

EDUCATIONAL VISITS

(This policy should be read in conjunction with the Health & Safety and First Aid policies, the Missing Child policy and the staff handbook)

Educational visits off-site complement various aspects of the curriculum and need to be well planned so that pupils derive maximum benefit from the experience.

Pupils should wear School uniform, except in particular circumstances, and are expected to behave in a well-disciplined, courteous and safe manner at all times.

(Note: The Governors must be informed about trips involving overnight stays; such trips are noted in the school calendar.)

Before each visit the member of staff in charge must:

- Have overall responsibility for planning and organizing all areas of the visit
- Obtain the Headmaster's agreement before any off-site activity or visit takes place
Appendix B
- Have overall responsibility for the supervision and conduct of the visit
- Have regard for the health and safety of the group
- Be aware of child protection issues
- Be familiar with the location/centre where the activity will take place, including organizing a visit if required
- Check that parents/guardians have returned and signed the consent forms
- Undertake and complete a comprehensive risk assessment - See appendix D and shared drive for generic versions
- Ensure that the ratio of teachers to pupils is appropriate for the needs/behaviours of the group
- Ensure that any volunteers used, especially parents, are aware of the limits of their responsibilities and have been CRB checked/induction into Gayhurst.
- Ensure that the team have details of pupils' special educational or medical needs where appropriate
- Ensure that adequate medical/first aid provision will be available
- Ensure that all teachers and supervising adults are fully aware of what the proposed visit involves and brief group members, parents and supervising adults prior to the commencement of the trip
- Check that all adults attending the trip have all the contact details and completed risk assessment forms in case of an emergency
- Ensure that parents are given sufficient information in writing and are invited to any briefing sessions

- Tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct
- Ensure pupils are well briefed about each part of the programme
- Ensure pupils are suitably equipped and clothed
- Ensure pupils are never allowed to go off on their own or in groups (there may be exceptions, in certain controlled circumstances, for Year 8)
- Ensure office staff have a complete list of pupils (including names, addresses and telephone numbers)
- Ensure all staff have the emergency contact number at school
- Ensure any accidents are reported (see appendix A) and note RIDDOR requirements
- Where using an Adventure Activity Company, ensure they are registered under the Adventure Activities Licensing Regulations 2004

A review / evaluation of the trip afterwards is also required.

TRANSPORT

Travelling by Coach or Mini Bus

When pupils are travelling by coach the following procedure must be followed:

- A roll call must be taken before embarking on the coach to ensure that all pupils who are going on the visit have assembled in. A head count should also be taken both on and off the vehicle.
- Once on the coach a head count must be taken when all pupils are in their seats.
- Staff then check that all seat belts have been fastened.
- The emergency exits of the vehicle must be pointed out to the pupils.
- When two staff are present one must sit at the back of the coach, the other at the front of the vehicle.
- When three staff are present then one must sit at the rear of the coach, one must sit in the middle and one at the front.
- Pupils are not allowed to eat sweets or food of any kind on a coach or mini bus.

Accidents And Emergencies

- 1) In any emergency please contact the school immediately on 01753 882690
- 2) Every outing should have access to a mobile telephone and carry a First Aid Kit, which can be collected from the Office immediately before departure. Mobile phones must be on (where appropriate) to allow the school to contact the trip participants.
- 3) All accidents are to be reported to the Office (as if it had taken place in School). Where accidents occur on an outing, an accident form should be completed immediately (A supply of these must be kept in the First Aid Box.) (Appendix A).

Accident Record

About the person who had the accident

Name:

Address:

Occupation:

About you, the person filling in this record:

Name:

Address:

Occupation:

About the accident:

When did it happen? Date:

Time:

Where? (state which room or place:

Member of staff on duty (if relevant):

Say how the accident happened, give the cause if you can:

Witness report (if relevant):

If the person who had the accident suffered an injury, say what it was:

Action taken by School:

For pupil involved accidents:

Parents informed by telephone Yes No Time:

By:

Parents given a copy of the accident report? Yes No

By:

Signed:

Dated:

For the employee only:

By ticking the box and signing this page I give my consent for my employer to disclose my personal information and accident details to safety representatives and representatives of employee safety for them to carry out health and safety functions given to them by law.

Signed:

Dated:

For the employer only:

Complete this box if the accident is reportable under RIDDOR. To report just call the ICC on 0845 300 9923.

How was the accident reported?

Signed:

Dated:

TRIP APPROVAL FORM

Curriculum Subject:

Trip Details:

Date:

Address:

Departure time;

Return time:

Purpose of the trip (related to curriculum objectives)

Class and number of students:

Trip leader:

Contact number during the trip:

Number and names of staff (indicate the first aider with an*)

Cover arrangements (ensure Deputy Head advised if trip is approved)

Transportation:

- School minibus Coach Public Transport (specify)
- Risk assessments done Attached to this form
- Medical information sheets for pupils and staff prepared
- Letters for parents prepared and attached to this form or
- Standing parental consent in place

Organising company (if any)

Cost per pupil

For the Headmaster only:

Having seen and verified the trip outline and risk assessments, I:

Approve the trip Consider the trip needs further planning

Signed Mr GRA Davies

Dated:

Form to be returned to the Bursar

GAYHURST SCHOOL POST TRIP REVIEW AND EVALUATION FORM

Location:

Trip leader:

Number in group:

Date of visit:

Objectives(s) of visit:

Accommodation providers (if applicable)

Activity/Service provide (if applicable)

Please comment on the following issues, if relevant:

Item:	Service provider	Comment?
	satisfactory/ unsatisfactory?	

Pre-visit organization and planning		
Risk management		
Transport		
Young people/ group members (eg. Suitability of age/ inclusiveness)		
Staffing and supervision (eg. ratios)		

Content of educational program		
Accommodation and facilities		
Activities (eg. Safety management, quality of instruction, equipment)		
Tour/rep. guide		
Staff briefing and emergency procedures		
Parent/Pupil briefing		
Incidents		
Overall value for money		
Insurance/finance (eg. Problems collecting money etc.)		
Signed:		
Date:		

RISK ASSESSMENT

Activity: Planned Date:

Hazards	Persons At risk	Risk control Measures	Risk	What further action is necessary	Date completed and by whom