



FRIENDS' SCHOOL SAFFRON WALDEN

EDUCATIONAL VISITS POLICY

This policy applies to all sections of Friends' School, including the Early Years Foundation Stage and Key Stage One.

It is based on the recommendations of HASPEV and updated regularly in accordance with the advice of Essex County Council (essexcc.gov.uk/EducationalVisits).

AIMS

Friends' School recognises the need to provide teaching opportunities and learning experiences which extend beyond the classroom. To this end the school organises a variety of educational visits throughout the year. All such trips are planned with the aim of achieving maximum educational benefit, while ensuring the safety and welfare of all participants.

AUTHORISATION OF VISITS & RESPONSIBILITIES

- The designated Educational Visits Coordinator (EVC) for the Senior School is Anna Chaudhri and for the Junior School, Andrew Holmes.
- All visits in the Senior School must be approved by the Head and in the Junior School by the Head of the Junior School.
- The EVC must ensure that all educational visits meet the school's requirements and have a clear educational purpose in line with the curriculum.
- The EVC should assess the competence of prospective trip leaders and staff and organise training for staff.
- The EVC should ensure that risk assessments meet requirements, that staffing ratios are adequate and that parents and guardians are properly consulted.
- The EVC should ensure that proper emergency arrangements are in place for each visit and must keep records of visits, accidents or incidents.
- The EVC must sign off risk assessments.
- The EVC must review and monitor practice regularly.
- The Visit Leader should be approved to carry out the visit after due consultation with the EVC and Head.
- The Visit Leader should oversee the selection of pupils to participate in the visit and delegate responsibilities to the staff team appropriately.

- During the visit, the authority of the Visit Leader is recognised by all other staff on the trip, even if the party should contain some senior colleagues.
- It is good practice for the Visit Leader to nominate a deputy and brief him / her accordingly prior to the visit.
- The Visit Leader should consult the EVC on the arrangements for the visit.

TYPES OF VISIT

- All visits must comply with this policy.
- All visits are to be approved by the Head or Head of the Junior School.
- The School offers a variety of visits, including local day trips to buildings and areas of interest, longer-distance day trips within the UK, such as theatre trips to London, residential visits within the UK and residential visits abroad.
- Most trips involve low risk activities but some visits (eg in Activities Week) involve more adventurous pursuits at recognised centres.

RISK ASSESSMENT

- All trips are assessed for risk.
- Risk assessments must be provided in advance of the trip and signed off by the EVC.
- Risk assessments should identify significant risks and give detail of precautions to reduce these risks to a suitable level.
- For each trip a risk assessment must be made which takes account of individual circumstances. Where a visit has been made before, the Visit Leader should nevertheless revisit and update any previous risk assessment, with regard to the group of pupils (s)he is accompanying and any changes in circumstances.
- ***Special needs are taken into account when risk-assessing educational visits: lists of medical conditions are provided in advance by the Medical Centre and accompanying staff discuss any individual needs with the school nurses and special arrangements are made as appropriate.***
- ***Staff accompanying visits are epipen trained and warned of any epipen users among their party.***
- ***Dietary needs/restrictions are also recorded in advance, so that pupils may avoid any hazardous foods.***
- In the case of a residential overseas trip, the visit should be discussed in detail with the Head when an application is made to take the trip. Risk assessment should then be discussed with the EVC well in advance of the trip, so that proper documentation can be drawn up in good time and any enquiries from parents on the health and safety procedures for the trip can be answered.
- Pre-visits are encouraged for Visit leaders, particularly for overseas trips but where these are not possible, reputable school travel companies will be used and full information will be obtained from them to ensure the safety of the visit.

- In the case of more adventurous activity visits which involve external providers, risk assessments and details of the competence of centre staff will be obtained in advance of the visit.
- Before departure, the Visit Leader must brief his / her staff team fully and provide copies of the risk assessment and emergency procedures during the visit.
- Risk assessment during the visit: where an unexpected situation arises during the visit, the Visit Leader may have to conduct an on-the-spot risk assessment. If so, a written record must be kept and the EVC/senior staff should be contacted at the school, to update them on the situation.
- The trip itinerary must be agreed in advance and adhered to as closely as possible; only in exceptional circumstances should the itinerary be modified and the health and safety of all participants should be the guiding concern.

PARENTAL CONSENT

- Signed parental/guardian's consent must be obtained for all educational visits.
- The Boarding Housemaster/mistress may sign permission for Boarders to participate in a low-risk day trip (eg theatre, museum visit). In the case of more risky activities or residential visits, however, the consent of parents or guardians must be obtained.
- Parents must be given sufficient information in advance of the trip so that they may make a decision on whether or not to give their consent. Such information should include:
Venue and travel arrangements;
Dates and times of arrival and departure;
The nature of the activities planned;
Arrangements for supervision;
Good conduct expected of the pupils expected during the visit;
Financial contribution expected from parents;
Kit list;
Details of emergency arrangements;
Expectations of parents, such as resuming responsibility for their child if his / her conduct jeopardises the safe running of the trip.
- It is recommended practice when setting up a trip abroad to offer parents an opportunity to meet with the visit leader. If a parent cannot attend, (s)he should be advised of how the leader can be contacted to answer any queries (by email / telephone at school).

STAFFING

- There must be a qualified teacher in charge of all educational visits.
- ***All accompanying persons on Educational visits have been CRB-checked.***
- Staffing ratios are set with regard to the guidelines laid down by Essex County Council and, for the EYFS, the ratios set out in the EYFS Statutory Framework.

- Staffing ratios for adventurous activities are calculated according to the specific guidelines laid down by Essex County Council for different activities. These should be covered in generic risk assessments provided by activity centres / providers.
- The minimum ratios for school staff are as follows:

Pupils aged 5 – 16: 2 staff for the first 20 pupils with 1 further staff member for every additional 15 pupils. Staff of both sexes* should accompany the trip if the group is mixed. At least half the staff should be qualified teachers / boarding staff.

Pupils aged 3 – 5: 2 staff for the first 13 children, one of whom must hold QTS or Early Years Professional status and then one qualified member of staff for every further group of 13 children.

Children under 3: at least one qualified member of staff for every group of 4 children.

For EYFS outings, at least one member of staff must hold a current paediatric first aid certificate.

For parties of pupils of over 16, the staffing levels should be decided in advance but the recommended minimum levels can be varied.

For parties of 6 pupils or less, one qualified teacher may lead the group, provided that the visit is low-risk and of no more than a day's duration within the locality. The EVC must be satisfied that appropriate measures have been taken to ensure welfare and safety.

- These ratios are a recommended minimum; the EVC and Visit Leader should bear in mind the nature of the activity and the needs of the children in the group when deciding staffing levels, so that often it will be deemed appropriate to take a larger number of staff.

**** On some Junior School/EYFS trips, it is not always possible to provide staff of both sexes since almost all staff in this section of the school are female. If the trip is residential, a male will accompany the trip (eg Year 5,6 residential) but on day trips it may be that only female staff accompany the trip. In the case of any delicate matter involving a boy, where it is felt that male advice would be required, the trip leader will contact the Head of the Junior School by telephone for advice, or else the child's parents.***

SUPERVISION

- Proper supervision arrangements are needed to cover the whole visit, including 'down time' when pupils are not engaged in any structured activity.
- The Visit Leader should detail supervision arrangements in the risk assessment.
- In larger groups, each member of staff accompanying the visit should be given a list of pupils for whom (s)he is responsible and pupils should also be informed.
- At times of direct supervision, pupils must be within sight and hearing of the member of staff in charge of their group.

- Remote supervision is where pupils may be allowed 'free time' within a designated area. This is not suitable for younger children, who should be accompanied at all times, but for older pupils it should be made clear where and how they can contact staff. They should not be allowed to go off in groups of fewer than four. A rendezvous point and time must be made clear before they are allowed to depart.
- The pupils should be regularly reminded of any potential risks in the area where they are allowed 'free time'.
- Where overnight visits are involved, all pupils must be given the room numbers of members of staff. Staff should be staying near to the pupils and there should be staff of both sexes available. If pupils need to contact a member of staff at night, they should not go alone.
- Bedtimes must be made very clear by the visit leader and all staff should have accurate room lists. Once bedtime has been called, all pupils should return to their designated rooms and remain there.

INSURANCE

- Friends School holds insurance policies to cover educational visits.

MEDICAL

- Any medical conditions should be notified to the Visit Leader in advance.
- If a pupil needs to take medication on the trip, the Leader should be informed in full detail of the nature of the medicine and the frequency/conditions under which it should be taken.
- Where possible, children should be encouraged to take responsibility for taking their own medication. Where the age or condition of the pupils makes this unsuitable, it should be agreed beforehand with the parents, in consultation with medical staff if necessary, who and how the medication should be administered.
- The designated member of staff should then keep a written record of the administration of any medication.
- EYFS outings should always be accompanied by at least one paediatric-trained first aider.
- If a doctor needs to be consulted or a hospital visit becomes necessary, parents and school should be contacted immediately.

EMERGENCY PLANNING

- This should form part of the risk assessment of each educational visit.
- Visit Leaders and their staff team must have means of contact throughout the visit.
- All staff on the visit should carry the contact details of designated senior staff in school (both school numbers and after-hours contact numbers).
- Sources of First Aid must be identified before the visit and there must be access to First Aid equipment at all times, with a nominated person in charge.

- Full emergency contact details of all pupils and staff must be taken on the trip and a copy left in school, together with copies of the risk assessment, itinerary and all other relevant paperwork.
- Medical details of all pupils and special dietary requirements should be notified to the Visit Leader in advance, so that appropriate measures can be planned.
- The Visit Leader must have the means to contact the emergency services at all times.
- Should any accident or incident requiring medical assistance arise on the trip, the Head or designated member of SLT must be contacted immediately. Visit staff must write a report and hand this to the Head / EVC on return to school.
- In the event of an accident or serious incident, staff on the trip must contact the school immediately or as soon as is practically possible. No contact must be made with the press and no one should be allowed to contact relatives or friends until school has been fully briefed. It is better for school to make contact with parents according to due process. If any official interviews take place (eg with the police / drivers of other vehicles) a witness must be present, to take notes of what is said. A written record must be kept and delivered to the Head as soon as possible.

DOCUMENTATION IN SCHOOL

1. Full documentation of all school trips is held in hard copy in the Head's Office in the Junior School and in the office of the Educational Visits Coordinator in the Senior School.
2. In school the documents relating to the trip must be easily accessible to the Senior Manager on call and lists of participants must be posted on the Fireboard.

Reviewed and updated February 2012

Updated Policy subject to ratification by the Governors at June Board, 2012.

Signed on behalf of the Governors-----

Date -----

