

WINDLESHAM HOUSE SCHOOL

VISITS POLICY



Reviewed: January 2011

Policy Ref: 013

Windlesham

Background

It is not only a legal requirement, but also the school's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted on a regular basis and cover all identified risks to our pupils, our staff, our buildings and our grounds, in our daily routines and at all school events. This includes all off-site visits and activities.

This policy also applies to our Early Years Foundation Stage. Special note is made of the need to have a qualified paediatric 1st. Aider on every EYFS trip.

Conduct of Risk Assessments

Assessments are conducted by the Head, the Educational Visits Co-ordinator (EVC) or delegated to a member of the Senior Management Team, Heads of Department or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

Nature of Risk Assessments

Assessments identify significant risks, such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Each assessment is written up on a standard proforma, for the convenience of all concerned.

Frequency of Risk Assessments

Assessments are normally annual, but more frequent checks may be required in some risk areas.

Rolling Annual Survey

Annual risk assessments are carried out

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Reporting Procedures for Surveys

The results of our periodic risk assessment surveys are reported initially to the Health & Safety Sub-Committee, and then to the full Governing Body. The main report is made towards the end of the school year when the annual survey has been completed. The reviews are then incorporated into handbooks in time for the following Autumn term.

Reporting Procedures for Newly-Identified Hazards

All staff are aware of the need to report major new hazards as soon as they are identified. All staff are in turn notified immediately when any major new hazard is reported.

Display of Risk Assessments

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form.

Date written:	Signed:
Updated:	Signed:

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RISK ASSESSMENTS FOR OFF-SITE EDUCATIONAL VISITS

All school trips and visits must be planned and prepared for in a professional manner and have particular regard to the health & safety of children on educational visits. Although major tours and off-site trips do involve more detailed preparation than an away match, the Head/EVC must give his permission for all trips to take place.

All risk assessments must be submitted with a completed notification document which can be accessed from the Generic Templates folder (Staff/Staff Only/EVC Risk Assessments).

Many venues should, by law, supply their own risk assessments on request if they offer a service (ice-skating, ten-pin bowling, theme parks etc) and also if they take a supervisory or instructional role for activities (sailing, windsurfing, riding etc.) for which they make a charge. For those activities the risk assessment would need to address only our own transport, supervision, accommodation if appropriate and medical information.

In order to complete a suitable risk assessment for the proposed school trip or visit, staff may browse through the Generic Templates folder and select the templates relevant to the trip.

Each one is then saved in a personal folder, the template modified to suit the organisation details of the trip. This will include information regarding the level of risk, who might be harmed, and specific details to reduce the level of risk. These are printed and sent with the notification document to the Educational Visits Coordinator or EVC (MJW), or sent as attachments via email.

Trips involving an external travel company or an overnight stay away from school or home must also be completed with the addition of other forms and proposed budgets etc. Further information can be found in the Group Leaders Tours Pack folder and discussed with the EVC.

Parental permission to emergency medical treatment should be sought prior to the commencement of any trip. In addition, parent contact details need to be easily accessible so that in the event that emergency medical treatment were ever required on a trip, parents can be quickly contacted and consulted about the need and type of emergency treatment that may be required.

The process of writing risk assessments should be as simple as possible without compromising the importance of the documents themselves.

A Group Leader is responsible for the satisfactory preparation of the trip. Staff should remember that as the children benefit hugely from the educational value of visits, these trips must be allowed to continue, with good practice guidelines always being followed.

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Staff: Pupil Ratios

Windlesham House School EVC

Many questions are asked about staff: pupil ratios for school trips and there is no definitive answer to be given. The ratio will depend on a number of factors:

- the age, sex and ability of the pupils;
- the number of pupils involved;
- pupils with special educational or medical needs;
- their previous experiences of being away from school/home and of the activities involved;
- the degree of responsibility and discipline shown by the group;
- the type of visit and the nature of the activities involved;
- the amount of risk;
- the location and travel arrangements;
- the time of year;
- the experience and quality of the supervisory staff available;
- requirements of the organisation or location to be visited;
- First aid cover.

If the pupils have special educational needs, there should be a higher staff to pupil ratio. David Brierley of the Professional Association of Teachers (PAT) advises that an "extremely high level of care is necessary when teachers are dealing with pupils with special needs. Wider safety margins and better pupil: teacher ratios than normal are advisable."

He also warns that, "Ratios in themselves do not guarantee safety." In all cases, the duty remains with the Headteacher and leader to ensure adequate supervision for the particular group and for the particular activity.

The Secondary Heads Association (SHA) consulted one LEA who gave the following guidance on staff to pupil ratios (minimum requirements):

EYFS - 1:8, but usually 1:5;

1:10 for trips abroad with minimum of 2 adults of opposite sexes if the group is a mixed party;

1:15 for other residential visits with minimum of 2 adults of opposite sexes if the group is a mixed party;

1:20 for day visits outside the walking distance of the school with minimum 2 adults of opposite sexes if the group is a mixed party;

1:25 for a short local visit (perhaps during a lesson) where one teacher might be sufficient even for a mixed party.

Some LEA's are suggesting a minimum number of teachers in addition to a minimum level of adults. Consult your own local education authority for guidance.

The Association of Teachers and Lecturers (ATL) recommends in general that a ratio of 2:20 is an absolute minimum. For some potentially hazardous activities it may be 1:5, 1:8 (abroad) or 1:10 or 1:12. A judgement can only be made when all the risks have been assessed. Teachers should keep a written record of that assessment and the reasons for the final decision. ATL also advises that "if in doubt, increase the number of adult supervisors" and in mixed groups have at least one male and one female teacher.

If in doubt about the Staff-Pupil ratio required for a Windlesham Trip, please ask EVC for guidance

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Risk area:	Sample template: refer to folder for specific risk assessments
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Assessment performed by:	<i>Head/ School Safety Officer (Bursar) / EVC/ other</i> (Delete as appropriate; if 'other' please specify)
Workplace:	Windlesham House School

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
<i>(table extends automatically)</i>					
If one of these hazards is identified in your school, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.					

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
<i>(table extends automatically)</i>					

People at risk (✓):	Pupils	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Parents	<input type="checkbox"/>	Parent helpers	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Contractors	<input type="checkbox"/>
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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Written notification to the Headteacher / School Safety Officer / other <i>(delete as appropriate; if 'other' please specify)</i>
Date of next assessment:	
Assessment frequency:	
Date:	Signed:

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**Windlesham House School EVC Procedures
FORM A)**

Procedure for taking children off-site

1. Complete a Request/Notification form
2. Complete a checklist
3. Complete a Risk Assessment Form if applicable
4. Complete a list of children on trip
5. Once approved by EVC (MJW) pin Notification Form together with List of children on Staff Noticeboard. Copies to Office/Medical/Catering as appropriate
Place other forms, together with a copy of List of children in EVC tray in Staff Room

All forms are accessible from Staff/Staff Only/EVC checklists/**or** EVC risk assessments

They may be completed in electronic version or on forms available in EVC folder in Staff Room

If using electronic version:

Save the form on your area first

Fill in on line **below** each question!

Highlight in **green** instead of a tick. (You can copy and paste)

Send completed forms as attachments to MJW for approval & copies to Medical/Office/Catering, as appropriate

Advance planning (Minimum 2 days before Trip) will assist the process considerably. Please ask me if unsure about the procedure.

MJW Sept.'09

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WINDLESHAM HOUSE SCHOOL Outing:

Staff:

Date:

EVC approval:

EVC PLANNING CHECKLIST FOR OFF-SITE ACTIVITIES

(Save in your area
first if completing on-line)

FORM C

This checklist is to help the HM, Educational Visits Co-coordinator (EVC), and the Group Leader to ensure:

- *The safety of children and staff*
- *The maximum educational benefit to children*
- *Effective organization and administration*

It may be used by the HM to decide whether final approval for a visit is given.

1. Group leader (highlight tickbox in green if electronic version: copy and paste) ✓

*tick box:
or N/A*

Is there a clearly identified group leader, familiar with the basic principles of safe practice? Someone who is sufficiently experienced to assess the risks and manage the proposed activity?

2. Purpose

Have the purpose and objectives and learning outcomes of the visit been clearly identified, discussed with any other provider, and are they appropriate to the age and ability of the group? Does the activity fit within the overall programme of the establishment?

3. Risk Assessment

Have the risks involved in the activities you propose been fully considered?
using the RAOS (Risk Assessment Off-Site) form?

Have you planned and where necessary, recorded your control measures?

(These Regulations and Notes of Guidance for Off-Site Activities provide a base, but leaders are expected to give further consideration to risk assessments. See Appendix)

4. Location

Is the location of the visit appropriate to the activity to be undertaken and manageable for the group?

(Is it the only and best venue which can be used to achieve the objectives?)

5. Advice and approval

Have you discussed plans with any other suitably qualified and experienced staff, if appropriate to this trip? (eg the Educational Visits Co-coordinator)

Does the proposed activity include adventurous activities or a hazardous pursuit?

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6. Staff

Are the members of staff or other accompanying adults (eg junior teachers) leading activities suitably qualified and experienced, (i.e. competent)?
(Inexperienced staff will benefit from accompanying more experienced staff)

Special note is made of the need to have a qualified paediatric 1st. Aider on every EYFS trip

Have members of staff or adult volunteers (eg parents) been vetted, regarding child protection, where necessary? (*ie List 99, Criminal Records Bureau checks: See Bursar*)

7. Staff/participation ratio

Will the group have acceptable staff/participant ratio necessary for the activities proposed?

Do plans and staffing ratios reflect the needs of people with disabilities?

Will this include male and female supervision where necessary?

(See Sections A and B in the WSCC Regulations and Notes of Guidance for Off-Site Activities)

8. Preliminary or Inspection visit (where appropriate)

Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements?

(e.g. travel time, access including children with disabilities, and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.)

If not, has action been taken to ensure the Group Leader is aware of potential hazards and opportunities?

9. Parental Consent (where appropriate)

Has the consent of parents/guardians been obtained for the visit and for the activities which are planned?

10. The Programme

Do the children and staff have the appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment?

Are the children prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all of the children?

Is there an alternative programme (Plan B) in the event of poor weather?

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11. Organisation

- Do you have a first aid kit available?
- Do the staff accompanying the children have any first-aid training?
- Do you know and understand the insurance arrangements?
- Do you need to take out additional cover? (eg EHIC for trips abroad)
- Are sufficient staff aware of dietary and medical needs of children and staff

12. Transport

- Have you requested a minibus or requested for a coach?
- Is there a contingency plan in the event of a delay or early return?

13. Finance

- Do you require cash? If so have you arranged for a cash advance from the Bursar?
- Is the trip to be charged to parents? If so, have you obtained authorisation for this?

14. Briefing of children

- Will the children be briefed as to the activities undertaken and expectations?
- The briefing may need to include:
- *appropriate clothing and equipment*
 - *rendezvous procedures for lost participants*
 - *significant hazards*
 - *groups for study or supervisory purposes*
 - *safety risks of jewellery*
 - *a system of recall and action in emergencies*
 - *relevance to prior and future learning*
 - *agreed codes of conduct and behaviour*

15. Briefing for staff

- Will the party leader also brief adults and other helpers?

The briefing may need to include:

- *defining roles and responsibilities*
- *careful supervision, to cover the whole time away*
- *anticipation of hazards and the nature of the programme*
- *standards of children's behaviour expected*
- *regular counting of children*
- *how much help to give to children in any tasks*
- *a list of names of children in groups*
- *emergency procedures*

16. Emergency contact

- Has a named point of contact been identified at Windlesham or at base in the event of an emergency, who has a list of the group members and a programme of group's activities?

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Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency?

17. Preparation and communication

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

18. Follow up

Have arrangements been considered for appropriate follow-up work, evaluation and contacts after the visit?

Has a report been provided for the Head and other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or Incidents?

Have the charge sheets been completed?

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FORM E

PLANNING CHECKLIST FOR OFF-SITE VISITS (PE/GAMES DEPARTMENT)

This checklist is to ensure that members of the Games/PE Department are aware of the procedures listed in the Educational Visits Folder, and serves as a reminder of key areas which need checking before any off-site trip is taken. Those accompanying children should also be aware of the basic requirements regarding Risk Assessment and the relevant check-sheets should be referred to.

(highlight tickbox in green if electronic version)

*tick box:
or N/A*

- Date & Date of trip/match...(As team sheet)
- Destination.....(As team sheet)
- Leaving time...As team sheet)
- Return time
- Name of senior member of staff in charge (if coach)
- Name of minibus driver
- Name(s) of accompanying member(s) of staff
- Mobile phone number(s)
- Cash for emergency
- List of passengers (team list(s) attached) nb Day Children considerations
- First aid kit
- Minibus 'etiquette' observed / vehicle checks undertaken
- Awareness of the risk assessment for the intended off-site visit
- Briefing of children
- Briefing of staff
- Emergency contact numbers (School Calendar)

Once completed, this form should attached to the team sheet in the School Office

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FORM F

ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP

In the context of a school visit what constitutes an emergency?

- ⇒ an incident of any kind preventing the visit from following its planned itinerary
- ⇒ an incident of any kind leading to the party having to make an unplanned division into two or more separate groups
- ⇒ an illness or accident necessitating the hospitalisation of a member of the party
- ⇒ any incident following which the party leader feels the need for the advice and/or support of a senior member of staff

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all party leaders and their deputies:

- Establish nature and extent of emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable).
- Establish the names of the injured or missing and call relevant emergency services.
- Advise other staff in the party of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all party members are accounted for.
- Pass full details of the incident to member of staff at School (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Important telephone numbers for contacting the school in the event of an emergency must be taken by the party leader.
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- Control access to telephones until contact is made with the Head, or designated member of the SMT, and until they have had time to contact those directly involved and any embargo lifted.
- Media:
 - Wherever possible media enquiries will be handled at school.
 - If a statement has to be made at the scene of the incident the team leader will be so authorised and will be appropriately briefed.
 - Under no circumstances should the name of any casualty be divulged to the media.
- The Party leader should write down as soon as practicable all relevant details. A record should be made of witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed.
- All accident forms should be completed and insurers, HSE or local Authority inspectors should be contacted if appropriate (by Head/Bursar).
- Inform parents of any delays that will be necessitated.

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WINDLESHAM HOUSE SCHOOL EVC PROCEDURES

FORM F

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