



Policy 2.23

Kitebrook Preparatory School

EDUCATIONAL &

OUT OF SCHOOL VISITS POLICY

(Including boarding, day and EYFS pupils)

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1. Aims of the Kitebrook school with regard to educational and out of school visits:

1.1 'Expeditions' are very much a part of life at Kitebrook, as they give the children the opportunity to experience education beyond the classroom. It is vital that we carry out these trips in the knowledge that they are well planned and that all possible risks have been weighed up in advance. This policy covers expeditions that take place no more than annually; there are separate risk assessments in place for all regular visits, such as school matches and the trips to the Fire College sports facilities.

1.2

- To allow the pupils to achieve the maximum benefit from off site visits and experience a wide range of activities.
- To allow pupils to access information and experiences not available in school.
- To ensure the health and safety of the pupils at all times.
- To allow children to begin and to learn to understand and manage the risks that are a normal part of life.

2. Overview

2.1 This policy follows the DfE Health and Safety of Pupils on Educational Visits code of practice and (HSE) school trips and outdoor learning activities: tackling the health and safety myths. (Appendix A)

2.2 The School's Educational Visits Co-ordinators are designated members of the SMT that have the responsibility for approving all out of school visits. They aim to ensure all DfE guidelines have been followed.

2.3 Kitebrook prides itself on the opportunities it can offer to children. Trips are usually led by an experienced member of the staff, and full risk assessments and documentation are on file from past trips.

2.4 From time to time, we do take older children abroad on trips (eg. Iceland, Belgium, Vesuvius and Herculaneum) and the organisers of such trips will liaise closely with The Prep Schools Trust, the Head, Bursary and parents to ensure that Risk Assessments are comprehensive and that all possible and reasonable precautions have been taken to ensure the welfare of the pupils in their charge.

2.5 Kitebrook school recognises two types of trips. These are classified as follows:

2.5.1 Day trips

2.5.2 Residential Trips

2.6 Kitebrook School is moving towards an electronic format for operating trips and at present operates all Day trips using the iSAMS management system and pre approved Risk Assessments for Trips and Travel. These are located in the Trips folder.

3. Mobile phone and Trip iPad

3.1 Staff taking trips will carry the school mobile and in the event the school mobile is out, they will use their own for emergency purposes only. They will have all the necessary school contact details in case of emergencies. School mobile number: 07702867870

3.2 Staff taking Day trips will as part of the trip paperwork take with them the Trip iPad which is cell enabled, which will facilitate access to iSAMS

4. Insurance

4.1 Insurance for all school trips is arranged centrally through the Trust Bursary. Organisers with questions about insurance should contact the Bursar 01865 390030. All Kitebrook parents complete a form giving consent to emergency medical treatment if they cannot be contacted.

5. Procedures and risk assessment

5.1 The Management of Health and Safety at Work Regulations 1992, made under the Health and Safety at Work Act 1974 requires us to:

- assess the risk of activities
- introduce measures to control those risks
- inform relevant members of staff about those risks
- take reasonable care of their own and others' health and safety
- cooperate with our employers over safety matters
- carry out activities in accordance with instructions
- inform employers of any serious risks
- It is anticipated that exploratory visits will be made to new or unknown venues. Such visits will be made by the Head or her representative
- care plans and risk assessments on the protection of children (where applicable) are reviewed when planning any trip/visit

5.2 The school is advised by Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014). It is emphasised that these procedures are not only to protect the wellbeing of the pupils, but also to protect staff in the event of an accident. When compiling trip paperwork and when writing a risk assessment the following is required:

- Exploratory Visit Assessment: data required
- Date:
- Name of venue:
- Reason for trip:
- Name of trip leader:
- Name and telephone number of contact at the venue:
- Risk assessment carried out by:
- Trip authorised by:

5.3 Identify and list potential hazards, which could reasonably be expected to result in significant harm (i.e. walking on roads, beside a river, abseiling climbing, water sports etc). Identify who might be at risk. Consider existing controls (i.e. measures in place at the venue).

5.4 At the discretion of the Risk Assessment coordinator and the Head, a new risk assessment may be carried out for each trip and given to all adults accompanying the trip, as well as given to the Risk Assessment Coordinator and Head for approval. Staff can only carry out risk assessments for the areas within their control. Anything provided by an outside agent will be the responsibility of the provider. The trip leader should ask to see all relevant risk assessments.

5.5 In the case of High or Medium risk, assess whether the venue or activity is suitable.

5.6 In the case of Day trips, there are two pre approved Risk Assessments. TRAG Risk Assessment covers the General Trip Risks, the TRAT covers Transport Risks and TRAM covering pupil medical needs.

6. Booking a trip

6.1 Organiser's duties:

1. Look on the Events List and calendar for the term to check if the proposed date is available. Preferably plan at least one term in advance.
2. If booking late, check the Events List in the main school iSAMS calendar and then get permission from the Head. The Head's PA will then amend the main school calendar.
3. Check there are no clashes ie. No other outings for the same class in the same week.
4. Note there should be no outings organised in the week before or during a school production or before exams.
5. One copy of all paperwork should be retained by the trip leader; a second copy should stay with the Head/Office, where records of all trips are kept, and a copy provided for all staff assisting on the trip.
6. A completed trip pack needs to be filled in and given to the Head one week before the scheduled trip takes place.

6.2 Trip leader's duties:

1. Contacting the organisation to be visited and, if necessary arranging a date for a preliminary staff visit.
2. Where possible visit the site, to do thorough pre-visit checks (important if this is a new destination).
3. Assessing costs: entry fee, coach hire etc.
4. Making arrangements for transport to be booked with the Office Admin Team.
5. Booking visit with the organisation. Ensure that booking is confirmed in writing.
6. Giving ALL details including ALL costs to be recorded. The Head will inform the Bursary.
7. Informing all colleagues of the exact timing of the trips and of any disruption to their lessons. Arrange cover where necessary.
8. Arranging any necessary meetings with parents and staff to inform them of the event. Explaining any planned activities and necessary precautions.
9. Taking responsibility on the day for organising the staff going on the trip. Ensuring that everyone is aware of their responsibilities.
10. Ensuring that all staff going are aware of any educational/medical/physical needs.
11. Checking and controlling the children on the coach and ensuring their safety while off site.
12. Giving details to Head of all adults and children (class list) on the trip. Check ratio of adults to children is satisfactory ie.
 - a. A general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:
 - b. Years 5 – 8: 1 adult for every 15 pupils.
 - c. Years 3 - 4: 1 adult for every 10 - 12 pupils.
 - d. Years 1 - 2: 1 adult for every 6 pupils
 - e. Reception: 1 adult to 5 children
 - f. Pre-school: 1 adult to 4 children
13. If a packed lunch is required let the kitchen staff know as soon as possible.
14. Ensuring you have checked individual medical arrangements e.g. asthma, allergies etc. and ensuring that adequate first aid is available by liaising with the member of staff responsible for overseeing first aid in the school. Print relevant Care Plans and Medical Plans.
15. A member of staff should be a first aider, paediatric for EYFS.
16. Remembering to take any necessary equipment - first aid kit, inhalers etc.

17. Completing a new risk assessment form, which is to be given to Head, Risk Assessment Coordinator and stored centrally on the school G Drive.
18. Carrying a mobile phone and giving the number to all the helpers on the trip. This is to ensure that the trip leader can be contacted at all times. This mobile number should be recorded on the risk assessment form.
19. Consider stopping the trip if the risk becomes too great.
20. Reporting any injuries to the relevant people if necessary.
21. If driving a minibus - that the driver has passed the relevant tests.

6.3 Where regular trips are being made to certain establishments (eg swimming at the Fire College), only one risk assessment is required per academic year. The school's risk assessment form can be used for most trips, although more will be required for anything out of the ordinary (eg trips abroad or to other locations).

7. Cost

7.1 We try not to charge for non-residential trips, where possible. This means that day trips must be planned for in advance and their cost allowed for as part of the annual budget process. Costs for trips therefore become part of the academic budget for a particular subject or area.

8. Permission of Parents

8.1 Before the outing, information will be sent from the office to parents informing them of the outing. This is the parents' opportunity to refuse consent should they wish to do so.

8.2 Blanket permission for outings is given by parents when their children first enter Kitebrook. Separate permission for individual outings is NOT required: insurance is in place, unless the trip is residential or the activity requires separate permissions.

8.3 Teachers on the trip should:

- Do their best to ensure the health and safety of the children.
- Consider stopping the trip if the risk becomes too great.
- At all times on a trip the leader has overall responsibility for the behaviour of the children on the trip.
- Before departure, children should clearly understand the rules that apply to transport, including remaining in their seats, with seatbelts on, until instructed to get up. They should not open the minibus door from the inside, as it is very heavy. As most live in the country, it is vital that they understand how to cross roads safely if the visit is to a town.

8.4 Adult volunteers:

- Do their best to ensure the health and safety of the children.
- Not be left in sole charge of the children except in instances where relevant checks have been carried out and cleared on the single central register.
- Follow the instructions of the group leader.
- Inform the leader or teacher if they are concerned about the health and safety of the children.

8.5 Pupils should:

- Follow the instructions of the leader and the other supervisors.
- Any pupils whose behaviour may be considered to be a danger to themselves or others may be excluded from the trip.

8.6 Parents should:

- Make an informed decision about whether their child should go on the trip.
- Prepare their child for the trip if necessary.
- Provide any emergency contact details as necessary.
- Inform the leader of any relevant information about their child (diet, medicines, travel sickness, photo refusal etc).

8.7 Different types of trips will demand different levels of planning, organisation, and health and safety provision.

9. Emergency procedures

9.1 Teachers have a common law duty to act in the same way a responsible parent would so in the case of an emergency they should not hesitate to act, taking life saving action in an extreme situation.

9.2 If hospital treatment is required the teacher in charge should inform the parents and the school as soon as possible. An appropriate teacher should accompany the pupil to hospital, staying with the pupil until the parents or another authorised adult get there. The teacher should notify the school office, who will advise and contact the parent if necessary.

9.3 The trip leader needs to ensure that everyone is aware of the situation and ensure the safety of the rest of the group. The Police should be notified if necessary; no-one should talk to the media or discuss legal liability.

9.4 In all cases it is good practice for the trip leader to make follow up enquiries about the wellbeing of the pupil.

9.5 Please refer also to the school's Emergency Plan policy.

10. Transport

10.1 The trip leader is responsible for asking the Office Admin Team to book the necessary transport. Only buses with seat belts are used, and anyone driving a minibus has the relevant licence to do so. If wheelchair use is needed, then the relevant provisions must be made. Children from the age of 3 or 135 centimetres in height must travel wearing an adult seatbelt, if an appropriate child restraint is not available. They must use a child car seat if an appropriate one is fitted in the transport.

10.2 The TRAT risk assessment is only to be used for Day trips.

11. Use of Vehicles

11.1 When planning a trip or outing using vehicles, the arrangements for transporting children will always be carefully planned and, where necessary, additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.

11.2 All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the vehicle e.g. to tyres, lights, etc, and a log of maintenance, repairs and services is maintained.

11.3 The vehicle is kept in proper order and is fully insured for business use and is also protected by breakdown cover.

11.4 All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints, appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts.

11.5 Where a vehicle is used:

- The maximum seating number is not exceeded.
- Seat belts are always used.
- Children are accompanied by an appropriate number of registered members of staff.
- No child is left in a vehicle unattended.
- Care is taken getting into or out of vehicles.
- In the event of a child being lost, the Lost or Uncollected Child Procedure will be followed.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

12. Parents transporting children

12.1 Parents may only transport their own children to or from school events, unless the school has been notified by parents in advance.

13. Residential Trips

13.1 Volunteers are not used on overnight stays. All members of staff accompanying children on overnight visits have undergone stringent vetting checks in line with our Safeguarding and Safer Recruitment policies.

13.2 Parents will need information about the trip before deciding whether their child will participate. All the details need to be explained to the parents and a consent form is required showing that the parents agree to emergency medical treatment.

13.3 All residential trips require a permission slip to be signed. Communication with the parents must be clear and Clarion/website/social media updates may be made during the trip. The parents may be notified by iSAMS of any changes to return times.

14. EYFS

14.1 As part of our curriculum the children in the Foundation Stage may undertake a range of local outings including walks, visits, etc, off the premises and permission will be sought from parents for each child to be included in such outings. Outings and visits are planned to complement and enhance learning opportunity and extend play opportunities for the children. These will be carefully planned and the following guidelines will be followed on all outings from Kitebrook EYFS cottage, however local or frequently they may occur.

15. Risk Assessment

15.1 A comprehensive risk assessment must be carried out before the proposed visit to assess the risks which might be encountered on the visit and indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed 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?

15.2 A preliminary visit to the venue must be made in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and careful account of the facilities available should be taken with due regard to the proposed size of the group. The site's suitability with regard to the age and any particular needs of the children should also be assessed and the venue's own approach to security and to health and safety assessed.

15.3 It is important to assess and record health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. EYFS staff leading the visit must complete a risk assessment checklist and keep it in the risk assessment file.

15.4 A risk assessment must also cover transport to and from the venue and will include:

- the provision and required use of seat belts;
- proper vetting of the driver by DBS/Police;
- proper insurance for the driver;
- details of first aid and emergency equipment; and
- breakdown procedure.

16. Trip Pack

16.1 The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group (Bursary responsibility);
- emergency contacts and procedures;
- general communications information;
- guidance for managers, trip leaders and
- first-aid boxes, inhalers and Epi-pens if needed.

17. Checklist of what should be taken on an outing:

17.1

- children's contact details
- medication where necessary including inhalers
- drinks/food (don't forget allergies)
- first-aid
- sun hats and sun cream when appropriate
- disposable aprons
- disposable gloves
- wet wipes
- tissues
- sick bucket/bags
- spare clothes
- plastic carrier bag(s)
- school mobile phone
- school phone numbers
- camera

18. For all outings the following procedures must be followed:

18.1

- Written permission must be obtained from all parents prior to the outing.
- Staffing ratios must be maintained at:
Reception: 1 adult to 5 children
Pre-school: 1 adult to 4 children
- A first aider must be present and a suitable first aid box must be taken. Copies of vital information forms containing contact numbers, allergies, etc. must also be taken.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a

designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.

- Toilet facilities must be provided at similar times to those at Kitebrook and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured; drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
- All children should have spare clothing.

18.2 In the event of an emergency, the immediate safety of the children must always come first. Call any emergency services needed then contact the Main School Office. The Main School Office will take responsibility for contacting parents and relatives of staff.

18.3 At the conclusion of each outing, the member of staff in charge of the outing will complete a review of the outing, noting the following:

- any particular problems with transport e.g. coach arriving late, no seat belts etc;
- any particular problems with the venue, e.g. nowhere to shelter during rain etc;
- any particular problems with specific children, e.g. illness, distress etc;
- educational benefits of the visit;
- comments from parents; and
- recommendations for future visits.

18.4 Prior to each outing, EYFS staff will refer back to trip evaluation forms when preparing for the next outing.

18.5 Ensuring safety

- A qualified member of staff will conduct a full risk assessment, according to provisions set out in the Risk Assessment Policy, prior to each outing. This assessment will include the journey and any transport to be used. Staff will usually carry out an assessment visit before each outing and will also have regard to any risk assessments provided by the venue to be visited.
- Parents will be required to supply written consent at the start of the academic year before a child can participate in any outing. This will also include all medical consents and essential medical information. Copies of these forms will accompany any group out on visits from the school.
- Parents will be informed of the timing and destination of all outings.
- Staff will advise parents in writing of appropriate clothing and anything else needed.
- The adult to child ratio will be maintained at the highest possible level and well within the standards set by OFSTED for children in Early Years settings.
- All outings will have a designated trip person in charge and a designated First Aider. A travel First Aid kit will be taken on every visit, along with any necessary medication for individual children.
- The person in charge will conduct a head count at the beginning and end of each outing and at least once during the outing.
- All staff will be aware of the itinerary for the visit, emergency procedures and contact points.
- Each member of staff will be responsible for the children in their care and for reporting any incidents to the person in charge.
- Where possible all staff will carry mobile phones, and the trip leader WILL carry a mobile phone.
- In the event of an accident, staff will assess the situation. If required, the group will return to school immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to school.
- In the event of a child being lost, the Lost or Uncollected Child Procedure will be followed.

- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.
- Ratios for EYFS children on outings are Reception is 1:5, 1:4 in Preschool.

18.6 Please refer also to the school's Lost and Uncollected Children policy and Emergency Plan policy.

18.7 The EYFS staff are involved in the planning and management of off-site visits to ensure that:

- risk assessment are completed;
- competent staff are assigned to lead and help with trips;
- related staff training is organised if needed;
- all accompanying adults, including private car/coach drivers, have had satisfactory DBS checks;
- all necessary permission forms have been obtained; and
- records of visits are kept; and
- where there are frequent off-site visits, e.g. to the school gardens or pond, that there are regular generic assessment of the risks.

19. Further health and safety considerations

19.1 All adults accompanying a party must be made aware, by the managers of the trip (usually the Head of Early Years) of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school mobile which will be held by the appropriate manager.

19.2 Before a party leaves, the trip leader will provide all adults accompanying the party with a list of everyone, children and adults travelling with the party together with a programme and timetable for the activity. This will also be lodged with the Main School Office.

19.3 **The safety of the party, especially the children, is of paramount importance.** During the activity, the trip leader and staff must take whatever steps are necessary to ensure safety. This involves taking note of any medical information provided on entry information forms, and ensuring that the children are both safe and well looked after at all times.

Appendix A

This policy follows the DfE Health and Safety of Pupils on Educational Visits code of practice

<http://static.zsl.org/files/haspev-1179.pdf>

This policy follows the HSE school trips and outdoor learning activities code of practice –

<http://www.hse.gov.uk/services/education/school-trips.pdf>