



Educational Visits and Risk Assessments

2017

Review Date Jan 2018

Underpinning Principles

1. Teachers who plan a trip or visit are classed as the 'Group Leader' and, as such, have responsibility to make sure the visit is properly organised to ensure the well-being and safety of the group. Group leaders will ensure that staff who supervise trips will be effectively deployed to ensure their own safety as well as the safety and welfare of pupils.
2. The Head Teacher and Deputy head Teacher will co-ordinate all visits.
3. The Head holds ultimate responsibility for learning outside the classroom; all staff must liaise with the Head concerning the arrangements for the trip and adhere to this policy, taking account of relevant guidance.
4. We ensure the health, safety and welfare of all employees and volunteers as well as our children and young people.
5. Staff receive adequate training, including the provision of suitably certificated first aid training. A risk assessment is carried out prior to any school visit, in part to determine the levels of first aid provision that may be required. At least one first aider must accompany each trip. They will be trained in, have a good working knowledge of, and be responsible for, first aid.
6. All activities will be undertaken in accordance with a thorough risk assessment prepared by the Group Leader, approved by the Head. These may incorporate formal externally produced generic risk assessments where these are made available by external providers. The risk assessment for a residential trip must include supervision arrangements for the entire duration of the period of absence from school; including safe handover of care to parent/carer(s).
7. Risk assessments should focus on identifying and managing the risks safely rather than producing paperwork. The Group Leader should continue to monitor risk whilst on the trip and if necessary, change plans to accommodate any additional or differing risk (for example posed by the weather).
8. Educational visits for children in the Early Years must follow the ratios outlined in the 'Statutory Framework for the Early Years Foundation Stage'.
9. It is advisable that all off-site visits should have two adults in attendance who have completed necessary checks to allow them to supervise children

independently. Where this is not feasible, the Head should risk assess and provide authorisation for alternative arrangements. All Category C visits must have a minimum of two adults in attendance.

10. It is the ultimate responsibility of the Head to ensure that the ratio of adults (of each gender) to children is appropriate for the visit. When considering this the Head should take account of:

11. sex, age and ability of the group
12. pupils with special educational needs and/or medical conditions
13. nature of activities
14. experience of adults accompanying the visit in off-site supervision
15. duration and nature of journey
16. type of any accommodation
17. competence of staff, both general and on specific activities
18. requirements of the organisation/location to be visited
19. competence and behaviour of pupils
20. first aid cover
21. whether the visit includes water based or other adventure activities

In the event that pupils stay in residential accommodation, particular care is taken to ensure that there are appropriate supervision arrangements and safe facilities for sleeping.

All accompanying adults have a duty of care in relation to the pupils they are supervising. Teachers should remember that they are in *loco parentis* at all times on the visit and thus are therefore responsible for the well-being and safety of pupils until such time as the pupils are handed over safely to their parent(s) or carer(s).

Categories of visit

Category	Description	Authorisation	Notice period
Category A	Daytime visits in the locality	By Head	Authorisation should be granted at least 3 school days before visit.
Category B	Daytime activities outside the local area but within the UK	By Head	Authorisation should be granted at least 3 school days before visit.
Category C	Include: <ul style="list-style-type: none"> • Trips abroad • Residential trips, and/or • Adventure activities 	Authorised by Head with final approval from ILG Head Office	Approval from Head Office will not be granted if less than one month's notice before planned departure date is given.

Early planning is essential for any visit. Plans for residential visits should ideally be formulated at least six months in advance and at least one month ahead for day trips and other trips should be authorised either a term in advance or at the start of the term, for entry into the school calendar. No trip will be authorised later than 3 days before the trip date for a Category A and B trip.

There is a formal procedure in place for organising visits.

STEP ONE: Initial Authorisation: Staff should be able to answer the questions detailed in the Planning sheet in Appendix 1 before any steps are taken to book the trip, other than provisional bookings.

STEP TWO: Risk Assessment : Full authorisation will only be given once risk assessment has been carried out and a paper copy submitted to the Head Teacher, as well as an IT copy stored on SHARED FOLDERS. If the Head Teacher is not satisfied that the trip can go ahead, the trip will be cancelled. It is imperative that risk assessments are given before the 3 day limit so that cancellation can be organised with minimum inconvenience. A standard risk assessment for the venue should be added.

STEP THREE: Governance: Once the trip has taken place, the risk assessment of the trip should be evaluated to further inform future trips to the venue. Trips will be discussed at regular Governance meetings or fortnightly governance reports.

Where a group visits any outdoor activity centre in England, Scotland and Wales, it must be licensed under adventure licensing regulations, where the activities involve caving, climbing, trekking, skiing or water sports. Any outdoor/adventure activity should be within the ability of the children participating and the accompanying staff.

Preliminary planning

For Category C trips, an exploratory visit is compulsory for the Group Leader; except where the same trip has been carried out by the same Group Leader within the last three years, a travel company conducts an inspection visit or where there is a tour guide or outdoor activity centre involved.

Preliminary visits enable the group leader to acquire knowledge at first hand:

- that the venue and any accommodation are suitable
- that the venue can cater for the needs of pupils and staff
- to assess potential areas and levels of risk and ways in which any risks might be managed (which must be included in the Risk Assessment to be given to the Head)
- to become familiar with the area before taking the children
- to obtain information concerning any external staff qualifications, vetting and licenses
- to ensure any activity centre is licensed in accordance with adventure licensing

requirements

Supervision

The Group Leader will ensure that it is always clear who is responsible for what and when; there must be no 'grey areas'. For example, there are clear handover arrangements between the Group Leader and specialist instructors.

Should the visiting school staff supervise pupils alongside the specialist instructors, there will always be clarity about who has responsibility for which aspects of the session and for which pupils.

On trips overseas, each child carries an identity card, or suitable equivalent alternative, with details of their name, address, any medical needs, the school address and contact numbers, the group's temporary residence address, and staff mobile telephone number(s). Consideration should be given to whether pupils should carry mobile phones.

Lists of pupils' names, parents' names and contact numbers, medical needs and any other necessary information are prepared of the groups for all staff and helpers. These lists are held by each adult on the trip and available at all times when on the visit. Copies are given to the office staff and Head before the visit. This can be put in place shortly before the trip but needs to be clearly stated on the risk assessment.

Pupils are never on their own but always remain in a group or otherwise supervised, for example by host families. Group leaders must put systems in place to enable them regularly to check pupils' whereabouts.

Close supervision of the pupils in any hostel, centre or hotel during the night on residential visits is maintained. Adults sleep in close proximity to the children's rooms. Staff retain access to students' rooms in case of an emergency. Pupils and staff occupy separate rooms/tents on residential visits, according to gender. On camping expeditions, staff tents are sited close to pupils' tents.

Suitability checks

All teaching staff are subject to appropriate vetting checks (including for criminal records and entries on the barred list) when they are recruited. The Head must arrange for the school's single central register to be checked to ensure that appropriate vetting is in place before a staff member accompanies a trip.

On a Category C trip, all accompanying adults must have enhanced criminal records checks, together with barred from working with children list check.

Any adult who accompanies a visit without being vetted must never be given unsupervised access to children in any circumstances.

Liaison with parents, pupils and staff

Parents, students and accompanying adults should be given full written details as appropriate regarding the organisation and administration of a visit to include:

- itinerary
- activities and venues, including any special risk inherent in the activities undertaken
- specialist equipment and/or clothing necessary for activities
- code of conduct expected of the children
- packed meal requirements
- leaders, their experience and expertise
- total costs and methods for payment
- insurance cover, including medical cover and exemptions
- any passport and visa requirements.

Again, where appropriate, near the date of the visit, a meeting should be held for all parents, their children, the staff, and any voluntary helpers concerned with the visit. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting.

A written parental consent form must be completed for each pupil to take part in any activity off site where these are not covered by existing signed parental consent. Parents are told in advance and given the opportunity to withdraw their child from any particular school trip or activity.

Emergencies

In the event of an emergency, while still controlling and supervising the rest of the group, the Group Leader should contact the appropriate emergency/rescue service immediately. Thereafter, the Group Leader should contact the designated person (duty manager) at the school or the Head as soon as possible.

The designated person, the Head and other staff at the school, follow the Policy for Critical Incidents – Dealing with a Crisis. Any communication with the press/media must be approved in advance with the Marketing Team at Head Office.

The Head is responsible for ensuring that: (i) the Group Leader is provided with alternative contact details for key staff in the school for the duration of the visit; and (ii) key members of staff have copies of pupil emergency contact details for the duration of the visit.

Transporting pupils and Supervision

Children will only be transported by companies registered and insured to transport children including TFL and specified Coach companies.

- **the parents/volunteers must either be supervised by a member of staff or have an enhanced criminal record and barred list check**
- **first aid kit and mobile phone**
- **children should wear seatbelts at all times**
- **the school should have written consent from parents**

Where coaches and other types of transport are used, the school should seek assurances from the provider that the vehicle is roadworthy and the driver is qualified. Seat belts must always be used, discipline must be maintained and pupils will be supervised at all times.

Where more than one vehicle is being used to transport the party the Group Leader is responsible for leaving a list with the Head of which adults and pupils will travel on each vehicle, before departing. In the case of, for example, air travel and trains, details of the times and carriers that the group will use must be given to the Head so that the group could be traced in the event of delay or emergency.

Medical

- i. The Group Leader must consult the school's recorded pupil medical records and follow up by discussing any additional needs the child may have outside of school with the parents.
- ii. The Group Leader should check any special requirements for the trip destination, e.g. inoculations that might be necessary. Check also arrangements for emergency treatment if the trip is abroad (e.g. E111), and secure parental consent to emergency treatment.
- iii. Members of staff responsible for leading expeditions in the UK, and abroad, which involve an overnight stay of one or more nights, MUST obtain from the school Secretary a medical record form for each participating pupil to facilitate emergency hospital treatment should it be necessary. The form will offer parental consent for such treatment, plus a list of allergies, etc.
- iv. Record the administration of any medicines given whilst on the trip, e.g. date, time, name of medicine, dose.
- v. Among the accompanying staff, at least one person must have up-to-date PFA training. The emergency services must be contacted in the event of any serious injury. A sufficiently stocked first aid box must be taken on all excursions. On each trip the trained first aider must be known by everyone.
- vi. The location of nearest hospitals should be known before the trip.

Emergency Procedures

i. If anything goes seriously wrong contact the Head or in his absence the Deputy Head at once:

- School: 020 8 902 5069
- Head (mobile): Given to relevant staff on day of trip and held at school office

If the Head is on the trip, he should contact the ILG Proprietor.

ii. If an accident or emergency happens on a visit the Group Leader should consider the following main factors:

- 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 casualties and get immediate medical attention for them.
- Ensure a member of staff accompanies casualties to hospital and the rest of the group are kept together and adequately supervised. An embargo should be placed on members of the group contacting parents/the outside world.
- Establish reliable link with outside world
- Notify police if necessary.
- Notify British Embassy/Consulate if abroad.
- Inform the school contact person.
- Notify insurers, especially if medical assistance is required.
- Notify the provider/tour operator.
- Record accurately and as soon as possible all facts, evidence, witness details.
- Keep a written record of events, times, contacts, decisions after the incident.

iii. Details to be passed to the school:

- Nature, date and time of incident.
- Location of incident.
- Names of casualties.
- Details of injuries.
- Names of others involved.
- Action taken so far.
- Action yet to be taken.
- Details of staff deployment.

iv. Legal liability should not be discussed with other parties.

v. No-one should talk to the media under any circumstances – all media enquiries should be referred to the Head who will contact HO.

- vi. Do not deal directly with parents. The Head (or, if he is not available, an ILG Director) will contact parents and act as link between the group and parents. He will also liaise with the Proprietor.

Special Educational Needs

If there are pupils with SEN the trip planner should consider:

- Can the activity/visit be adapted to enable them participate at a suitable level?
- Is the pupil able to understand and follow instructions?
- Will additional supervision be necessary?
- Is there a supervisor available who knows them well?

Liaison with Colleagues

- i. Staff should inform colleagues in plenty of time in advance if any disruption to lessons is planned. The Secretary can inform all staff including peripatetics.
- ii. Enter all trips onto the Calendar as soon as possible.
- iii. Also put a list in the Staff Room of all pupils involved in trips.
- iv. A list of all pupils involved should also be given to the School Office.

Financial Matters

- i. Trips organisers should not deal with school trip money through their own account. Seek advice from the Head regarding sensible procedures to ensure that there can be no doubts about financial propriety.
- ii. Observe strict accounting practices, keeping accurate records of all payments received, and made, with receipts as appropriate.

Insurance

- i. Check with the Head as to whether or not the school insurance cover is sufficient for the trip/activity. Is additional cover needed?
- ii. Establish what trip insurance is available through the main school insurers.
- iii. Any trip abroad, residential trip or involving adventurous training activities may require specialist insurance.

Legal Responsibility

- i. The standard of care which has to be exercised by teachers towards their pupils is that which would be exercised by “reasonably careful parents” towards their own children.
- ii. In this context the test of the “reasonably careful parent” must be applied not in relation to the parent at home, but in relation to parents applying their minds to this particular aspect of school life, or this activity within the school context.
- iii. Where a teacher has done all that a reasonably careful parent would have done in the particular circumstances, there is unlikely to be any question of legal liability, even though a pupil may have been injured. (As stated it is essential for the approved risk assessment to be communicated to parents.)
- iv. Make sure, therefore, that you know all the applicable regulations and requirements for the trip/activity you are undertaking, and are able to comply with them.
- v. If a legal claim against a teacher does arise under common law, the school as the teacher’s employer will be liable, though individual teachers can be liable for negligence under Criminal Law.

Foreign Travel

Early enquiries about the validity of passports, visa requirements, etc., will avoid panic when departure is imminent. For foreign nationals the trip organiser may have to make particular arrangements, e.g. for visas.

Checklist for Major Trips (Residential)

The trip organiser / Group Leaders should consider -

i. Take with you:

- Travel tickets, visas, plus copies.
- A copy of letters confirming essential arrangements/booking forms/confirmation invoices, etc., and contact details for the accommodation.
- Details of location of local hospital/medical services.
- Full insurance details, with claim forms and the company’s contact details.
- A copy of the detailed itinerary.
- A full list of party members and accompanying adults, with addresses, telephone numbers of parents/contacts.
- A recent photograph of all members of the party.
- A note of the contact telephone numbers for the school contact person and a contact number for the Head.
- Parental consent forms (medical consent may be needed to be produced at a

hospital).

- A first aid kit appropriate for the type of journey (including travel pills, etc.).
- E111s if appropriate.
- Passports (if appropriate).
- List of passport numbers/place of issue.
- An outline of the emergency procedures.
- Cash/credit cards/cheque book/travellers cheques/emergency funds.

ii. During the trip:

On arrival at a hostel/hotel check all rooms for damage and report at once to hotel management.

iii. Leave with the Headmaster and School Office:

- A copy of the itinerary, including contact telephone numbers and full details of expected time of return.
- Group leader's mobile phone number.
- A copy of each party member's parental consent form.
- The name, address, telephone and fax numbers of tour operators/ferry companies/coach companies/accommodation, etc.
- A copy of insurance documents.
- A copy of travel documents.

iv. Documentation required before trip/tour departure

The following should be lodged with the Secretary:

- A list of all pupils, staff and any additional adults traveling with the group
- A full itinerary, including addresses, telephone numbers and travel details. Include details of arrangements for any pupils joining or leaving the trip at different times or places
- Photocopies of all pupils' consent forms and codes of conduct
- Mobile telephone numbers – phones should be collected from the School Secretary
- An appropriate risk assessment. See the Head for guidance
- Ensure that you have contact numbers at School for the duration of the tour.

v. School Trip Checklist (abroad)

- Air Tickets, passports, visas plus copies
- List of passport numbers/place of issue
- Copy of letters confirming arrangements/booking forms/confirmation invoices and
- Contact information for accommodation
- Details of location of local hospital/medical services

- Full insurance details with claim forms and the company's contact details
- A copy of the detailed itinerary
- A full list of party members including adults with addresses and telephone numbers of
 - parents/contacts
- Emergency contact numbers for the school
- First aid kit appropriate for the type of journey
- Medical information from Medical Centre
- A recent photo of all members of the party
- School mobile phone
- Parental Consent Forms including Medical Consent Forms
- E111s if appropriate
- Outline of emergency procedures
- Cash/credit cards/cheque book/travellers cheque/emergency funds

vi. During the trip

- Check all hotel/hostel rooms for damage on arrival and report at once to hotel management
- Plan of accommodation
- Room List
- Ask hotel/hostel to explain emergency procedures and to sound fire alarm

vii. Leave at School:

- A copy of the itinerary including contact phone numbers and full details of expected time of return
- Group leader's school mobile phone number
- A copy of each party member's parental consent number
- The name, address, telephone and fax numbers of tour operators/ferry companies/coach companies/accommodation
- A copy of insurance documents
- A copy of travel documents
- A list of all those travelling in the group
- Risk assessment (completed and relevant copies made / stored)

viii. Other points to consider

- Have the parents been fully briefed?
- Have the pupils been fully briefed?
- Have you given parents/pupils a written code of conduct?
- Has the trip been given clearance by the Headmaster?
- Have you checked with the Head that the trip is adequately insured?
- Have outside staff/helpers been CRB checked?

22. Related policies and procedures

Due to the number of factors involved in organising and facilitating trips, including the completion of risk assessments, it is essential that the following other policies are read in conjunction with this policy:

- First Aid
- Health & Safety
- Safeguarding
- Behaviour Management

School Trips Checklist

Thank you for giving your time to organise this trip. Our policy requires trips to be planned ideally in the term before they happen and Risk Assessments should be completed at least 10 days before the trip.

1. Do you have a sufficient Pupil to Adult ratio?

1:4 = Reception

1:6 = Year 1-2

1: 8 = Year 4 – 6

(Seek Headteacher authorisation if exceeded)

However, there should always be a minimum of two members of staff on any one trip.

2. List names of all adults and children (or refer to an entire class list if appropriate)?
Has 'cover' been arranged for all adults to attend the trip?
3. Names of accompanying parents?
4. Travel arrangements to and from venue in detail and with timings?
5. Has a pre-visit been planned as a basis for a risk assessment?
6. Has an initial check of medical conditions for children been carried out?
7. Has a summary of Costs been carried out including travel, entry to venue and other costs?
8. Has the venue been provisionally booked?
9. Has transport (including TFL tickets) been booked?

10. Has a letter been drafted to all parents?

11. Have adults planned for emergencies, with a list of contact numbers for each other and the school?

Signed by Amit Mehta, Proprietor

A handwritten signature in black ink, appearing to read "Amit Mehta". The signature is written in a cursive style with a prominent initial "A".



