



**RGS**  
DODDERHILL

## **Educational Visits Policy**

*This policy is applicable to all children in the school including those in the Early Years Foundation Stage.*

**All staff must consult the DfES Health & Safety of Pupils on Educational Visits (HASPEV) and the additional guidance in a Handbook for Group Leaders before any visit.**

### **Responsibilities**

Before taking children off-site for any visit or activity staff must familiarise themselves fully with the HASPEV guidance and follow this policy.

*All school rules apply on visits and pupils' behaviour, welfare, and health and safety are the responsibility of accompanying staff.*

### **Initial steps (at least a month in advance) completed using Evolve online system:**

- Speak to Head / Deputy Head to agree the visit in principle
- Choose a suitable date (Deputy Head to advise)
- Deputy Head will enter the visit on the annual calendar
- Inform Office for inclusion in Diaries

### **Planning - Completed using Evolve online system:**

- Make a planning visit where possible
- Work out cost; round up to cover drop outs & contingencies
- Complete visits form
- Send a copy to the Head for information and central filing
- Draft a letter to parents & pass to Head for final approval (see *Communication with Parents* below)
- Send a copy of the letter to Main office for filing
- Pass cheques / details for charging to Business Manager
- **One week before Visit**  
Put details including a list of participants on board and / or email them to 'all staff'
- **On the day of the Visit**
  - Give a current group list to all accompanying staff
  - Leave a current list in Office
  - Take a copy of the Critical Incident plan & Lost Child Policy with you
  - Ensure all staff have their copy of the Risk Assessment on the visit
  - Take a list of contact telephone numbers if you will be away 'out of hours' (available from ISAMS)

### **Risk Assessment - Completed on Evolve online system**

- Complete and pass to the Head/Deputy Head **10 days before the visit.**

- Where there are EYFS children, ratios must be on the RA
- Include any children with specific medical conditions or allergies on the RA and mark them clearly on the group list
- Allocate groups to specific named staff
- Include the Risk Assessment from the establishment being visited; if you have not been sent one, ask for it or download from the website **and familiarise yourself with it**
- Head/Deputy Head returns Risk Assessment either approved or for amendment
- Ensure the Final RA is filed with the Visits Form in the Main Office. Give each adult a **copy of the approved/ signed RA** and discuss it with them in advance, not on the day of the visit

### ***Include group lists with RAs***

### **Carry out Ongoing Risk Assessment as circumstances change during the Visit**

#### **First Aid**

- Travelling first aid kits must be taken on all visits
- Where there are EYFS children, an adult with a paediatric first aid qualification must accompany the group
- Overseas visits must have a qualified first aider
- Where possible a qualified first aider should be on all visits

#### **Supervision**

- Ratios are contained in the HASPEV Guidance
- Reception should be no more than 1:4
- Adult helpers should always be teamed with a member of RGS Dodderhill staff and must never be left alone with children
- Accompanying staff are responsible for children's behaviour **at all times** during the visit
- Arrange accompanying staff to ensure minimum disruption to classes.

#### **Preparing Pupils**

- Pupils must be carefully briefed before each visit on possible hazards, expected behaviour specific to the venue e.g. a gurdwara or field work.
- Where there is a supplementary (venue) risk assessment it must be explained in full to children
- Children with special needs may need individual briefing
- Children with specific medical needs must be reminded of procedures e.g. inhalers, epi pens etc; they must be included in the RA and marked on the list

#### **Communication with Parents**

- **Initial Letter**
  - Explain purpose, give clear details and dates
  - Mention good behaviour & school rules including mobile phones
  - For residential visits parents must sign an undertaking that they will be responsible for return travel if child seriously misbehaves
  - Specify dress appropriate to the activity i.e. uniform, warm clothing, smart clothes - be specific – no jeans or skimpy tops!
  - Encourage participation but visits cannot be compulsory
  - Include a reply slip with
    - Option of not going
    - Permission for emergency medical treatment
    - For residential visits include the possibility of being sent home at parent's expense for misbehaviour / breaking school rules (see Behaviour Policy)

## Transport

- Coach
  - Groups over 14/15.
  - Complete a 'Quote Form'; pass to Office who will get quotes and book coach when you have all information
  - Ensure staff sit throughout the coach and especially at emergency exits; **they should not all be together at the front**
  - France requires this by law
    - Staff throughout the coach
    - Children seated at all times
  - Check regularly that seat belts are being worn properly i.e. over shoulder and lap
  - Where there are EYFS children
    - the insurance details of the coach company must be noted on the RA
    - if driver's name(s) is not known in advance the party leader must ask and note it on the RA
  - Ensure group is briefed by the driver; if not do it yourself
  
- Minibus [see Minibus policy]
  - Ask Site Manager to enter booking in the minibus diary or book directly with RGSW
  - Small groups **if** you are a driver or a driver is able to go
  - 2 staff per minibus except locally
  - Always give a safety briefing
  - One teacher to sit with the pupils [except Years 10/11]
  
- Cars
  - Not to be used except in exceptional circumstances and only with the express approval of the Head
  - Ensure that you have appropriate 'business use' insurance cover
  - Always give a safety briefing on seat belts and exits

## Insurance

- All pupils and staff are insured under the school's insurance policy
- On visits booked with travel companies where insurance is included, ensure the Business Manager approves the policy
- Additional cover will be taken for visits where insurance is not included (see the Business Manager well in advance to get this arranged)

## Types of Visit

- During the school day
  - Leave the list of pupils present in the office before departure
  - Keep the office informed of any delays or incidents
- Evening
  - Give details of estimated return time to school
  - Children must be collected from school unless there is a prior arrangement in writing approved by the Head or a Head of Key Stage
  - Take up to date contact details for pupils and shred on return
  - Ensure a member of SLT is aware of details in case you need assistance at school
  - A member of staff must remain at School until all children are collected
- Residential
  - Check booking conditions carefully
  - Detailed lists/itineraries/contact information/kit list etc **MUST** be sent to the Head **in advance**; they will then be filed centrally

- Within UK a meeting is optional BUT if none takes place information must be in more detail **and** include the Risk Assessment of the destination where possible
- Staff must be particularly vigilant in 'free time' e.g. after meals, in the evenings and at bedtimes
  - A duty rota must be established for each day so that someone is ALWAYS on patrol in the area being used by the children
  - At all times at least one member of staff must refrain from drinking any alcohol
  - Alcohol must not be drunk in front of pupils except when part of the visit e.g. wine at meals when in France
- All adults accompanying residential visits will have been vetted and hold an enhanced CRB; should volunteer parents be present they are not to be left alone with children.
- Overseas
  - As above **PLUS**
  - There **MUST** have a parent meeting prior to the visit
  - Parents must be given the Risk Assessment and insurance details

### **Emergency Procedures**

- All pupil contact details must be taken for any visit which is out of school hours e.g. late return from theatre or day excursion
- Return slips must have permission from parents for emergency medical treatment if parents cannot be contacted.
- Take contact details for a senior member of staff if out of hours i.e. not between 8.00am and 6.00pm
- Take the Critical Incident Plan and Lost Child policy

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