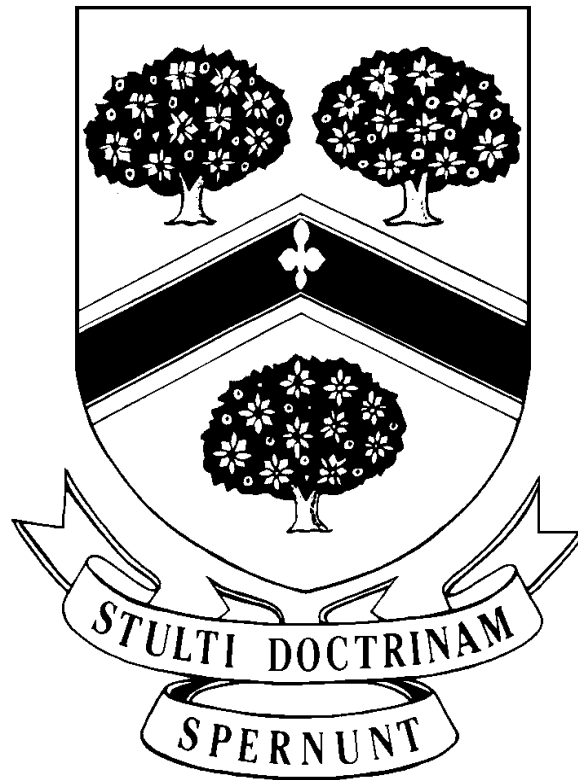


THORNTON GRAMMAR SCHOOL

A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING TRUST SCHOOL

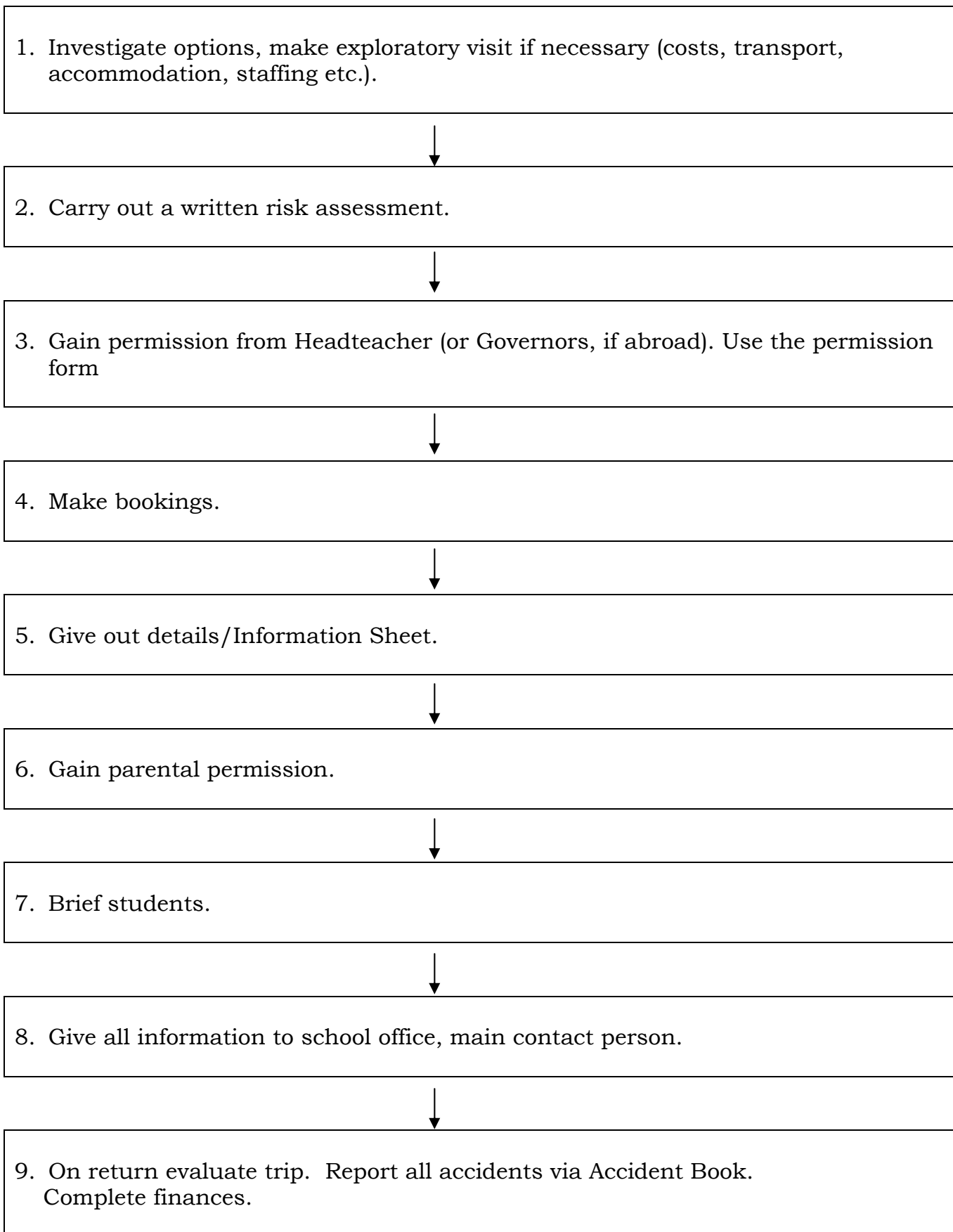


FOUNDED 1673

POLICY FOR TAKING STUDENTS ON EDUCATIONAL VISITS

REVIEWED: NOVEMBER 2009

PROCEDURES FOR TAKING STUDENTS ON AN EDUCATIONAL VISIT



THORNTON GRAMMAR SCHOOL

POLICY FOR HEALTH & SAFETY OF STUDENTS ON EDUCATIONAL VISITS

- ◆ Thornton Grammar School believes that students benefit a great deal from taking part in visits away from school.
- ◆ A visit may include:-
 - a field trip
 - a foreign visit
 - work experience placement
 - extra-curricular activity
 - representing the school in an activity
 - exchange visit
- ◆ This policy is intended to help ensure staff and students stay healthy and safe on all visits away from school.
- ◆ It is part of the general Health and Safety Policy of Thornton Grammar School.
- ◆ It is the duty of the Governing Body and the Headteacher to ensure that visits comply with the Health and Safety regulations.
- ◆ The procedures set out within this policy apply to all school visits.

Equal Opportunities:

- Every effort will be made to ensure that all school visits are accessible and available to all who wish to participate.
- All students will be encouraged to participate in as wide a range of activities as possible.
- However the school reserves the right to refuse to take a student on a school visit who's behaviour is deemed inappropriate or who has been excluded during that academic year, or where a visit is launched in an academic year, but does not take place until the following academic year, e.g. ski visit, geography field trip.

Legal Framework:

- ◆ The Management of Health & Safety at Work Regulations 1999.
- ◆ Health and Safety at Work Act 1974.
- ◆ Health & Safety of Pupils on Educational Visits – DfES 1998.
- ◆ Health & Safety of Pupils on Educational Visits – Education Bradford 1998.

ROLES AND RESPONSIBILITIES

The Group Leader:

- ◆ Has overall responsibility for the supervision and conduct of the visit.
- ◆ Has regard for the Health and Safety of the group.
- ◆ Is approved by the Headteacher.

The Group Leader should:

- ◆ Obtain the Headteacher's, or in the case of foreign travel, the Governing Bodies' approval for the visit.
- ◆ Must follow all the procedures set out in the Thornton Grammar School Policy.
- ◆ Appoint a deputy suitably competent to instruct pupils in an activity.
- ◆ Should be aware of Child Protection issues.
- ◆ Ensure that adequate first aid provision is available.
- ◆ Undertake and complete a risk assessment prior to the visit.
- ◆ Ensure that all staff on the visit are aware of their specific duties and are fully aware of what the proposed visit involves.
- ◆ Have full information and personal details about each student on the visit.
- ◆ Ensure the ratio of supervisors to students is appropriate for the needs of the group.
- ◆ Ensure that there is both a male and female supervisor to accompany students when a visit includes an overnight stay.
- ◆ Ensure that a school contact has copies of all details of the visit, staff and student contact numbers.
- ◆ Should have in place emergency procedures.
- ◆ Should always consider stopping the visit if the health and safety of staff and students in their charge is at risk.

STAFF SUPERVISION

Teachers:

- ◆ Must do their best to ensure the health and safety of everyone in the group and act, as any responsible parent would do in the same circumstances.

- ◆ Must follow the instructions of the group leader and help with control and discipline.
- ◆ Consider stopping the activity, notifying the group leader if the risk to the health and safety of the students in their charge is unacceptable.

Adult Volunteers:

This includes: Support Assistants, Thornton Grammar School Ancillary staff, Parents. Non-teaching Supervisors must:

- ◆ Do their best to ensure the health and safety of everyone in the group.
- ◆ Not be left in charge of students, except where it has been previously agreed as part of the risk assessment.
- ◆ Follow the instructions of the group leader.
- ◆ Speak to the group leader or teacher supervisors if they have any concerns about the health and safety of students at any time during the visit.

External Supervisors/Tour Operators:

If other professionals are used i.e. activity providers, guides, the group leader must have assurance that they have appropriate qualifications, licence, insurance, healthy and safety and emergency procedures and equipment. This information should be obtained from the provider at the time of booking and information recorded as part of the risk assessment.

Alcohol:

The consumption of alcohol by staff on school visits should be discouraged at all times. On occasions when alcohol is consumed, at least one male and one female supervisor (including one of which is first aid trained), should not partake at all.

Staff Ratio:

The ratio is affected by a number of factors – length of visit, nature of activities, age of students and experience of supervisors.

A general rule is: 1 Teacher to 15 students. Non-teaching staff do count as part of the student/staff ratio.

Remote Supervision:

- ◆ The group leader should establish during the planning of the trip, whether students will have periods of time unsupervised by staff.

- ◆ Examples of remote supervision may be: working on their own on a field trip, shopping in a city when on a visit abroad, ‘free time’ on a trip.
- ◆ Parents must be informed if students are to be unsupervised at any time during the visit.
- ◆ Staff should always make arrangements to be available for students during these times – a rendezvous point and emergency number.
- ◆ The group leader also remains responsible for students even when not in direct contact with them.
- ◆ Students should have clear instructions to follow during this time, knowledge of how to get emergency help and be reminded about behaviour and standards expected of students of Thornton Grammar School.

RISK ASSESSMENT

Before any visit is made, a risk assessment must be completed on the Thornton Grammar School Risk Assessment Form.

If a visit is made frequently, a risk assessment is not required for each visit. However, it must be reviewed regularly by the Head of Department (on an annual basis) unless major changes have taken place, then it must be immediate.

The group leader should monitor the risks throughout the visit and take other appropriate action as necessary.

Copies of the Risk Assessment should be given to teachers and supervisors on the visit.

The Group Leader should also have written evidence that other providers have themselves, assessed the risks and have taken appropriate safety measures. This may include tour operators, bus companies (these should be submitted to CET prior to the trip for inclusion in the file).

An exploratory visit should be made if possible by all group leaders. The evidence of this should be documented on the Risk Assessment Form.

If it is impossible to visit, the group leader should show detailed knowledge has been gained from other visitors or managers and that they feel confident that they are aware of all levels of risk.

RISK ASSESSMENT

Points to consider:

- Activity

- Location
- Transport
- Routes to be taken
- Experience and qualifications of staff
- Staff training needs
- Staff/pupil ratios
- Age/ability/fitness of students
- SEN/medical requirements
- Quality of equipment
- Weather/timing
- Emergency procedures/first aid
- How do you monitor risks on the visit?
- Communication

Three of the main elements of a risk assessment:

- Hazard
- Risk
- Control Measures

Financial Planning:

The accounts of each visit must be made available for auditing by the Finance Manager.

Arrangements for collecting and depositing monies must be made with the Finance office prior to the visit.

The costs of the visit must be made clear in the letter to parents.

Thornton Grammar School will endeavour to ensure equality of students on educational visits, which take place wholly during school hours.

Please note: Charges cannot be made to parents if the visit occurs during school hours and is an essential part of the national curriculum. A contribution may be asked for to help meet costs.

Full costs will be charged for optional visits. These include: visits out of school time; does not form part of the national curriculum or exam syllabus.

Preparing Pupils for Visits:

Providing information and guidance is an important part of preparation for a school trip.

Behaviour

Parents should understand the standards of behaviour expected of them and school rules must be followed at all times.

Valuables

Students should be given suggestions on minimum/maximum amounts of money needed.

The taking of electronic items (radios, Gameboys, personal stereos and mobile telephones, should be discouraged. Students must be reminded that school cannot be held responsible if they are lost or stolen.

Students should be aware that knives, drugs etc. should not be brought back into the UK from abroad.

Emergency Procedures

Students should be warned about any potential dangers and how they should act to ensure their own safety.

Medical Needs

The medical needs and special educational needs must be ascertained before the visit takes place.

Details of medication, doctor's details and emergency contact numbers should be obtained from parents on the Parental Permission Form.

All supervisory staff should be made aware of any students with medical conditions.

Communicating with Parents:

Parents should be informed in writing of any off-site activity.

If going on holiday abroad it may be useful to also have a meeting for parents.

Full details should be given to parents.

These should include:

- ◆ Dates of then visit
- ◆ Costs of the visit
- ◆ Aims of the visit
- ◆ Times and location of departure and return (parents should agree to meet younger students)
- ◆ Travel arrangements
- ◆ Accommodation
- ◆ Size of group, supervision (including remote supervision)
- ◆ Provision and procedures for students with medical conditions and illness
- ◆ Names of staff involved
- ◆ Standards of behaviour and expectations
- ◆ Clothing and equipment needed
- ◆ Equipment which should not be taken
- ◆ Monies needed
- ◆ Contingency plans for a late or early return
- ◆ Contact numbers in the case of emergency

Parents Consent

Their permission should be obtained in writing before a student leaves the school.

The Parental Consent Form should be received from all parents

Staff should check that all details (medical, contact numbers, diet etc.) have been given in full.

TRANSPORT

General

The group leader must give very careful thought to transport, bearing in mind safety of staff and students at all times.

The driver is responsible for the vehicle at all times.

All mini-buses and coaches must have seat belts.

The following should be remembered when planning to use transport:-

- ◆ Competence and experience of the driver
- ◆ Number of driving hours
- ◆ Traffic conditions
- ◆ Arrangements in case of breakdown/emergency
- ◆ Weather
- ◆ Time and distance of journey
- ◆ Supervision (number of adults needed)
- ◆ Stopping points

Supervision on transport

Should be considered as part of the risk assessment.

The driver should not normally be responsible for supervision, but driver supervision may be sufficient for older students.

Students should be made aware of standards of behaviour and emergency procedures.

Students should be aware of:

- ◆ No food or drink should be consumed on the coach/school mini bus.
- ◆ Students should arrive on time.
- ◆ No pushing towards the coach as it arrives or try to get on or off as it is moving.
- ◆ They should always wear a seat belt, remain seated at all times, must not block the aisles or tamper with any equipment on board.

School Mini-Bus

Please refer to user manuals – See Appendix

Hiring coaches and buses

Ensure all coaches and buses are hired from a licensed reputable company.

Make sure seat belts are fitted.

Group leaders should ensure that drivers taking groups abroad are familiar with driving the coach or minibus in the countries being visited and those on route.

Private Cars

Any member of staff who carries students in their cars should check their car insurance to ensure they are fully insured.

Staff should have a roadworthy vehicle and a full driving licence.

The member of staff should ensure that students use a seat belt at all times.

EMERGENCY PROCEDURES

General

Teachers in charge of students 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 reasonable parent would.

Before any visit takes place:-

- ◆ The group leader should have emergency procedures in place. All supervisors should be aware of these procedures.
- ◆ A main contact person at school should be nominated. They should have all the necessary documentation and information.
- ◆ All student home contact numbers should be recorded in duplicate – one list on the visit, one with the main contact in school.
- ◆ The case of any emergencies, the main contact person should inform the Headteacher.
- ◆ The LEA will be informed through the procedures for reporting accidents.

First Aid

- ◆ The group leader should take responsibility for ensuring that a first aid box is taken on any off-site activity.
- ◆ A first aid box should be booked out from A2 and returned after the visit (contents to be checked).
- ◆ Ensure that the medical needs of students are gained before the visit.
- ◆ Any accidents should be recorded in the accident book in A2 on return to school.

THORNTON GRAMMAR SCHOOL

APPLICATION FOR THE APPROVAL OF AN EDUCATION VISIT

DESTINATION: _____

GROUP LEADER: _____

DATES & TIMES: *Departure:* _____

Return: _____

AIMS OF VISIT & RELEVANCE TO SCHOOL WORK:

TRANSPORT ARRANGEMENTS:

ORGANISING COMPANY/AGENCY: (if any)

COSTS TO STUDENTS:

INSURANCE ARRANGEMENTS:

ACCOMMODATION:

ANY HAZARDOUS ACTIVITY:

DETAILS OF PARTY:

Number of students: Boys _____

Girls _____

Staff: Deputy Leader: _____

Student/Staff Ratio: _____

PROGRAMME OF ACTIVITIES:

NAME OF MAIN CONTACT PERSON: _____

Telephone Number: _____

Checklist:

- ◆ Consent gained from parents _____ Date _____
- ◆ Information sheets given to students _____ Date _____
- ◆ Risk assessments completed date _____

This sheet should be copied x 3 (copy to be retained by group leader, one for school, one for main contact person).

Signed _____ **Visit Organiser**

Signed _____ **Headteacher**

Date _____

- ◆ **Attach any copies of letters to parents/information sheets to this form**

THORNTON GRAMMAR SCHOOL

HEALTH & SAFETY OF STUDENTS ON AN EDUCATIONAL VISIT

R I S K A S S E S S M E N T

This must be completed and handed to the Headteacher with Application for Approval Form

1. PLACE TO BE VISITED
Potential hazards: (transport, weather, location)

2. LIST OF PEOPLE WHO ARE AT RISK FROM THE HAZARDS IDENTIFIED
(eg students, staff etc)

3. LIST OF CONTROLS IN PLACE
(eg staff training, guidance to students, parents, exploratory visit)

4. How will you cope with hazards, which are not fully controlled under 3?
List the hazards and the measures taken to control them (eg accidents)

COMPLETED BY: **DATE:**

THORNTON GRAMMAR SCHOOL

PARENTAL CONSENT FOR A SCHOOL VISIT

1. Details of visit to: _____

From: _____ Date/Time: _____ To: _____ Date/Time: _____

I agree to _____ (name) taking part in this visit and have read the information sheet. I agree

to _____'s participation in the activities described. I acknowledge the need

for _____ to behave responsibly.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication? YES/NO
if YES, please give details:

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

For residential visits and exchanges only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

d. Is your son/daughter allergic to any medication?

YES/NO

If YES, please specify:

e. When did your son/daughter last have a tetanus injection?

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

Alternative emergency contact:

Name: _____ Telephone Number: _____

Address: _____

Name of family doctor: _____ Telephone number: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____