



BOOTHAM SCHOOL YORK

BOOTHAM JUNIOR SCHOOL

### Educational Visits Policy

This policy relates to Bootham Junior School and includes details of the provision for pupils in the Early Years Foundation Stage.

#### AIMS

This policy sets out responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that risks to the health, safety and welfare of participants are minimized thereby enabling them to enjoy and gain the maximum benefit from the experience.

#### PURPOSE

At Bootham Junior School, including in the EYFS, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different but the school will ensure that all EYFS visits include someone with a paediatric first aid qualification. Some trips are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working.

We regularly take pupils on day trips to: historic sites, museums, galleries, natural features and farms to support the curriculum in a range of curriculum areas. There are regular theatre trips and sports fixtures for pupils of all levels. We also offer all pupils from EYFS to Year 6 the opportunity to go on a residential visit. All our trips are open to all pupils including those who have special educational needs or disabilities.

Safety is paramount on any trip, therefore meticulous planning and organisation are essential.

#### ORGANISATION AND ARRANGEMENTS

##### 1. General Planning

- Before a trip is announced staff must seek approval from the Head of the Junior School for the dates and approximate costs involved
- Each trip should have a clearly identified purpose with an activity programme suited to the age, experience, needs and abilities of the students involved.
- All new residential visits must be approved by the Head.

#### Responsibilities and Duties

##### Role of the Trip Leader

Every trip, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school trips before taking on the role of Trip Leader. They will have had practical experience of organising/arranging trips and will work closely with the Deputy Head in the first instance.

The Trip leader will:

- Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them
- Ensure the overall maintenance of good order and discipline during the visit.
- Ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and pupils, whilst on the visit including with regards to ratios, medical details and emergency contact details
- Ensure that all members of staff are fully briefed as to their roles and responsibilities.
- Communicate effectively with parents during the planning stages
- Brief pupils and other participants prior to the trip and ensure that they conduct themselves with due respect for the environment and the local community Ensure that first aid kits and individual medication and care plans are collected before departure.
- Inform the Head of the Junior School if at any point during the planning of the trip concerns arise which lead them to feel unsure of their competence to lead the trip safely.
- Ensure that group leaders, whether teachers or adult helpers, understand they have a common law duty of care towards the pupils in their charge.
- Ensure, in liaison with the HR department, that appropriate safeguarding checks have been carried out. This will include the arrangements for supervising any parents or other volunteers.
- Require residential centres to provide evidence that they have completed appropriate safeguarding checks for their staff

### **Responsibilities of all Staff Members / other Adult Helpers involved in a trip**

All staff members and other adult helpers will be made aware of the expectations placed upon them and appreciate the nature of their relationship to the pupils and other staff. All staff and other helpers will fully understand and be comfortable with their role before accepting their place on the trip.

All staff and other helpers will:

- Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils.
- Inform the trip leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within these at all times;
- Report to the trip leader any concerns they may have concerning pupil behaviour or well-being during the visit.
- Inform the trip leader of any incident involving the pupils in their care which has implications for pupils' health and safety, general welfare or the good order of the trip as a whole.

## **2. Information for Parents**

Each class teacher produces a 'dates for diary' newsletter itemising trips and visits that are due to take place over the coming term. Older children receive a fixtures list. Parents will always be notified in advance if their child has been selected for a sports team. We very much welcome family and friends at all our matches, both home and away.

Information on trips planned for the week ahead is also contained in Friday's e-bulletin.

We require specific, written consent for all trips that take place outside normal school hours, that use transport other than walking or a school minibus and/or that carry a charge to parents.

We expect parents to support the school in ensuring that your son or daughter follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the school's behaviour code.

The Headteacher is responsible for school trips and approval is conditional on completion of a satisfactory risk assessment, budget and journey plan. Teachers organising trips are responsible for checking parental consent forms, completing risk assessments, budgets and journey plans and handing them to the Headteacher in good time.

The Headteacher also keeps reports of any accidents or near misses.

### 3. Health and Safety

#### All Visits

Safety is ensured by adequate supervision, meticulous planning and a clear understanding of what degree of freedom is to be given to pupils. Resident Graduates and other support staff can accompany trips as staff members.

#### Staffing Levels

All adult supervisors have a duty of care to the students and must provide supervision and support throughout the visit.

Levels of supervision should be determined by the risk assessment but the following is a guide:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for EYFS and dependent upon the nature of the visit)
1:10	Years 4 - 6

- The trip leader will assess whether the nature of the outing necessitates altering the above ratios. Remote supervision is considered to be part of the development programme; it should be phased in gradually because it is important for children to learn to be independent.
- A greater number of staff may be required in light of an individual risk assessment.
- The circumstances in which it may be acceptable to have fewer than minimum number of staff are:
  - (a) Where activities involve situations that are familiar to participants, and where additional appropriate adult help could be available in a short time, should the party leader become incapacitated
  - (b) On a journey where additional help will be available at the group's venue (providing that there is an adequate supervision of participants during the journey)
  - (c) Local activities where further adult help is available quickly
  - (d) Activities that are not directly supervised

### **Visits including Adventurous Activities**

For any visit in which activities classified as adventurous form part of the programme, the minimum staff/pupil ratio is 1 to 10, subject to there being at least two staff. In addition, specific regulations may apply to the staffing of the activities themselves.

## **4. Transport**

### **Minibus**

The Minibus(es) must be booked in advance. The driver must have the relevant category licence and have passed the school's MIDAS course. The driver is responsible for the vehicle during any trip. All staff must familiarise themselves with the Minibus regulations before use and know where the First Aid box, the mobile phone and the fire extinguisher are kept. There is a standard risk assessment for minibus use. No-one should drive the minibus without the relevant training.

### **Hired coaches**

If needed, coaches should be hired from approved operators.

### **Private cars**

No pupil may travel in a private car unless parental permission is given in advance and appropriate insurance cover is in place.

## **5. Financial planning**

The Trip Leader should consult with the Head of Bootham Junior School and/or Bursar's Department at an early stage in the planning process to ensure that the proper financial procedures are followed and that any required safeguards are in place. The Trip Leader will ensure that parents have early warning of additional costs associated with the trip, normally by way of an email sent out well in advance of when the trip is to take place. Permission will normally be sought to add the cost of the trip to the school bill.

### **Insurance**

The School has a standard insurance which provides worldwide cover and has a winter sports extension. The Trip Leader must check with the Bursar's Department whether any additional cover is needed, together with cost implications, before the parents' information letter is sent out.

## **6. Communications / Documentation**

**Letter / Consent Form:** Parents will be informed in writing as to what the trip involves and they will usually be required to sign a consent form.

**Meeting:** An explanatory meeting may be held for parents if the Trip Leader feels that this is appropriate before residential trips.

**Itinerary:** A detailed itinerary will be sent home before residential trips.

### **Summary of information about participants on a trip**

This will be completed in respect of all participants in any visits/trips. Copies will be distributed as follows:

- All detailed information to be left with the School Contact (for Residential or out of hour visits).
- A copy of participants (staff and pupils) left with the junior school secretary and on the Staffroom notice board.

## **7. Guidance for staff during the visit or activity**

Primary responsibility for the safe conduct of the visit rests with the Trip Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. She/he may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Setting agreed times and locations for checking pupils when they work.
- Enforcing expected standards of behaviour.
- Looking after - or reminding pupils to look after - valuables
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

## **8. Evaluation and Review**

- The Trip Leader will provide an evaluation of the trip, noting any particular issues and any modifications for the future. This should allow the best use to be made of opportunities available, ensure future trips run smoothly, help to resolve problems encountered and show where additional training would be helpful.
- Policies and procedures will be reviewed regularly by the Leadership Meeting and staff leading specialist trips to ensure that reflect current regulations and best practice.

<b>Date of last review:</b>	<b>September 2016</b>
<b>Person responsible:</b>	<b>Head Teacher</b>
<b>Review group</b>	<b>H &amp; S Committee</b>
<b>Approval group</b>	<b>General Committee</b>
<b>Date of next review:</b>	<b>September 2019</b>

*Note: This policy will be checked and updated, on an annual basis, for matters of fact and process.*

## A1 Emergency procedures for educational visits

### 1 Guidance notes

The Leadership Meeting (LM) has agreed the attached procedure if there is a serious incident or accident on a school trip, at home or abroad.

The main element is to ensure that there is a swift and appropriate response in the unfortunate event of a serious incident and all staff taking trips or holding a senior position back at base are asked to keep them in mind at all times.

Should the school be notified of an incident, the contacted member of LM will decide whether a presence is required at the location.

One member of the LM will remain at school to deal with enquiries, the press and so on, whilst the remaining members of the team will need to be available to run the school, organise counselling, etc.

It is important that the students are made aware of what to do in the case of emergency and if something renders the members of staff unable to react. The emergency card should be given to all students to carry at all times.

On return from a trip, the office should be informed of the safe arrival of the party.

### 2 School trip emergency procedures

#### *Who will take charge in an emergency?*

The Trip Leader with the school party will normally take charge in an emergency. The Trip Leader will ensure that emergency procedures are in place and that back up cover is arranged. The Trip Leader should liaise with the representative of the tour operator if one is being used.

The Trip Leader will communicate with the designated contact in York for the school party. The School Contact's main responsibility is to link the group with the Head, Senior Staff and the parents. The named person should have all the necessary information about the visit.

### 3 Emergency procedures for the Trip Leader

If an emergency occurs on a school visit the following action should be taken.

- (a) Establish the nature and extent of the emergency as quickly as possible
- (b) Summon the emergency services
- (c) Establish the names of any casualties and get immediate medical attention if necessary
- (d) Ensure that all the group are safe and looked after
- (e) Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures
- (f) Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- (g) Notify the police if necessary
- (h) Notify the British Embassy/Consulate if an emergency happens abroad

- (i) Inform the School Contact. The School Contact number should be accessible at all times during the visit
- (j) Details of the incident that need to be passed on to school should include; nature; date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; actions taken so far; action yet to be taken (and by whom);
- (k) Notify insurers, especially if medical assistance is required (the School Contact can be used to do this)
- (l) Notify tour operator
- (m) Ascertain telephone numbers for future calls. Mobiles may be subject to technical difficulties and should not replace usual communication procedures.
- (n) 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.
- (o) No-one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact in the home area.
- (p) No-one in the group should discuss legal liability with other parties

#### 4 Emergency procedures for School Contact

- (a) Prior to the visit, the name and school/home/mobile telephone numbers of a School Contact should be identified. It is advisable to arrange a second School Contact as a reserve.
- (b) The Head and Trip Leader should bear in mind that the contact line may become busy in the event of an incident and that alternative numbers to ring would be useful.
- (c) If an emergency occurs the main consideration for the School Contact to consider include:
  - (i) Ensuring the Trip Leader is in control of the emergency and establishing if any assistance is required from the school base
  - (ii) Contacting the Head/Deputy Head and liaising with them.
- (d) It is a priority that the Head/Deputy or School Contact speak personally to the parents of any student who has suffered injury or mishap
- (e) Contacting parents. Detail 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 parents. Parents should be kept as well informed as possible at all stages of an emergency. Contact must be well established even though with modern technology news may already have broken.
- (f) The School Contact should act as a link between the group and the Head/Deputy Head/Leadership Meeting and arrange for the group to receive assistance if necessary. The Head will contact the Clerk of Governors.
- (g) A full record of the incident must be kept
- (h) If a serious incident occurs, the School Contact should liaise with the designated media contact (Head/School Development Director) as soon as possible. In the event of an emergency all media enquiries should be referred to the media contact. The name or names of any casualties should not be given to the media.

#### 5 After a serious incident occurs

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other students or staff in the school have been affected. In some cases reactions do not come to light immediately. Schools in this situation have found it helpful to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.