



Educational Visits

Policy Document No. 10

This document contains three Appendices and an approval form

Eastcourt Independent School
August 2017
Last reviewed: August 2017
Next review: August 2018

Educational Visits

1. AIMS

- 1.1 The aim of Policy Document no.10 “Educational Visits” is to conform with requirements laid down in the Education (Independent Schools Standards) (England) Regulations 2003, amended January 2005.
- 1.2 Paragraph 3 of these regulations, entitled “Welfare, health and safety of pupils” states in sub.para.(2) that we must draw up and implement effectively a written policy to (amongst other things)

safeguard and promote the health and safety of pupils on activities outside the school, which has regard to DfES guidance “Health and Safety of Pupils on Educational Visits”.

- 1.3 It is Eastcourt’s policy to encourage at least one educational visit per year-group per year. However, for the purpose of this document, ‘visits’ may be taken to refer to all off-site activities, such as local walks, the annual concert and prizegiving, or even games lessons where they take place in Barley Lane Park.
- 1.4 Residential visits have not been undertaken by the school for many years now, and it has been found impractical to plan visits abroad. This document omits specific advice on residential and foreign visits given in “Health and Safety of Pupils on Educational Visits”.
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2. “Health and Safety of Pupils on Educational Visits”

- 2.1 This document (hereafter *HSPEV*) contains 10 chapters, as follows:
1. Responsibilities For Visits
 2. Planning Visits
 3. Supervision
 4. Preparing Pupils
 5. Communicating With Parents
 6. Planning Transport
 7. Insurance
 8. Types Of Visit
 9. Visits Abroad

10. Emergency Procedures

which will form the structure of the present Policy Document.

3. RESPONSIBILITIES FOR VISITS

- 3.1 As Headteacher, Mrs Redgrave's permission is required for all educational visits. As owner of Eastcourt, she has overall responsibility to ensure the health and safety of pupils on such visits. She must assess, seek to control, and inform teachers about the risks involved. She will oversee every detail of planning at school (rather than year-group) level.
- 3.2 Teachers and other staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. They must also:
- 3.2.1 take reasonable care of their own and others' health and safety;
 - 3.2.2 co-operate with Mrs Redgrave over safety matters;
 - 3.2.3 carry out activities in accordance with training and instructions;
 - and
 - 3.2.4 inform Mrs Redgrave of any serious risks.
- 3.3 The teachers in charge of year-group visits will oversee every detail of planning at year-group (rather than school) level. (A list of these details can be found in Appendix 1.)

4. PLANNING VISITS

- 4.1 All off-site visits, including regular ones to, *e.g.* to the park, have been the subject of risk assessment by the headteacher or teachers involved. Practically, games do not require separate assessments each time, and this applies also to annual visits where they feature the same venue or activities. Nevertheless hazards, safety measures and emergency procedures must be the subject of ongoing consideration. A list of these is shown in Appendix 2.
- 4.2 Providers at activity venues must satisfy Eastcourt that their own risk assessments are in place.
- 4.3 First aid is the responsibility of the teacher in charge of the visit. A list of minimum requirements is given in Appendix 3.
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5. SUPERVISION

- 5.1 **Ratios** of adults to children will vary according to the age of the children and the nature of the visit. HSPEV recommends the following for “visits to local historical sites and museums or for local walks, in normal circumstances”:
- 5.1.1 1 adult for every 6 pupils in years 1 to 3 (under 5s reception classes should have a higher ratio);
 - 5.1.2 1 adult for every 10-15 pupils in school years 4 to 6.
 - 5.1.3 The adults need not always be teachers, but may be suitably known parents.
- 5.2 Whatever the length and nature of the visit, regular **head counting** of pupils will take place, particularly before leaving any venue. The group leader will carry a list of all pupils and adults involved in the visit at all times.
- 5.3 Pupils, particularly in years 1 to 3, will be easily **identifiable**, especially if the visit is to a densely populated area. Pupils should not wear name badges. Eastcourt may provide pupils with badges displaying the name of the school and its emergency contact number. The group leader will establish rendezvous points and tell pupils what to do if they become separated from the group.

6. PREPARING PUPILS

- 6.1 Children are made aware of the nature and purpose of the visit; of Eastcourt’s expectations as to their behaviour; and of the work (where relevant) they need to do during the visit. They know about safety while travelling, in open spaces and in buildings.

7. COMMUNICATING WITH PARENTS

- 7.1 Parents are informed in advance of the nature, purpose, timing, transport arrangements and cost of a visit; they know what their children will need to bring with them and what they may bring back, e.g. purchases made at museum shops. Their consent will be required for visits involving adventure activities, and relevant (e.g. medical) information will be sought from them. They are aware that in the event of emergencies they must be reasonably expected to alter their normal daily routine, e.g. to take their own child to hospital.

- 7.2 Parents are not expected to accompany children on visits or parts of visits (unless designated as assistant supervisors by the group leader), and in any case never with their own children.
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8. PLANNING TRANSPORT

- 8.1 Eastcourt uses **Dan's Luxury Travel**, a local coach company, for visits requiring transport, and is satisfied with their competence and safety procedures.
- 8.2 Teachers or parents using their own cars to take children to, e.g. sports events, are licensed and insured to carry pupils, and their cars are roadworthy. They are aware of their legal responsibilities as to the safety of pupils. Consent forms include permission tick-boxes for pupils are to be carried in other adults' cars.
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9. INSURANCE

- 9.1 Eastcourt has a blanket insurance policy in respect of educational visits with the firm P.J.Weller & Son, of 60 Longbridge Road, Barking, Essex IG11 8TS.
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10. TYPES OF VISIT

- 10.1 *HSPEV* has guidelines for the following types of visit: caving, climbing, trekking, watersports, coastal visits, sea swimming, swimming pools, farm visits and field studies. Of these, Eastcourt has satisfied itself as to the suitability of the latter two, for which class teachers are familiar with the guidelines expressed in *HSPEV* (pp33-4).
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11. VISITS ABROAD

- 11.1 As noted above, Eastcourt does not include visits abroad among its planned or intended school visits.
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12. EMERGENCY PROCEDURES

- 12.1 Emergencies on a visit will be detected in the first instance either by the qualified staff at the venue, or by Eastcourt teachers themselves. In the former

case, the venue itself may put into action its own procedures, or it will devolve responsibility immediately to Eastcourt staff.

12.2 The group leader is responsible for coping with emergencies brought to his/her notice by other Eastcourt staff or by venue staff. S/he will:

- 12.2.1 establish the nature and extent of the emergency as quickly as possible;
- 12.2.2 ensure that all the group are safe and looked after;
- 12.2.3 establish the names of any casualties and get immediate medical attention for them;
- 12.2.4 ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- 12.2.5 notify Eastcourt who will in turn notify the relevant parents and offer whatever assistance, e.g. in additional support, is practicable and necessary;
- 12.2.6 ensure, where necessary, that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- 12.2.7 notify the police if necessary;
- 12.2.8 write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- 12.2.9 keep a written account of all events, times and contacts after the incident.

12.3 Eastcourt is aware of the potential consequences of a serious or even tragic incident with regard to the media, the information released to parents, pastoral care of the children present but not materially involved, and also of supervisors in the same position, and of its own legal responsibilities. The school will behave in an appropriately sensitive way in any such eventuality.