

WINDLESHAM HOUSE SCHOOL

EDUCATIONAL VISITS PROCEDURE



Updated: Oct 2022

Procedure: 02-01f

Responsible Member of Staff: Educational Visits Co-ordinator (Simon Hallam)

1. Scope

This procedure is applicable to all pupils including those in EYFS and after school care.

2. Introduction

The School places great value on educational visits for all its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. This procedure is produced taking into consideration DfE advice Health and Safety on Educational Visits (2018).

No amount of planning can guarantee that a visit will be totally incident-free, however. The School is committed to ensuring that the administration of external visits is underpinned by a meticulous planning regime that pays particular regard to the school's duties under the Health & Safety legislation, both before and during the visit.

3. Our Visits

Most visits are sports, activities or an educational nature, and typically last no longer than a day. But this guidance is applicable to overnight and overseas trips also. The purpose of these visits is to

- Provide first-hand experiences
- Support and reinforce previous learning
- Develop an understanding and appreciation of our school and its place historically, geographically and scientifically
- Foster an awareness and sensitivity to the natural environment
- Develop cooperation and collaboration skills
- Encourage critical thinking
- Enhance personal organisation skills
- Provide for a range of learning styles
- Maximise every pupil's potential through a variety of learning experiences
- Develop skills of observation, research and recording

4. Staff Ratios and Responsibility for Off-Site Visits

We operate the staffing ratios shown below. However, these are variable as staffing ratios for visits will depend on various factors including the age, sex and ability of the pupils, any special educational or medical needs, the type and visit and the nature of the activities involved.

RATIOS FOR SUPERVISION							
Types of Party and Undertaking	Min Ratio	Number in Party and Adult Supervisors Needed					
		1-10	11-20	21-30	31-40	41-50	51-60
Reception (<5) Low/Med Risk	1:6	2	4	5	7	9	10
Reception (<5) High Risk	1:4	3	5	8	10	13	15
Years 1 to 6 Category Low/Med Risk	1:10	2	2	3	4	5	6
Years 1 to 6 Category High Risk	1:6	2	4	5	7	9	10
Years 7 to 8 Category Low/Med Risk	1:15	2	2	2	2	3	3
Years 7 to 8 Category High Risk	1:10	2	2	3	4	5	6

Staff members who are also parents of children attending a school trip cannot be counted in the supervision ratios. Staff pupil ratios recommended by the DfE for off-site activities will be adhered to as a minimum.

At least one member of staff will hold a First Aid Certificate. In EYFS trips, there will be at least one member of staff with a Paediatric First Aid Certificate.

5. Keeping Parents Informed and Parental Consent

The school calendar provides details of trips and visits that are due to take place together with planned sports fixtures.

Parents will be notified in advance of:

- Selection of a child for a sports team where they will be given details of fixtures
- A child attending a day out on a trip/visit including details of any extra charge and details of the visit duration
- Planned trips and visits for year groups.

The school will notify parents well in advance, detailing all aspects of the visit, including timings, travel arrangements and any additional costs that will be incurred. All visits are optional.

Parents/guardians are regularly reminded of the requirement to update medical/contact details.

Individual written consent will be obtained where pupils are taken on a trip or visit that:

- Extends beyond the normal school day
- Involves an overnight stay
- Collection from a different venue
- Overseas visit
- Extra cost to a parent

Completed consent forms will include details of how to contact a parent/guardian in the event of an emergency and relevant medical details.

If a trip is delayed, the trip leader should phone the school office or the emergency contact who will in turn contact the parents to alert them to the delay and the revised time of arrival. Where applicable, school minibus drivers and boarding heads will also be notified.

6. Organisation of Visits

For each visit the Educational Visits Co-ordinator (EVC), as delegated by the Head, will ensure, as far as is reasonably possible, that all key considerations have been given to the trip including (but not limited to)

- A completed comprehensive risk assessment covering the activity and transport
- There is adequate child protection and safeguarding procedure in place
- Appropriate checks have been made on the appropriate safety standards and liability insurance of venues being visited
- Staff/Pupil supervision ratios are appropriate taking into account a variety of factors including (but not limited to) DfE guidance, medical and special educational needs, age, ability and gender.
- Parental consent has been obtained.
- Arrangements have been made for the medical needs and special educational needs of all the pupils including checking for specific medical issues with the School nurse
- Adequate first aid provision is available
- Times out and back are known, including pick up points and drop off points and there is a contingency plan for any delays including a late-return home
- There is adequate and relevant insurance cover
- The financial arrangements for the visit have been endorsed by the Bursar (this should take place at the earliest stages of planning, before parents are notified of the visit)

7. EYFS Visits (In addition to the above as standard)

For visits by the EYFS, the Pre Prep Phase Leader acts as the EY Educational Visits Coordinator and liaises with the Main School EVC and the Compliance Officer as needed.

All EYFS visits will be organised within the requirements of the EYFS statutory framework as amended.

A first aider with appropriate paediatric training will be in attendance

A print out of contact details and medical conditions of every child will be taken on the visit.

The teacher in charge of the visit will ensure data confidentiality and that the print out is shredded on return to the school.

For all walks within the school grounds, the children are supervised by their teacher and their learning assistant who holds a Level 3 qualification. They will always take a school radio with them.

One teacher will be designated in charge of each off-site visit. All qualified teaching staff, who normally teach each class, accompany the visit according to staff qualification ratios.

A blanket written consent for all non-chargeable visits is obtained from EYFS parents/guardians at the start of each academic year. Parents/guardians are reminded of the requirement to update medical/contact details in the briefing information sheet sent out before each visit.

8. Guidance for Staff – Preparing for the Trip

The Group Leader is responsible for the satisfactory preparation of the trip and should ensure the following steps are taken:

1. Permission for the trip must first be sought from the Headteacher or EVC
2. Where a cost is involved for the trip, prior approval must be sought from the Bursar before any parent communication takes place

3. The EVC Checklist at Annex 1 must be completed and sent to the EVC
4. A risk assessment at Annex 2 must be completed and sent to the EVC and Compliance Officer
5. 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 organisation meets nationally recognised standards.
6. 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
7. Parents must be contacted with details of the trip and asked to provide (where feasible through return of an electronic form at Annex 3) and provide:
 - Written consent (where there is an additional cost involved)
 - Permission to emergency medical treatment
 - Up to date contact details in the event of an emergency
 - Up to date applicable medical information
8. This information needs to be provided in excess of 3 days before the trip is due to commence
9. The completed risk assessment and Educational Visits checklist for the trip is shared with all staff involved in the trip so they are aware of the perceived risks and control measures
10. Emergency contact details for all members of staff attending the trip have been obtained
11. Catering requests are required to be made at least a week in advance of the trip

9. Approval of Visits

All external educational visits will be approved by the Head or the Educational Visits Coordinator. On approval of the Visit the EVC will share the EVC and risk assessment on the K Drive and on the staff noticeboard. Copies will be sent to the Bursary/Medical/Catering as appropriate.

10. In the event of illness or a minor accident

If a pupil has a minor accident or becomes ill, the Trip Leader or another member of staff will take them to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. We expect the Trip Leader to phone the pupil's parents if their child has suffered an

accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

11. In the Event of an Emergency

In the event of an emergency the sequence of actions depends upon the nature of the emergency. The priority of action should in general be as follows:

- 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.

12. Post Visits

Trip leaders are required to complete and return to the EVC the post visit evaluation form at Annex 4. This will help the school evaluate whether planning has worked and learn from any incidents which took place.

Annex 1 - EVC Checklist

The form below should be completed and submitted to the Educational Visits Coordinator (EVC), Simon Hallam, a minimum of 3 days in advance of an educational visit. In addition a risk assessment for the event should be submitted to the EVC and the Compliance Officer, Jen Brooker.

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, these should be requested and attached to this document. In these circumstances the school risk assessment would need to address only our transport, supervision, safeguarding, accommodation if appropriate and medical information.

There may be a model risk assessment available in the Risk assessments folder which can be adapted as necessary (see K:Staff/Resources/Risk Assessments). The responsibility of completing the risk assessment lies with the teacher organising the activity.

(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.

Outing Title	
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	
Return time knock on effects (parents, front office, bus runs, medicines due, catering notified of any late return times)	
Meeting point	
Transport arrangements (minibus registration numbers if using school transport)	
Feeding arrangements	
Clothing arrangements	
Money arrangements	
Trip Contact number(s)	07596 424784 (School Putney phone)
Designated staff member to collect, hold and return school phone	
Is a Risk assessment attached?	
Have you collected pupil trip badges? (SH office)	
Have you requested cover for accompanying staff	
Have you notified colleagues who may be affected by pupil absence	

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

		Tick/ N/A
1	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	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	Have the risks involved in the activities you propose been fully considered using the Risk Assessment template with control measures put in place?	
4	Is the location of the visit appropriate to the activity to be undertaken and manageable for the group?	
5	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, SEN Co-ordinator</i>)	
6	Does the proposed activity include adventurous activities or a hazardous pursuit?	
7	Does the activity provider have a Council for Learning Outside the Classroom (LOtC) "Quality Badge"? (<i>See Guidance below if not</i>)	
8	Are the members of staff or other accompanying adults (e.g. gap students) leading activities suitably qualified and experienced, (i.e. competent)? Special note is made of the need to have a qualified paediatric 1 st . Aider on every EYFS trip.	
9	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>)	
10	Are acceptable staff/participant ratio necessary for the activities proposed (in line with the EVC Visits Procedure) and take into consideration the needs of pupils with additional needs and male/female supervision needs?	
11a	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.)	
11b	If not, has action been taken to ensure the Group Leader is aware of potential hazards and opportunities?	
12	Has the consent of parents/guardians been obtained for the visit? This includes for the activities being planned, current medical needs and up to date contact details	
13a	Do the children and staff have the appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?	
13b	If not, will another provider be offering additional appropriate equipment?	
14	Are the children prepared for and physically capable of taking part in the proposed activity?	
15	Is the programme suitable for all of the children?	
16	Is there an alternative programme (Plan B) in the event of poor weather?	
17	Do you have a first aid kit available (Speak to the Medical Centre)?	
18	Do the staff accompanying the children have any first-aid training?	
19	Do you know and understand the insurance arrangements?	
20	Do you need to take out additional cover? (e.g. EHIC for trips abroad)	
21	Are sufficient staff aware of dietary and medical needs of children and staff (speak to the Medical Centre)?	
22	Have you booked a minibus or requested for a coach?	
23	Is there a contingency plan in the event of a delay or early return? (this should include how parents will be informed)	
24	Do you require cash? If so, have you arranged for a cash advance from the Bursar (request a week in advance)?	
25	Is the trip to be charged to parents? If so, have you obtained authorisation for this?	
26	Will the children be briefed as to the activities undertaken and expectations? The briefing may need to include: - <i>appropriate clothing and equipment</i>	

	<ul style="list-style-type: none"> - 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 	
27	<p>Will the Group Leader brief adults and other helpers?</p> <p>The briefing may need to include:</p> <ul style="list-style-type: none"> • <i>defining roles and responsibilities</i> • <i>careful supervision, to cover the whole time away</i> • <i>anticipation of hazards and the nature of the programme</i> • <i>standards of children's behaviour expected</i> • <i>talking through the risk assessment, perceived hazards and control measures</i> - <i>regular counting of children</i> - <i>how much help to give to children in any tasks</i> - <i>a list of names of children in groups with medical and dietary requirements and medicines provided</i> - <i>emergency procedures</i> 	
28	<p>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?</p>	
29	<p>Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency?</p>	
30	<p>Is there adequate time and opportunity to prepare for the visit or activity?</p>	
31	<p>Have other staff and colleagues whose work may be affected been notified of planned arrangements?</p>	
32	<p>Have arrangements been considered for appropriate follow-up work, evaluation and contacts after the visit? (This should include completion of the post visit evaluation form)</p>	
33	<p>Have the charge sheets been completed?</p>	

As Group Leader you should familiarise yourself with all aspects of the Educational Visits Procedure including what to do in the event of illness, minor accident or emergency

Signed (Member of staff in charge of proposed trip)

.....Date.....

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

.....Date.....

Annex 2 - Risk Assessment (see Risk Assessment Procedure for further guidance)

LOCATION/ACTIVITY:

Date of Event:

Carried out by:

Date:

Checked by:

Date:

Location, hazards identified, possible harm or accident	Persons at risk (pupils, staff, visitors)	Level of risk (high/medium/low)	Control measures in place/arranged (i.e. risk control)	Revised Level of Risk (high/medium/low)	Additional Risk Control Required/Mitigating Measures (state what)	Action/ review to be undertaken by	Date completed

Annex 3 – Trip Consent Form

NAME OF TRIP

DATE OF TRIP

FULL NAME OF CHILD

Details of Journey/Visit:

I agree to child taking part in the above trip. I have read the information sheet attached and agree to their participation in all of the activities described.

Are there any changes to the medical information and emergency treatment consent information we hold about your child? (Please include new or temporary medications, such as antibiotics or newly identified allergies)

Contact Information for the Period of the trip/activity

Home Address

Work Telephone No.

Home Telephone No.

Email address

Please provide an alternative contact if you are not available

Name

Relationship

Telephone No.

Address

Signed by PARENT/GUARDIAN

Please Print Name

Date

Please return to x

A copy of this form will be taken by the leader of any offsite trip or activity.

Annex 4 – Post Visit Evaluation Form

Name of Visit:

Date:

Group Leader:

1. **What were the educational objectives of the visit**

2. **Were the educational objectives of the visit met**

3. **Have you identified any factors that may improve the educational value if this trip is repeated?**

4. **Are there any improvements that would put in place should the trip be repeated?**

5. **Was the overall conduct of the pupils in line with school behavioural expectations? (If 'No' , detail any incidents, accidents, near misses that occurred):**