

# WINDLESHAM HOUSE SCHOOL

## PROCEDURE: EVC VISITS



**Updated: October 2020**

**Procedure: 02-01j**

**Responsible Member of Staff: Senior Master, Simon Hallam**

### **1 Purpose**

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 and procedures also apply to our Early Years Foundation Stage. Special note is made of the need to have a qualified paediatric first aider on every EYFS trip, and there should be an adult/child ratio of a minimum of 1:5, and all vehicles and drivers of any vehicles must have adequate insurance. This procedure takes account of DfE advice *Health and Safety on Educational Visits (2018)*.

### **2 Types of Trips**

Most visits are sports, activities or of an educational nature, and typically last no longer than a day. For these trips we follow school procedures as laid out in the EVC documents available in the Staff only area (Appendix 1).

For overnight and overseas trips, more detailed planning and risk assessments are required.

### **3 Conduct of Risk Assessments**

Assessments are conducted by the Headmaster, 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.

### **4 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?

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- If not, what contingency plans will serve us best for the time being?

Each risk assessment should be written using the risk assessment template available on the K:Drive/Staff/Bursary.

### **5 Frequency of Risk Assessments**

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

### **6 Rolling Annual Survey**

Annual risk assessments are carried out.

### **7 Reporting Procedures for Surveys**

The results of our periodic risk assessment surveys are reported initially to the Health & Safety 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.

### **8 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.

### **9 Display of Risk Assessments**

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

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### **Guidance: 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 K Drive:/Staff/Resources.

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.

Staff should modify the risk assessment template 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 "control measures". These are printed and sent with the notification document to the Educational Visits Coordinator or EVC (Simon Hallam), 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. This can be discussed with the EVC.

Staff must check that external activity providers have appropriate safety standards and liability insurance. Staff should ask external activity providers if they have the Council for Learning Outside the Classroom (LOtC) "LOtC Quality Badge". This will demonstrate that the organization meets nationally recognised standards.

If the organisation does not hold the badge, the school must check they are an appropriate organisation to use. This will include checking:

- the organisation's insurance
- they meet legal requirements
- their health and safety and emergency policies
- their risk assessments and control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed.

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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

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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.

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

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### Procedure for taking children off-site and Emergencies

1. Complete a Request/Notification form
2. Complete a checklist
3. Complete a Risk Assessment
4. Complete a list of children on trip
5. Once approved by EVC (Simon Hallam) share the EVC and risk assessment on the K:Drive/Staf XXX and 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
6. Share EVC and risk assessment with all staff involved in the trip so they are aware of the perceived risks and control measures.

All forms are accessible from K:Drive/Staff/EVC checklists/or EVC risk assessments

Advance planning (Minimum 3 days before Trip) will assist the process considerably.  
Please ask Simon Hallam if you are unsure about the procedure.  
Catering Requests are required at least a week in advance of the trip.

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# 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 Group 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 Group 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 Group 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 Group 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 Group 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 EVC Notification and Checklist

**(Please save in your area first if completing this form electronically, and complete all sections)**

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

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

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

<b>Outing Title</b>	
Date(s)	
Number of children (attach list of names)	
Member of staff in charge "Group Leader"	
Other staff accompanying	
Staff to pupil ratio	
Paediatric First Aider	
Departure time	
Return time	
Meeting point	
Transport arrangements (minibus registration numbers if using school transport)	
Feeding arrangements	
Clothing arrangements	
Money arrangements	
Contact number(s)	
Is a Risk assessment attached?	
Have you requested cover for accompanying staff	
Have you notified colleagues who may be affected by pupil absence	

N.B: Risk assessments are required for all educational visits and off-site activities. Many establishments provide risk assessments for the proposed activities the children might be undertaking, where appropriate, this can be printed and attached to this document. A trip or activity that is not visiting an educational establishment may require the member of staff leading the trip to complete a risk assessment. The EVC co-ordinator can assist with this, and there may be a model risk assessment available in the Risk assessments folder which can be adapted as necessary. The responsibility of completing the risk assessment lies with the teacher organising the activity.

**As Group Leader you should familiarise yourself with the document entitled *Procedure for taking children off site and Emergency Procedures (see above)*.**



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### Windlesham EVC Notification and Checklist

Please complete the following sections of the form by ticking the box  or writing N/A where appropriate:

		Tick/ N/A
1a	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?	
2a	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?	
3a	Have the risks involved in the activities you propose been fully considered using the Risk Assessment template? Have you planned and where necessary, recorded your control measures? <i>(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)</i> Is the location of the visit appropriate to the activity to be undertaken and manageable for the group? <i>(Is it the only and best venue which can be used to achieve the objectives?)</i>	
4a	Have you discussed plans with any other suitably qualified and experienced staff, if appropriate to this trip? <i>(e.g. the Educational Visits Co-coordinator)</i>	
5a	Does the proposed activity include adventurous activities or a hazardous pursuit?	
5b	Does the activity provider have a Council for Learning Outside the Classroom (LOtC) "Quality Badge"? <i>(See Guidance below if not)</i>	
6a	Are the members of staff or other accompanying adults (e.g. junior teachers) leading activities suitably qualified and experienced, (i.e. competent)? <i>(Inexperienced staff will benefit from accompanying more experienced staff)</i> Special note is made of the need to have a qualified paediatric 1 <sup>st</sup> . Aider on every EYFS trip.	
6b	Have members of staff or adult volunteers (e.g. parents) been vetted, regarding child protection, where necessary? <i>(i.e. DBS, barred list checks: See Bursary)</i>	
7a	Will the group have acceptable staff/participant ratio necessary for the activities proposed?	
7b	Do plans and staffing ratios reflect the needs of people with disabilities?	
7c	Will this include male and female supervision where necessary?	
8a	Has the Group Leader made a preliminary visit to the site or centre to be visited, to check arrangements? <i>(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.)</i>	
8b	If not, has action been taken to ensure the Group Leader is aware of potential hazards and opportunities?	
9a	Has the consent of parents/guardians been obtained for the visit and for the activities which are planned?	
10a	Do the children and staff have the appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?	
10b	If not, will another provider be offering additional appropriate equipment?	
10c	Are the children prepared for and physically capable of taking part in the proposed activity?	
10d	Is the programme suitable for all of the children?	

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10e	Is there an alternative programme (Plan B) in the event of poor weather?	
11a	Do you have a first aid kit available (Speak to the Medical Centre)?	
11b	Do the staff accompanying the children have any first-aid training?	
11c	Do you know and understand the insurance arrangements?	
11d	Do you need to take out additional cover? (e.g. EHIC for trips abroad)	
11e	Are sufficient staff aware of dietary and medical needs of children and staff (speak to the Medical Centre)?	
12a	Have you booked a minibus or requested for a coach?	
12b	Is there a contingency plan in the event of a delay or early return?	
13a	Do you require cash? If so, have you arranged for a cash advance from the Bursar (request a week in advance)?	
13b	Is the trip to be charged to parents? If so, have you obtained authorisation for this?	
14a	Will the children be briefed as to the activities undertaken and expectations? The briefing may need to include: <ul style="list-style-type: none"> <li>- <i>appropriate clothing and equipment</i></li> <li>- <i>rendezvous procedures for lost participants</i></li> <li>- <i>significant hazards</i></li> <li>- <i>groups for study or supervisory purposes</i></li> <li>- <i>safety risks of jewellery</i></li> <li>- <i>a system of recall and action in emergencies</i></li> <li>- <i>relevance to prior and future learning</i></li> <li>- <i>agreed codes of conduct and behaviour</i></li> </ul>	
15a	Will the Group Leader also brief adults and other helpers? The briefing may need to include: <ul style="list-style-type: none"> <li>• <i>defining roles and responsibilities</i></li> <li>• <i>careful supervision, to cover the whole time away</i></li> <li>• <i>anticipation of hazards and the nature of the programme</i></li> <li>• <i>standards of children's behaviour expected</i></li> <li>• <i>talking through the risk assessment, perceived hazards and control measures</i></li> <li>- <i>regular counting of children</i></li> <li>- <i>how much help to give to children in any tasks</i></li> <li>- <i>a list of names of children in groups with medical and dietary requirements and medicines provided</i></li> <li>- <i>emergency procedures</i></li> </ul>	
16a	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?	
16b	Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency?	
17a	Is there adequate time and opportunity to prepare for the visit or activity?	
17b	Have other staff and colleagues whose work may be affected been notified of planned arrangements?	
18a	Have arrangements been considered for appropriate follow-up work, evaluation and contacts after the visit?	
18b	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?	
18c	Have the charge sheets been completed?	

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This completed checklist should be printed and passed to Simon Hallam **with a risk assessment** for approval and for records, or if completed as an electronic version, it should be saved in your area first and then sent as an attachment to Simon Hallam for approval.

Signed (Member of staff in charge of proposed trip)

.....Date.....

Signed EVC Co-ordinator (Simon Hallam or member of SLT)

.....Date.....

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#### 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)**

	<i>Tick box: or N/A</i>
Date & Date of	
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 be attached to the team sheet in the School Office**