



in God's hands

St Ignatius Primary School Educational Visits Policy

Policy Originator	St Ignatius Primary School
Person /Governor Responsible	Head teacher / EVC
Status	Statutory
Last reviewed	March 2018
Ratified on	
To be next reviewed	March 2019
Signed	

Management of visits

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum.

They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them.

St Ignatius Catholic Primary School follows the guidance produced by Haringey Council and is based on good practice.

The planning of visits should start with a clear identification of the educational objectives

This policy covers any journey or activity organised by or for the school, for a group of its pupils that takes place off the premises.

This policy sets out the principles of good practice and should be adhered to in the management of risk.

- Ensure that all party members are clear about the identified purpose of the visit or activity and that it is appropriate to the age and ability of the pupils
 - Obtain the consent of parents and carers of children who are to be included in the visit
 - Complete risk assessments which consider the health, safety and welfare of all party members
 - Operate within guidance and seek additional advice from the Senior Health and Safety Officer, National Governing Bodies and other recognised organisations
 - Obtain approval and ensure that pupils, parents, Head teacher and LEA (where applicable) are informed of proposed activities and changes in plans
 - Have a Plan B if problems are encountered on a trip and consider the assessment of risks involved with this plan
 - Ensure appropriate supervision at all times for all pupils and with regard to pupils with special educational or medical needs
 - Ensure that the correct staff pupil ratio is adhered to
 - Adhere to school policy on the administering of medication
 - Carry out an exploratory visit to the area or venue or gather adequate information in other ways
 - Check that staff have sufficient appropriate experience
 - Codes of conduct need to be clearly established and understood
 - Give clear instructions about clothing and equipment to be used
 - Carry a list of group members and ensure that you have access to contact telephone numbers and consent forms
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- Keep records of accidents and incidents to inform future planning
- Carry out an evaluation of the visit in order to improve future visits

Pupils whose behaviour is considered to be a danger to themselves or others can be excluded from the visit but all that is reasonably practicable should be done to manage their behaviour so that they can attend.

If pupils are to be excluded the head teacher must be kept fully informed and the educational aims of the visit should be addressed in different ways for these pupils.

Approval procedures

For the purposes of approval three categories of have been identified.

Category 1

Visits within the school day or extended school day not involving travel outside Greater London and not involving adventurous activities

. This category is intended to cover swimming and sports fixtures and regular routine visits to local establishments and facilities.

Approval of the Head teacher or EVC (Educational Visits Co-ordinator) should be sought.

Category 2

Visits which do not fall into the above category and which do not involve an overnight stay, or services including, travel by sea or air.

Visits, which involve a day or extended day visit outside Greater London and not including adventures/activities

Approval by the Governing Body with the completed form HSV1/03 signed by the Chair of Governors and the Head teacher is required.

Further advice can be obtained as part of the school's SLA from the Haringey Senior Health and Safety Officer responsible for school visits on behalf of the Director of Education.

Category 3

Residential visits, overseas visits and visits involving adventurous activities.

Visits to Pendarren House are also residential and therefore classed as Category 3.

Approval is required from the Head teacher and Chair of Governors.

As part of the school's SLA, further advice can be obtained from the Borough's Senior Health and Safety Officer who is responsible for school visits on behalf of the Director of Education.

Supervision

There are many variables that govern appropriate staffing ratios.

In deciding the level of supervision, the Head teacher/EVC will need to take into account the age, experience and maturity of the pupils as well as the capabilities and experience of the teachers and accompanying adults.

One teacher taking part in the visit should be designated the Party Leader.

A Deputy Leader should also be appointed who could take charge if necessary.

Staffing ratios for specific visits will depend on risk assessments.

However, a general guide to minimum adult to pupil ratios as recommended by Haringey Authority should be adhered to.

Category One and Two Visits

1 adult for 6 pupils in Year 1-3

1 adult for 10 pupils in Year 4-6

Category Three Visits

1 Adult for 4 pupils in Year 1-3

1 Adult 10 pupils in Years 4-6

A minimum of two members of staff must accompany the party on

Category Three visits

There are separate leader to pupil ratios guidelines for adventurous activities, which must be taken into account when planning Category Three visits.

Staffing ratios for pupils younger than Year 1 should be higher than 1:6

These are minimum ratios and the Head teacher/ EVC will need to ensure that visits are adequately staffed depending on the abilities of the party members.

All visits require staff with appropriate skills and pupils with special needs may require carers with special skills.

Mixed groups of pupils on residential visits require the presence of a male and female adult. Where this is not the case, the approval of the Head teacher, governors and parent/carers should be obtained.

Leaders of adventurous activities must have up to date first aid certificates.

All other groups should include at least one adult qualified in first aid.

Adult Volunteers

Volunteers can sometimes enable a visit to go ahead which could not otherwise be adequately supervised.

The Head teacher, the EVC and all adults involved in the visit should be clear about their roles.

Volunteers should be carefully selected and wherever possible well known to the other adults and pupils on the visit.

Anyone who has not had a criminal conviction check should never be left in sole charge of pupils.

The Head teacher will consult the current up to date information relating to the DBS checking procedures for those who wish to volunteer to help on school visits

It is school policy not to use parents for residential visits.

The only exception to this is for a parent to be a carer if their child has extreme special needs.

In that case the parent will have to undergo a DBS check.

The use of Staff owned or hired self-drive vehicles for trips

It is not part of school policy to allow staff to use

a) their own vehicle or

b) a hired self drive vehicle e.g. minibus

for the purpose of transporting pupils or parents engaged in a trip.

Supervision during visits

Adults should be aware at all times which children they are supervising.

- Each adult should carry a list of pupils and staff taking part in the visit and mobile numbers of other staff.
- Count heads regularly and call names before moving on to a new location
- Pupils can easily be identified if wearing school uniform
- High visibility jackets should be used for visits
- Establish a rendezvous point if appropriate

Insurance

The EVC must be informed about the number of adults and pupils taking part in the visit in order to arrange the insurance for the trip.

Finance

St Ignatius Catholic Primary School follows the procedures and charging regulations as recommended by Haringey Education Authority.

Communications during the visit

The Head teacher and the EVC should be able to contact the Party Leader at anytime during the visit.

It is important that mobile phones are left on during the visit.

Emergency Procedures

Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by the leaders.

Staff should adhere closely to the agreed School Emergency Procedures that are outlined in this policy.

St Ignatius Catholic Primary School Emergency Procedures Policy for Visits

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also a common law duty to act as a reasonably prudent parent would.

Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. A qualified first aid officer with a portable kit must accompany all school trips.

Emergency procedures before embarking on a school trip

- Before the visit, the Party Leader should: identify the name of the school contact person (this is usually the Head teacher) and the telephone number. It is also advisable to arrange a second school contact as a reserve.
 - It should be remembered that the contact lines may be busy in the event of an incident and that alternative numbers to ring would be useful
 - The Head teacher should be provided with a list of pupils taking part in the trip.
 - The Head teacher or other link person should have all the necessary information about the visit
 - The Party Leader must ensure that a copy of all the trip details is left with staff in the school office
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Who will take charge in an emergency?

- The Party Leader will take charge in an emergency and should ensure that emergency procedures are in place and that back up cover is arranged
- The Party Leader should liaise with the representative of the tour operator if one is being used
- All those involved in the school trip, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency Procedure Framework for visits

- Establish the nature and extent of the emergency as quickly as possible
 - Ensure that all the group are safe and looked after
 - Establish the names of any casualties and get immediate medical attention for them
 - Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
 - Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
 - Notify the police if necessary
 - Inform the school contact. The school contact number should be accessible at all times
 - Inform the Local Authority Health and Safety Team if the school contact is not available
 - Details of the incident to pass to the school should include: date and time of the incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
 - Notify the provider/tour operator (this may be done by the school contact)
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- Ascertain telephone numbers for future calls. Mobile phones, though useful are subject to technical difficulties, and should not replace usual communication procedures
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible. The contact person should inform the local authority inspector, if appropriate
- Ensure no one of the group speaks to the media.
- Names of those involved should not be given to the media as this could cause distress to their families.
- Media enquiries should be referred to a designated media contact in the home area
- No-one in the group should discuss legal liability with other parties

Emergency Procedures for School Base

- The Head teacher or the next person in seniority will adhere to the school's agreed procedures for handling a critical incident
 - Ensure that the Party Leader is in control of the emergency and establish if any assistance is required from the school base
 - Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and the parents.
 - Parents should be kept as well informed as possible at all stages of the emergency
 - The School contact will inform the Local Authority Health and Safety Team
 - The school contact should act as a link between the group and LEA and/ or chair of governors and arrange for the group to receive assistance, if necessary
 - If a serious incident occurs the school contact should liaise with the designated media contact as soon as possible
 - The LEA has a designated person to deal with media enquiries for schools
 - The media contact should liaise with the school contact, the group leader and where appropriate the emergency services. In the event of an emergency all media enquiries should be referred to the media contact.
 - The name of any casualty should not be given to the media
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After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school has been affected.

In some cases reactions do not surface immediately.

If in this situation it may be useful to contact local community support services and to seek professional advice on how to help individuals and the school as a whole cope with the effects of tragedy.

Reporting

A full report should be compiled as soon as possible to include events, times, actions and other information pertinent to the incident.

Staff will follow all other procedures as recommended in Educational Visits and Journeys-Guidance for Schools published by Haringey Council.