Educational Visits Policy

FOREST VIEW SCHOOL

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Forest View Primary School takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.

1. Definitions

1.1. 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent/carer.
1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Forest View School which takes students off-site.
1.3. 'Residential' means any school trip which includes an overnight stay.
1.4. 'Activities of an adventurous nature' include, but are not limited to:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

2. Key roles and responsibilities

2.1. The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Forest View Primary School.
2.2. The governing body has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
2.3. The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
2.4. The headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
2.5. The educational visits coordinator has overall responsibility for educational visits and school trips.
2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.
2.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.

Pupils are responsible for behaving in a manner which matches the ethos of Forest View Primary School, and for following the behaviour rules set out in the school's Behaviour and Well Being Policy.

3. Training of staff

3.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new starter induction.
3.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

4. Risk assessment process

4.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.

4.2. All trips must be approved by the head teacher (who is the Educational Visits Coordinator) before they are booked.

4.3. The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary

4.4. All risk assessment forms are held in the school office.

5. Parental consent

5.1. Parental consent is not generally required for off-site activities that take place during school hours in the locality of the school. For these general consent is sought at the start of the academic year.

5.2. Written consent is required for:

- Any trips that require transportation.
- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

5.3. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part if it is not part of the national curriculum.

6. Staffing ratios

6.1. There will be sufficient staff to cope in an emergency.

6.2. The school will increase the staff to pupil ratio for residential visits and high risk activities. Adults support children with medical conditions or those that have an EHC Plan or any other specific need for which 1:1 support is required will not be included in the ratios.

6.3. Our recommended adult to pupil ratios are as follows, however this may change depending on the activity being undertaken:

- EYFS: 1:5
- KS1: 1:6
- LKS2: 1:10
- UKS2: 1:15

7. Insurance and licensing

7.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.

7.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

7.3. Parents will be informed of the limits of any insurance cover.

7.4. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
7.5. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
7.6. Medical expenses/records will be recorded and stored in the school office.

8. If things go wrong

8.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy.
8.2. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with the emergency services at the location .
- The first point of contact will be the Headteacher or deputy head teacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents until the family of the injured person can be contacted.
- The insurer will be notified.
- Written records of the incident will be kept.
- Media enquiries will be referred to the headteacher or, if they are not available, the deputy head or clerk to the governors.

9. SEN and disabilities

9.1. Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.
9.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil/s.

10. Finance

10.1. The school's financial procedures must be followed when arranging trips.
10.2. Under no circumstances should school trip money be processed through personal accounts.

11. Planning school trips

11.1. Prior to planning a school trip, the following guidance should be read by organisers:

- The DfE's Health and Safety: Advice on Legal Duties and Powers.
- The HSE's School Trips and Outdoor Learning Activities.

12. Sporting Visits and Trips

12.1. **Those responsible for taking groups away to inter-school fixtures should:**

- Have the confidence to ensure that the students' well-being is never compromised by them being placed in any dangerous situations by another adult, such as an official;
- Have an appropriate level of group discipline and control in order to manage the group safely;
- Ensure that correct staffing ratios are maintained
- Be satisfied with the competence of any coaches or volunteers who are in a support role;

- Be aware of all students':
    - Individual learning needs
    - Behaviour patterns
    - Medical issues
- Have ability within the activity in which they are participating.
- Ensure transporting vehicles have up to date MOTs (where relevant) and insurance (when parents transport).
- Transport is used following the guidance set out in section 9.

12.2. The staff member in charge should ensure that:

- SLT members are notified of the event in good time, preferably through a fixture/event list at the start of the year/term. The event has clear educational aims and objectives which seek to enhance learning through sport.
- Up to date knowledge of the venue is secured.
- A register of participants names and emergency contact details are taken to every off-site activity with a copy left at the school. Staff should have access to consent forms, signed code of conduct agreements, medical information and emergency details.
- Parents are fully informed at least two days prior to the event. Staff should ensure that information relating to venues and times of departure and arrival are given to parents and pupils via school channels such as Seesaw. Alterations, delays, postponements or cancellations may occur and staff have a duty to notify parents at the earliest opportunity.
- Parents are made aware of any reciprocal emergency arrangements that the school has with other schools.
- Students are managed effectively according to the school's code of behaviour.
- Students are directly supervised at all times, including time spent in the changing rooms.
- All the support staff are managed effectively.
- Any supporters, including parents, adhere to a clear code of behaviour.
- A site specific risk assessment is carried out if the event is not taking place at a different school. All facilities should be checked for (a) hazards before use (e.g. Animal faeces, broken glass, any slippery or uneven surfaces deemed to be unsafe) and (b) secure fixtures and fittings.
- Equipment should be in a good state of repair and checked for their appropriateness for the activity.
- An on-going risk assessment is maintained. The host school should be responsible for the risk assessment on the school site and it is reasonable for the teacher in charge to raise any health and safety issues with the host school if they have any concerns regarding facilities, equipment or level of care. If there are any outstanding issues, then the teacher in charge should not proceed with the fixture.
- A first aid kit is carried at all times and is adequately resourced.
- Transport Provision: Local transport requirements for the use of coach, mini-bus or adults' cars are met. (All staff must have a minibus driving test before undertaking to drive the vehicle). If students are allowed to go home by car after a fixture, then this is only with their parents/guardians unless specific consent is received from the child's parents.
- Staffing is sufficient to cope with any circumstances which might reasonably

be foreseen, including emergencies caused by illness or injury. This should follow the ratio guidance for each year group detailed above.
- Prior to undertaking a journey, driving conditions are checked and particular attention is given to the driving conditions.
- The student code of conduct is applied rigorously.

In the event of an emergency situation the teacher in charge should ensure that:

- A mobile phone is accessible for emergency or communication situations.
- Accidents of a serious nature must be reported to the emergency services and/or parents at the earliest opportunity. Staff should remain with the student concerned at all times until help arrives.
- A record of the incident and any action taken must be reported to the SLT and to the school health and safety officer. It should be entered in the School Accident Book on the next working day.

Teachers:

- Should assist with the established reciprocal arrangements between schools in the event of an emergency.
- Should be willing to take responsibility for pupils from another school in the event of an emergency.
- Be prepared to give leadership to colleagues from another school if circumstances arise.

Students:

- Should demonstrate acceptable behaviour at all times; according to the school's behaviour policy and subscribe to an agreed code of conduct as both participants and supporters.
- Should ensure that their parents and carers are kept fully informed about their involvement in inter-school competition with particular attention paid to travel arrangements.
- Staff will be responsible for personal medication e.g. asthma inhalers. However, students should also take responsibility for notifying staff that they need their inhaler etc.
- Should be well-informed about emergency and safety procedures e.g. wearing seat belts.
- Need to actively engage in the process of risk assessment at their own level e.g. wearing shin pads/consuming food and water.
- Need to exercise a duty of care for each other at all times.

13. Mini-Bus and Transport

13.1. Responsibility: All of the minibuses and the site van must have a named person in charge of its day to day operation. This named person is responsible for both the vehicle (maintenance and legal operation) and its utilisation (authorised driver, use covered by permit, staff and vehicle records etc.) Forest of Dean Trust named person is Finance Director.

13.2. Servicing and Maintenance: The arrangements for servicing, MOT's and preventative maintenance are completed by the leasing company

13.3. Records: Records are kept of vehicle utilization by driver i.e. for police checks on crashes, speed cameras, fines, parking tickets, damage etc.

Mini-bus drivers at the Forest of Dean Trust must complete a log book and a mileage form before and after each journey. This states the purpose of the journey, by whom, mileage and if the vehicle is in good condition or not.

13.4. Who can drive a Mini-bus or the Trust Van: The three minibuses we currently lease can be driven by any member of staff who has held a car driving license for at least two years and is over the age of 21

13.5. Capacity: The Forest of Dean Trust has two minibuses that are 17 seaters (including the driver) and a site citroen van. The minibuses can accommodate disabled wheelchair students (with adjustment on the rear seats). Students are required to travel seated and everyone must wear a seat belt at all times. These limits must not be exceeded.

13.6. Supervision:

- The supervision of students who are taking part in trips/excursions outside of school will be in line with school guidelines and supervision ratios for each age group.
- Where travel by mini-bus the maximum number of students who may travel is sixteen in each bus.
- The driver of the mini-bus will decide if they will require additional adult supervision for the students they are transporting. Students follow the policy for travel by school mini-bus.
- They will remain seated, with a seat belt on, until directed otherwise by the member of staff responsible.
- They will not act in a manner that could distract the driver at any time during the journey.
- They will ensure all bags and equipment are stored appropriately.
- They will not damage or interfere with the fabric of the mini-bus, such that it could affect its performance.
- For journeys that exceed a return journey of 100 miles we recommend that an additional supervising adult accompany the driver.

13.7. Safety: The safety of the mini-bus occupants and other road users is the concern of the driver. It is essential that all prospective drivers have received adequate training.

13.8. Whilst the vehicle is in use:

- All doors must be unlocked to ensure safe exit in an emergency.
- Everyone must be able to see through all windows.
- All gangways must be kept clear of obstructions i.e. bags
- The Driver must switch off the engine when leaving the vehicle.
- The Driver must not use a mobile phone whilst driving.

13.9. Speed: Drivers of the mini-bus must observe reduced speed limits to ensure safe and controlled use of the mini-bus:

- 50mph – Roads other than dual carriageways/motorways
- 60mph – Dual carriageways
- 70mph – Motorways (62mph/100kph Restrictor on vehicle)

13.10. Trips abroad: Use of a mini-bus for trips abroad needs a special permit. The mini-bus must be driven by a qualified driver with relevant experience at driving a vehicle of this size (we offer familiarisation escorted drives).

13.11. Accident procedure: Follow guidance sheet from the school minibus risk assessment and guidance in accident. Accident Procedures (UK)

13.11.1. If you are involved in an accident whilst driving a School vehicle, you MUST follow this procedure:

- STOP! (in as safe a place as possible)

- Establish whether there are any injuries to persons or animals and the extent of the damage to other vehicles and/or property. If necessary, arrange for Ambulance and Police assistance.
- Exchange names and addresses and Insurance Company details with the other parties involved, ours is:- Zurich Insurance
- If property is damaged and the owner or keeper is available comply with item above. If you cannot contact the owner/keeper, the accident damage must be reported to the Police in person as soon as possible but in any case, within 24 hours.
- If injury has occurred to persons, dogs or livestock, this must be reported to the Police in person as soon as possible but in any case, within 24 hours. Obtain the names and addresses of witnesses where possible. Do Not Discuss the Incident.
- Do Not discuss responsibility for the accident either as a driver or as a representative of the School. Under no circumstances should liability be admitted.
- Complete an accident report at the time if possible.
- You are not empowered to authorize any repair work to be carried out to your own or the other party's property or vehicles without the consent of our insurers. (If you do not discuss the incident, misunderstandings are unlikely to occur.)