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**Wibsey Primary School**

Educational Visits Policy

## **Rationale**

Wibsey Primary School recognises its duty of care and statutory responsibilities for the health, safety and welfare of children, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

We take reasonable steps as stated in the Health and Safety at Work Act 1974 to ensure the health and safety of our employees, as well as our pupils.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school Visits.

Well planned educational visits are part of a broad and balanced curriculum and provide our pupils with valuable experiences which enhance their learning in school. They provide an opportunity to extend the learning of all children by enriching their understanding of themselves, others and the world around them. Providing a variety of opportunities enhances the health education and personal development of our pupils and enables them to achieve a fuller understanding of the world around them through direct experience.

**Aims**

* To provide a variety of first hand learning experiences which will enhance curriculum provision by acting as a stimulus and maximise every child’s potential.
* To provide experiences that will aid the acquisition of new skills and attitudes and extend children’s personal horizons through greater appreciation and understanding of the world and its peoples.
* To enhance personal and social development by helping all children develop self-esteem, co-operation and respect.
* To promote a positive and knowledgeable response towards personal health and well-being.
* To foster a concerned awareness and sensitivity about the environment
* To encourage the involvement of parents in the learning process by including them and valuing skills, knowledge and experience which they bring.

**Objectives**

* To formulate a whole school programme showing progression, variety and suitability linked to the National Curriculum and in accordance with the long term planning.
* To ensure every child has the opportunity to benefit from educational visits.
* To ensure all visits are safe, purposeful and appropriate to meet the educational needs of the children taking part.
* To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteers, children and providers involved in educational visits.
* To ensure that whenever appropriate, further advice is sought form the LEA and from other technically competent sources.

# **Definitions**

* ‘In loco parentis’ means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent/carer.
* ‘School trip’ means any educational visit, away-day or residential holiday organised by Wibsey Primary School which takes students off-site.
* ‘Residential’ means any school trip which includes an overnight stay.

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# **Key roles and responsibilities**

* The governing body has overall responsibility for the implementation of the Educational Visits and School Visits Policy of Wibsey Primary School.
* The governing body has overall responsibility for ensuring that the Educational Visits and School Visits Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
* The governing body has responsibility for handling complaints regarding this policy as outlined in the school’s Complaints Policy.
* The Headteacherdelegates responsibility for the organisation of Educational Visits to the

Educational Visits Coordinator and ensures the necessary training is received.

* The Educational Visits Coordinatorhas overall responsibility for educational visits and school

Visits. It is the responsibility of the Educational Visits Coordinator to:

* Update, communicate and discuss school policy in relation to educational visits;
* Provide support for staff planning and organising visits and ensure that all

necessary actions have been taken before the visit;

* Ensure all risk assessments have been completed;
* Ensure the group leader has the relevant skills, qualifications and experience and

that all supervisors are competent and suitable and have appropriate clearance;

* Ensure arrangements have been made for the medical needs and special educational needs of the children;
* Ensure transport arrangements are appropriate;
* Ensure school has the names and addresses of all adults and children in the travelling group, and the contact details of parents and the staff’s and volunteer’s next of kin;
* Advise and liaise on current Department for Education and Skills’ guidelines, especially Health and Safety issues;
* Monitor the work carried out during and as a result of the visits;
* Oversee the balance of visits within a year group.
* The Group Leader in charge of the trip is ‘in loco parentis’ and has a duty of care to all pupils on the trip. The Group Leader is in overall charge of the planning as well as the supervision and safety of the party throughout the visit. This may include delegation of duties to other members of staff and volunteers. Delegation of duties must fall within each person’s competence however the key responsibility remains with the Group Leader. It is the responsibility of the group leader to:
* Agree all plans with the EVC;
* Appoint a deputy in conjunction with EVC;
* Undertake and complete the planning and preparation of the visit including the

briefing of group members and parents;

* Ensure that the necessary documentation is available for the Educational Visits Coordinator at all times via T Drive;
* Ensure that all documentation for residential and ‘adventurous’ visits is uploaded to Evolve for LEA approval;
* Where possible undertake an exploratory visit;
* Complete a comprehensive risk assessment with the EVC;
* Ensure all adults are aware of any special needs or medical issues;
* Ensure that children understand their responsibilities and key safety information;
* Carry out a review of the visit.
* Teaching staff will be responsible for their own risk assessment for their class. This needs to be signed off by the Assistant Head teacher for repeat visits and the Educational Visits Co-ordinator for new visits.
* SENCO will be responsible for liaison with parents for SEND pupils and for signing individual risk assessments where required.
* Staff will be responsible for following the Educational Visits and School Visits Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently. It is the responsibility of other staff and adults:
* Do their best to ensure the health and safety of everyone in the group;
* Care for each individual child as any reasonable parent would;
* Follow the instructions of the Group Leader and help with control and discipline. Non-teachers should generally not have sole charge of children except where risks to health and safety are minimal;
* Consider stopping the visit or activity if they think the risk to the health or safety

of the children in their charge is unacceptable.

* Parents and other volunteers cannot normally be expected to take on the same level of

responsibility as employed members of staff.

* Pupils are responsible for following instructions from teachers while on educational visits and school Visits. It is the responsibility of the Group leader to make sure that pupils know that they must:
* Not take any unnecessary risks;
* Follow the instructions of the leader and other adults;
* Look out for anything that might hurt or threaten anyone in the group and tell the

group leader about it;

* Know what to do if they become separated from the group or approached by a

stranger;

* Not undertake any task that they fear or that they think will be dangerous.

Pupils are responsible for behaving in a manner which matches the ethos of Wibsey Primary School, and for following the behaviour rules set out in the school’s Behaviour Policy as they relate to the Educational Visits and School Visits Policy. Any child whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

# **Training of staff**

* + Teachers and support staff will receive training on the Educational Visits and School Visits Policy as part of their new starter induction.
  + Teachers and support staff will receive regular and ongoing training as part of their CPD.

**Parental Consent**

* Informed parental consent is required for all visits. For local outings, not involving transport, a local visits consent form is signed on entry to school.
* Written consent is required for:
* Educational visits outside the local area.
* Any visit that involves use of transport.
* Activities of an adventurous nature.
* Residential Visits.
* Visits outside of school hours.
  + Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part. The Group Leader should ensure that parents are given information about the purpose and details of the visit and are invited to a briefing session for longer visits. Special arrangements may be necessary for parents for whom English is a second language.
  + It is the responsibility of parents to:
* Sign and return the consent form;
* Ensure the school has up to date contact details;
* Ensure their child’s class teacher has any information about their child’s health

which might be relevant to the visit.

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| **Type of Visit** | **Approval and Consent** |
| **Frequent Offsite Activities** or visits within the local area that do not involve transport such as simple walks from school and visits to local libraries. | **Local visits parental consent for frequent activities** covers the time a pupil is on roll. Parents to be notified before each visit. |
| **Occasional day Visits** involving transport. | **Approval for each visit by EVC.**  **Parental consent** obtained for each visit. |
| **Residential visits.** | **Approval by Headteacher.**  Endorsements from Governors.  **Specific parental consent** for visit and activities. |

# **Planning an Educational Visit**

Prior to planning a school visit, the following guidance should be read by organisers:

The DfE’s [Health and Safety: Advice on Legal Duties and Powers](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools)

The HSE’s School Visits and Outdoor Learning Activities

All educational visits are planned using the agreed flowchart for visits (see Appendix 1)

Residential and visits involving adventurous activities MUST have LEA approval via Evolve. All Assistant Head teachers and year group leads have access to Evolve.

# **Approval Form and Visit Planner**

The school most approve all visits and off site activities. The Approval Form (see Appendix 2) should be completed by the year group and outline the purpose for the visit Once the initial approval has been given detailed plans will be drawn up. The nominated Group Leader should use the Visit Planner (see Appendix 3) to ensure all appropriate arrangements have been made.

Wherever possible the group leader should undertake an exploratory visit to:

* Ensure that the venue is suitable to meet the aims and objectives of the visit;
* Assess potential areas and levels of risk;
* Ensure that the venue can cater for the needs of the staff and children in the group;
* Ensure that the group leader is familiar with the area before taking a party of children.

# **Finance and Charging Arrangements**

* The financial procedures outlined in the school’s Charging and Remissions Policy will always be followed when arranging Visits.
* The school will act in accordance with the DfE’s guidance document ‘Charging for school activities’ and, therefore, will only charge for Visits which are classed as an ‘optional extra’. This is education provided outside of school time which is not:
* Part of the national curriculum.
* Part of a syllabus for an examination that the pupil is being prepared for at

the school.

* Part of religious education.
* Any charge made per pupil will not exceed the actual cost of providing the trip, divided equally by the number of pupils participating. All contributions are voluntary, but if school does not receive voluntary contributions, the visit may be cancelled. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given. Any excess of expenditure will be subsidised by the school fund. Residential payments can be staggered but should be paid in advance. On residential visits there may be a non-refundable deposit and details of this will be given with any payment advice.
* If a parent wishes their child to take part in a school visit, but is unwilling or unable to make a voluntary contribution, the child will participate fully in the visit as long as parental consent is given.
* Governors will make every effort to financially support a child’s participation in a visit, where parents are undergoing financial difficulty. Parents can discuss any difficulties in confidence with the Headteacher or Deputy Headteacher.
* All letters to parents regarding school visits will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.
* In the event that the trip is cancelled due to unforeseeable circumstances, a refund will be given to parents. The headteacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision costs.
* In the event that a pupil cancels their place on a trip, it is at the headteacher’s discretion as to whether a refund is given to parents. Wibsey Primary School takes a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

# **Communicating with Parents**

Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will exercise the same care that a prudent parent would. The following information on matters that might affect pupils’ health and safety is useful to parents, and will in included in letter to parents prior to a visit:

* dates of the visit;
* times of departure and return;
* mode(s) of travel including the name of any travel company;
* visit’s objectives;
* details of the activities planned;
* clothing and equipment to be taken.

# **Staffing and Supervision**

* 1. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit and there should always be enough supervisors to cope effectively with an emergency. The factors taken into consideration include:

* sex, age and ability of group;
* special needs pupils;
* nature of activities;
* experience of adults in off site supervision;
* duration and nature of the journey;
* type of any accommodation;
* competence of staff, both general and on specific activities.

As general guidelines, the following ratio of adults to children should be used:

Nursery and Early Years, visits off-site may be as low as: 1:2

Reception 1:5

Key Stage One, visits off-site on foot: 1:8

Key Stage One, visit via school mini bus 1:7.5

Key Stage One, visits off site involving public transport: 1:6

Key Stage Two, visits off-site on foot: 1:10

Key Stage 2, visits via school mini bus 1:7.5

Key Stage Two, visits off-site involving public transport: 1:8

Residential visits As required but 1:6 as a minimum

Regardless of the suggested ratios, each visit will be assessed individually through the school’s risk assessment procedure for educational visits and any required revisions to supervision ratios adjusted.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally be well known to the school and the pupil group.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities. In particular, they must be aware of any child who requires closer supervision, such as those with special needs or behavioural difficulties. Teachers retain responsibility for the group at all times, and pupils who require close supervision should be assigned to a teacher or their regular in school support.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a child.

During the visit, regular head counting of pupils should take place. The group leader should establish rendezvous points and tell children and other adults what to do if they become separated from the party. Where possible pupils should wear a wrist band detailing the school contact details.

* 1. Staff Briefing

A briefing session for all staff should be held before the visit. Staff briefings should include:

* Staff roles and responsibilities;
* Full details of the visit;
* Special Needs and Medical Issues;
* Child Protection arrangements;
* Rules and expectations of behaviour;
* First Aid, Accident Reporting and Emergency Plans;
* Risk Assessment.

# **Transport and Travel**

* Where possible the school mini buses will be used. If this is not possible the school office will arrange transport with an appropriate coach company.
* The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school upon return from any visit.
* All children must wear seat belts throughout the journey and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Children will be made aware of the basic safety rules for travel. Children should not sit in the front row of the coach or in the middle, back row seat. Adults should be seated throughout the coach.
* There must be a minimum of two adults in the mini bus, excluding 1:1 support.
* The use of cars or private taxis for shorter activities or small numbers of pupils can be considered. Authorised taxi companies must be used and if cars are used the driver’s insurance must cover such activities. Where taxi use is needed to accommodate the number of pupils on a visit then careful consideration should be given as to which child / children travel by taxi and adequate supervision. Parents of pupils travelling by taxi should be informed prior to the visit. Taxis should be booked to collect for the return journey five minutes prior to expected departure time for the main group.
* The health and safety officer holds the up to date list of staff members who hold the required licence and have completed specific training which allows them to drive the school minibus’

# **Insurance and licensing**

* When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.
* The council arranges insurance for off site activities and a copy of this is available by contact with the School Business Manager.

# **Health and Safety**

# Risk assessment process

* + A comprehensive risk assessment should always be carried out and completed by the group leader with the EVC. The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.
  + The following factors should be taken into account when assessing the risks:
* The type of activity and the level at which it is being undertaken;
* The location;
* The competence, experience and qualifications of supervisory staff;
* The group member’s age, competence, fitness and temperament;
* Children with special educational or medical needs;
* Seasonal conditions, weather and timing.
* The process is as follows:
* Identify the hazards;
* Decide who might be harmed and how;
* Evaluate the risks and decide on precautions;
* Record your findings and implement them;
* Review your assessment and update if necessary.
* All accompanying staff will receive a copy of the risk assessment and a copy of the

risk assessment will be left at the office on departure. An additional copy is kept on

Teacher Drive in the Educational Visits folder.

* A risk assessment form is available in Appendix 4.

7.1. First Aid

* Where possible a qualified first aider should be present on each visit. A first aid kit will be taken on all visits and the school office will ensure these are complete.
* All staff involved should be aware of any medical issues regarding the children. This information is given in a medical form. Medicines relating to particular children and information regarding administration should be given to the designated member of staff.
* Any accident must be reported in the School Accident Book and any other health issues related to the parents.

7.2 Child Protection

All adults who are given unsupervised or regular access to children must have

obtained an appropriate DBS check.

**8. Accident and Emergency**

* The ‘Emergency Card’ details actions to be taken in the event of an accident or emergency. This should be taken on the visit and followed in the event of an accident or emergency. All adults should have a copy of the card.
* The school mobile phone will be taken on all visits. Any delay in return times should be communicated to school and parents will be notified via a text message by the school.
* The group leader will provide the office with a list of pupils, staff and adults attending the visit. If parental contact details are required at any point during the school day these will be obtainable from the school office. Where the visit involves an overnight stay contact details will be taken on a secure IPAD / tablet.
* In the event of an incident resulting in harm to a child or adult then school must be

contacted as soon as possible and the Headteacher or Deputy Headteacher informed. The Group leader must speak to either the Headteacher or Deputy Headteacher. The parents will be informed about what has happened and the action that has been taken so far and will be provided with the name and contact details of the group leader or member of staff with their child.

* If the incident is very serious the Headteacher or Deputy Headteacher will contact the LEA.
* As soon as possible the Group Leader should write down all relevant facts, witness details etc as appropriate. The action taken should be logged and an accident / incident report form completed on return to school.
* The group leader and accompanying staff should be aware of the procedures regarding emergencies. An emergency’s procedures card is to be made available for each member of staff.
* Media enquiries must be referred to the Headteacher or, if they are not available, the

Deputy Headteacher.

**9. Inclusion**

* Pupils should have a clear understanding about what is expected of them and what the visit will entail. They should be told about any potential dangers and how they should act to ensure their own and other’s safety.
* Children should be assessed to ensure they are capable of undertaking the proposed

activities. During the visit they should not be coerced into activities they fear. Any child whose behaviour is such that the group leader is concerned for their, or others’ safety, should be withdrawn from the activity and the group leader should consider whether such pupils will return home early.

* Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.
* Children with special educational or medical needs will not be excluded from school visits. Where possible, activities and visits will be adapted to enable pupils with SEND to take part and every effort be made to accommodate them whilst maintaining the safety of everyone on the visit. Where this is not possible an alternative activity of equal educational value will be arranged for all pupils. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.
* Where required the SENCO will liaise with Group Leaders, class teachers and parents to produce a personalised risk assessment. This will be signed by parents.

**10. Evaluation**

An evaluation of each visit will be made. After consultation any issues should be addressed, resolved and noted. Children should also be involved in this process.

Any appropriate letter of thanks should be written and sent. Accounts should be checked, finalised and closed.

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# **Policy review**

This policy is reviewed every two years by the Governing Body.

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| Agreed by Governors  Date: | Full Governors |  |
| Finance and General Purposes |  |
| Teaching and Learning |  |
| Chair of Committee |  |  |
| Written |  |  |
| Review |  |  |
|  |  |  |

**Appendix 1 Educational Visits Flow Chart**

Inform kitchen of any lunch changes

Inform school administrator

Complete initial approval form and get it signed by EVC. Give to JB to file. Begin visit planner

Book venue

Book any external transport.

Inform JB of date and book any minibuses

Get risk assessment from venue

Draft letter, NC to approve and to go out at least three weeks before

Arrange parent helpers

Complete risk assessment with EVC two weeks before (Thursday lunch). External visits to be approved via Evolve

Copy of risk assessment left with office with list of children, staff and other adults on departure

Visits planner signed off by JB. Filed.

Contact details to be left with office for helpers

Class teacher to check all permission slips. Make arrangements for those without a permission slip

Brief helpers

On day of visit

Collect parental contact list from office.

Leader and Deputy lead to sign risk assessment, photocopy and place copy on T drive

Copy of risk assessment to all staff attending visit

Liaise with SENCO and parents for arrangements for SEN children

Agree mini bus drivers and staffing with DHT

Inform mini bus drivers and staff

Inform JB of staff going on visit

Class teachers to check contributions regularly. If not all collected a week before inform SMLT re cancellation.

Collect mobile, first aid and packed lunches

If a walking visit, route to be left with office

Class teachers to check return of slips daily before the visit and chase up missing replies. Slips to office. Teachers to provide office with list of missing slips two days prior so parents can be phoned.

Appendix 2 Wibsey Primary School

### SCHOOL VISITS AND OFF-SITE APPROVAL FORM

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| --- |
| **Group Leader:** |

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| **Proposed date of visit:** |

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| **Year Group:** **Number of children:**  **Planned transport: Approximate cost per child:** |

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| **Proposed Venue:** |
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| --- |
| **Activities:** |

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| --- |
| **Purpose of visit:** |

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| --- |
| **Transport and Travel Arrangements:** |

**Planned independent learning opportunities for CU accreditation:**

I confirm that this visit is approved

**EVC:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that the visit is endorsed.

**Governor(s): \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_

I confirm that the visit will be arranged in accordance with the Bradford Guidance for Off-site visits.

#### Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Comments:** Further info required, not approved, conditions of approval |

**Appendix 3**

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| Wibsey Web Logo **Wibsey Primary School Visit Planner** | | | |
| **Group Leader: Deputy:** | | | |
| **Checks** | **Notes / Details** | **Agreed** | **Check** |
| **Initial Plans** | **VISIT MUST HAVE BEEN APPROVED VIA APPROVAL FORM** | | |
| **Proposed visit to:** |  | **Agreed by KMY?** |  |
| **Overall cost:** |  | **Agreed by KMY** |  |
| **Cost per pupil:** |  | **Agreed by KMY?** |  |
| **Money received to cover costs?** |  | **Agreed by KMY?** |  |
| **Visit in school diary** |  | **Checked by Admin** |  |
| **Letter to parents** |  | **Checked by NC** |  |
| **Kitchen informed** |  | **Signed by UM** |  |
| **Staffing and Supervision** |  |  |  |
| **Staff needed:**  **(List to JB)** |  | **Agreed by KMY?** |  |
| **Parents / Volunteers** |  | **Agreed by SK?** |  |
| **Supervision Ratio** |  | **Checked by KMY?** |  |
| **DBS** |  | **Checked by SBM?** |  |
| **Arrangements for SEN** |  | **Checked by KMY?** |  |
| **Staff / Parents Briefing** |  | **Checked by KMY?** |  |
| **Transport and Travel** |  |  |  |
| **Transport booked** |  | **Agreed by BL** |  |
| **Minibuses / drivers** |  | **Checked by KMY?** |  |
| **Accident and Emergency** |  |  |  |
| **First Aid / School Mobile** |  | **Checked by BL?** |  |
| **Emergency Plan / contacts** |  | **Checked by KMY?** |  |
| **Risk assessment completed (2 weeks prior)** |  | **Checked by KMY?** |  |
| **Other** |  |  |  |
| **Any special requirements eg money from office in advance** |  | **Checked by Admin** |  |
| **Review** |  | **Checked by KMY?** |  |
| **Final sign off – copy of approval / planning proforma to Jill Baker** |  | **Checked by JB?** |  |

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| **Evaluation** |
| **How did the visit go, would you recommend this venue?** |
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| **Have any incidents / accidents been recorded?** |
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| **What follow up work will be completed?** |
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**Appendix 4**

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| Wibsey Web Logo  Wibsey Primary School  North Road, Bradford, BD6 1RL | | | **Date** |  | | **Prepared by** |  | |
| **EVC** |  | | **Date / Time** |  | |
| **EVC’s signature** |  | |
| **Who is at risk?** |  | |
| **LeadTeacher** |  | |
| **How many people affected?** |  | |
| **Lead Teacher’s signature** |  | |
| **Visit to** |  | | **Year group / class** |  | | **Main hazards** |  | |
| **Hazards and Risks Identified** | | **Existing Control Measures** | | | | | **Action to be taken by** | **Risk rating with controls** |
| School policy not being followed   * Child goes on visit without a permission slip * Office are aware of staff and children out of school | | * Class teachers to ensure all permission slips have been received * Class teachers to arrange alternative arrangements for children who do not have permission to attend the visit * Signed risk assessment to be left in office with attached list of children attending (Group Leader) * List of staff attending to Jill Baker (Group Leader) * School mobile to be taken – ensure it is switched on and charged up | | | | | Class teachers  Group Leader | Low |
| Transport  (Travel sickness, accident, traffic when alighting)   * Accident * Child does not remain seated * Child does not have seat belt on * Child to trip when getting on / off bus / coach * Emergency door opens during journey | | * Buckets (2), first aid kits (2), paper towels, bin liners * Numbers and list of children attending to office on departure * Coach / mini bus head count * Sit those prone to sickness near front * Staff to sit on coach so all children can be easily scanned * Seat belt check * Children remain seated throughout journey, adult by emergency exit, adults to sit on front seats * Staff to maintain proper control on the coach / mini bus * On arrival adult to alight first and supervise children being aware of other traffic * Pupils are led quickly and safely in a line to an area free from vehicles * Careful supervision to main entrance | | | | | Class teachers  Group Leader | Low |
| Children becoming lost | | * Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another * Large groups are split into smaller groups with adequate supervision and identified group lead * Pupils to wear wrist band detailing school contact details * All staff to have a list of groupings and be aware of any special needs / medical * Regular check of numbers, either in their group or as a whole * An established contingency plan is in place for if a child became lost * Count children onto coach and then count again (another adult) before setting off | | | | | Class teachers  Group Leader | Low |
| Members of the public   * Child approached by member of the public * Child wanders off with a member of the public | | * Good control and supervision * Clear instructions as to expectations of behaviour and responsibilities to themselves to one another and to members of the public * Ensure toilets are clear of public before the children use them. Monitor entry / exits. Adult to be by the wash basins * Children must always be accompanied by a member of staff with a CRB check | | | | | Class teachers  Group Leader | Low |
| Special needs of specific children | | * Class teachers to ensure individual medication is taken * Take advice from SENCO and / or parents if appropriate * Make necessary arrangements for individual children including individual risk assessment and additional staffing as necessary | | | | | Class teachers  Group Leader | Low |
| Hazards associated with venue | | * See venue risk assessment – all leaders are familiar with any guidance offered by the venue’s management, including first aid and emergency procedures * Situational risk assessment by school staff in all areas and appropriate action taken * Good control and supervision * Clear instructions as to expectations of behaviour and responsibilities to themselves to one another * Correct supervision ratios | | | | | Class teachers  Group Leader | Low |
| Emergency away from school | | * All emergency contacts are up-to-date. * The allocation of leaders takes into account all known medical conditions, special educational needs, disabilities, and behavioural conditions of pupils. * Group leader to contact Headteacher or Deputy Headteacher in case of an emergency * Emergency plan to be followed – see Emergency Card | | | | | Group leader | Low |
| Lead Teacher | |  | | | | | Deputy Lead |  |
| Staffing | |  | | | | | Ratio |  |
| Mini bus drivers | |  | | | | | SEN support |  |
| Mini bus 1 | | | Mini bus 2 | |
|  | | |  | |
|  | | | | |
| First aid / medication | |  | | | | | School Mobile |  |

**Please note -** It is the group leaders responsibility to ensure all adult helpers receive a copy of the risk assessment two weeks prior to the visit and to leave the original

signed risk assessment at the office.

|  |  |
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| Appendix 5    **Wibsey Primary School**  **Emergency Card**   1. Phone emergency services if needed 2. Ensure safety of all pupils / staff 3. Ensure any injured party is accompanied by Deputy Lead or First Aider (where possible) until family arrive 4. Contact SMLT at school (01274 678016) – inform Head Teacher (HT) or Deputy Head Teacher (DHT).   If out of hours (residential) contact via personal mobile   1. Office to provide medical / personal information details to Group Leader for medical team. If visit is residential, and the emergency is out of school hours, then Group Leader to provide contact details 2. Head Teacher or Deputy Head Teacher to contact parent / carer and provide ‘on the ground’ contact details. HT / DHT to co-ordinate actions. 3. HT / DHT to inform LEA if needed (01274 431007). LEA to agree media strategy if needed 4. Whole staff / parent briefing, if needed 5. Incident account and witness reports to be written as soon as possible 6. Debrief / review plan an update if needed | **Wibsey Primary School**  **Emergency Card**   1. Phone emergency services if needed 2. Ensure safety of all pupils / staff 3. Ensure any injured party is accompanied by Deputy Lead or First Aider (where possible) until family arrive 4. Contact SMLT at school (01274 678016) – inform Head Teacher (HT) or Deputy Head Teacher (DHT).   If out of hours (residential) contact via personal mobile   1. Office to provide medical / personal information details to Group Leader for medical team. If visit is residential, and the emergency is out of school hours, then Group Leader to provide contact details 2. Head Teacher or Deputy Head Teacher to contact parent / carer and provide ‘on the ground’ contact details. HT / DHT to co-ordinate actions. 3. HT / DHT to inform LEA if needed (01274 431007). LEA to agree media strategy if needed 4. Whole staff / parent briefing, if needed 5. Incident account and witness reports to be written as soon as possible 6. Debrief / review plan an update if needed |