



Chase Side Primary School Educational Visits Policy

HEALTH & SAFETY OF PUPILS ON EDUCATIONAL VISITS

1) **Introduction**

The importance of careful planning and preparation for school visits cannot be overestimated. The Health and Safety of children, teachers and other helpers is paramount and good planning essential to the success of the visit

All visits should have a clearly defined **educational** purpose (see checklist at the end of this policy).

2) **Competence to lead**

For all visits a member of staff must be designated by the EVC (Educational Visits Coordinator: **Owen Hitchens**) as the leader. The visit leader should undertake an exploratory visit after making arrangements with the EVC.

3) **Risk Assessment**

For every visit a risk assessment must be carried out and approved by the EVC (see attached form). The risk assessment must identify the hazards, who might be affected by them and steps taken to reduce the hazards to an acceptable level. The risk assessment should be completed with staff involved in the visit and shared with all staff and parents accompanying the visit. It is important that children are also informed (in child-friendly language) prior to the visit

It is important not to become complacent with visits taking place on a regular basis. For such visits risks should be reassessed with different groups of pupils.

4) **Staffing and Supervision**

The Visit Leader should, in conjunction with the EVC, ensure there is a safe supervision level at all times. Obviously the younger the children the higher the level of supervision.

Parent helpers should be carefully selected. Anyone who has **not had a DBS check should not be left in sole charge of pupils**. When allocating groups **parent helpers should not be in charge of their own child**.

Head counts. On all visits, regular head counting of pupils is essential particularly before leaving any venue. Group Leaders must have a list of all their pupils and adults involved in visits at all times. A list should also be left in the School Office.

5) ***Preparing Pupils***

Pupils should be well prepared for the visit. They must understand behaviour expectations and rules to be followed. If pupils are walking please ensure that you go through safe arrangements for crossing roads. Ensure **two adults are available to stop the traffic if there are no lights, crossings, etc.** A teacher should be in charge of crossing the children over the road, children should be told to wait at any appropriate point until all children have crossed safely.

It may be necessary to have additional safety measures for children with special educational needs and all teachers supervising should be aware of these measures.

Arrangements should be made to ensure necessary medication on visits, e.g. inhalers, is taken. In the case of older children they are to take their inhalers with them.

6) ***Communicating with Parents***

Parents should be informed whenever children leave the school site e.g. for traffic surveys.

For any off site visits involving transport, parental consent must be sought. If it is not given the pupil may not be taken.

For School Journey additional details of medical conditions, contact numbers, medical consent for emergency treatment will be sought.

7) ***Transport***

Group Leaders should follow school policy on transport. Any concerns regarding the vehicle/driver, etc. should be reported to the EVC.

Transport for London must be contacted **at least 4 weeks prior** to the date of travel. This can be done on the internet with the use of our school password. Please see the EVC when considering using London Underground.

On coaches seat belts must be worn.

Double decker buses will only be used on routes that are designated bus routes. Buses do not have seat belts.

Group Leaders are responsible for the behaviour of pupils on transport.

Transport is booked by the school office from reputable companies; make sure the capacity of coaches, etc is not exceeded.

Particular care should be taken when children are being picked up or dropped off in school playground. A member of staff should ensure that parents and children are located in a safe part of the playground.

Staff transporting children in private cars should have 'in connection with his/her business' use on insurance policy. If parents are transporting children other than their own children, we need to ensure parents have consented for their child to travel in another car.

8) **First Aid**

On all visits there must be a member of staff who has a good working knowledge of first aid. The school first aid kit should be carried.

Group leaders should have a mobile phone with them and should leave a contact number in the School Office. (The school mobile is available in the office, but notice needs to be given to ensure that it is charged).

Inhalers should be collected from the classrooms (**the Yellow Inhaler Rucksack located in each classroom must be taken**) for all visits.

The designated first aider **must be named on the risk assessment** to ensure that all adults are clear on arrangements made regarding medical provision.

9) **Emergency Procedures**

Teachers in charge of pupils should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

If an accident happens:-

- Assess the situation
- Safeguard uninjured members of group
- Attend to casualty
- Inform emergency services and everyone who needs to know of incident

If necessary a teacher should accompany a casualty to hospital and inform the school immediately.

The LEA reporting procedures will operate.

If a child's behaviour becomes a cause for concern, or a child is ill, etc, contact the **EVC** who will collect the child, if this is possible, and will inform parents to discuss the situation.

If possible, in the case of misbehaviour where an adult may be at risk, try to arrange for two adults, preferably employed by the school, to remain with the child until he/she is collected.

10) **Remote Supervision**

Pupils should be **supervised** at all times, even though they may be unaccompanied at times.

11) **Water Based Activities**

All water activities **MUST** be agreed with the EVC.

LBE guidance on use of swimming pools should be used.

12) **Farm Visits**

Great care should be taken on any visits to farms. **See page 33 DFEE** guidance on Health and Safety of pupils on Educational Visits.

For further guidance please refer to:-

*Advice and Procedures for Educational Visits, London Borough of Enfield,
Health and Safety of Pupils on Educational Visits DFEE.*

13) **Care Plans**

All care plans should have agreed arrangements for off site visits.



Chase Side Primary School

Check List for Educational Visit

Name of Teacher		Class	
Venue of Visit		Date of Visit	

Prior to the Visit (At least four weeks before the visit)

Gather details of costing and facilities and link with the purpose of the visit

Discuss the prospect of the visit with the Headteacher and arrange date

Pre-visit (No more than three months before the visit)

Consider suitability of the venue

Check toilet facilities (ask to see them)

Check lunch facilities (ask to see them)

Consider wet weather alternatives

Consider most appropriate groupings for the visit

Consider Health & Safety issues

Consider whether a guide is necessary (How will all of the children access the information?)

Write the Risk Assessment for the visit and get it signed by the EVC

At least three weeks before the Visit

Arrange for letter to parents, signed by the Headteacher

Letter should include permission form, leaving and returning times, purpose of visit, what the children should wear, lunch arrangements, transport and cost

Ensure pre-visit has taken place and risk assessment drawn up

Arrange for parents to accompany the children

Always ask more parents than needed to cover for let-downs

Order packed lunches from the kitchen for children with Free School Meals

Three days before the Visit

Check that all helpers are still available

Group the children and write detailed instructions for the helpers.

Do not group children with their own parents (except in nursery and Reception if appropriate)

Gather first aid kit and sick bags

Check for children requiring on-going or emergency medication (e.g. asthma sufferers) and ensure you have the medication with you and know how and when to use it

Check with transport providers and the venue that the details are clear and in place

Check arrangements for payment (Do you need a school cheque to pay a museum?)

Ensure that all permission forms are signed and returned (without these children cannot go on the visit) – Chase any forms that have not been returned.

Check Risk Assessment

Locate wrist bands (all children leaving the school site must wear a wrist band and know how to use it)

On day of visit

Ensure that you have first aid kit and mobile phone (A school mobile phone is available)

Ensure that you have any emergency or on-going medication (e.g. asthma pumps)

Ensure all children are wearing a wrist band

Ensure that all children have a packed lunch if appropriate

Ensure all children have a coat

Give children details of their helper and allocate them a partner

On the coach children must not sit on front seats, they must all wear seat belts, there should be no eating or drinking, remove coats to help prevent travel sickness.

Take every opportunity to count the children

If there is going to be a delay in returning, please contact the school

Any accidents / incidents must be reported to the Headteacher on return to school

Signed:		Date:	
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Please take a copy to the EVC (**Owen Hitchens**) on completion



Chase Side Primary Risk Assessment

Activity Details			
Leader Name		Date	

1. Activity	2. Hazards	3. Who could be harmed	4. Likelihood of occurrence 1=very unlikely 5=very likely	5. Severity of injury. 1=low, 5= high	6 Risk level	7 Precautions to be taken	8 Reasons and evidence of judgement
1. Coach Trip	Accident	Pupils/adults	1	5	5	Seat belts worn by all	Previous experience of using this coach company
2. Walking to and from ****	Accident/fall Child getting separated from group (see provision in number 7)	Pupils/adults	1	4	4	Children walking with high level of supervision. Children wearing school information wrist bands	Previous experience
3. Train Trip	Accident/fall Child getting separated from group (see provision in number 7)	Pupils/adults	2	5	10	Children walking with high level of supervision. Children wearing school information wrist bands Book station guide / Support to walk you Through busy platforms & get you all onto the Trains safely	Previous experience

Reviewed and Adopted by Governors on 5th June 2024
Next Review June 2026

4. Walking around ****	Accident/fall Child getting separated from group (see provision in number 7)	Pupils/adults	1	4	4	Children walking with high level of supervision. Children wearing school information wrist bands	Previous experience Children in small groups 6-8 per group Senior staff leading trip Exit access closed & manned by **** Children all spoken to about possible dangers and appropriate behaviour.
5. Lunchtime	Lunch in **** Accident/fall Child getting separated from group (see provision in number 7) Rainy day	Pupils/adults	1	4	4	Children wearing school information wrist bands Children in small groups All staff are shown where to meet and at what time-itinerary Use *****.	Previous experience Children in small groups 6-8 per group Senior staff leading trip Children all spoken to about possible dangers and appropriate behaviour.
6. Toileting	Child has accident Child gets stuck in toilet Child gets separated Unknown adult danger	Pupils/adults	1	3	3	Children all use female to groups depending on gender make up of the staff. (toilets have? cubicles so groups should be able to go at the same time) Leader of small group toilets. boys and girls. Leader of group asks other unknown adults if they would mind	Previous experience

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						waiting until group is out. All children go to toilet at regular times with their adults	
7. Getting separated from group.	Getting lost Stranger danger	Pupils/adults	1	5	5	All children are reminded, possibly on the coach about their conduct on a school trip and not to go anywhere with unknown adult even if they say they have been sent by *** or another teacher.	Previous experience Children in small groups 6-8 per group Senior staff leading trip Exit access ****. Children all spoken to about possible appropriate behaviour.
8. Unknown adults around		Pupils/adults	1	5	5	Each staff member to be aware of unknown adults and quietly remove your group from the possible incident or “danger” Adult to contact **** on their mobile	No previous experience but adult to use common sense
9. Special needs provision	Inappropriate or unpredictable If child has a period of inappropriate/ challenging behaviour Child is unable to cope with the trip or any of the activities. Child runs off	Pupils/adults	2	3	6	Senior member of staff and can make appropriate decisions for any unusual action needed to diffuse situation or to keep child calm and safe. Phone *** if incident occurs.	No previous experience but adult to use common sense

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	<p>Child becomes of control.</p> <p>Child in any group is out of control.</p>	Pupil	1	3	3	Leader of the small group asks for support from any member of staff near them and phones *****	
<p>10. Special provision</p> <p>? – Buggy.</p> <p>? –1:1 adult.</p> <p>? – Family support.</p>		Pupils/adults				<p>Inclusion Manager or Welfare must be consulted during the planning of the trip. They will provide Appropriate information <u>before the trip.</u> This may include child's parent going on the trip. Staff to support parent Staff to ensure parent and child feel included and safe Parent is aware of any significant risks</p>	Previous experience

To calculate the risk level (6) multiply the figure in column 4 by that in column 5
 1 – 5 = Low 6 – 9 = Medium 10 or over = High

Signed: _____ Owen Hitchens EVC Co-ordinator

Risk Assessments must be shared with all adults involved in activity including parents and should be discussed with children prior to the visit

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