residential visit payments may be made in stages. All payments should be made by the school's preferred payment system. 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.

Request for refunds for activities will be considered on an individual basis and may be rejected if the school unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head Teacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of a pupil's breach of the school's behaviour policy.

## 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

In calculating the cost of an optional extra an amount **will** be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

## Cancellations

Parent contributions should be received a minimum of 3 weeks prior to the trip. Where less than 90% of the contributions are made, schools should consider cancelling the trip. Before doing this the Office Manager should ensure the cancellation policy is understood for the trip as a cut-off date for cancellation may need to align with the provider's cancellation policy. Parents and teachers must be made aware of the possibility of cancellations and the process for refunding. Where a trip is cancelled the school will liaise to agree a refund or rebook the trip. If the trip is refunded the refund will be passed back to parents. Where the host organisation is not able to provide a refund, parents will not receive a refund.

## Further Liaison with Parents

Except for routine off-site activities with a low level of risk, such as prayer 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 must be obtained for each participating pupil, agreeing to emergency treatment and medication to be given if needed and for staff to act in loco parentis, in the event that the parent/carer didn't provide this permission upon the child's registration at the school.

### **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 2022.



## 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 the Educational Visits Co-ordinator in conjunction with the Headteacher and only then if s/he 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, the following time scales must be adhered to (ensure the Checklist at the end of this policy is completed to support the appropriate planning and health and safety of the trip)

**At least 1 week prior to the trip;** Risk Assessments, including those from the place to be visited, handed to Educational Visits Coordinator with a completed Off Site Visits Form, list of pupils involved, details of any particular requirements for pupils with special or medical needs, parental consent forms and all letters sent to parents. This will form part of the information file detailed under "information and final arrangements" below.

In the event of consent forms not being returned by the specified time, the pupil will not be allowed to travel.

**At least 3 full days before the trip;** The risk assessments and forms noted above, having been checked and signed by the Educational Visits Coordinator should be copied for the staff on the trip and the school office.

In the case of residential visits and trips taking place outside term time, these should also be copied to the nominated contact at school (if this is not the Headteacher). Staff on the trip (excluding the Leader who should be in possession of them all) need only the consent forms of the children in their care for the trip.

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 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 or Educational Visits Coordinator for help.

## Information and final arrangements

Final details of the visit, including the final version of the risk assessment, must be submitted to the Educational Visits Coordinator for approval at least one week 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
- contact information for staff while on the trip
- copies/lists of Parental Medical Consent Forms
- 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 business continuity plan
- risk assessments

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

The SENDCo/Headteacher and Educational Visits Coordinator 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 BPET 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 the EVC. 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 Educational Visits Coordinator 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 Educational Visits Coordinator 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 Business Continuity Plan, which should be included in the documentation taken on the trip.

## **Overnight sleeping arrangements**

Sleeping arrangements are agreed to ensure the safety and comfort of pupils. Schools endeavour to have biological

male staff supervise the sleeping arrangements of pupils who are biological boys, and have biological female staff to supervise the sleeping arrangements of biological female pupils. Where a pupil identifies as a gender which does not match their biology, the school must aim to ensure the comfort of the individual and other pupils. E.g. It may be appropriate to provide the pupil with private sleeping arrangements.

#### **4. After the Visit**

After the visit the group leader must complete a visit evaluation form, which is submitted to the Headteacher and Educational Visits Coordinator. 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 – Approval Form/Check List for Educational Visit & Visitor

<b>Kilburn Grange School</b> <b>Educational Visit (off school site)/Visitor or Workshop (on school site) Approval Form</b>	
<i>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. permission slip). Overnight educational visits will require at least 3 months of planning prior to the visit.</i>	
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>	
Name of visit organiser(s) completing this form:  Place to be visited (name, address and phone number):  Proposed date(s) and times:  Departure for visit:  Return from visit:	Name of visit organiser(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>
Pre-visit arrangements to consider when visiting the venue: <ul style="list-style-type: none"> <li>Suitability of venue</li> <li>See toilet and lunch facilities</li> <li>Consider wet weather alternatives</li> <li>Health and safety issues</li> <li>Groupings for visit</li> <li>Whether a guide is necessary</li> <li>Whether children will be working with staff at this venue (If so, 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)</li> </ul> When did it take place and who conducted it?	Where in the school will this take place? Has lunchtime, playtimes, assembly and P.E. lessons been taken into account? If there are any changes required, please explain below. Please ensure all relevant staff are informed and the information is on the strategic calendar.
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:	The person organising the visitor/workshop should conduct these vetting procedures for <b>all</b> formal and informal visitors/workshops to school: <ol style="list-style-type: none"> <li>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.</li> <li>Notify visitors that any presentations such as a PowerPoint or planning must be emailed to the organiser to be screened prior to visit.</li> <li>Ask visitors if they have an enhanced DBS clearance. If they do, they must email to you/office manager so</li> </ol>

<p><i>*If going on a high risk activity, check that the company has appropriate licence.</i></p> <p><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></p>	<p>that the office manager can check it. They must also bring it with them to school on the day of the visit.</p> <p>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.</p> <p>5) Visitors conducting sessions have public liability insurance. Ask to see it.</p> <p><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></p>
Mode of transport(s): Underground train	Ensure that the visitor is aware that school has no parking facilities and make them aware of transport links and nearby car parks.
<p>Cost of facilities:</p> <p>Cost of transport (including adults):</p> <p>Price per pupil:</p>	<p>Cost of workshop:</p> <p>Cost of travel expenses:</p> <p>Cost of parking expenses:</p> <p>Total cost:</p>
Check the strategic calendar to ensure this visit does not clash with any other school events. Add event to the calendar with timings as TBC.	
<p><b>EVC's/Headteacher's signature:</b> _____ <b>Date:</b> _____</p> <p><b>Event on the strategic calendar will now be in red to show that stage 1 has been completed.</b></p>	
<b>Stage 2 (to be completed at least 2 weeks prior to visit/visitor)</b>	
<p>1) Risk assessment completed including consideration for pupils with SEND sent to EVC including intended route to take via walking and/or public transport including a Plan B alternative.</p> <p>2) Check if additional insurance will be required for this visit and inform office manager to purchase if needed.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Check with visitor or company for payment arrangements and ensure this is sorted.</li> <li>• Parents are informed about voluntary contributions.</li> </ul>
Letter checked by EVC/Headteacher and sent out to parents/carers including asking for permission 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, insurance information, key staff accompanying the visit, cost and any other relevant information (e.g. spending money needed). 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 EVC/Headteacher. 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.
<p>1) Chef informed of lunch provision, including the number of lunches to prepare for pupils and staff (be sure to order a few spares) and all dietary/allergy requirements for packed lunch.</p> <p>2) If chef cannot prepare a packed lunch for any dietary/allergy requirement, parent informed to bring packed lunch that day.</p>	<p>Timetable of visit (should be shared with all staff involved):</p> <ul style="list-style-type: none"> <li>•</li> </ul>

3) Parent reminded about healthy packed lunch requirements. 4) Ensure snack is ordered.	
Detail any day to day timetable arrangements/cover implications that will need to be made for this visit (e.g. cover needed for playtime):  Are all relevant staff involved informed?	
<b>EVC's/Headteacher's signature:</b> <b>Event on the strategic calendar will now be in orange to show that stage 2 has been completed.</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, if required.</li><li>Parent helpers are informed that they will be accompanying class. <u>Please ensure SLT approves parents selected for visit.</u> Always choose a reserve parent in case of let-downs. Parents are informed to arrive at least 20 minutes prior to visit to ensure they are briefed. Parents are asked to come into read, complete and sign the Educational Visit Agreement.</li><li>Parents are reminded to bring their own lunch but it must be healthy (see packed lunch leaflet).</li><li>Visit organiser updates the risk assessment with final groupings.</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>
The risk assessment and educational visit information is shared with the EVC and all staff that are accompanying educational visit to ensure they understand their role and responsibilities.	Risk assessment and any other key information shared with all staff participating in workshops/visitor's session.
<b>EVC's/Headteacher's signature:</b> <b>Event on the strategic calendar will now be in green to show that stage 3 has been completed.</b>	
<b>Reminders for the day before of visit/visitor</b>	
<ul style="list-style-type: none"><li>Teaching assistants and/or first aiders organise all things needed for the educational visit including first aid kits, sick bags, hand gel, emergency medication and medical posters/plans for individual children, tissues/napkins, plastic bags, high visibility jackets, a couple of sets of spare clothes, wipes, snack and ipad.</li><li>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.</li><li>Visit organiser reminds the school office to prepare emergency contact information for all pupils, staff and parents accompanying the visit.</li><li>Visit organiser reminds parents about the visit via email or Class Dojo.</li></ul>	<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>
Parents of pupils who are bringing a packed lunch from home are reminded to bring this in the next day, including parent volunteers.	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/group will be.	
<b>Reminders for the day of visit/visitor</b>	



Children are reminded of groupings, partner, key adults and rules.	<p>Office manager ensures:</p> <ul style="list-style-type: none"> <li>enhanced DBS is checked if visitor has one</li> <li>if a red lanyard is given to the visitor because they don't have a DBS, both the visitor and staff member who organised the visitor must understand that the visitor can't be left on their own</li> <li>visitor has read safeguarding /external providers leaflets</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>
Packed lunches are packed. Ensure that lunches for pupils/teaching staff with dietary requirements have their names on them.	
Ensure pupils are dressed appropriately and have coat, cap etc. All children are wearing a high visibility jacket.	
Parents/carers provided with risk assessment/groupings and briefed. This includes any children with medical needs and allergies. If parent/carer supporting a pupil with SEND/behaviour, this information should be explained.	
School mobile is taken with visit organiser. The visit organiser has access to sufficient funds in case of an emergency. All bags including first aid kits and medicines and packed lunches are taken.	
If there is going to be a delay in returning, please contact the school (ensure an indication of the return time is provided if there is a delay so the school can contact parents at the earliest possible point)	
Any accidents/incidents including behaviour issues must be reported to the Headteacher/SLT upon return to school.	
<b>Stage 4 (to be completed after visit/visitor)</b>	
Please complete the following sections in as much detail as possible following the visit/visitor/workshop. Include any information that would be helpful for future trips.	
Were any hazards not accounted for?	
What changes need to be made for any future trips/visits?	
Any additional information:	

## **Appendix B - School Trip Risk Assessment Form**

<b>Kilburn Grange School</b> <b>Risk Assessment for Non-Residential Visits and On-site Workshops</b>																	
<i>Risk assessments must be shared with all adults involved in activity including parents and should be discussed with children prior to the visit.</i>																	
<b>Name of visit organiser(s):</b>		<b>School phone number:</b> 0207 504 0547 <b>School mobile phone number:</b>		<b>Date of visit:</b>		<b>Insurance cover:</b>											
<b>Place to be visited (name and address):</b>		<b>Contact point at venue if parent/staff member gets separated:</b>		<b>Safety location in case of terrorist attack (for Central London visits only):</b>													
<b>How will we reach the location?</b> <b>Directions to the venue:</b>		<b>Directions back to school:</b>		<b>Plan B if taking public transport:</b>													
<b>Programme of visit (including description of activities):</b> •				<b>Year Groups/Class(es) Going on Visit:</b>		<b>Number of children:</b> <b>Female:</b> <b>Male:</b>											
<b>Adult /pupil ratio for this visit:</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">Year Group:</th> <th style="text-align: left; padding: 2px;">Minimum Ratios Required:</th> </tr> <tr> <td style="padding: 2px;">Reception/Year 1</td> <td style="padding: 2px;">1 adult: 6-8 children</td> </tr> <tr> <td style="padding: 2px;">Years 2-3</td> <td style="padding: 2px;">1 adult: 8-10 children</td> </tr> <tr> <td style="padding: 2px;">Years 4-6</td> <td style="padding: 2px;">1 adult: 10-15 children</td> </tr> </table>		Year Group:	Minimum Ratios Required:	Reception/Year 1	1 adult: 6-8 children	Years 2-3	1 adult: 8-10 children	Years 4-6	1 adult: 10-15 children	<b>Staffing</b>		<b>Teachers</b>		<b>TAs/LSAs</b>	
Year Group:	Minimum Ratios Required:																
Reception/Year 1	1 adult: 6-8 children																
Years 2-3	1 adult: 8-10 children																
Years 4-6	1 adult: 10-15 children																
		<b>Parents/Carers Helpers</b>															
<b>Number of adults accompanying visit:</b>		<b>Male:</b>															
<b>First aider(s) accompanying visit:</b>		<b>Female:</b>															
<b><u>Names of pupils on SEND Register who require 1:1/small group support (specify which):</u></b>		<b><u>Names of pupils with allergies/dietary requirements:</u></b>		<b><u>Names of pupils with medical plans (including pupils who are not allowed emergency medical treatment):</u></b>		<b><u>Names of pupil who require behavioural support (list if 1:1 required):</u></b>											
•		•		•		•											
<b>Groupings for the visit</b>																	
X Class Group leader: Ms X		Allocated Adult		X Class Group leader: Mr X		Allocated Adult											
Add names of pupils here		Class teacher		Add names of pupils here		Class teacher											
Add names of pupils here		TA		Add names of pupils here		TA											

Add names of pupils here	LSA	Add names of pupils here	Parent 1
Add names of pupils here	Parent 1	Add names of pupils here	Parent 2

Significant Hazards List What could cause harm?	Who might be harmed? e.g. staff, children, certain groups	Likelihood of Harm Remote, Very Unlikely, Unlikely, Possible, Very Likely	Control Measures How will the risk be minimised?	Residual Risk After controls are implemented, (Remote to Very Likely scale)
(eg. Crossing the road)	(children/adult)	(Likely)	<ul style="list-style-type: none"> <li>(eg) 2 adults control traffic flow standing in middle of road at either side of children in front of oncoming cars</li> <li>Hand of adult raised to indicate to drivers to stop and wait</li> <li>Children given clear and precise instruction regarding where to stop on other side of road (ensuring there is adequate space for all children to assemble)</li> </ul>	(Very unlikely)

#### 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.
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 Business Continuity Plan, which should be included in the documentation taken on the trip.