



## Educational Visits Policy – EYFS & School

Staff responsible:	SMT
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Related policies:	Missing Children Policy
This document also appears on:	Website ISI Portal

### INTRODUCTION AND BACKGROUND

At Charlotte House 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 the girls' development and education in the broadest sense of the word.

Outdoor Education links with the five outcomes of the Every Child Matters agenda. Children and young people learn and do well when they are healthy, protected from harm and engaged. Educational achievement through Outdoor Education is an effective way to improve the outcomes for all children. The Outcomes Framework from Every Child Matters shows how Outdoor Education fits in with the specific aims for children and young people.

### INFORMATION FOR PARENTS & PROSPECTIVE PARENTS:

#### OUR TRIPS & VISITS

We regularly take pupils on day trips to a variety of places including: historic sites, museums, galleries, theatres, natural features, farms, Roman remains and other places of interest to support the curriculum. We run trips to France every year for Form VI, a 3 day residential trip to Suffolk for Form V with a diverse mix of activities ranging from art appreciation to pond

dipping and an overnight bushcraft and camping experience for Form IV at school.. EYFS trips start off closer to home e.g. Outings to a local park and café and graduate to a day visit to a farm or zoo. We plan our trips to be fully inclusive for all girls.

## **INFORMATION ON PLANNED TRIPS AND ACTIVITIES**

We endeavour to ensure that the school calendar lists the visits that are due to take place over the coming term, together with a list of planned sports fixtures.

You will be notified in advance :

- If your child is taking part in a sporting activity. We welcome family and friends at all our fixtures
- If your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve, historic site etc.
- We send details of planned visits and activities well in advance to all parents of pupils. Parents are always invited into the school for a full briefing before their daughter departs on a visit that involves an overnight stay, either in the UK or overseas.

## **CONSENT**

We require your specific, individual written consent if we are to take your daughter on a visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost to you. Please note that we are unable to take your daughter without a completed and signed consent form. Should we need to contact you during any visit, we will use the details given on your Essential Information Forms. Please ensure that these details are kept up to date with the School Office. Details of the visit together with the consent slip will be sent to you well in advance of the visit and must be returned to school by the stated date.

On admission to the school, you will have completed and signed a medical form allowing us to act in 'loco parentis' should any emergency medical treatment be needed and you cannot be contacted.

## **STAFF RATIOS & RESPONSIBILITIES**

We operate a staffing ratio of 1 adult to 4 Nursery and 1 adult to 5 Reception children. This can be increased depending on the nature of the activity. The adult ratios for visits of children of all other ages are dependent on the age and activity taking place. There is always one teacher designated to be in charge of the visit and they will be contactable using their own mobile phone. A qualified paediatric first-aider is always present for children in the Early Years and a first-aider available for all other year groups.

# GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS

## Introduction

The Head approves all educational visits, which should have clear educational objectives and benefits. Educational visits involving overnight stays are signed off by the Governor on the H&S committee.

## Planning visits

Teachers on trips have a duty of care. They must act like a prudent parent. The risk assessment seeks to ensure that anything reasonably foreseeable has been covered and that practical ways have been employed to control risk. This will involve:

- supervising pupils around any hazard.
- protecting them against any hazard
- training people about any hazard.

All staff organising visits are expected to consult the Educational Visits file in the staff room for up to date information.

Volunteers or parent helpers are useful on visits in view of the very high staff ratios; but if they are used, the visit is structured so that they cannot be left in sole charge of any children, unless they possess an enhanced DBS disclosure and, for EYFS, the relevant Level 3 statutory qualification. Parents accompanying a trip which includes their own child do not count towards supervision ratios.

## Personal Liability and Insurance

Charlotte House School has full Employers' Liability and Public Liability Insurance, as well as a group travel policy that covers our two residential trips.

Parents may make private arrangements to transport pupils in private cars, provided it does not involve the school. Where a member of staff transports a pupil in her car, insurance cover is automatically provided through the school's 'occasional business use' motor policy.

## School Minibus

No one is allowed to drive the school minibus unless they have undergone minibus driving training. For any minibus journey that involves Nursery and Reception children, there should always be a second member of staff on board. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits.

## School Car

The school car is available for staff to use for transporting pupils. NB Booster seats must be used for children under 135cms tall – these may be obtained from the office.

## **Use of Hired Transport**

The school has long-standing relationships with the companies we use who understand that we require all drivers to have current child safety disclosures. We only book vehicles with front-facing seats that are fitted with seat belts.

## **Wrist Bands**

All girls going on a school trip will be fitted with wrist bands that have the name and telephone number of the school on them.

## **School Trips**

There are many different types of visits. They might be one day visits to museums and theatres or residential visits within the UK and overseas. Each should be treated and managed against different criteria, with a corresponding assessment of the risks involved. The following guidelines should be applied:

- Whatever the objectives of the visit, the delegated leader must organise it to the best of his/her professional ability.
- All arrangements for the visit should be the subject of a risk assessment (which should be appropriate and geared to the type of visit – see Generic Risk Assessments for guidance). A site visit is required if the location is not one that the Teacher has visited before. Always phone to check that fire procedures & layout have remained the same in a venue you have visited before and that there are no new hazards. The risk assessment should identify the staffing required to run a visit safely. Staffing should never be decided just by a simple numerical calculation of the ratio of children to adults. Much will depend on the type of visit and activity, the particular children involved, their age and the distances involved. All risk assessments are signed off by the Head, Deputy Head or Bursar and residential trips require Governor approval and signature.
- If the School decides to use an Outdoor Education Centre, they should clarify roles with the OEC to check that appropriate risk assessments are carried out for all aspects of the visit. Venues should have a LOtC Quality badge - a nationally recognised benchmark that brings together all existing safety and quality badges into one easily identifiable mark of quality.

## **Missing Persons Procedure**

Immediately a child is suspected of going missing on a school trip the following course of action must be taken:

### **Step One – Initiate a Search**

Once it has been established that a child is missing, the teacher in charge of the trip will ensure that the remaining children are supervised safely and instigate a search of the area/building, alerting the venue staff and enlisting their help. At the same time, another member of staff would be allocated the responsibility of informing the Head or, Deputy Head. The child's peers/special friends may be questioned to see if they have any information about the whereabouts of the missing child.

Whilst the search is in progress the Office staff will locate the child's file and, if necessary, the Head will provide any additional confidential information which may be relevant.

### **Step Two – Contact Parents and Police**

If the child has not been found safely within 15 minutes, parents are contacted by the Head or Deputy and the police are called.

The teacher in charge will thereafter liaise with the police and keep the Head informed until the child is found. A member of SMT will keep the parents informed.

## **Illness or Minor Accidents**

If a Pupil has a minor accident or becomes ill, the Teacher in Charge is responsible for making contact with the child's parent's emergency contact number to discuss whether the child needs to be collected (if appropriate) or needs medical assistance. If contact cannot be made, the Teacher in Charge, or another member of staff, will assess the needs of the girl and act accordingly.

## **Emergency Procedures**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Trip Leader's first priority would be to summon the emergency services and to arrange for medical attention for the injured.

Where possible, one of the accompanying members of staff should accompany the injured pupil(s) to hospital and remain with the child/children until a parent or carer arrives. Ensuring that the rest of the group were safe and looked after, and informing the Head or a member of the SMT of what had happened would be the next tasks for the Trip Leader, who would need to give as full, calm and factual account as the circumstances permitted.

Where the full facts had not yet emerged, he or she should say so, and will aim to keep the Head or SMT informed. In the event of a major incident, it may be necessary for the school office to contact the parents of the uninjured or those cleared by emergency services on their emergency contact numbers and ask them to collect their children from either the venue or the school, depending upon the circumstances. The Bursar would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

At Charlotte House School, depending on the nature of the incident, we may implement our own Emergency Plan. Personal contact will be made with the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak directly to the parents of any pupil who has been directly affected by the incident.

## CHECKLIST FOR TRIP LEADERS - PLANNING THE VISIT

Before completing the outing request form check with the office that the proposed date is free and provisionally book it	2 terms before visit
Complete an outing request form and forward to the School Office. Include the visit's objectives, dates, pupils involved, staffing and approximate costs.	At least 1 term before visit
Head approves visit. Form is signed and returned to the visit organiser to confirm the booking	1 term before visit
Complete a risk assessment and if you have not visited before organise an exploratory visit. If the venue is known to you, telephone to check if anything has changed and ask for a copy of their own risk assessment. Send RA to the Head. If it is a residential trip, the RA will be sent to a Governor.	6weeks before visit
Agree budget with the Bursar, including the costs of any transport hire	4-6 weeks before visit
Provide the office with a draft letter to parents, including an indication of costs. Collect written consent from parents (Remember to include in the letter all the details so that they know what they are consenting to!)	4 weeks before trip
Hold a briefing for pupils &/or parents (if applicable)	4 weeks before trip
Clearly define the role of all adults, and make them aware of their responsibilities. Revisit school policies (e.g. Missing child)	2 weeks before trip
Within two weeks of the trip, present final details of the trip including risk assessment details, consent forms and itinerary to the office Book first aid kit and if applicable the school minibus with School Secretary.	2 weeks before trip
Make sure all adults on the trip have read and signed the risk assessment	

## 2. DURING THE VISIT

Be aware of child protection issues
Ensure that adequate first aid provision exists & have access to a mobile phone.
Ensure that pupil details are complete and at hand and that staff are aware of which children are in their group & any special needs of pupils
Take relevant details of the trip with you, including tickets and admission monies etc.
Ensure that all staff and pupils are aware of fire exits/emergency procedures.
Monitor risk at all times. Have a system for checking that all pupils are present, are listening to instructions and are behaving properly.



Appendix A

Charlotte House School - Outing Request Form

Visit Organiser					Form		
Date of visit		Provisionally Booked?	YES / NO	Time leaving school		Time returning to school	
Method of Transport (If minibus who is driving it?)							
Venue name, address & telephone number							
Number of children			Number staff required				
Visit Objectives							
Suggested staff							
Teaching & Duty cover required?							
Any special requirements to be mentioned in the parents' letter?							
For Office	Approved			Date			



## APPENDIX B Generic Risk Assessment for Educational Visits (General)

Significant HAZARDS  Likely places/ways that people could be seriously harmed	CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice  Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below. Add extra measures in each section as needed.	Further action required?
Size of site – losing a child  Emergency/Fire	<p>Constant supervision. Designated meeting point given. All supervising staff to exchange phone numbers and be aware of procedures to follow. Trip leader to carry School mobile phone. N.B. Mobile phones may not work in some areas due to weak signal</p> <p>Where applicable Children will be briefed as what to do if separated from group. All pre-prep children to wear printed wrist bands.</p> <p>Staff to take Emergency contact sheets for each child with an up-to-date photograph to give to emergency services if required. (Sheets to be destroyed after the trip.)</p> <p>Staffing ratios will be in line with H&amp;S Policy</p> <p>All made aware of fire exits and fire procedures.</p> <p>Large groups to be divided up into smaller sub-groups reporting to designated members of staff during the visit</p> <p>Group leaders to do a name-check on each rendezvous occasion</p>	<p>Check :</p> <p>Adult:child ratio</p> <p>Extra staff needed for particular circumstances?</p> <p>Lost child policy</p> <p>Emergency plan for dealing with an incident on a educational visit</p>
Cuts, scrapes, falls, burns, shock, breaks,  Allergic reaction  Illness due to lack of medicines	<p>First aid box is taken on all school outings &amp; staff receive regular training.</p> <p>Location of local hospital facility to be known by Staff.</p> <p>Supervision at all times.</p> <p>Ensure emergency forms checked for allergies and foods, substances avoided.</p> <p>Ensure all medication and/or inhalers carried.</p>	

<p>Accidents/injuries</p> <p>Transport to and from venue in passenger carrying Vehicle.</p> <p>Booster seat needed?</p> <p>Accident in road/car park</p> <p>Public transport</p>	<p>Head count before departure</p> <p>Seat belts to be worn at all times and to remain seated until vehicle has stopped moving. Constant supervision</p> <p>Qualified drivers/transport services.</p> <p>Use reputable coach company</p> <p>Awareness of emergency procedures.</p> <p>Constant supervision.</p> <p>All aware of dangers.</p> <p>Yes for children under 135cms tall on planned journeys in staff cars</p> <p>If using public transport, one staff member will be first onboard and last off board</p> <p>one staff member will be last onboard and first off board</p> <p>staff member will stand by and check doorway as children enter / exit</p> <p>group will be briefed regarding need for orderly entry / exit</p> <p>children to be seated wherever possible</p>	<p>See minibus risk assessment</p> <p>See Appendix C to Ed Visits Policy</p>
<p>Confrontation with members of public</p>	<p>Appropriate briefing to pupils on required behaviour / Code of Conduct.</p> <p>Children supervised at all times and accompanied to toilets</p> <p>Theatres / Cinemas</p> <p>Seats will be booked and reserved in advance</p> <p>The group will be in a block seating area together</p> <p>Adult leaders to sit at the both ends of each row so that young people will not sit next to other members of the general public</p>	
<p>Exposure to adverse effects of weather, cold injury, heat injury, over exposure to sun etc.</p>	<p>Staff will consider possible weather conditions, plan appropriate programme, and aim to ensure that children take clothing and equipment required.</p> <p>Staff will plan and make provision for young people who may not bring suitable kit, including arranging a check before departure and/or bringing spares.</p> <p>Staff will obtain daily weather forecast and adjust plans accordingly.</p>	
<p>Activities in, on or near water drowning/hypothermia</p>	<p>All accompanying staff are made aware of the particular and higher risks associated with many water based activities</p> <p>Activities involving water will be carefully pre-planned, and appropriate risk assessments and control measures put in place, including availability of life saving equipment and competent, trained staff.</p> <p>Staff will know the swimming ability and confidence of group members and will plan activities accordingly</p>	

Your own specific visit risk assessment - is required for each visit to address any extra issues relevant to the specific site/group/activities involved

Charlotte House Preparatory School for Girls - Risk Assessment for Educational Visit

Trip Leader : ..... Venue: ..... Date of visit: ..... Form/s : .....

Method of travel ..... Staff/Volunteers:- ..... Ratio: Adults/Children : .....

What are the hazards to Health & Safety?	What action is necessary to eliminate or reduce the risk?	Further action required?

Date Completed:.....	Signature of Trip Leader: .....  Signatures of other members of staff.....  .....	Authorised by: .....
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## Appendix C

Child car seats – The LAW	Front seat	Rear seat	Who is responsible?
Driver	Seat belt <b>MUST</b> be worn if available.		Driver
Child up to 3 years	Correct child restraint <b>MUST</b> be used.	Correct child restraint <b>MUST</b> be used  If one is not available in a taxi, then the child may travel unrestrained in the rear	Driver
Child from 3rd birthday up to <b>EITHER</b> 1.35m in height, <b>OR</b> 12 years old	Correct child restraint <b>MUST</b> be used	Where seat belts fitted, correct child restraint <b>MUST</b> be used  <b>MUST</b> use adult belt if the correct child restraint is not available in three scenarios:  - in a licensed taxi or private hire vehicle ; - for a short distance for reason of unexpected necessity; - two occupied child restraints prevent fitment of a third.  In addition, a child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available	Driver
Child over 1.35 metres, or 12 to 13 years	Seat belt <b>MUST</b> be worn if available	Seat belt <b>MUST</b> be worn if available	Driver
Adult passengers (ie 14 years and over)	Seat belt <b>MUST</b> be worn if available	Seat belt <b>MUST</b> be worn if available	Passenger