

Safeguarding
Educational Visits Policy
2018-19



Key Contacts

Contact Names	
Chair of Directors	Mr. Paul Gilbert
Head teacher	Ms. Claudette Salmon
Designated Safeguarding Lead/ Assistant Head Senior	Mrs. Lisa Skyers
Designated Deputy Safeguarding Lead/ Office Manager	Mrs. Anita Hargrove
Early Years Safeguarding Lead/ Assistant Head Early Years	Mrs. Satwant Bhachoo

This policy applies to all pupils in the school, including those in Early Years. Any pupil under the age of 18 will be regarded as a child for the purposes of this policy

At Raphael Independent School, Educational visits are not treated separately from other aspects of health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the school.

Pupils can derive a good deal of educational benefit from taking part in visits. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence and team work. Teachers at Raphael Independent School take great care in ensuring that all visits; local, national or international have an educational focus and are enjoyable.

Planning process for Educational Visits

Type of visit	Activity	Deadline	Activity	Deadline	Activity	Deadline
Local visits	Costings of the trip, verbal consent from HT	Summer term/End of September new academic term	Preparation work e.g. letters to parents, book venue, book transport, risk assessment trip done, pack lunches, collect money, complete required documentation(s)	To be completed 4 weeks before the visit	Submit approval and risk assessment for sign off by HT	2 weeks before
National Trips	Costings of the trip, verbal consent from HT	Summer term/End of September new academic term	Preparation work e.g. letters to parents, book venue, book transport, risk assessment trip done, pack lunches, collect money, complete required documentation(s)	To be completed 4 weeks before the visit	Submit approval and risk assessment for sign off by HT	4 weeks before the visit
International visits	Costings of the trip, verbal consent from HT <i>New trips</i> Visits done previously	Summer term before the year the trip will take place As above	Preparation work e.g. letters to parents, book venue, book transport, risk assessment trip done, collect money, complete required documentation(s)	To be completed by the end of the spring term of the academic year the trip takes place	Submit approval and risk assessment for sign off by HT	8 weeks before travel

- Sports fixtures are to be included in the local trips requirements

All documents pertaining to educational visits can also be found in the school office and in Drive

A risk assessment is needed for all trips.

When consent has been obtained:

1. Confirmed visits should be placed on the school calendar document in Drive and placed on Google Calendar. Information about trips, should be displayed on the staff notice board to inform all staff including part-time and the lunch time staff. Peripatetic staff should also be informed of school visits by the Admin Team. It is important to note that all consent forms and monies must be collected before the visit takes place. No student must be allowed to go out on a visit unless written consent has been obtained.

2. The Catering Staff must be given information regarding lunch requirement for visits at least **6 weeks** prior to a visit. S/he also needs to be notified if there are likely to be significant changes to the number of students taking school meals. On the day of the visit, a register must be taken before any students leave school and a list of students who are being taken on the visit should be passed to the School Office.
3. During the visit, it is important to designate a meeting place. Students should be made aware of this place in case of emergency.
4. Before leaving the place visited, it is important to call a register, to ensure that all students are present.
5. On return from the visit, a register should also be called, before any students are dismissed.
6. Normally, all students going on a day visit must wear school uniform.
7. If the visit is likely to end after 4pm, then details of the expected time of arrival back at school should be given to the School Office, via the parental consent letter.
8. The party leaders must at all times carry a mobile phone, and ensure that the school office and any adult members of the party have the phone number.

Preparing Pupils

Providing information and guidance to pupils is an essential part of preparing for an educational visit. It is imperative that pupils have a clear understanding about what is expected. They must understand that Raphael's expectations with regards to behaviour apply on all outdoor visits. Lack of control and discipline can be a contributing factor to accidents. Pupils should be told of any potential dangers and how they should act to ensure their own safety.

Pupils with additional needs

Pupils with education or medical needs will not be excluded from educational visits. Every effort will be made to support them while maintaining safety for all parties involved. Special attention will be given to appropriate supervision ratios and additional safety measures may be addressed at the planning stage.

Supervision ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:-

- gender, age and ability of group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the visit;
- type of any accommodation;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;
- first aid cover.

Decisions must be made, taking the above factors into consideration as part of the risk assessment.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. **However, a general guide for visits is:**

Nursery and Early Years 1:3

Key Stage One 1:5

Key Stage Two 1:8

Key Stage Three & Four 1:15

Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher/supervisor in charge of the visit. Leaders need to consider whether there is a need for mixed gender supervisors for mixed gender groups.

In addition to the teacher in charge, there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

One adult member, preferably first aid trained, will carry a basic first aid kit for treating minor injuries; collectable from and returnable to the school office.

The leader of each individual group must carry the documentation for the students in each group (consent forms, emergency contact details, and medical information)

If a student is on any medication and needs to take it on a trip the medication must be:

Clearly labelled with the student's name

The dosage must be clearly visible

Medication must be carried by the student, if mature enough, or by the group leader.

Parents/Volunteers

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents and volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a DBS check should never have unsupervised access to students.

Parents'/Carers' Consent

- Parents/ Carers should be informed in writing in advance of arrangements for school visits in which their children are involved.
- Parents'/Carers' consent must be obtained for their children to take part in any off-site activity.
- Parents/Carers must complete a medical information form giving their consent for emergency treatment and outlining any medical/dietary need the child may have (particularly important for residential or overseas visits).

In particular if any visits involve: hazardous activities; absences for one or more nights; travel by air or sea, then consent should indicate that (so far as the parents/carers are aware) the student concerned is medically fit to undertake the visit and that there are no health reasons why the student should not do so. The nature of the insurance cover for the visit must be conveyed to parents/ carers at the time they are asked to sign a consent form.

For this category of visit it will normally be necessary for a meeting with parents/carers to be held before the visit, so that full details can be given. Parents/carers will need to know the full itinerary, including estimated departure and arrival times, addresses and telephone number of accommodation, names, qualifications and responsibilities of supervisors, clothing requirements and rules to be followed by students on the visit. Parents/carers must be informed of these details in writing where no meeting is held.

Planning Transport

The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Type of journey – local or will it include long distance driving, i.e. motorways.
- Traffic conditions.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.

Seat Belts

All minibuses and coaches which carry groups of 3 or more children aged between 3 and 15 years inclusive, must be fitted with a seat belt for each child.

Supervision on Transport

The group leader is responsible for the party at all times, including maintaining good discipline.

All group members should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport.

Factors that the group leader should consider when planning supervision on transport include:

- Safety when crossing roads – pupils need to know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
- The group leader should make clear to pupils how much or little freedom they have to ‘roam’. Appropriate supervision and discipline should be maintained at all times.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
- Head counts, by the group leader or another delegated teacher, should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.

Hiring Coaches and Buses

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company.

Operators must have the appropriate public service vehicle (PSV) operator's licence. When booking transport, the group leader should ensure that seat belts are available for pupils.

Private Cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety and that they have appropriate licence and insurance cover for carrying the pupils.

Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car. The driver is responsible for making sure that pupils have a seat belt and use it at all times.

Head teachers who wish to use parents or volunteers to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their car. Parents' agreement should be sought (on a consent form) for their children to be carried in other parents' cars. It is advisable that parents driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

Insurance

The group leader must ensure, well before the group departs, that adequate insurance agreements are in place.

Emergency Procedures

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.

Inform the emergency services and everyone who needs to know of the incident.

Who Will Take Charge in an Emergency?

The group leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator. (if applicable)

Pre-arranged School Home Contact

The school contact's main responsibility is to link the group with the school and the parents, and to provide assistance as necessary.

All those involved in the school trip, including teachers, pupils and parents, should be informed of who will take charge in an emergency and what they are expected to do in an emergency.

Emergency Procedures Framework during the Visit

If an emergency occurs on a school visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform the school contact.
- Details of the incident to pass on to the school should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).
- Notify insurers, especially if medical assistance is required.*

Notify the tour operator.*

*This may be done by school contact.

- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.

No one in the group should discuss legal liability with other parties.

The main factors for the **school contact** to consider include:

- Ensuring that the group leader is in control of the emergency, and establishing if any assistance is required from the home base.

- Contacting parents. The school link is the contact between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.
- The school contact should act as a link between all parties involved including the directors.

Review

This policy will be reviewed annually by the Directors.

Version control	
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Signed off by	
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