

# Health & Safety on Educational Visits Policy

[Next update – September 2018]

This Policy summarises the advice contained in the DfEE (now DfE) Good Practice Guide entitled *Health and Safety of Pupils on Educational Visits*. The advice given is that which is particularly relevant to the type of educational visit commonly arranged by the School. The School fully complies with the requirements of the Education Act 2002 and the Education (Independent Schools) (England) requirements 2010.

*With due regard to these requirements, this Policy should be read in conjunction with the School's Child Protection and Safeguarding Policy, and the School's Code of Conduct, Behaviour and Discipline Policy.*

### **Approval of Visits**

There is a written procedure for arranging visits, which teachers must follow. The Principal's agreement must be obtained before a visit is arranged. A Risk Assessment and Trip Planning pack from the School office and the step-by-step procedure outlined there must be followed.

### **Principal's Responsibility**

It is the responsibility of the Principal to:

- Ensure adequate Child Protection procedures are in place
- Ensure a risk assessment has been completed and appropriate safety measures are in place
- Appoint a suitable group leader
- Ensure parental consent forms have been obtained
- Ensure adequate first-aid provision
- Ensure an appropriate mode of travel
- Ensure that travel times out and back, including pick-up and drop-off points if applicable (and contingency plan for delays) have been advised
- Arrange adequate insurance cover

### **Risk Assessment**

A risk assessment should be completed by the group leader before the visit. The risk assessment must involve a prior visit to the location of the activity, even if overseas, unless there is prior knowledge or experience of the location and no material change has occurred since.

There are standard risk assessments to which a teacher can refer as a guide, but an individualized version must be completed for every trip. It should be comprehensive enough to include an assessment of the health and safety precautions taken by third parties (e.g., transport companies, activity centres) on which the trip is dependent. It is 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 group leader put the safety measures in place?
- What steps will be taken in an emergency?
- Is a suitably stocked first-aid box available?

### **Group Leader's Responsibility**

It is the responsibility of the group leader to ensure that:

- There is a ratio of 1 adult to 10 pupils, with a higher ratio the younger the age group.
- Supervision of the behaviour and actions of pupils should be provided from the formal start of the visit to the formal end of the visit. These formal times will be reported to parents in advance. If pupils are given 'unsupervised' time during a visit they should be informed clearly of a reporting back time and parents should be informed that there may be some unsupervised time and the location of that if it differs from the main location of the visit. It is only appropriate that older students should be allowed unsupervised times and the Principal must give advance agreement for this to take place.
- If pupils are under 16 and the group consists of both males and females, one male and one female adult should accompany the group. Accompanying adults who are not staff must have undergone a DBS check.
- All adult supervisors must understand their roles and responsibilities at all times. Supervisors should be aware of any pupils who may require closer supervision, such as any with special needs or those likely to cause trouble.
- Head counts should take place regularly, particularly before leaving any venue.
- Relevant medical records should be taken on the trip.

### **Information to Parents**

The following information should be given to parents:

- Date(s) of the visit
- Visit's objectives
- Time/location of departure
- Time/location of return
- Details of any unsupervised time
- Pick-up and drop-off points, if appropriate
- Mode of travel including the name of any travel company
- Name, address and telephone number of any hotel, activity centre or other overnight accommodation
- Size of the group and the level of supervision

- Name of the group leader and other staff and mobile phone numbers if needed
- Standards of behaviour expected if beyond or above standard disciplinary rules
- What pupils should/should not take (including money, clothing, footwear)
- Mobile phones may be taken on trips to facilitate contacting parents, but must be handed in to staff for safe keeping in accordance with School rules
- Details of insurance cover if different from current School cover (Ecclesiastical Insurance)

### **Transport Legislation**

The teacher in charge should satisfy him/herself that all travel arrangements are suitable. Coaches and minibuses, if not school buses, must be hired from reputable companies, known to provide fully stocked first-aid boxes. The driver is responsible for the vehicle during the visit. All minibuses and coaches carrying students under 15 must be fitted with a seat belt for each child. All pupils are required by law to wear their seat belts (and be checked that they are) by the group leader at the start of each part of the journey.

### **Insurance Cover**

Insurance cover should include:

- Employer's liability
- Public liability
- Personal accidents cover for teachers and students
- Costs of medical treatment

### **Emergency Procedures**

If an accident happens, the priorities of the teacher in charge are to:

- Establish the nature and extent of the accident as quickly as possible.
- Ensure that the entire group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them by calling for emergency ambulance help.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Inform the police if necessary.
- Inform the school and anyone else who needs to know. The Principal will normally be responsible for making first contact with parents and the school's insurers but the group leader may need to be informed of relevant telephone numbers for future calls.
- Write down all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts during and after the incident.
- Complete an accident report form as soon as possible.

- Ensure that no-one in the group speaks to the media and no names are given to the media. All contact is to be with the School office.
- Ensure that no-one discusses legal liability with other parties unless fully authorized by the Principal to do so.

**Authorised by the Principal, Mr E J Matyjaszek**

**October 2017**