



Health & Safety on Educational Visits

# CAPELLA HOUSE SCHOOL

## Health & Safety on Educational Visits

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## Health & Safety on Educational Visits

### **PURPOSE**

The purpose of this policy is to provide guidance on all educational visits that take place outside of school premises and those outside the classroom while remaining on the school premises. This includes any member of staff taking an individual child, group of children, whole class to a co-located school visit, walk around the local community or residential visits of several days' duration. Educational trips and visits make a valuable contribution to the education of our pupils and offer opportunities to enrich the curriculum.

**This policy should be read in conjunction with the DfE guidance Health and Safety on Educational Visits (Nov 2018)**

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Safe practice is of paramount importance, guidance, procedures and clearly defined responsibilities will help to ensure the safety of all involved. See Category A and B Educational Visits Procedure Flow Chart.

The Headteacher must approve any visit application and the Visit Leader must share the Risk Assessment, Final Details and Parent Letter with the Educational Visits Coordinator (EVC) before any visit can take place.

### **EDUCATIONAL VISITS COORDINATOR**

The Educational Visits Coordinator will liaise with the local authority or academy trust outdoor education advisers regarding advice and training needs. The coordinator works with the local outdoor education adviser supporting staff in schools to assess and manage risks.

The coordinator should:

- be an experienced visits leader
- have the status to be able to guide the working practices of other staff
- be confident in assessing the ability of other staff to lead visits
- be confident in assessing outside activity providers
- be able to advise headteachers and governors when they're approving trips
- have access to training, advice and guidance

The headteacher has this duty if there is no coordinator.



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### **PARENTAL PERMISSION**

For any off-site visit, parental permission must be obtained, and no pupil should leave the school premises without their parents' permission no matter how short the trip.

For routine visits which involve no more than an everyday level of risk, the school can request one off parental permission at the start of each academic year. This includes visits in the local community, shopping and college visits. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom and are covered by a school's current policies and procedures. Parents will need to complete the Pupil Information & Consent Form.

For regular individual or group sessions, teachers must seek parental permission for pupils to attend the link at the start of academic year or prior to the ink starting. All the relevant information must be given to parents including the name of the host school/college; name of staff members accompanying; method of transport; time, dates and duration of the link.

For pupils who have a work experience placement, parental permission must be sought as above.

### **PLANNING VISITS**

A pre-visit to the proposed venue is highly recommended and is essential for residential visits. Category A Educational Visits require permission 8 weeks before the visit and Category B require permission 3 weeks before.

Any payment requested from parents must reflect the Trust's Charging and Remissions Policy.

Parents must be informed in writing of any visit proposals and information sent to them must include details of the mode of transport.

A Risk Assessment form must be completed and handed to the Educational Visits Co-ordinator (EVC) for approval at least 7 weeks in advance of the Category A proposed visit and at least 2 weeks before a Category B proposed visit. The Visit Leader must make clear on the form what arrangements for administration of medication have been made and what plans for coping with moving and handling issues have been made.



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For some pupils, alternative arrangements for the implementation of a behaviour support plan may need to be made. Any changes must have the agreement of class teacher, parents and Headteacher.

## EMERGENCY PROCEDURES

- Staff must always take at least one mobile phone and a first aid kit.
- In the event of an emergency, a member of staff must contact Headteacher or designated responsible Senior Leader.
- For visits scheduled to return after the end of the normal school day, the Headteacher or Assistant Headteacher will remain at school until the group returns.

## ROLES AND RESPONSIBILITIES

The **Visit Leader** (usually the class teacher) should have overall responsibility for the supervision and conduct of staff and pupils during the visit. The Visit Leader is also responsible for the health and safety of the group and risk assessment during the visit.

Whatever the length or nature of the visit, regular head-counting should take place. The Visit Leader should establish rendezvous points and tell staff what to do if they become separated from the main group.

**Other Staff** must do their best to ensure the health and safety of everyone in the group. This includes following the instructions of the Visit Leader, and consider stopping the visit or activity, notifying the Visit Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Capella House School welcomes **Volunteers**, however, to offer help voluntarily does not negate legal responsibilities. Volunteers must never be left in charge of pupils. Volunteers must agree to follow the instructions of the Visit Leader and always do their best to ensure the health and safety of everyone in the group.

Whilst the school recognises the value of the DfE guidance which recommends staff are not alone with pupils wherever possible, to fulfil many curricular opportunities e.g. links, college, work experience, it will be necessary for adults to work individually with pupils at times.

The **Local Authority (LA)** are responsible for approving Category A Visits which include overseas, residential and adventurous activities and for giving advice to Educational



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Visits Co-ordinators. The LA also ensure relevant risk assessments are completed and give access to appropriate training.

**Governors** support the coordination of educational visits and trips and are aware of visits and their educational objective. They ensure all risks have been explored and ensure safety procedures are in place.

The Educational Visits Co-ordinator is responsible for approving risk assessments, including liaising with the LA where appropriate. The Headteacher or Assistant Headteacher ensures that arrangements are in place for the educational objectives and that all staff are aware of LA guidance and emergency procedure in case of a major incident.

## **RESIDENTIAL EDUCATIONAL VISITS**

### **Before**

In conjunction with the Headteacher and Senior Leadership Team:

- Make a provisional booking
- Agree costings (including rent, insurance, catering, activities and see Charging and Remissions Policy)
- Seek parental permission
- Apply to Governors for their approval
- Check insurance and take out additional cover where necessary (e.g. for personal effects)
- Agree staffing
- Appoint a Visit Leader
- Appoint the First Aider with responsibility for medication and drugs.

Arrange a Parents' meeting to

- give details of the visit
- share information regarding sleep arrangements and personal care needs
- issue parents with Medical Forms for completion
- discuss pocket money, if appropriate.

Meet with all visit staff to

- agree arrangements, e.g. groupings, activities, rotas for cooking\chores, shopping requirements
- check and discuss pupil medical needs (liaise with School Nurse as necessary)
- check personal care and behaviour support plans.



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Circulate to Headteacher and all staff accompanying the visit

- Final Details including contact phone numbers of all staff and pupils on the visit
- emergency out-of-hours contact numbers for Headteacher and allocated members of SLT and Governor(s).

Send proposed itinerary to parents and give details of how parents can receive information

- that the group has arrived safely
- on how the visit is going
- as to the estimated time of arrival back to school.

## During

- Pupils must always be supervised.
- Some pupils may need supervision at night. A rota may be a good idea if one pupil has a poor sleep pattern
- The driver(s) should have a good night's sleep
- Keep a record of all expenditure, including receipts
- Keep medical records up to date according to school's medicines policy
- Phone school on arrival and email or phone at some point each day
- Always risk assess the Health & Safety aspects of any activity
- Staff are entitled to a reasonable amount of free time
- Smoking in the presence of pupils is not permitted.
- The consumption of Alcohol in the presence of pupils is not permitted.

## After

- Finalise accounts. Return any unspent money to parents
- Write a brief account of the journey for parents, article for school newsletter, create a display within school
- Hold a debrief session with visit staff and feedback main points to SLT for future visit consideration.

Category A and B Educational Visits Procedure Flow Chart.

Other policies within this portfolio:

Child Protection - Safeguarding Children and Vulnerable Adults

Medicines

Personal Care

Behaviour & Safety



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