

Educational Visits Policy

Collingwood School and Nursery

September 2023



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Appendices

1. Risk Assessment guidance
2. Trip approval form and risk assessment template

1 Aims

- 1.1 This is the educational visits policy for pupils of Collingwood School.
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to set out the School's approach to the planning and implementation of Educational Visits in order that everyone involved understands his or her responsibilities and can participate fully;
 - 1.2.2 to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate;
 - 1.2.3 to actively promote the well-being of pupils.

2 Scope and application

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).
- 2.2 This policy applies to all Educational Visits (as defined below).
- 2.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
 - 2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public; or
 - 2.3.2 bring the School into disrepute.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Statutory framework for the Early Years Foundation Stage (DfE, September 2021);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Childcare Act 2006;
 - 3.1.5 Equality Act 2010;
 - 3.1.6 Health and Safety at Work etc Act 1974;
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 Health and Safety: responsibilities and duties for schools (DfE, April 2022);
 - 3.2.2 Health and Safety on Educational visits (DfE, November 2018).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 health and safety policy;
 - 3.3.2 safeguarding policy and procedures;
 - 3.3.3 behaviour and discipline policy; and

4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the school reception during a working day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 **Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:

- 5.1.1 Reference to **Adventure Activities** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.

- 5.1.2 Reference to **Contingency Plan** means an alternative activity in the event the planned activity on an Educational Visit cannot be undertaken safely.

- 5.1.3 Reference to **Educational Visit** includes but is not restricted to the following activities which are off-site and arranged or facilitated by the School at any time:

- (a) study and cultural visits;
- (b) hazardous and adventure activities and expeditions; and / or
- (c) overseas trips and residential trips.

An Educational Visit does not include a visit which has been arranged privately between the pupil and an employee of the School.

- 5.1.4 Reference to **Employee** means anyone who works under a contract of employment at the School.

- 5.1.5 Reference to **External Provider** means any person or organisation other than the School or an Employee of the School who provides a service and or facilitates an activity under a contract during an Educational Visit.

- 5.1.6 References to **First Aiders** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at Work or Emergency Paediatric First Aid at Work.

- 5.1.7 Reference to **Group Leader** means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Educational Visit delegated to him / her by the Head; for the arranging and the administration of an Educational

Visit and the assessment and management of any risks posed by that Educational Visit.

- 5.1.8 Reference to **Homestay** means any arrangement where the School organises or arranges, and has power to terminate, the care and accommodation of a child in the home of a host family to which the child is not related. Homestay includes arrangements in the UK or abroad, and situations where the School engages a company to make the arrangements.
- 5.1.9 Reference to **HSE** means the Health and Safety Executive.
- 5.1.10 References to **Licensed Activities** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.
- 5.1.11 Reference to **Parent(s)** means those having parental responsibility for a child.
- 5.1.12 Reference to **Supervisor** means an adult who has been approved by the Head and who has responsibilities and duties assigned to him / her during an Educational Visit by the School (to include but not restricted to Parents, host parents, and volunteers).

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head	As required, and at least annually

Task	Allocated to	When / frequency of review
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head	As required, at least termly
Formal review	Proprietor	As required, at least once every 2 years

7 Legal requirements and responsibilities

- 7.1 **Head:** The Head will ensure that Educational Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Proprietor and the School's own health and safety policy.
- 7.2 The Head will ensure that:
- 7.2.1 the Group Leader is competent to plan, undertake and supervise activities and to monitor / assess the risks throughout the Educational Visit;
 - 7.2.2 Educational Visits do not take place unless specific approval has been given by the Head or another suitable member of the Senior Management Team in advance;
 - 7.2.3 appropriate risk assessment(s) for the planned Educational Visit and a Contingency Plan (where appropriate) have been carried out and that adequate health and safety measures are in place;
 - 7.2.4 those who are conducting the risk assessments have the necessary training, qualifications, knowledge, skills and experience to do so;
 - 7.2.5 any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date;
 - 7.2.6 Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures;
 - 7.2.7 adequate contact details for the Group Leader and / or Supervisors on the Educational Visit have been provided;
 - 7.2.8 the Group Leader reports back after the visit and ensure that any appropriate follow up action is taken, lessons are learned and risk assessments and procedures are adapted where necessary;
 - 7.2.9 adequate records are retained following the Educational visit.
- 7.3 The Head will:
- 7.3.1 consider applications for approval for an Educational Visit to take place and provide advice as to whether the Educational Visit should be approved (an template approval form is attached at **Error! Reference source not found.**);

- 7.3.2 ensure that there is adequate insurance cover for Educational Visits;
- 7.3.3 work with the Group Leader to provide details of Educational Visits beforehand to Parents, pupils and Supervisors (where required);
- 7.3.4 ensure that adequate contact details for the Group Leader and / or Supervisors and the proposed venue are retained at the School;
- 7.3.5 monitor risk assessments, systems and accident reports and general practice on Educational Visits on a regular basis.
- 7.4 **Group Leader:** is the Employee responsible for the planning, undertaking and supervision of the particular Educational Visits delegated to him / her by the Head.
- 7.5 The Group leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits.
- 7.6 Where necessary, the Group Leader should obtain specialist advice to enable Educational Visits to be undertaken safely.
- 7.7 Where required the Group Leader will be appropriately qualified and will produce first hand evidence of such qualification e.g. original certificates.
- 7.8 The Group Leader has overall responsibility for:
 - 7.8.1 the preparation and planning of the Educational Visit (in consultation with the Head or another appropriately qualified person where necessary) including obtaining approval for the Educational Visit to take place
 - 7.8.2 carrying out risk assessment(s) for the main activity and Contingency Plan in case the primary activity is undeliverable (where appropriate) in accordance with the School's risk assessment procedures;
 - 7.8.3 the supervision and conduct of the Educational Visit;
 - 7.8.4 the health and safety of the group during the Educational Visit;
 - 7.8.5 the behaviour and discipline of pupils during the Educational Visit.
- 7.9 The Group Leader will also:
 - 7.9.1 ensure that all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are aware of any identified risks and understand their respective responsibilities;
 - 7.9.2 ensure that there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements;
 - 7.9.3 take immediate steps to terminate the Educational Visit if the health or safety of the pupils or anyone else on the Educational Visit is at risk;
 - 7.9.4 ensure that any insurance conditions are complied with;
 - 7.9.5 ensure that there is sufficient first aid provision for each Educational Visit from appropriately qualified First Aiders, have a good working knowledge of first aid and

be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils¹;

- 7.9.6 obtain and carry emergency telephone numbers and details of emergency points of contact for everyone on the Educational Visits.
- 7.10 The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he / she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.
- 7.11 **Supervisor(s)** will:
- 7.11.1 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures;
 - 7.11.2 do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent Parent would do in the same circumstances;
 - 7.11.3 follow the instructions of the Group Leader and help with control, behaviour and discipline of the group;
 - 7.11.4 inform the Group Leader or member of staff immediately if they suspect there is a risk to the health and safety of themselves or others during the Educational Visit;
 - 7.11.5 speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the Educational Visit;
 - 7.11.6 be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader;
 - 7.11.7 not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- 7.12 **Pupils** will:
- 7.12.1 follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School rules code of conduct;
 - 7.12.2 not behave in a way which put themselves or others at risk or in breach of the School rules and the School's behaviour and discipline policy;
 - 7.12.3 dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed;
 - 7.12.4 if abroad, be sensitive to local codes and customs.
- 7.13 **Parents** will:
- 7.13.1 provide the School with clear and accurate up to date information on their child's health and / or any special needs, including the need for medical attention or medication in advance of an Educational Visit;
 - 7.13.2 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;

¹ If the trip includes EYFS pupils there will be at least one paediatric first aider.

- 7.13.3 ensure that their child understand the standard of behaviour and conduct expected of pupils on the Educational Visit.

8 Planning and preparations

8.1 The Group Leader will:

- 8.1.1 undertake and complete the planning of and preparation for the Educational Visit;
- 8.1.2 where necessary undertake an exploratory visit to areas or in respect of activities involving significant hazard, or he /she should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;
- 8.1.3 obtain approval for the Educational Visit to take place from the Head;
- 8.1.4 undertake appropriate risk assessment(s) and complete a risk assessment form (see clause 11);
- 8.1.5 ensure that appropriate parental consent has been obtained for the pupils to attend the Educational Visit (including specific written consent to the trip where required) (see clause 10);
- 8.1.6 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK;
- 8.1.7 provide a list of attendees and emergency contact details for each attendee to the Head;
- 8.1.8 retain appropriate records following the Educational Visit.

9 Charging

- 9.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.
- 9.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.
- 9.3 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

10 Consent

- 10.1 Specific written parental consent is generally not required for routine Educational Visits which are a normal part of the pupil's education at the School and take place during the normal School day.
- 10.2 The School obtains general consent from Parents for all Educational Visits which take place outside of the School day when the pupil enters the School and provides sufficient information to parents about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required.

10.3 If consent is refused by one or both Parents the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

11 Risk assessments

11.1 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.

11.2 Risk assessments guidance can be found at **Error! Reference source not found.**

11.3 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and / or fanciful.

11.4 If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) review the generic risk assessment and check that it is still suitable.

11.5 If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Group Leader must carry out a specific written risk assessment for the Educational Visit:

11.5.1 activities requiring a higher level of risk management than is normal during routine activities;

11.5.2 Adventure Activities;

11.5.3 off-site activities that take place totally outside normal School hours including during School holiday period or during weekends;

11.5.4 overnight and residential stays;

11.5.5 visits outside the UK²

11.6 If any risk is considered to be unacceptable by the Group Leader and / or Head the Educational Visit shall not go ahead or shall be terminated if already in progress.

11.7 Where appropriate the Group Leader should also consider and assess a Contingency Plan in addition to the main activity, in case the main activity is undeliverable.

11.8 The Contingency Plan should be planned and risk assessed to the same standard as the Educational Visit.

11.9 Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and / or a Contingency Plan if appropriate carried out instead.

12 Insurance

12.1 There shall be appropriate insurance cover in place for each Educational Visit.

12.2 The Group Leader should have an awareness of any requirements set by the School's insurers when planning an Educational Visit.

² Recommended but not compulsory.

- 12.3 Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.
- 12.4 The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

13 Supervision

- 13.1 Supervision of pupils can be close or remote but must always be 24 hours a day.
- 13.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.
- 13.3 Where a Supervisor is also a Parent of a pupil on the Educational Visit, that Parent shall not usually count in the ratio for the group as a whole.
- 13.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:
- 13.4.1 deal with any emergency or incident;
- 13.4.2 seek emergency and / or medical assistance;
- 13.4.3 supervise the remainder of the party.
- 13.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios *may* be appropriate:³

Class / Year	Applicable ratio
Nursery and Reception	1:4
Years 1 to 3	1:6
Years 4 to 6	1:8

- 13.6 The ratio should become closer the more complex or hazardous the activity.
- 13.7 For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be Employees.
- 13.8 Mixed sex groups should have at least one male and one female supervisor.⁴
- 13.9 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a Supervisor in the event of an emergency.

³

⁴ Recommended but not compulsory.

- 13.10 The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

14 Child protection

- 14.1 The School's safeguarding policy and procedures will apply at all times during Educational Visits.
- 14.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead and / or to the Head in accordance with the safeguarding and child protection policy and procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead and / or Head.

15 Adventure Activities and external providers

- 15.1 Where the main activity is an Adventure Activity or any activity which is facilitated by an External Provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time.
- 15.2 Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.
- 15.3 The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at www.aals.org.uk and a record maintained.
- 15.4 For Adventure Activities to be carried out overseas the Group Leader should do all that is reasonable to check if External Providers are required to have a licence to provide Licensed Activities in the country where the activity will take place and if so, will check that they hold any such licence with the relevant equivalent regulatory authority. Group Leaders should retain a record of their due diligence investigations and if the External Provider is not licenced (or certified with the equivalent) this should be factored into the risk assessment.
- 15.5 If the Group Leader assigns the technical instruction of the group to an External Provider he / she should agree with the External Provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of Supervisors and External Providers.
- 15.6 The Group Leader and School staff retain responsibility for the moral and emotional well-being of pupils and during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.
- 15.7 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.
- 15.8 Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety.

15.9 In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Contingency Plan.

16 **Transport**

16.1 Pupils will be properly supervised at all times whilst on school-arranged transport.

16.2 The Group Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements.

16.3 The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit and that there is adequate insurance in place. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

17 **Off-site accommodation and overseas trips**

17.1 The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where possible, has been assessed by the School before use.

17.2 Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.

18 **Exchange visits**

18.1 **School-arranged Homestays**

18.1.1 Where the School arranges a Homestay, the School will ensure that appropriate intelligence is gathered, and that appropriate checks are carried out, in relation to the suitability of the relevant adults in the host family.

- (a) For Homestays in the UK, this will include obtaining a DBS enhanced certificate with barred list information in relation to each adult living in the home of the host family and recording the check in the School's single central register.
- (b) Where the Homestay is abroad, it is not possible for the Schools to carry out DBS checks, in which case the School will liaise with partner schools abroad to establish a shared understanding of and agreements for the arrangements in place to assure themselves of the suitability of the arrangements. This may include contacting the relevant foreign embassy or High Commission of the country in question. The School will keep a record of all intelligence gathered as a result.

18.1.2 Pupils and parents should be made aware of the emergency contact arrangements in advance of the Homestay and of the arrangements for who pupils should contact if a situation arises which makes pupils feel uncomfortable, during the visit.

18.1.3 Where the trip involves an extended stay for 28 days or more, the School will ensure that it has notified the local authority as this may amount to private fostering.

18.2 Private arrangements

18.2.1 In relation to care and accommodation not arranged by the School, or where the School does not have the power to terminate, the School will make it clear to parents that any arrangements made by them will be a private arrangement with the host family and that the parents will be entirely responsible for ensuring that they are satisfied with the arrangements.

19 Farm Visits

19.1 The School's policy in relation to farm visits is:

19.1.1 children wash their hands immediately after leaving the farm;

19.1.2 the farm visited is reputable (based on local guidance); and

19.1.3 the School follows all applicable health and safety guidance⁵.

20 First aid

20.1 The Group Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.

20.2 The minimum requirements for Educational Visits are:

20.2.1 a suitably stocked first aid container;

20.2.2 at least one appointed person to take charge of first aid arrangements / First Aider

20.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.

21 Accidents and emergencies

21.1 All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

21.2 In the event of an emergency all members of the group should:

21.2.1 remain calm;

21.2.2 assess the nature and extent of the emergency; and

21.2.3 take immediate action to safeguard themselves and other members of the group.

21.3 The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:

21.3.1 summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;

21.3.2 seek assistance from a First Aider, if appropriate;

- 21.3.3 if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
- 21.3.4 seek assistance from the Head where appropriate;
- 21.3.5 follow the procedures below.
- 21.4 The Group Leader should ensure that the incident is properly recorded and that the Head is contacted as soon as reasonably practicable.
- 21.5 The Group Leader and Head will make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.
- 21.6 Consider whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**).
- 21.7 Under no circumstances should anyone make a statement to the press or any admission.
- 21.8 Where a claim might be brought following theft or other loss, the local police must be informed.

22 Incidents involving the police

- 22.1 In the event of an incident occurring during an Educational Visits in which the pupil(s) become involved with the police the Group Leader should:
 - 22.1.1 inform the Head immediately, or as soon as practicable and ask that the School's lawyers be notified so advice regarding the handling of the matter can be sought;
 - 22.1.2 inform the parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons;
 - 22.1.3 if local police have asked that the parents of the pupil(s) involved are not made aware of their child's involvement with the police the Group Leader should do all that is reasonably required to satisfy himself / herself that the reason given is for legitimate legal reasons;
 - 22.1.4 if considered necessary, the School may make arrangements for legal representation for the Pupil to be funded at the Parents' expense.
 - 22.1.5 instruct a senior member of staff of the Educational Visit to act as appropriate adult where necessary unless the parents request otherwise.

23 Training

- 23.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 23.2 The level and frequency of training depends on role of the individual member of staff.
- 23.3 The School maintains written records of all staff training.

24 **Record keeping**

- 24.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 24.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection policy and information security policy.

25 **Version control**

Date of adoption of this policy	March 2021
Date of last review of this policy	June 2023
Date for next review of this policy	June 2025
Policy owner (SMT)	Leigh Hardie
Policy owner (Proprietor)	ILG

Appendix 1 –

RISK ASSESSMENT GUIDANCE

The guidance given in this section is based on that contained in the DFE publication Health and Safety of Pupils on Educational Visit and the HSE guidance '5 Steps to Risk Assessment'. It is the duty of the teacher organising the visit to carry out a written risk assessment. This will need to be completed well before the visit and should be submitted together with the request for approval. Approval will not be given until a suitable risk assessment has been produced.

A risk assessment need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. Specialised information, however, may be required for some visits and the Head teacher will need to ensure that the Party Leader is competent to assess the risk.

The concept of a formal assessment of the risks that might be met on a visit is to ensure that risks can be prevented or reduced to an acceptable level. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. As already stated, if the risks cannot be contained then the visit, or proposed activity within the visit, must not take place.

The risk assessment should be based on the following considerations:

- *What are the hazards?*
- *Who might be affected by them?*
- *What safety measures need to be in place to reduce risks to an acceptable level?*
- *Can the Party Leader put the safety measures in place?*
- *What steps will be taken in an emergency?*
- *What staff: pupil ratios apply for the trip?*
- *What children have allergies or health needs which might require specific medication to be administered.*

The Party Leader must record the risk assessment and ensure that all staff (and other supervising adults) on the visit have been made aware of the measures they should take to avoid or reduce the identified risks.

Frequent visits to local venues such as Westcroft Leisure Centre, Old Walcountians and the Phoenix Centre or nearby schools for sports fixtures do not need a risk assessment for every visit. The teacher in charge of Games should prepare a general risk assessment relating to each activity / type of game before the start of each season.

It is essential not to become complacent and a generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place. Risks should be monitored throughout a visit and appropriate action taken as necessary.

Before contemplating a booking for a visit the Party Leader should obtain a written or documentary assurance that providers such as tour operators and activity centres have themselves assessed the risks and have appropriate safety measures in place. The Party Leader should take the following factors into consideration when assessing the risks:

- The type of visit / activity and the level at which it is being undertaken
- The location, route and mode(s) of transport

- The competence, experience and qualifications of supervisory staff
- The ratio of teacher and supervisory staff to pupils
- The pupils' age, competence, fitness and temperament and the suitability of the activity
- The special educational and/or medical needs of pupils
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope should a pupil become unable or unwilling to continue
- The need to monitor risks throughout the visit

Each visit will be different and there is no standard form that will suit all trips.

Appendix 2

COLLINGWOOD SCHOOL

EDUCATIONAL VISITS APPROVAL REQUEST FORM AND CHECKLIST:

Destination of Visit:	
Date of Visit:	
Teacher in charge of Visit:	
Brief outline of purpose of visit inc links with Curriculum	
Has the visit been approved by the Head	Signature of Head: Date:

CHECKLIST

		Completed
Cost of Visit:	Venue: Transport: Total: (Is this within agreed budgets?)	
Mode of transport: (Has a coach been booked?)		
Class(es) going on visit:		
Number of children attending visit:		
Time of departure from school: Time of return to school:		
List any special needs/allergies/medical conditions:		
Names of adults on visit: Indicate staff/volunteer DBS checked? Ratios of adults: children?		
Have packed lunches been ordered?		
Any dietary needs?		
Is Preliminary visit required or have you attended venue before?		
List Equipment to be taken:		
Please give emergency contact numbers for staff members on visit:		

Consent forms sent to parents	
All consent forms received?	
Are arrangements in place to cover lessons/duties etc as a result of staff absence on visit?	
Will children miss music lessons? Ensure Head of music is informed	

RISK ASSESSMENT

Please complete a risk assessment and ensure it is signed by the Head prior to the visit:

The Educational Visits Policy. See Appendix B of the Educational Visits Policy for generic risk assessments that can assist you.

Things to bear in mind:

- Is the venue set up for visitors?
- Will the pupils be playing on apparatus?
- Will the pupils be near water?
- Will the pupils be near traffic?
- Will the pupils be in contact with the general public?
- Does the venue have adequate toilet facilities?
- Do staff at the venue have the necessary qualifications?
- The venue may have produced its own risk assessment – attach it to yours

Collingwood School Risk Assessment

Notes for completion

- Tick the control measures which are applicable to you and use the adjacent column (Additional Control Measures) to add anything that you will implement to reduce the overall risk to low.
- If there are hazards not covered please add them on to the last page.
- Risk assessments are working documents. Once completed and signed off, they are filed under Risk Assessments so you can refer and add to as required.

Activity or trip _____

Assessor: _____

Hazards	Who Might be Harmed?	Control Measures		Additional Control Measures Teacher will put in place	Overall Risk Low/Medium/High
		Tick			
All accidents and emergencies Slips/Trips/Falls	Staff, Pupils, Volunteers	x	Next of Kin information of Pupils held on SIMS by school office. All completed registers held		
		x	Registers taken by Lead Teacher,		
		x	Health and safety briefing will be given to pupils by Teacher prior to the start of activities.		
		x	A first aid kit and required medication will be taken by the lead teacher First Aiders include:		
Crossing Roads	Staff, Pupils, Volunteers	x	Cross where possible at traffic lights. Member of staff on each side of the road supervising children crossing with another staff member leading the children		
		x	Closer supervision on pupils that have concentration issues -		
Toilets and safeguarding	Staff, Pupils and Volunteers	x	Staff to check toilets before children enter and then staff wait outside to monitor who enters		
Safeguarding	Staff, Pupils and Volunteers	x			

		x			
Weather	Staff, Pupils, Volunteers,	x			
Transport?		x			

Please attach your visits form, any other relevant risk assessments and information sheets.

Signed – : _____

Date:

Signed – Head Teacher: _____

Date: