

OFF-SITE EDUCATIONAL VISITS POLICY

This policy covers all pupils including the Early Years Foundation Stage (EYFS)

INTRODUCTION

St David's School forms part of the Royal Russell Trust Group of Schools. This policy reflects the standalone nature of the St David's site, but follows ALL processes as outlined in the Royal Russell Health & Safety Policy.

The employer (Governing Body of the Royal Russell Trust) is responsible for ensuring the school is compliant with the Health and Safety at Work Act. This policy forms part of the school's Health and Safety requirements.

The Head Teacher is responsible for ensuring that the policy and arrangements are put into practice.

AIMS

Off-site visits are a valuable and integral part of children's education at St David's School. They are organised to support the curriculum that is taught, as well as to broaden children's experiences, skills and knowledge through activities and events they might not have otherwise been involved in. It is expected that every class will take part in at least one visit per term.

This policy and the procedures detailed within it have been written with reference to Department for Education guidance and the most recent ISI guidance. The School also makes extensive use of National Guidance (for the management of outdoor learning, off-site visits and learning outside the classroom) produced by the Outdoor Education Advisers Panel. www.oeapng.info.

ROLES AND RESPONSIBILITIES

Responsibilities of the School (The Head Teacher and Governing Body of Russell School Trust)

Whilst recognising that all off-site visits may entail some element of risk, the School is committed to:

- The health, safety and well-being of all of its community members and has adopted clear and active measures to safeguard these aims
- Explaining the details which it has adopted to reduce any risk
- Having in place organisational procedures which staff planning a visit must adopt.

The Head Teacher will necessitate full compliance with any regulations and guidelines and will ensure that the Visit Leader is competent to undertake the activity.

Responsibilities of the Educational Visits Coordinator (EVC)

The School has appointed the Deputy Head as the Educational Visits Coordinator (EVC) who is appropriately trained every three years to guide and support staff in the planning of visits. There is a clear process for approving visits - firstly by the EVC and then the Head Teacher (please see below).

Responsibilities of the Visit Leader and all other Staff

Teachers, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating. However, it is the Visit Leader who will have full

responsibility for the safe running of the activity. The Visit Leader must have the skills, status and competence for the role, understand the risks and be familiar with the activity.

All staff must take reasonable care of their own and other's health and safety, co-operate with the Visit Leader/School, carry out activities in accordance with training and instructions and inform the Visit Leader/School of any serious risks.

As per the terms and conditions of their contract, staff are required to show a duty of care to be demonstrated to the pupils regarding health and safety matters, maintaining good order and discipline among the pupils and ensuring child protection and safeguarding procedures are followed, both when they are on the school premises and when they are engaged in authorised school activities elsewhere. Visits abroad need careful attention to duties under health and safety.

Staff have a common law duty to act with care as befits a trained and experienced professional. They are in loco parentis and the care that they are expected to give (as necessary if/when an incident arises) is both professional and to the standard of a reasonably prudent parent.

Staff are not required to undertake activities out of their normal working time (unless as part of their contract where they are involved in sporting fixtures and activities), but should they volunteer their services for out of school hours activities the School provides full insurance indemnity.

PROCEDURES FOR OFF-SITE VISITS (See Appendices A – K)

When arranging an off-site visit the Visit Leader must collect a 'School Visit Documents' pack from the staffroom and complete the procedures as detailed on the 'School Visits – Checklist' (see Appendix B).

The Visit Leader must ensure all the paperwork is completed accurately and given to the relevant people within the correct time limits. The main details about the visit are to be recorded on the 'School Visit Information and Risk Assessment Form' (see Appendix C).

The Visit Leader is responsible for organising any coach, any extra insurances (if the visit is abroad or involving potentially dangerous outdoor pursuits) and passports etc. The Visit Leader should also make contact with the Operations Manager of Russell School Trust who will give advice on Travel Insurance matters.

1. PRE-VISITS AND RISK ASSESSMENTS

Risk Assessments for educational visits can be usefully considered as having three levels.

- Generic activity risk assessments which are likely to apply to the activity wherever and whenever it takes place.
- Visit/site specific risk assessments which will differ from place to place and group to group.
- Ongoing risk assessments that take account of, for example, illness of staff or pupils, changes of weather, availability of preferred activity.

The latter category is crucial if new dangers emerge during the visit. Changing circumstances can radically alter the safety of an activity and staff should always err on the side of caution.

When organising visits and undertaking risk assessments staff should take a number of variables into account:

- The number of pupils involved
- The age of the pupils, their sex, ability and general behaviour
- The special educational, medical and dietary needs of the pupils.
- The previous experience of the group in undertaking off-site visits
- The time of the day and the time of the year
- The duration of the visit
- The first aid cover available
- The travel arrangements
- The hazards of the environment being visited
- The numbers, experience and competence of all the adults accompanying the activity
- The nature of the activity
- The ratio of adults to pupils
- The type of accommodation if it is a residential activity

- The current Threat Level as issued by National Counter Terrorism Security Office - <https://www.protectuk.police.uk/>

There are five steps to risk assessments for off-site visits:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
4. Record your findings
5. Review your assessment and revise it if necessary.

In order to support staff in their planning of visits, the school has adopted Safe Working Procedures which are to be implemented in the following situations. These are available on StaffShare.

Safe Working Procedures at Venues

- Beach visit (including paddling in the sea)
- Field Studies near Natural Water (Pond Dipping)
- Visiting a Farm (including outdoor or indoor play area)
- Historic sites (Castles, ruins, city walls and similar)
- Museums, Education Centres and similar (including outdoor or indoor play areas)
- Visiting Parks, Gardens and Zoos (including outdoor and indoor play areas)
- Swimming Pools (Public and Private)
- Theatres
- Visiting Towns and Cities
- Residential Accommodation

Safe Working Procedures for Travel

- Travel on foot near roads
- Travel by School Minibus
- Travel by Hired Coach or Bus
- Travel by Train, Underground, Bus or Tram
- Travel by Ferry, Ship or Boat (commercial sailings only)

In order to undertake a full and comprehensive assessment of risks it will be essential in most cases to undertake a pre-visit. Even where visits are made regularly, risks should be reassessed from time to time.

When undertaking a pre-visit, the Visit Leader is required to:

1. Obtain and read the venue's risk assessment.
2. Consider how they will implement the relevant Safe Working Procedures (see above)
3. Look for additional hazards that are specific to the individual site or event.

It is the responsibility of the Visit Leader to organise a meeting with all other staff and helpers (including parents) before the visit in order to discuss the implementation of the relevant Safe Working Procedures and to consider any measures/precautions that may be required to manage additional hazards that are specific to the individual site or event. The Visit leader must provide any necessary written information and details. Practical consideration must be given by all staff to headcounts, buddy systems, arranging of groups, night time (if applicable), leisure time and travel issues. The Event Specific Notes section in Part Six of the 'School Visit – Information and Risk Assessment Form' (Appendix C) should then be completed considering STAGE (Staffing, Transport, Activities, Group/ Pupils, Environment).

2. SUPERVISION - Adult: Pupil Ratios

The level of supervision will always depend on the type of visit, the age of the pupils, the profile of the group and other variables such as the weather, the time of day and the activities. Adult: pupil ratios as a minimum will be set according to national guidance but will be dependent on the activities and the level of supervision required. Ultimately, ratios need to be determined by a sound risk assessment.

Where possible there should always be a **minimum of at least two teachers/teaching assistants** to accompany a group. Governors and parents may also help. A qualified First Aider must accompany every visit.

Pre-school children

Children under the age of five participating in a visit or journey require very close supervision.

Nursery - 1:2 so that every child can have their hand held.

Reception - 1:3 (where there are no significant dangers, a ratio of 1:4 *might* be acceptable). A female member of staff must always be present.

Years 1 to 3 - 1:6 A female member of staff must always be present and where possible a male adult as well.

Years 4 to 6 – 1:8 A female member of staff must always be present and where possible a male adult as well.

If using public transport the adult: pupil ratio must be increased dependent on the age of the children involved. Please discuss with the EVC and Head Teacher.

Ideally, and where possible, the Visit Leader should not be responsible for a specific group of children.

3. VOLUNTARY HELP

Staff have to carefully consider the use of voluntary help and ensure staff and volunteers clearly understand their legal responsibilities. DBS checks are carried out on all volunteers who have regular unsupervised contact with pupils whether on or off-site. For the purpose of off-site visits parent helpers are often used and no parent is left in sole charge of a pupil or group without staff supervision.

- Staff make the decision as to which voluntary helpers accompany a visit and ensure their suitability.
- Every volunteer accompanying the visit is given the 'Guidelines for Parents accompanying School Visits' (see Appendix E). This is because they must know precisely what their role is and understand the responsibility that they have to ensure that they carry out their role.
- Each helper must be acquainted with their charges in advance of the visit.
- Each helper must be given relevant contact numbers for the school, activity leader etc. which must be confidentially disposed of at the end of the visit.
- Volunteers must understand that they have a responsibility to follow the instructions of the Visit Leader who must be a member of staff.

4. TRANSPORT (see Transport Policy)

Hired transport.

Only reputable companies must be used. Staff wishing to use hired transport must book on behalf of the group/class they are taking. The Visit Leader is responsible for supervising the pupils on any hired transport and ensuring that seatbelts are worn.

School Minibus(es)

The driver of a school minibus must ensure that the vehicle has been checked by the School Caretaker before use and by the driver before taking pupils in the vehicle. Seatbelts must be worn and a second adult must accompany the driver for day visits. All drivers must be aware of the emergency procedures documented in the Transport Policy and the folders located in the minibuses. Please note that the large minibus takes 14 pupils in the back and the small minibus takes 6 pupils in the back.

Public Transport

Effective supervision of the pupils must be ensured. The adult: pupil ratio must be increased dependent on age of the children involved. This must be discussed with the EVC and authorised accordingly by the Head Teacher.

5. THE COST OF VISITS

When calculating the cost of a visit the following must be considered and recorded on the 'School Visit Expenses Checklist' (See Appendix F):

- Costs of the pre-visit/risk assessment (including petrol)
- Transport

- Admission costs
- Costs of appropriate non-teaching staff
- Incidental costs of staff
- Materials and equipment required for the visit
- Board and lodging (if appropriate)
- Insurance costs for the visit (if appropriate)

The calculation of costs needs to be approved by the EVC **before** the letter is written to parents.

6. COMMUNICATION

Letter to Parents:

Parents must always be made aware when their children are leaving the school premises. Before every visit a letter will be sent to parents using the template of 'Visit Letter to Parents' (See Appendix G). This letter should state the following:

1. The day and date
2. The time leaving and returning to school
3. The location
4. The purpose and itinerary of the visit
5. The mode of transport
6. Appropriate clothing
7. Lunch options
8. The cost (which will be added to fees in the next term's school invoice)
9. Suggested spending money.

Consent Forms:

The above letter will also have a consent form which the parents will be required to sign and return to school. This grants permission for the child to participate and for the member of staff in charge to act professionally in ensuring the wellbeing of the child in any emergency. Parents must ensure that the school has all necessary details e.g. dietary and medical requirements, allergies and emergency contact information.

If a parent refuses to allow their child to take part in a visit, the Visit Leader must ensure that the curriculum work that was being developed during the visit is made available to that pupil in another format.

Communication with Colleagues:

At least two weeks before the visit takes place, the Visit Leader must communicate details about the visit to various members of staff using the 'School Visit Details' (see Appendix H). This is in order for those staff to make suitable arrangements for the following:

- The Kitchen Staff – catering requirements (please include a completed copy of the 'Table of Participants' in Appendix D)
- The Deputy Head – cover requirements
- The Music Leader – lessons with visiting music teachers
- The PE Leader – availability and provision of the minibus, timetabling of sports events
- The Head Teacher's PA – cash required on the day
- The Office – diary arrangements

Communication during a Visit:

When organising a visit the Visit Leader must have a mobile phone with them at all times and the details of the dietary and medical requirements, allergies etc. of any pupil.

Where the visit is within the school day the Visit Leader must contact the School Office should there be any problem, delay or emergency. The School Office staff will then liaise between the Visit Leader and parents.

Where a visit is outside school hours, the Visit Leader must take a list of all the parent contact numbers with them. They must also have the telephone number of a named individual (usually a member of SLT) who will be the designated contact/liaison person in the event of a problem, delay or emergency.

7. PUPILS WITH DIETARY, MEDICAL, SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES

If a pupil requiring specific medical needs is to participate in an off-site activity the school must ensure that any protocol established between the School and the parents extends to the differing circumstances of the activity and that an appropriate risk assessment is made if relevant.

Where a child is at risk of having an anaphylactic reaction or suffering an asthma attack, two adrenaline auto-injectors (AAI's) or inhalers are to be taken on the visit.

Should the School be undertaking a residential visit parents must be asked to give their authorisation to the Visit Leader to act for their child should the need arise for emergency treatment during the visit (see Appendix I).

8. FIRST AID

A Paediatric First Aider must accompany all visits with EYFS children and a qualified first aider must accompany all other visits.

A first aid bag will always accompany any group off-site and basic first aid provision will be applied if required. The school minibuses are equipped with first aid kits.

Should a child's condition be more serious, then emergency services must be called. Should a child require such a service an adult must accompany them and the parent must be contacted by either the School Office or the Visit Leader (if it is an out of school hours visit).

9. CHALLENGING BEHAVIOUR AND DISCIPLINE

The responsibility of staff towards the pupils (duty of care) is in no way diminished because of the activity or visit being off school premises. Increased risks are likely to be encountered because the children are on unfamiliar ground and the opportunity for inappropriate behaviour is also increased. Therefore the standards of discipline and authority exerted by the school staff must be effective, absolute and continuous. It is the Visit Leader's responsibility to ensure that this happens and make additional risk assessments if appropriate.

10. PHOTOGRAPHS OF SCHOOL VISITS

Staff are required to follow the procedures outlined in the **Computing, Mobile Device and Cameras Policy**. If accompanying parents take photographs on visits, they are requested to only use them for personal/ family use and only put photos of their child on social media networks if they do not contain recognisable images of other children (see the Taking, Storing and Using Images of Children Policy).

11. EMERGENCY PROCEDURES – See Appendix A

The Visit Leader should ensure a laminated copy of 'What to do in an emergency off school premises' is taken on the visit and that the procedures documented are followed in the event of an emergency (see Appendix A). There are more details in the **Missing Child Policy**.

12. AFTER THE VISIT

It is the responsibility of the Visit Leader to inform the EVC should there have been any incidents, accidents and near misses on the visit. All visits should be evaluated once they have been concluded from the planning through to the visit itself. This is done in Part Seven of the 'School Visit – Information and Risk Assessment Form' (Appendix C). This form and all risk assessments are kept by the School Office after the visit for future reference and annotated if changes are required for future visits.

RESIDENTIAL VISITS

Residential visits are organised in the same way as any other school visit outside school hours. However, the Visit Leader also arranges a meeting for parents where the visit is explained in detail including transport, supervision, activities, accommodation, catering arrangements, sleeping arrangements, kit lists, spending money etc. The parents have the opportunity to ask questions and to inform the staff of any of their child's individual needs.

In addition, parents are asked to complete a "School Visits (Residential) Parental Consent/Medical Form" (see Appendix I) and the Visit Leader should retain these.

LICENSED ACTIVITIES

The School checks that external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the School checks they are an appropriate organisation to use by requesting they complete the Generic Provider Form (Appendix J)

This includes checking:

- their 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.

When planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), the school checks that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Any activity centre that is used must always be asked to provide evidence of their licence.

The challenge aspect of an off-site visit is a valuable part of the pupils' development. In an adventurous visit such as abseiling, sailing and climbing, the challenge will be focused and planned. Instruction will be provided by a trained instructor with school staff present in an overall supervisory role. The element of risk is assessed, pre-planned and managed by school staff. The Visit Leader retains the overall responsibility for the pupils throughout the visit even though they are being instructed by the licensee.

VISITS ORGANISED BY A THIRD PARTY

The EVC and the Visit Leader must ensure that the accreditation or verification of providers has been checked.

The EVC and the Visit Leader must check that contractors have adequate emergency support procedures and that these will link to the School emergency procedures.

INSURANCE

Staff are aware that within school hours the insurance arrangements for the school will prevail. However, if conducted out of school hours there may be a requirement for additional insurance. Where this is a factor and when children are involved in overnight stays and outdoor pursuits, the Head Teacher must advise the school insurance company and on their recommendation take appropriate cover.

The acquisition of the following types of insurance might be required:

- Public liability
- Employers liability
- Personal accident cover for all adults including teachers
- Medical treatment costs
- Specialised activity risks
- Evacuation for medical reasons when abroad
- Loss or damage of hired equipment
- Emergency costs including accommodation and transport
- Compensation against cancellation, delay, loss of luggage, money
- Legal assistance in recovery of claims
- Failure or bankruptcy of an agent or travel company
- Travel abroad

This policy is in compliance with the current version of 'Keeping Children Safe in Education' (DfE) and is to be read in conjunction with the following related policies:

Child Protection and Safeguarding
Computing, Mobile Device and Cameras
First Aid
Health and Safety
Missing Child
Positive Behaviour
Risk Assessment
Staff Handbook
Supervision of Pupils
Taking, Storing and Using Images of Children
Transport

Policy reviewed by	B Rogers
Date approved by SLT	September 2023
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Review date (every two years)	September 2025



ST DAVID'S SCHOOL
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WHAT TO DO IN AN EMERGENCY OFF SCHOOL PREMISES

If at any time staff question the competence of any staff who are involved in a visit (such as drivers or instructors for activities) or the safety of equipment used, do not partake of the activities or use the transport. Insist that alternatives be provided.

In the event of any emergency all staff are responsible for:

- **Raising the alarm by contacting emergency services, the School and/or the Head Teacher (if the phone lines are jammed) and Royal Russell if appropriate. (See numbers above)**
- **Giving priority to looking after the injured and ensuring that they are in the hands of competent assistance. Once that has been done, the priority of those on the ground is to look after pupils and each other. Dealing with the media, with parents and all other issues must be handled by the Incident Management Team at Royal Russell. (See numbers above)**

WHAT TO DO IN CASE OF AN ACCIDENT

If an accident has happened to a pupil:

- a) Inform the emergency services straight away. One member of staff should accompany the child to hospital.
- b) If the school is in session contact the School and explain what has happened. The School will then be responsible for contacting parents.
- c) Discourage the children on the visit from contacting parents until the school has contacted them first with the "official" version of what has happened.
- d) If the school is not in session contact the Head Teacher, Deputy or School Administrator who will then take over the School's role. If you are unable to contact them then you will have to contact the parents yourself.
- e) If it proves necessary, the person with the child in hospital should remain with the child until the parents are able to get there and the remainder of the pupils and staff return to school or continue with the visit as scheduled if it is longer than a day visit.

If an accident has happened to a member of staff:

- a) Contact the Head Teacher, Deputy or School Administrator and explain what has happened.
- b) The School or emergency contact will contact the member of staff's next of kin and inform them what has happened. If you are unable to contact either the School or the emergency contacts then contact the next of kin yourself.
- c) Continue with the visit if appropriate using replacement staff to ensure the correct adult: pupil ratios.

WHAT TO DO IN CASE OF A MISSING CHILD

(Please also refer to the Missing Child Policy).

- If a child goes missing on an educational visit, the Visit Leader should be informed immediately.
- The staff at the venue that is being visited should be alerted immediately to see if the child has been found or made themselves known.

- The Head Teacher/school should be informed immediately.
- If the child cannot be found within 15 minutes the police and parents must be informed.
- Continue to search, opening up the area, keeping in touch by mobile phone.
- Ensure remaining children are still supervised appropriately – pupil/staff ratio etc.
- Once the situation is resolved staff should review reasons for incident happening and ensure measures are taken to prevent it happening again in the future.
- Support will be offered to the children/parents and staff.
- A debrief will take place and a written report made.
- Security systems and supervision levels will be fully reviewed.

WHAT TO DO IN CASE OF A BROKEN DOWN MINIBUS OR COACH

- Make people around you (pedestrians and other road users) aware of the situation and that you are in danger.
- Turn on the vehicle hazard lights and place the emergency triangle (which is in the bus) behind the minibus (roughly a cars length away). If the traffic is fast (e.g. on an A road), place the triangle further away.
- Decide where to locate the passengers. If on a residential street or side road, it may be safer to leave the children on the bus. If on a fast 'A' road or motorway remove the children away from the road (the safest approach being to move the children away first and then behind the minibus).
- COMMUNICATE your situation to the school. The school will then send a nominated person (Head, Deputy or School Caretaker) to assist and be the point of contact for any recovery vehicle.
- COMMUNICATE your situation to the insurance company/ breakdown company. Follow the cue cards on the minibuses.
- When assistance arrives (Emergency Services, nominated school support person, breakdown company) provide a STATUS REPORT.
- The decision to go ahead and complete the journey will be dependent on the severity of the situation and/or whether alternative transport is available. Usually best practise would be to return to school.

WHAT TO DO IN CASE OF AN ACCIDENT IN A MINIBUS OR COACH

- CALL 999 and provide a SITUATION REPORT
- Do a head count and triage the children (look for a physical response). This may occur simultaneously to the 999 call.
- The decision to take the children off the minibus or to leave on is dependent on the surrounding environment AND whether you have to administer first aid. If the vehicle is in danger of catching fire, remove the children as above. If the vehicle has flipped then remove the children. It may be that the vehicle is safe enough to leave children with back or neck injuries on board.
- When the emergency services arrive provide a STATUS REPORT and allow them to take over the handling of the situation.
- Take note of the names of children going to different hospitals and the names of the hospitals.
- COMMUNICATE your situation to the school. The school will then send a nominated person (Head, Deputy or School Caretaker) to assist and be the point of contact for any recovery vehicle.
- COMMUNICATE your situation to the insurance company/ breakdown company. Follow the cue cards on the minibuses.
- Travel back to the school.



SCHOOL VISITS – CHECKLIST

Visit to: _____ Date: _____

Children involved: _____

		Tick or date when complete
1.	Carefully check date in the diary, making sure there are no other school commitments which may affect children, staff or use of minibus.	
2.	If appropriate, ensure the proposed visit is linked to an area of the curriculum being studied at the time of the visit.	
3.	Fill in Parts One and Two of a ‘ School Visit Information and Risk Assessment Form ’	
4.	Get the above form approved and signed by the Educational Visits Co-ordinator (EVC). Give the ‘ EVC Checklist ’ (in the pack) to the EVC.	
5.	Book the visit. Write in the SIMS Calender (include timings, staff and minibus if known)	
6.	<p>Check adult: child ratios referring to the ‘Off-site Educational Visits Policy’ in order to arrange an appropriate number of accompanying adults. Please consider:</p> <ul style="list-style-type: none"> • Availability of staff, Head Teacher or Governors • Parent helpers (<i>try to rotate throughout the year and ask other staff for recommendations</i>) <p><i>Where possible there should always be a minimum of at least two teachers/teaching assistants to accompany a group. Governors and parents may also help. One member of staff must be a qualified First Aider.</i></p> <p>Pre-school children Children under the age of five participating in a visit or journey require very close supervision. Nursery - 1:2 so that every child can have their hand held. Reception - 1:3 (where there are no significant dangers, a ratio of 1:4 <i>might</i> be acceptable). A female member of staff must always be present. Years 1 to 3 - 1:6 A female member of staff must always be present and where possible a male adult as well. Years 4 to 6 – 1:8 A female member of staff must always be present and where possible a male adult as well.</p> <p>If using public transport the adult: pupil ratio must be increased dependent on the age of the children involved. Please discuss with the EVC.</p>	
7.	<p>Arrange a suitable means of transport:</p> <p>Coach: Contact a hire company for a quote and availability.</p> <p>Minibus: If using one/both of the minibus(es) check availability and that a driver is also available. Make sure minibus checks have been organised with the School Caretaker. (Large minibus takes 14 pupils in the back, small minibus takes 6 pupils in the back.)</p> <p>Public transport: Make sure you know the time you are allowed to travel to use free transport. Trains - we have an account with TFL and details are in the Office. Tickets will need to be booked in advance.</p> <p>By foot</p>	
8.	Complete Parts Three, Four and Five of the ‘ School Visit – Information and Risk Assessment Form ’.	
9.	Calculate the total cost and fill in ‘ School Visit Expenses Checklist ’.	
10.	Get the costings approved by the EVC and give a copy of the ‘ School Visit Expenses Checklist ’ to the EVC (<i>Please note that if a visit is being held in the second half of a term, this form <u>must</u> be given to the EVC <u>BEFORE</u> the half term holiday in order for parents to be invoiced at the correct time.</i>)	

11.	Write a visit letter to parents (a blank template can be found in Staffshare area - 'Visit Letter to Parents')	
	Visit letter to be approved by the EVC (Deputy Head) before it is sent to parents.	
	Send a paper copy of the visit letter to all parents.	
	E-mail a copy of the approved letter to the Office who will circulate it to all staff and relevant parents.	
12.	Collect in and check permission slips/lunch choices which must be completed, signed and returned by parents/guardians. Retain the slips.	
13.	Complete the 'Table of Participants' which can be found in Staffshare under School Visits/Visit Documents/Participants Lists.	
14.	Visit the destination within the six months prior to the visit in order to carry out a risk assessment and consider all relevant Safe Working Procedures (SWPs).	
15.	If possible save any risk assessments provided by the venue in the Staffshare area/Staff Resources/ Main Staff Area/ SCHOOL VISITS/ RISK ASSESSMENTS FROM VENUES	
16.	Hold a meeting with other adults who are accompanying the visit. Discuss and sign the relevant SWPs and make Event Specific notes in Part Six of the 'School Visit – Information and Risk Assessment Form'	
17.	At least two weeks before the visit complete the 'School Visit Details' and hand a copy to each of the following: Deputy Head, Kitchen (including a photocopy of the 'Table of Participants' if required), Music Leader, PE Leader, Office Administrator and Head Teacher's PA (only if cash is required).	
18.	At least a week before the visit give the completed 'School Visit Information and Risk Assessment Form' to the EVC for approval. Attach the following: <ul style="list-style-type: none"> • Table of Participants (including details about transport arrangements if using more than one vehicle) • Risk assessments of venue (if not saved on Staffshare) • Relevant signed Safe Working Procedures The EVC will pass the form to the Head Teacher for final approval and then return the original form to you. The EVC will keep a photocopy of the paperwork.	
	DAY OF VISIT: <ul style="list-style-type: none"> • Complete register. Inform the EVC/School Office of any absent pupils. • Collect Medical kit and any epipens/inhalers required (2 per child). • Collect named packed lunches from kitchen. • Collect hi-visibility jackets (if appropriate). • Use the class set of red St David's school bags (if appropriate). • Provide each adult and the EVC/School Office with a sheet detailing names of all participants (children and adults), groups and all relevant telephone numbers including the school's number. • Ensure all staff have the Head Teacher's personal mobile phone number (ICE) • Hand out sheet 'Guidelines for Parents' to parent helpers. • Ensure the EVC/School Office are made aware of any changes that have occurred since filling in the 'School Visit Information and Risk Assessment Form'. • Have a copy of the completed 'School Visit Information and Risk Assessment Form' and 'What to do in an emergency off school premises' easily accessible on your person for the whole visit. • In the event of an emergency always contact the School (020 8660 0723). • In the event of emergency in the minibus follow the prompt sheet kept in the minibus. 	
	AFTER THE VISIT: Complete Part Seven of the 'School Visit Information and Risk Assessment Form' and report any incidents, accidents and near misses to the EVC.	



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SCHOOL VISIT INFORMATION AND RISK ASSESSMENT FORM

PART ONE – EMERGENCY CONTACT:

Contact person who holds all information about the visit or journey in case of an emergency (usually the School Office or, if out of hours, a member of SLT):

Name: Tel: Role:

PART TWO – GENERAL DETAILS:

Date of visit:	Class/Group:
Visit to: Address: Tel. no:	Visit Leader:
	Mobile:
	Qualified First Aider : Yes/No
	Departure Time:
	Estimated return time:
Purpose of visit:	
Approved and signed by EVC:	Date:

PART THREE – GROUP DETAILS:

Total no. of children:	Total no. of adults:	Adult to pupil ratio:
Age range:	No. of girls:	No. of boys:
Additional staff and parents (please attach separate sheet if required):		Qualified First Aider
Name:	Mobile no:	Yes/No
Name:	Mobile no:	Yes/No
Name:	Mobile no:	Yes/No
Name:	Mobile no:	Yes/No
Name:	Mobile no:	Yes/No

PART FOUR – TRANSPORT ARRANGEMENTS:

Please indicate relevant mode of transport:

Mode of transport	Tick	
Coach		Company: Tel. number:
Minibus(es) Large minibus -14 pupils in back Small minibus - 6 pupils in back		Driver(s):
Public Transport – train/ tube/bus		Details of route (or attach separately)
Walking		Details of route (or attach separately)

PART FIVE – ITINERARY OF VISIT (Notes on timings: arrival, activity/talks/workshops, lunch & departure)

PART SIX – RISK ASSESSMENTS

A pre-visit was made to on

I have read a copy of the venue’s risk assessment. I have saved it on ‘Staffshare’/attached it to this form (*please delete as appropriate*)

I have signed and dated the following relevant Safe Working Procedures (SWP) which I am attaching:

1. _____
2. _____
3. _____

I have discussed the above with the other activity leaders/adults accompanying me on the trip.

We have made the following notes which are specific to this event (considering STAGE):

S.T.A.G.E.	Issues/ What could go wrong?	How to manage it
Staffing		
Transport		
Activity/Activities		
Group (pupils) (include those with medical, dietary or behaviour issues or whose photographs cannot go on social media)		
Environment		

Visit Leader agreement: *“I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above and on the relevant SWPs, but will remain alert and ready to implement additional measures if circumstances change unexpectedly”.*

Signed by Visit Leader: Date:

Signed by EVC..... Date:

Authorised by Head Teacher: Date:

PART SEVEN – EVALUATION OF VISIT (also report any incidents, accidents and near misses)



St David's School

Guidelines for Parents accompanying School Visits

The staff of St David's thank you for volunteering to help on school visits as we appreciate we cannot offer such opportunities to the pupils without your help.

We would greatly appreciate it if you would follow these guidelines in order to ensure the smooth running of our offsite visits:

- You must ensure you have the Visit Leader's/School mobile phone number with you in case of any emergency.
- Your role is to accompany an allocated 'group' at all times. Please do not leave them unsupervised for any reason e.g. to talk on mobile phone, comfort stop etc. If you do need to leave the pupils for any reason, please arrange this with the Visit Leader.
- You have a responsibility to follow the instructions of the Visit Leader (who will be a member of staff) and to encourage the pupils to follow the Leader's instructions as well.
- You need to be aware of the well-being and safety of the pupils in your group at all times. Please listen out for any specific instructions given by the Visit Leader (e.g. crossing a road, walking along a busy pavement etc.)
- You must treat all the pupils in your group equally – regardless of gender, race, ability etc. and whether they are your own child.
- Please do not accompany children to the toilet – members of the school staff will do this.
- Staff would prefer you not to take any photos on the visit. However, if the Visit Leader requests that you take photos for school use, please ensure that these are to be used for school, personal and family use only. You can only put photos of your child (taken at school/on visits) on social media networks if they do not contain recognisable images of other children.
- If the pupils are allowed to spend money in a gift shop, please ensure that the spending limit is not exceeded by any of the pupils and that no extra treats are given out unfairly.
- It is the Visit Leader's responsibility to make sure that you are made aware of the purpose and itinerary of the visit, our expectations of pupils' behaviour and that you are provided with all relevant contact details.
- It is the Visit Leader's responsibility to inform you of any relevant medical, educational, behavioural needs of the pupils you are accompanying and to bring any appropriate equipment for individual pupils (e.g. inhalers). If you have any concerns before or during the visit, please do speak to the Visit Leader.
- It is the Visit Leader's responsibility to make sure that a First Aid Kit is taken on the visit.
- School visits are for the enhancement of the pupils and we would appreciate no other members of families joining the students on these visits.

Thank you again for offering your time and following these guidelines.

We hope you have an enjoyable visit!

School Visit Expenses Checklist

(Please complete and gain approval from the EVC)

Please let the Head Teacher's PA know in advance if you require CASH

Visit to:	
Date of visit:	
Form / group(s) going:	
Number of pupils / adults going:	_____ pupils _____ adults
Entry cost for whole group	£ _____
<u>OR</u>	
Entry cost for children (if applicable)	£ _____ (cost per pupil) × _____ (no. of pupils) = £ _____
Entry cost for adults (if applicable)	£ _____ (cost per adult) × _____ (no. of adults) = £ _____
	Number of free adults (if applicable) _____
Additional expenses (e.g. workshops, refreshments etc):	
Pre-visit Risk Assessment costs (e.g. travel @ 45p per mile and admission):	
Cost of coach(es):	
Parking costs:	
Minibus petrol costs (45p per mile):	
TOTAL COST OF VISIT (Total of all costs listed above):	
Amount to be invoiced to parents for each pupil:	Total cost divided by Number of Pupils = £ _____ Rounded up to the nearest 50p or £1.00 = £ _____
Approved by EVC	Signed: Date:

Dear Form [complete form number] Parents,

Form [complete form number] visit to [name of visit] on [complete date]

Write an introductory paragraph about the visit. For example: On Monday 11th March Form 5 will be visiting the Science museum in order to learn more about.....

We shall be travelling by [school minibus/coach/train/foot], leaving at [complete time] and hopefully should return to school by [complete time]. In the event of a delayed return, we will use the texting service to advise you of the new estimated return time.

I am happy for you to provide your child with a healthy packed lunch if you wish (which does not contain nuts or sweets) or for the school to provide one. Please indicate on the form below your preference.

The cost of the visit will be [complete cost] and this will be included in your next term's school invoice.

[School uniform?] School uniform must be worn on this occasion.

[If travelling by train check ratios] As we are travelling on public transport I would like to have a 1:4 ratio of adults to children and so I would be very grateful to receive offers of help from parents who are able to accompany us. If you are willing to come with us please indicate it on the form below.

I am very much looking forward to the day and hope that the children will find it both informative and enjoyable.

Many thanks,

TEACHERS NAME

Form [complete form number] visit to [name of visit] on [complete date]

I give permission for my child to take part in the above visit.

I understand that the children will be travelling by [train/coach/minibus/foot]

I understand that the school will invoice me for the cost which is [complete]

Please delete the following as appropriate:

I am able / not able to help on the day*

*I will provide a healthy packed lunch for my child (which will not contain nuts or sweets)**

*I would like the school to provide a packed lunch**

School packed lunch sandwich options: cheese / tuna / ham / chicken (please delete as required)

I have informed the school of my child's up to date medical and/or dietary needs including their allergies.

I understand that those supervising my child will exercise a standard of care which would be expected of a reasonably prudent parent.

Signed:..... Date:

SCHOOL VISIT DETAILS

Please give copies of this form **two weeks** before the visit to:

- Deputy Head
- Kitchen
- Music Leader
- PE Leader
- Office Administrator
- Head Teacher's PA (only if cash is required)

Date of visit: Time leaving: Time returning:

Destination: Class/group: No. of children:

Visit Leader: Visit Leader's mobile no:

Information for Deputy Head:

Please list all staff going on the visit and indicate cover required for lessons and duties:

Name:	Lessons:	Duties:

Information for Kitchen:

Is Milk to be cancelled? (EYFS only) Yes/No Does a Snack need to be provided? Yes/No

Lunch Arrangements – Early Lunch / Packed Lunch / Late Lunch in School on return / No Change

Kitchen to provide: morning snacks.

..... packed lunches for children and adults.

Sandwich fillings required (**please attach a completed copy of the Table of Participants**).

Cheese Tuna Ham Chicken

Information for Music Teacher:

Children who have musical instrument lessons:

.....

.....

Information for Head Teacher's PA:

Cash is needed for payment on day of visit

Amount:

St David's School
School Visits (Residential)
Parental Consent/Medical Form

Insert name of visit and dates

Contact Details

Child's Name: DOB:

Mother's Name: Father's Name:

Mother's Mobile: Father's Mobile:

Child's Address:

..... Post Code:

Home Telephone No: Child's Nationality:

Alternative emergency contact

Name: Telephone:

Address:

..... Post Code:

Relationship to child:

Medical and Dietary Information

Does your child have any medical conditions requiring medication? YES / NO

If yes, please give details (including dosage):

.....

.....

(If necessary, continue on a separate sheet)

Please note all prescribed medication must be labelled correctly with the child's name and details of dosage.

Please list any known allergies and treatment:

.....

.....

Please outline any special dietary requirements:

.....
.....

If any other type of medication is required, please send this with your child and make sure it is labelled and handed to a member of staff.

Is your child allergic to any medication? YES / NO. If YES, please give details:

.....
.....

Can your child be given Calpol (liquid paracetamol) for pain/flu relief? YES / NO

Can your child be given Piriton (liquid) if they require an antihistamine? YES / NO

When did your child last have a Tetanus injection?

(Please obtain this date from your doctor if unknown)

Name of family doctor:

Address:

..... Post Code:

Tel:

If you have any special concerns about night terrors, bed wetting or other issues, please discuss these with a member of staff before the visit.

Swimming ability (please tick as appropriate)

My child: is a non-swimmer

swims a little – but is not confident

is a capable swimmer

Declaration:

I agree to my child taking part in this visit. S/he is allowed to participate in all activities provided. I acknowledge that s/he must behave responsibly.

I agree to my child receiving medication as instructed above. If it becomes necessary for my child to receive medical treatment and I cannot be contacted in due time to authorise this, I hereby give my consent to any emergency dental, medical or surgical treatment (including anaesthetic or blood transfusion), as considered necessary by the medical authorities present. I authorise St David's staff to sign any document required by the hospital authorities on my behalf.

I will inform the school as soon as possible if there are changes in the medical or other circumstances between now and the commencement of the visit.

Signed (Parent/Carer) Date.....

Full Name (CAPITALS)

APPENDIX J

For completion by 'external providers'

Providers that do not hold an LOTC Quality Badge, are required to complete and return this form in advance of the establishment making a commitment.

Establishment..... Staff member in charge.....

Date(s) of visit Name of provider.....

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

Data Protection

3. The provider complies with relevant data protection law, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
4. The provider will enter into a GDPR-compliant contract in which the provider will commit to GDPR provisions.

Vehicles

5. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

6. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
7. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.
8. The provider has never been dismissed from any employment or had a contract ended.

Insurance

9. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

10. UK accommodation has a current Fire Risk Assessment and is safe from the hazards of fire.
11. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
12. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
13. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

14. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit YES OUT OF SCOPE
15. If YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

- 16. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 17. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 18. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 19. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 20. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 21. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 22. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers e.g. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

- 23. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 24. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
- 25. ATOL, ABTA or other bonding body name and numbers.....

SECTION D - OVERSEAS EXPEDITIONS

- 26. The provider complies with 'Guidance for Overseas Expeditions, Edition 3' (GOE3).

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, e.g. with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed Date.....

Name (print) Position in organisation.....

Full name and address of company, firm, person or corporation.....

.....

Tel Fax..... E.mail.....



EVC – CHECKLIST

Visit to: _____ **Date:** _____

Children involved: _____

		Tick or date when complete
1.	Sign the 'School Visit Information and Risk Assessment Form'	
2.	Put dates in EVC diary – event and expected paperwork	
3.	Authorise finance costs and scan copy	
4.	Approve letter	
5.	Send costings and letter to Royal Russell	
6.	Set up wallet in Office file	
7.	Ensure the Visit Leader has relevant SWPs	
8.	Receive completed 'School Visit Details' from Visit Leader (2 weeks before visit)	
9.	Receive completed 'School Visit Information and Risk Assessment Form' from Visit Leader and approve (1 week before visit)	
10.	Pass 'School Visit Information and Risk Assessment Form' to Head Teacher for approval	
11.	Photocopy 'School Visit Information and Risk Assessment Form' and return original to Visit Leader	
12.	Make sure paperwork is easily accessible on day of visit	
13.	Return photocopy of 'School Visit Information and Risk Assessment Form' to Visit Leader for them to evaluate	
14.	Ensure evaluation is complete and file papers	