



# **Outside Visits Policy**

2011

# Outside School Visits Policy

At Win Academy (thereafter the academy or the school) we believe that besides the sports trips that our students take, educational visits enable learning outside the classroom and are an important component of our curriculum.

It is the academy's duty to ensure that all educational visits are safely managed and that the health, safety and welfare of pupils, staff and volunteers are maintained in accordance with the DfE guidelines in 'Health and Safety of Pupils on Educational Visits' (HASPEV).

## Responsibilities

The Directors will satisfy themselves that appropriate safety measures are in place and that training needs have been addressed.

The Head acts as Educational Visits Co-ordinator (EVC)'s and ensures that if responsibilities are designated to another senior member of staff, that member of staff is appropriately experienced and suitably trained to undertake the role.

The Trip Organizer has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the ongoing health and safety of the group. The Trip Organizer is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

## Staffing

The school recognizes the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. The selection of staff for educational visits is a key priority in determining the initial approval of any proposed visit.

Where it is appropriate the school will ensure that CRB screening is available for volunteer adults assisting with educational visits e.g. overnight stays. Accompanying staff and adult helpers must have the appropriate skills.

## Approval Procedure and Consent

For any venture a preliminary discussion must be had with the EVC and subject to satisfactory submission of a draft outline for the educational visit. Preliminary approval will be given to continue.

Written parental consent must be sought by the Trip Organizer confirming that they have understood the purpose, estimated cost and arrangements for the visit and give permission for their children to go on the visit.

Parents are also requested to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place.

Pupils may not go on a visit if the signed consent form has not been received.

## **First Aid**

First aid requirements form part of the risk assessment carried out by the trip adviser.

As a minimum a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements will be in place for every trip. Increased levels of first aid cover will be dependent upon the nature of the trip and the pupils taking part. A visit rated as overall low risk will only require one first aid trained staff member.

## **Risk Assessment**

As stated above the Trip Organizer must carry out a risk assessment covering all aspects of the proposed trip which must be approved by the EVC.

Ongoing 'dynamic' risk assessment will be continued by the Trip Organizer throughout the trip to ensure that hazards are monitored and appropriate safety measures are put in place.

It is the responsibility of the Trip Organizer to ensure that all accompanying staff are familiarized with the risk assessment and to continue to brief staff throughout the trip.

## **Pupil Behaviour**

For all visits the pupils should be adequately briefed about the aims, expectations and codes of conduct for the visit.

Pupils should be engaged in evaluating the risks of the tasks they are about to undertake.

In all cases parents and pupils should be made aware of the standards of behaviour expected and the sanctions which may be used in cases where the standards are breached.

In all cases the parent consent form requires that parents agree that the school reserves the right to send their children home at the parents' expense if they jeopardize their safety, the safety of others or the good name of the School.

## **Emergency Procedures**

The Trip Organizer must ensure that full details of the visit are retained at school by key personnel who can be contacted if there are changes of plan or if there is an emergency. The Trip Organizer and staff must be familiar with and act in accordance with HASPEV Section 10 Emergency Procedures and the 'Emergency Procedures for Group Leaders' (A Handbook for Group Leaders).

Staff must ensure that they keep emergency contact details for pupils and staff with them at all times, and that they have the correct insurance information readily available.

The school staff will:

- Ensure that the group are all present and accounted for.
- Seek immediate medical attention for any casualties.
- Ensure that any casualty going to hospital is accompanied by a teacher.

- Maintain adequate supervision for the remaining group members.
- Notify the police and or the British Embassy as appropriate.
- Keep the emergency school contact informed of the nature, date and time of the incident, location, names of casualties and details of their injuries, names of others involved so that parents can be reassured.

And in accordance with Emergency Procedures for Group Leaders the School staff will:

- Know that no-one in the group should speak to the media. All media enquiries should be handled by the designated school media spokesperson, names of those involved in the incident should not be given to the media as this could cause distress to their families.
- Record accurately as soon as possible all relevant facts and witness details and preserve any vital evidence.

## **Insurance**

The school holds an insurance policy which provides extensive insurance cover. Some specified hazardous activities require an additional premium to maintain appropriate insurance cover. Trip Organizers must ensure that they check the travel insurance if they are undertaking hazardous activities and contact the insurer for advice if there is any doubt that the activity is not covered. The Trip Organizer must keep the insurance details with them at all times on the trip.

## **Travel Arrangements**

The travel requirements are risk assessed taking into account all the relevant factors such as distances to be travelled and likely weather conditions and appropriate arrangements are made to ensure optimal safety conditions for travel.

All staff members who drive pupils are checked for valid driving licences if they are driving a minibus.

The safety standards in some countries for roads and vehicles are variable and the Trip Organizer must inform parents when this will be the case.

## **Medical Information**

When assessing risk, particular attention is paid to any member of the group who has a disability, medical condition or specific educational need. As previously stated parents are requested to provide any update of medical information on the consent form and to give consent for any emergency medical treatment which may be considered necessary.

In addition the school database is checked for medical conditions. Key staff are consulted where further information and advice is required as well as the parents. It is the Trip Organizer's responsibility to take all medical information on the trip and ensure the relevant supervising staff members are provided with appropriate information.

Pupils must be reminded and checked that they have all the necessary medication and equipment.

## **Educational Visit Evaluation**

The school recognizes that every educational trip requires considerable time and effort to organize, and there are associated costs such as lessons missed, staff cover, study and revision time lost. For this reason the Trip Organizer is required to state the purpose of the visit at the outset when seeking initial approval.

The Organizer is also required to evaluate the trip on return and submit to the EVC.