



# Educational Visits Policy – EYFS & School

|                                 |                           |
|---------------------------------|---------------------------|
| Staff responsible:              | SMT                       |
| Last review/update date:        | October 2019              |
| Review cycle:                   | Annually                  |
| Reviewed by Committee:          | Health & Safety Committee |
| Approved by Board of Governors: | November 2019             |
| Next review date:               | October 2020              |
| Related policies:               | Missing Children Policy   |
| This document also appears on:  | Website<br>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.

Educational visits help to develop a pupil's investigative skills and encourage greater independence. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development.

## 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, but would normally be Years 1 & 2: 1 adult to every 8 pupils Years 3-6: 1 adult to every 10 pupils. There is always one teacher designated to be in charge of the visit and they will be contactable using either their own or the school's mobile. 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.

## **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**

Pre-Prep girls participating in 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:

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.

If the child has not been found following a search, 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 will contact the school office and they will liaise with the child's carer/parents and agree what medical assistance is required or whether the child needs to be collected.

## **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. | 4weeks before visit          |
| Registrar agrees budget with the Bursar, including the costs of any transport hire  | 4-6 weeks before visit       |
| The Registrar drafts letter to parents, including all the details so that the parents' may give an informed consent.. Form Tutor collects and chases written consent from parents   | 2 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          |
| Liaise with the school office two weeks before the trip, regarding the final details, including risk assessment, consent forms and itinerary Book first aid kit and if applicable the school minibus.   | 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<br><br>Likely places/ways that people could be seriously harmed                          | CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice<br><br>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<br><br>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>In any emergency or if a child is lost the trip leader should contact the office immediately and we will contact the parents.</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,<br><br>Allergic reaction<br><br>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,</p> <p>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

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: .....<br>Signatures of other members of staff.....<br>..... | Authorised by:<br>..... |
|----------------------|---|-------------------------|

## 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<br><br>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<br><br><b>MUST</b> use adult belt if the correct child restraint is not available in three scenarios:<br><br>- in a in a licensed taxi or private hire vehicle ;<br>- for a short distance for reason of unexpected necessity;<br>- two occupied child restraints prevent fitment of a third.<br><br>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           |

## Appendix D

### Residential Trips Overseas

A residential trip to France has, for a number of years, been a highlight of Form VI's school year; it is an excellent opportunity for pupils to gain confidence and practise their French language skills in an authentic setting including in a school.

In seeking to make the trip safe and enjoyable for all, measures and procedures are put in place in addition to those already given in the policy:

- A reputable France-based company is used to book travel, accommodation and activities. Company staff have excellent English and French language skills and much experience in organising residential trips with English schools.

### LANGUES ET VOYAGES - ELS EURO-SEJOURS

BP 96150, 53061 LAVAL CEDEX 9, France. 00 33

Tel : + 33 (0)2 43 67 91 98 - Fax : +33 (0)2 43 67 91 99

Fiona Barone / Christine Lloyd

- Coach companies are chosen on the recommendation of ELS. Drivers have DBS clearance and are trained in driving overseas with a right-hand drive vehicle.
- ELS advise on local requirements and qualifications for instructors. Sandsailing is booked with recommended qualified instructors.
- The school mobile 'phone is taken. Mobile 'phone numbers are shared between ELS, Charlotte House Staff and the coach driver. All are made aware of the need for the addition of an international dialling code.
- Pupils wear a wristband with emergency 24 hour contact details of ELS. Pupils are told that, should this become loose or lost, they should notify any accompanying staff member immediately.
- Contact numbers for local emergency service numbers are noted, as well as local hospital. This is also noted on the Risk Assessment which is carried on the trip. Numbers are checked immediately prior to the trip.
- The risk assessment is read, reviewed, discussed and signed off by the Chair of Governors.
- At least one member of Charlotte House staff accompanying the trip will be a confident French speaker; a bilingual member of ELS will also accompany the trip.
- In the event that pupils or staff travelling have known allergies or illnesses, details of these allergies, illnesses and relevant treatments are translated into French and taken with the group along with the English original.

- Emergency contact details of pupils and staff, along with medical information, are logged with ELS staff before the visit.
- Passports (and visas where necessary) are kept by Charlotte House staff; parents are encouraged to apply for and provide an EHIC card. The trip is insured under the school insurance policy.
- The trip will be constantly reviewed and assessed throughout its duration. If at any point the wellbeing and safety of pupils or staff are compromised (for example through excessively poor behaviour; an extreme public incident; staff illness) then an additional member of staff from the main school site will be called upon to join the trip.