

RYDES HILL PREPARATORY SCHOOL & NURSERY

P12 (Isi 14c) – EDUCATIONAL VISITS POLICY INCLUDING EYFS / EARLY YEARS CHILDREN



MISSION STATEMENT

IN OUR SCHOOL WE WILL TRY TO:

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what the school stands for and all are encouraged and challenged to be the best they can be.

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Approved By :	Stephanie Bell – Headmistress	16 th March 2018
Governor Review By :	Not required	

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Revision History

Revision	Paragraph Number	Revision
November 2009		Original Policy
October 2010		
October 2011		
October 2012		
October 2013		
October 2014		
October 2015		
February 2016		
February 2017		
March 2018	Mission Statement Whole Document Paragraph 15 Paragraph 17 Paragraph 28 & 29 Appendix A Appendix C Appendix F Appendix H	Updated Paragraphs renumbered and/or replaced by bullet points. 3 rd bullet point added 3 rd bullet point added Add policy number P35 and information relating to medical and contact information Additional item 7) Delete “Mrs Bell” and add “Headmistress” Delete permission for child to sit in front seat line Amend title and update example Deleted

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
DCSF	The Department of Children, Schools and Families
EVC	Educational Visits Co-ordinator
EYFS	Early Years Foundation Stage
HSWA	Health and Safety at Work Act
ISI	Independent Schools Inspectorate
MHSWR	Management of Health and Safety at Work Regulations
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Aim / Objective / Statement of Intent

1. This Policy also covers the EYFS Setting and has been written with the following objectives:-
 - Ensure visits are worthwhile and educationally valid
 - Outline the legal requirements and responsibilities for visits
 - Provide a mechanism for the approval of all visits
 - Provide a planning outline for all visits
 - Cover all issues of Health and Safety that might arise with visits
 - Provide a means of recording all visits made

The Purpose, Value and Benefits of Educational Visits

2. At Rydes Hill Preparatory 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 informal 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 your son's or daughter's development and education in the broadest sense of the word. We believe that the objectives of educational visits are for pupils to have:
 - Fun
 - Raise achievement by boosting self-esteem and motivation
 - Develop key skills
 - Develop social education and citizenship
 - Promote education for sustainable development
 - Promote health and fitness

Legal Responsibilities

Common Law – Duty of Care

3. A teacher / youth worker has a duty of care for young people under his / her supervision.
4. Higher duty expected of teachers as a result of their specialised knowledge.
5. The age of the student and nature and location of the activity help determine the degree of supervision required.

Civil Claims of Negligence

6. An injury or damage may not be reasonably foreseeable – accidents happen
7. Negligence may arise from the lack of due care:
 - Was there a duty of care?
 - Was there a breach of that duty?
 - Did harm result directly from the failure to exercise reasonable care?

Health and Safety Responsibilities

8. Duties are owed under:
 - ISI Regulatory Standard 3(2) (c) requires schools to *“safeguard and promote the health and safety of pupils on activities outside the school which has regard to the DCSF Guidance ‘Health and Safety of Pupils on Educational Visits’”*
 - HSWA 1974
 - MHSWR 1999
 - RIDDOR 1995

What these legal responsibilities mean in practice for Rydes Hill

9. These legal responsibilities mean :-
 - Health and safety policy and procedures, informed by risk assessments
 - Recording the significant findings of risk assessment
 - Organise and implement appropriate preventative and proactive measures
 - Provide appropriate training and information
 - Appoint competent people to carry out specific tasks
 - Record and report incidents and accidents
 - Prepare emergency procedures
 - Monitor and review arrangements to ensure required standards are achieved

Responsibilities of the Employer

10. Discharge Health and Safety responsibilities for educational visits through:
 - Policy and guidance, based on risk assessment and defined standards of competence
 - Monitoring arrangements to ensure compliance

- Training opportunities
- Provision of information and advice

11. Be informed by knowledge of educational objectives, legal requirements and relevant practical experience.

The Role of the Headmistress for Off-site Visits

12. The role of the Headmistress is to:

- Ensure visits comply with the school's policy document
- Approve all visits
- Ensure accreditation of external providers
- Ensure there is a contingency plan in place
- Ensure emergency procedures are in place
- Allocate time and resources for staff training

The Role of the Educational Visits Co-ordinator (EVC) (Deputy Head Pastoral)

13. The role of the EVC is to:

- Ensure educational visits meet Schools requirements
- Support the Headmistress and Governors with approval and other decisions
- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction for new staff
- Ensure parents have been informed and given consent
- Help organise emergency procedures
- Keep records of visits, risk assessments, accident and incident reports on trips
- Keep records of trip evaluations
- Review systems and monitor practice

Responsibilities of the Visit Leader

14. The group leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare.

15. The group leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's policies and procedures
- Obtain parental written consent for every visit along with emergency contact telephone numbers of parents on the day of the visit

- Seek written permission to take photographs of pupils on the trip and for any subsequent use. (See P09 Taking, Storing and Using Images of Children Policy for further details) One designated member of staff should be responsible for taking photographs on any visit. Volunteers/Parents accompanying the trip must be reminded they can only photograph their own child and should not photograph other children.
- Obtain medical information for every pupil that may be required on visit
- Plan and prepare for the visit and assess the risks
- If possible, make a prior visit the place to make a full written risk assessment
- Define the roles and responsibilities of the members of other staff and pupils and ensure effective supervision
- Consider disabled access and special requirements for individuals in group if required

Responsibilities of the Pupils

16. Pupils should understand:

- The aims and objectives of the visit / activity
- The 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
- Why special safety precautions are in place for anyone with disabilities
- What standard of behaviour is expected from pupils
- Who is responsible for the group
- What to do if approached by anyone outside the group
- What to do if separated from the group
- Emergency procedures
- To wear their seatbelt at all times when being transported to site
- Bags must not be left in aisles or cause obstructions
- Never throw anything out of windows or lean out of them
- Never kneel or stand in a moving vehicle
- If you feel unwell, tell a teacher or supervisor

Responsibility of the Parents

17. Parents should be asked to supply:

- Emergency contact numbers during entire visit
- The child's GP name, address and phone number should be obtained by the office and kept with group leader
- Written consent for photographs to be taken of their child during the trip by the members of staff supervising the children only and consent for the photographs to be used in the school newsletter, on the school website, on social media and perhaps in the classroom.

- Information on whether the pupil has spent a night away from home before and their ability to cope effectively if the trip is a residential
- Written details of any medication required during the course of the trip (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 volunteer teacher to administer
- Information on any allergies / phobias
- Information on any special dietary requirements
- Special transport needs for pupils who require help with mobility
- We expect parents to support the School in ensuring that their son or daughter follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. The group leader reserves the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions for their own safety.

Personal Liability and Insurance

18. The law places the Group Leader “in loco parentis”. The DCSF Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” (www.teachernet.gov.uk), (a copy is held by the EVC and a copy is also kept in the staffroom), should be read by all Group Leaders. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Rydes Hill Preparatory School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.
19. Rydes Hill Preparatory School has £20M of Employers Liability Insurance and £20M of Public Liability Insurance. Any member of staff organizing an adventurous or hazardous activity should check, via the Bursar, whether or not the activity is covered by the school’s policy.
20. Rydes Hill Preparatory School’s policy is to use the School minibuses or a coach company to transport pupils to and from visits. Occasionally it may be necessary to use cars belonging to members of staff or parent helpers. Where a member of staff or a parent helper transports a pupil in his/her car, insurance cover is automatically provided through the School’s “occasional business use” motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

What is Risk Assessment?

21. A Risk Assessment is:

- A dynamic living process – not a piece of paper that is filed away somewhere!
- A careful examination of what, in the course of your work, could cause harm to people

22. The aim is to make sure no-one gets hurt or becomes ill

23. The Five steps to Risk Assessment

- Identify the **significant** hazards
- Decide who may be harmed and how
- Evaluate the extent of the risk and decide whether control measures are adequate or more should be done
- Record significant findings
- Monitor and Review

24. The Three Levels of Risk Assessment

- **Generic Activity Risk Assessment** – *Likely to apply to an activity wherever and whenever it takes place e.g. Minibus risk assessments for trips where the minibus is being used to transport pupils*
- **Visit / Event Specific Risk Assessment** – *Will differ from place to place and from group to group. Should be prepared by the Visit Leader*
- **Ongoing Risk Assessment** – *Judgements and decisions made as need arises – not normally recorded until after the visit. These are made by the group leader and or staff with responsibility for the visit. Examples may include: changing weather, illness of pupils or staff, behaviour and code of conduct, when to adopt “Plan B” and emergency actions taken during the visit*

Ratios of Staff to Pupils

25. Ratios depend on a number of factors:

- The age of the pupils
- The type of activity
- The location of the activity
- The needs of the pupils

26. The DCSF recommend staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils Year Group
1:6	Years 1-3/Lower Transition, Upper Transition and Lower Prep inclusive (with a higher ratio for the under 5's)
1:10	Years 4-6/Middle Prep, Higher Prep & Form 1
1:10	All visits abroad

27. The EVC, group leader and Headmistress will discuss the pupil:staff ratio for every visit and take the above information into consideration.

Illness or Minor Accidents

28. If a Pupil has a minor accident or becomes ill, the Group leader will follow the guidelines from our P35 Major Incident Policy (Appendix 7). Group leaders should not take details of parents contact numbers or email addresses with them on the trip. If parents need to be contacted the Group Leader should phone the school office, or the Headmistress/Bursary (out of school hours), who will in turn phone the parents. It is acceptable for the Group Leader to take details of any medical/allergy information with them on the trip however this should be kept securely and any loss of this data reported immediately to the Headmistress. The information must be destroyed once the trip is completed providing no incident has occurred.

Emergency Procedures

29. In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader will again, follow the guidelines from Rydes Hill Preparatory School's P35 Major Incident Policy (Appendix 7).

Delayed Returns

30. If a visit is delayed, the Group Leader should phone the school office, or the Headmistress/Bursary (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and revised time of arrival.

On Return & Expenditure

31. Each Group Leader is asked to provide the EVC with an evaluation of the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group Leader should return all school property, together with a report of any lost or damaged property.
32. The Group Leader is responsible for returning any unused cash to the Bursary. The Group Leader is also responsible for producing a schedule of all expenditure on the trip.

List of Appendices

- Appendix A – Summary of Educational Visits Procedure
- Appendix B - School Visit Costings Form approved by Bursar
- Appendix C – Permission Form for parents approved by Headmistress and EVC
- Appendix D – Educational Visit Details and Checklist Form to be completed by Group Leader
- Appendix E – Educational Visits Risk Assessment & Management Record

Appendix F – Example Risk Assessment for School Trips and Offsite Activities
Appendix G – Parent / Volunteer Information Form

Appendix A – Summary of Educational Visit Procedure

1. Ensure you have familiarised yourself with the School Educational Visits Policy again.
2. Ensure you have familiarised yourself with the DCSF Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” (www.teachernet.gov.uk), (a copy is held by the EVC and a copy is also kept in the staffroom).
3. Complete the Educational Visits Costings Form for management approval (1 out of 4)
4. Complete a Risk Assessment Form for EVC and Headmistress to check and sign (2 out of 4)
5. Complete the Educational Visits Permission Form for EVC and Headmistress to sign before handing out to parents (3 out of 4)
6. Complete the Information Form for Group Leader to check they have informed all relevant staff of the trip and they have all information they need prior to trip (4 out of 4)
7. Complete the Evaluation section on the Risk Assessment Form after the trip.

ALL COPIES OF THE ABOVE FORMS MUST BE SEEN AND FILED WITH THE EDUCATIONAL VISITS COORDINATOR FOR EVERY OFF-SITE VISIT

The following forms / checklists are examples of what are used before, during and after off-site visits at Rydes Hill Preparatory School :

1. Costings Form approved by Bursar
2. Permission Form Approved by Headmistress and EVC
3. Off-site Visits Details and Checklist form
4. Risk Assessment (s) and Management record
5. General Risk Assessment for Minibus use
6. Parent / Volunteer Information Form

Appendix B – School Visit Costings Form

RYDES HILL PREPARATORY SCHOOL
SCHOOL VISIT – COSTS FORM

Class:

Group Leader:

Visiting:

Date of Visit

DepartReturn.....

Pupil numbers :

NUMBER OF STAFF/ADULTS (including group leader):

NAMES OF STAFF/ADULTS SUPERVISING:
.....

NAMES OF PARENT HELPERS:
.....

Entrance Fee:

Transport Costs:

Driver Tip:

Additional Staff Costs:

Cost of Small Gift:

Total Cost of trip:

Cost p/child

Appendix C – Permission Form for School Visits approved by Headmistress and EVC

RYDES HILL PREPARATORY SCHOOL PERMISSION FORM FOR EDUCATIONAL VISITS APPROVED BY HEADMISTRESS AND EVC

Class: Group Leader: No. of supervisors:

Venue & activities:

Purpose of visit:

Date(s): Duration :

Departure time: Departure place:

Return time: Return place:

Method(s) of transport:

Cost: *(Cheques preferred, made payable to Rydes Hill Preparatory School)*

Dress: uniform / home clothes / waterproof clothes / Wellington boots?

Food: lunch provided / morning snack/ additional drink (in carton or plastic bottle)

Pocket money: *(in a purse, please)*

Signature of teacher.....Headmistress.....

Please complete the permission slip below and return it with your cheque as soon as possible to the class teacher.



Please return this form to your child's class teacher by:

I give my permission for my child *(name)*.....
to visit on

Details of any medication required:.....

Emergency contact telephone number(s) on day of outing:
.....

Signature of parent: Date: / /

Appendix D – Educational Visits Details and Checklist Form

RYDES HILL PREPARATORY SCHOOL

EDUCATIONAL VISIT DETAILS AND CHECKLIST FORM TO BE COMPLETED BY GROUP

LEADER

Please return this form with your signed risk assessment by the headmistress to the Deputy Head at least three days before the day of the outing.

Class:
Date of outing:
Place to be visited:
Telephone number:
Teacher in charge:
Mobile telephone number:
Other adults accompanying:
Departure place & time:
Return place & time:
Basic itinerary for the day:
Pupils with known allergies/medical conditions:
Check-list:
<input type="checkbox"/> Other relevant teachers informed (eg PE, Science, Music)
<input type="checkbox"/> Peripatetic staff informed (eg Music, Ballet, Speech & Drama)
<input type="checkbox"/> Kitchen informed (if lunch not required)
<input type="checkbox"/> All permissions slips returned, duly signed
<input type="checkbox"/> All cheques collected and passed on to the Bursar
<input type="checkbox"/> Staff duty rota checked
<input type="checkbox"/> School telephone/mobile numbers logged on phone

Signature of teacher in charge.....

Date.....

Appendix E – Educational Visits Risk Assessment & Management record

Please refer to Risk Assessment Policy P24 for latest Risk Assessment Template.

Appendix F – Example Risk Assessment for School Trips & Activities

Class : Upper Transition. Leader : Mrs L Mehigan No. of Pupils: 20
 Location : Lydling Farm Emergency Tel No : 01483 563160 (Rydes Hill) No. of Adults : 3
 Date and Time : 29th June 2017 . Leave Rydeshill 8.45am . Return Rydeshill 3pm.

Hazard (Who, What, How)	Safety control measures	Severity of occurrence (with current control measures)	Likelihood of occurrence (with current control measures)	Risk Rating (Severity x Likelihood)	Additional safety control measures to reduce risk rating lower if required	New risk rating (severity x Likelihood)	Residual Risk classification after additional measures
Lost child	Pupil to adult ratio has been checked. Pupils are supervised at all times. Pupils are taken to the bathroom or sent in 2s.	1	2	2	All adult supervisors on the trip are given the names of the pupils they are responsible for prior to the trip.	1x1=1	GREEN
Traffic accident	Remain calm. Ensure all pupils and adults are safe (remove from vehicle if possible). Call emergency services if required. Call School office to notify parents. Treat minor	3	2	6	Minibuses travel in convoy along with additional members of staff available for supervision.	2x2=4	GREEN
Accident at sight	Adults are in charge of each year group. Pupils know who to turn to if they are in need of assistance. First Aid kit is carried by staff members. Inhalers and epipens are kept with adults supervising the pupils in need of them.	2	2	4	Ask the sight / institute for their RA if any accidents occur. Follow their procedures.	1x2=2	GREEN
Sun burn	Clarion all parents of pupils attending the trip advising them to apply sun cream to their child in the morning. Pupils may bring their own sun cream and apply it themselves.	1	2	2	Ask all pupils to bring their RH caps to the trip to prevent sun stroke and protect face from sun.	1x1=1	GREEN

Written by: Name of class teacher in charge of trip:	Signed:	Date:
Reviewed by: Name of Educational Visits Coordinator:	Signed:	Date:
Reviewed by: Name of Head Teacher:	Signed:	Date:

Class : Upper Transition. Leader : Mrs L Mehigan No. of Pupils: 20
 Location : Lydling Farm Emergency Tel No : 01483 563160 (Rydes Hill) No. of Adults : 3
 Date and Time : 29th June 2017 . Leave Rydeshill 8.45am . Return Rydeshill 3pm.

Risk rating outcomes:

Severity of occurrence	
Fatality / £500,000+	5
Major / £100,000+	4
Moderate / £10,000+	3
Minor / £1,000+	2
Insignificant / £100+	1

Likelihood of occurrence	
Almost certain	5
Very likely	4
Possible	3
Unlikely	2
Rare	1

1 – 5	No additional controls required, monitor the activity/location to ensure that the safety control measures are maintained
6 – 10	Monitoring is required to ensure that the safety control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden.
11 – 15	Efforts should be made to reduce the risk rating further, however the costs of prevention should be carefully measured and justified
16 – 20	Activities should not be started or continued until the risk has been reduced to a level that is as low as is reasonably practicable, seek further competent advice.
20 - 25	Work should not be started or continued until the risk has been reduced, seek competent advice IMMEDIATELY.

RISK RATING	Likelihood				
	5	4	3	2	1
Severity of occurrence					
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

On-going Risk Assessment Notes whilst on trip:

Appendix G – Parent / Volunteer Information Form

Parent / Volunteer Information Form:

- Risk Assessments seen & read
- Aware of accident procedures
- Read Safeguarding Policy and aware of procedures
- Fire Alarm procedures
- Sole Responsibilities
- Joint Responsibilities with other adults (STAFF or other helpers)
- Single Central Register Updated with volunteer's details on it

Name
Date:
Trip / Activity:.....

Comments box

Parent / Volunteer signature:	Date:
.....	
Educational Visits Coordinator signature:	Date:
.....	
Headmistress signature:	Date: