



School Visits Policy

DETAILS OF POLICY

Original policy created by:	Andy Coates
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Persons responsible for audit review of policy:	Whole staff group

SCHOOL VISIT POLICY

Why have school trips?

We believe that pupils can derive considerable educational benefit from taking part in trips. They have the opportunity to undergo experiences not available in the classroom; visits help to develop a pupil's investigative skills and also encourage greater independence. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development.

Planning Visits

It is essential that formal planning take place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The proprietor/teacher and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

Before booking a visit the group leader should obtain written or documentary assurance that the operator has assessed the risks and have appropriate safety measures in place.

The group leader/trip organiser should take the following factors into consideration:

- They type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratio of teachers to pupils.
- The group members' fitness, competence and temperament and the suitability of the activity.
- The special educational or medical needs of pupils.
- The quality and suitability of available equipment.
- Seasonal conditions.
- Emergency procedures.
- How to cope when a pupil becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit. Other considerations which should form part of the planning stage include:
 - Communication arrangements.
 - Supervision ratios.
 - Contingency measures for enforced change of plan or late return.
 - Information to parents.

- Preparing pupils.
- Emergency arrangements.
- Arrangements for sending pupils home early.

Financial Planning

The group leader should ensure that parents have early written information about the cost of the trip. Parents should be given enough time to prepare financially for the trip and reminded that contributions are wholly voluntary.

First Aid

At the SwitchED2 at least 3 staff members are qualified first aiders and ensure that an adequate first aid box is taken on all trips.

We seek to ensure that the minimum first-aid provision for a visit is:

- A suitably stocked first-aid box.
- At least one qualified first aider is with the group. Other considerations we take into account at the SwitchED2 when considering first-aid includes:
 - The numbers in the group and the nature of the activity.
 - The time of year the visit is scheduled to take place.
 - The distance and route to the nearest hospital.

Supervision Responsibilities

At SwitchED2 we seek to understand our roles and responsibilities at all times. In particular, all teachers/TA's are to be aware of any pupils who may require closer supervision.

It is often likely that because of our small student numbers, the ratio would be 2 or a maximum of 3 students to 1 adult and therefore close supervision is maintained at all times.

- The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.
- For the protection of both teachers and adults, all teachers should ensure that they are not alone with a pupil wherever possible.
- If SwitchED2 is leading an adventure activity, such as canoeing, we will ensure the instructor is suitably competent to lead or instruct pupils in the activity. Competences should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists.

Preparing Pupils

Pupils who are involved in a trip's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school trip. Pupils should clearly understand what is expected of

them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

Participation

We seek to ensure that the pupils are capable of undertaking the proposed activity. They should not be coerced into activities of which they have a genuine fear.

Pupils whose behaviour is such that the teacher in charge is concerned for their safety, or for that of others, will be withdrawn from the activity temporarily. We would then consider for repeated behaviours whether such a pupil should be sent home early. Parents and pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

Information to Pupils

At SwitchED2 we will decide how information is provided, but will ensure that children understand key safety information.

Pupils should understand:

- The aims and objectives of the visit/activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- What standard of behaviour is expected from pupils.
- Appropriate and inappropriate personal and social conduct.
- Who is responsible for the group.
- What to do if approached by anyone from outside the group.
- Rendezvous procedures.
- What to do if separated from the group.

Due to the nature of our provision, SwitchED2 does not participate in residential visits.

Transport and Pupils

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for transport in a safe place.
- Do not rush towards the transport when it arrives.
- Wear your seatbelt and stay seated whilst travelling on transport.

- Never tamper with any of the vehicle's equipment or driving controls.
- Bags must not block aisles or cause obstructions.
- Never attempt to get on or off the moving transport.
- Never lean out of or throw things from the window of the transport.
- Never kneel or stand on seats.
- Never disturb or distract the driver.
- If you feel unwell, tell a member of staff.

Pupils with Special Educational and Medical Needs

At SwitchED2 every effort is made to include pupils with special educational or medical needs. Special attention is given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

The following factors need to be taken into consideration:

- Is the pupil capable of taking part in and benefitting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

At SwitchED2 we will discuss the visit with the parents and pupils with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

Pupils with Medical Needs.

All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular child.

Parents should be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP name, address and telephone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.

- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.

All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary. If teachers are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the

Supervision on Transport

The group leader is responsible for the party at all times, including maintaining good discipline. All group members should be made aware of the position of any emergency doors and first aid and anti-fire equipment on the transport. Factors that the group leader should consider when planning supervision on transport should include:

Safety when crossing roads – pupils need to know how to observe the safety rules set out in the Highway Code and the Green Cross Code. The group leader should make clear to pupils how much or little freedom they have to 'roam'. Appropriate supervision and discipline should be maintained at all times.

Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods. Responsibility for checking that seat belts are worn. Any travel sickness tablets should only be administered to a pupil with previous authorisation from the parents.

Private Cars

The school has access to 4 vehicles and staff should whenever possible, use these. If it is necessary to use drive pupils in our own cars, we ensure that our passengers' safety is paramount and that we have appropriate licence and insurance cover for carrying the pupils.

The driver is responsible for making sure that pupils have a seat belt and use it at all times.

Insurance

The group leader must ensure, well before the group departs, that adequate insurance agreements are in place.

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.

Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an accident happens, the priorities are to:

- Assess the situation.

- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who needs to know of the incident.

Who Will Take Charge in an Emergency?

The group leader would usually take charge and would need to ensure that emergency procedures are in place and that back-up cover is arranged. The group leader should liaise with the representative of the tour operator.

Pre-arranged school/home contact – The school contacts main responsibility is to link the group with the school and the parents and to provide assistance as necessary.

All those involved in the school visit, including teachers, pupils and parents, should be informed of who will take charge in an emergency and what they are expected to do in an emergency.

Emergency Procedures Framework during the Visit

If an emergency occurs on a school visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform the school contact.
- Details of the incident to pass on to the school should include: nature, date and time of the incident, location of the incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).
- Notify insurers, especially if medical assistance is required (this may be done via the school contact).
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.

- No one in the group should discuss legal liability with other parties. The main factors for the group contact to consider include:
- Ensuring that the group leader is in control of the emergency, and establishing if any assistance is required from the home base.
- Contacting parents. The school link is the contact between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.

Risk Assessments

At SwitchED2 we will carry out a full risk assessment prior to any school visit. The assessment will make reference to the nature of the risk, those involved, whether the risk is high, medium or low and what actions need to be taken, what the risk is after those actions and whether any further action needs to be taken.

Category 2 Visits

Category 2 visits enjoyed by SwitchED2 are those which are classed as adventurous (even if led by an external provider). In these instances, approval is sought from Kym Allen Health and Safety Consultants prior to the event taking place. Information is required ideally 4 weeks in advance in order to ensure all documentation is in place.

Category 1 Visits

Category 1 visits are all those which are not classed as adventurous. All details must be entered on the Kym Allen website before the visit takes place. Details of the visit and risk assessments are then passed on to the Educational Visits Co-ordinator for consideration before approval is given.