

Educational Visits Policy

APRIL 2012

Bettridge School is committed to supporting the curriculum with educational visits, encompassing a wide range of venues. Such visits increase in frequency as pupils move through the school. Some visits occur on a regular basis such as riding, shopping and Dundry Nurseries. Other visits are single ones planned to support an aspect of a curriculum module or familiarize pupils with the wider community.

In key stage 4 regular visits are made to Gloscol and to support the Btec programme. Residential visits may be made both in the UK and abroad.

PROCEDURES

General Permission

- For any visit using transport an EV form must be completed and given to the EV Co-ordinator no less than 2 weeks beforehand. The EVC will check and initial and then give to the Headteacher.

A risk assessment must accompany each EV.

After signing, the Headteacher will return it to the EVC for filing.

The EVC will cancel lunches. Buses can be booked with Nicky Hale (current at February 2012).

- An OV form for residential visits **MUST** be sent by email to the SHE unit at least 28 days before the visit. Prior to this the form must be sent via email to the HT for her approval. An itinerary and risk assessment **MUST** be attached. You must not send paper OV forms by post. They will not accept them. The OV form is on the network on the "O" drive.

Parental Permission

- A general permission for local visits is obtained at the beginning of each academic year.
- EY Pupils – Parents must give consent for each non-regular visits. For regular local visits, consent may be given once as long as parents are informed through the diary of the date of each visit.
- KS1 and 2 Pupils – Parents must be informed of each non-regular visits beforehand. The general consent at the beginning of the year covers permission for all non-hazardous visits within the school day. For regular visits, parents must be informed of when they are taking place.

- KS3 and 4 pupils and Post 16 Pupils – Parents do not have to be specifically informed of visits within the school day beforehand but it is good practice to do this if possible. The general consent at the beginning of the year covers permission for all non-hazardous visits within the school day. Individual permission must be obtained for residential visits.

Minibus Travel

Please refer to the policy on the use of the minibus for general guidance

- Any member of staff wishing to arrange a visit on a day when they are not normally timetabled for the bus should ascertain that a bus is available before arranging the visit.
- A copy of “Emergency Procedures” is kept in each minibus for reference. A copy of this document is also included as an appendix to this policy.
- If staff are driving the minibus they should not consume alcohol before or during the journey or for a lengthy period beforehand.
- If a driver is taking any medication that causes drowsiness it is advisable not to drive the minibus.

Car Insurance

- Staff should only use their cars to carry pupils to and from a visit if they have specific insurance to do so and have their insurance and licences checked by the school administrative staff.
- If staff have cars which are not insured to carry pupils, they may take a pupil to hospital in their car in an emergency should this prove necessary, but normal practice is to call an ambulance in such circumstances. The county insurance will cover the pupil on that journey.

Residential Visits

- Officially there should be at least one same gender staff as pupils. In the circumstances pertaining at Bettridge School the gender of the staff is not relevant to the care and welfare of pupils. Decisions about staffing for a residential visit must be made in consultation with the headteacher, paying due regard to the individual needs and personal dignity of pupils in the group.
- Before a residential visit parents should be informed by the teacher/visit leader of the method and cost if a pupil has to be sent home due to unacceptable behaviour.

- After a residential visit teachers are to fill in a short evaluation form about the venue and the provider organisation. These will be kept in school for future reference.

Planning Visits

- An exploratory visit should be made to unfamiliar venues to assess suitability and risks as well as general information gathering. If this is possible, contact the venue for appropriate information and other schools who have used it.
- If a group leader is going to be in charge of pupils participating in an activity, (eg ice skating) then that leader must be competent in the activity themselves.
- All staff who go on visits should be familiar with basic first aid procedures (see “Guidelines on First Aid”, DfES)
- Staff should also be familiar with relevant legislation concerning medical needs, namely:
 - Staff do not have to administer medication, but may do so voluntarily.
 - Prior parental consent must be obtained for medication.
 - Staff have “a common law duty to act as any reasonably prudent parent”, which may include administering medication and/or taking action in an emergency.

Risk Assessment

- A risk assessment should be completed for all visits, whether regular weekly ones or non-regular. (Regular visits can be assessed at the beginning of the academic year and updated that year if necessary). Risk assessment forms are on the network on the “O” drive. The completed form should be read by all adults on the visit.

IMPORTANT

This guidance must be followed. If any school experiences difficulty in meeting the requirements, the Authority must be consulted well in advance of the commencement of the Educational Visit or School Journey.

Risk assessment is an essential element of all educational visits and journeys. All significant hazards should form part of a written risk assessment and the importance

of this cannot be over emphasised. It will be necessary to consider all visits including shorter journeys and the use of detached facilities such as playing fields. The knowledge and experience of the members of staff who will be leading the school visits will be of equal importance.

It is recommended that all risk assessments be re-evaluated when the visit/journey has been completed, as this will allow additions or amendments to be made in the light of experience. The revised risk assessment will then provide more detailed information for subsequent visits.

Risk Assessments for Visits

Risk assessment must be made for any visit undertaken by pupils.

WHO

- Risk assessment forms should be filled in by the group leader of the visit.
- They should be read by all adults (including volunteers) who will be accompanying pupils on the visit.
- Risk assessment forms must be attached to the EV form.

WHEN

Regular Visits: Complete an assessment form before the first visit, with risks for a whole term borne in mind. Review the assessment at the beginning of each term. Amend if necessary.

Non-Regular Visits: Complete a risk assessment form for EACH visit, assessing the risks for the particular visit.

HOW

These are the areas to consider:-

- The pupils – medical conditions, capabilities, behaviour, needs.
- The staff – ratio of staff to pupils, any particular needs of staff (eg physical, medical).
- The venue – consider what may pose a potential hazard to pupils and/or staff. Examples include: escalators, traffic on roads, traffic in car parks, a pond, breakables in shops, rough terrain, slippery floors in a swim pool, members of the public, public toilets etc.
- For some groups travelling in the minibus may pose a risk – eg a particular pupil unfastening a seatbelt etc.
- In case of a bus crash/accident consult the “Emergency Pack” located in the front of both buses.

NOTE

- Of course we cannot cover every eventuality. Staff are expected to make on the spot assessments if confronted by an unexpected risk and then make on the spot decisions to cope with it, taking all reasonable care and consideration for the safety of all.

TRAVELLING IN CARS WITH PUPILS

- When taking pupils in your car, take with you an “Emergency Procedure Pack”, available on the network in the “O” drive in “Policies, Risk Assessments and Visits”, then under “Policies”, then in “Curriculum”.

EMERGENCY PROCEDURES

In the event of an emergency:-

1. Ascertain the nature and extent of the emergency.
2. Render first aid and attend to the casualty(ies).
3. Make sure all other group members are accounted for, are safe from dangers and are well looked after.
4. Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
5. Collect the remainder of the group and arrange for their return to base.
6. Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
7. Contact the centre where you are staying and inform them.
8. Contact the Headteacher and designated contact persons. Give them the following information:
 - your name
 - nature, date and time of the incident
 - location of the accident
 - details of the injuries
 - names of all involved
 - actions taken so far
 - telephone numbers for future communication – for serious incident, try to identify alternative phone numbers as lines could become jammed.

9. If the press are involved before you have time to contact base make no comment and refer them to the Headteacher or to the local police.
10. The Headteacher/designated contact person should rapidly appraise the situation. Where the accident is clearly serious, he/she should immediately contact the Director of CYP Services. **The Emergency Number is 01452 427171.**
11. The Director of CYP Services (or his/her staff) will make all necessary contacts and follow established incident procedures.
12. The Director of CYP Services (or his/her staff) will contact the Press Office. All media contacts will be channelled through them.
13. The Director of CYP Services (or his/her staff) will contact the County Legal Department, the insurance companies and the members of the County Council as appropriate.
14. The Headteacher will arrange to contact persons as soon as possible and establish all necessary links locally.
15. At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
16. Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
17. Legal liability should not be discussed or admitted.
18. The Director of CYP Services will determine whether an enquiry is required into the organisation of the visit/journey and the conditions that preceded the emergency.

REMOVAL PACK FOR PARTY LEADERS
PROCEDURE IN THE EVENT OF AN EMERGENCY:

GENERAL INFORMATION

School Telephone Number: _____

Contact Persons: _____

Home Telephone Number: _____

Contact Number for Headteacher: _____

Contact Numbers for Education Dept: _____