



Expectations of Students and Staff during School Visits

At Redden Court School we are keen to offer students a wide and enjoyable experience and school visits can be a valuable part of this experience.

We believe that a school visit should aim:

- to promote the development of students and an appreciation of all that the environment can offer
- to help students to learn a sense of community, good fellowship and unselfishness and develop their Social, moral, spiritual and cultural education.
- to allow students to spend a planned visit safely, intelligently and happily
- to help students to gain in initiative, resourcefulness and self-reliance.

During school visits staff make a considerable commitment for all the organisation and have responsibility for the students. It is, therefore, very important that we are confident that all our students will respond in a positive and appropriate manner when on any school visit. In order to ensure that all students and staff have a rewarding, enjoyable and safe visit, we set out the following expectations.

Students are expected to:

- show respect to themselves, others and the environment at all times (e.g. to be reliable, courteous and trustworthy, and to respect local customs and traditions)
- behave in a way to ensure the safety of themselves and others at all times
- follow instructions and guidance from staff and other people in authority (e.g. guides, coach drivers, police etc.)
- have, and use, suitable equipment/kit when required (as specified prior to the visit), be fit to take part in the visit and inform staff of any specific medical conditions
- report any injury, illness or incident immediately to a member of staff
- have suitable funding for the purchase of food/drink, admission charges or incidental costs (as specified prior to the visit)
- promptly follow the correct procedures in the case of an emergency (as explained by staff prior to, and at the start of, a visit).

Staff and Volunteers are expected to:

- Remain professional throughout the visit setting a good example for our students.
- Follow instructions / guidance of the Visit Leader and Educational Visits Co-ordinator (EVC).
- Be on call 24/7 during residential trips
- Promptly follow the correct procedures in the case of an emergency (as per instructed by the EVC).



- On any school visit, when on duty, not drink alcohol or smoke where they are responsible for our students, i.e. day trips, residential, prom etc.
- Not take drugs on any visit other than for medicinal purposes.

STAFF INFORMATION

When planning a visit, whether it is a day visit or a residential, staff must follow the procedure listed below:

1. DEPARTMENT / FACULTY PROPOSE VISIT
2. DISCUSS PROPOSAL WITH LINE MANAGER
3. CHECK WITH SCHOOL DIARY HOLDER (CM)
4. DIARY HOLDER WILL TAKE TO SLT FOR APPROVAL
5. VISIT ORGANISER TO BE GIVEN ACCESS TO EVOLVE WEBSITE AND ENTER RELEVANT DETAILS (CHECK TRAVEL ARRANGEMENTS/ STUDENT:STAFF NUMBERS / INSURANCE ETC WITH EVC)
6. EVOLVE TO CONFIRM ALL NECESSARY ARRANGEMENTS ARE SUITABLE AND ANY AMENDMENTS MADE
7. PASSPORTS AND EUROPEAN HEALTH INSURANCE CARDS (EHIC) (IF trip is to EU country or passing through EU country) ARE TO BE COLLECTED PRIOR TO ANY TRIP OUTSIDE THE UK
8. STAFF TO COLLECT SCHOOL MOBILE PHONE, FIRST AID KIT AND EPIPEN/MEDICATION PRIOR TO THE VISIT, WHICH IS AVAILABLE FROM STUDENT SERVICES. THERE SHOULD ALWAYS BE TWO EPIPENS ON A TRIP (ONE WITH THE STUDENT AND ONE WITH STAFF)
9. ENSURE ALL ADULTS ON THE TRIP ARE PROVIDED WITH COPIES OF THE PAPERWORK INCLUDING RISK ASSESSMENT, MEDICAL NEEDS, NUMBER FOR THE SCHOOL MOBILE, PARENT/CARER EMERGENCY CONTACT DETAILS AND CARE PLANS (if applicable)
10. HAND IN STUDENT REGISTER TO STUDENT SERVICES ON DEPARTURE AND STAFF ATTENDING MUST SIGN OUT AT RECEPTION
11. ISSUE ALL STUDENTS WITH A PANIC CARD DISPLAYING THE SCHOOL MOBILE NUMBER
12. HAND IN TRIP REGISTER ON RETURN TO SCHOOL AFTER STUDENT DISMISSAL

Any questions should be referred to Caroline Morris

Standard Risk Assessment for Educational Visits

The following outlines the school standard practices and procedures that will be followed in order to ensure safety whilst on educational visits and activities involving students being taken out of school. Staff taking students out of school should be familiar with this document and, prior of the visit or journey, and review it in light of their arrangements. An event specific risk assessment (ESRA) will be completed for any deviations or omissions from the following or where students will be exposed to



risks and hazards which are not included. You should use the event specific risk assessment (ESRA) to record students medical needs, special education needs, dietary requirements and behaviour issues.

General Controls for Any Visit

Group Leaders must be aware of and follow the 'Any Educational Visit' Standard Procedure and the 'Transport' Standard Procedure and will follow any centre/provider specific emergency procedures.

A pre-visit will be undertaken (where possible) by the group leader(s) and enact a 'plan B' where initial plans may not be possible.

Where possible, plan alternative transport or routes should a problem arise.

No student is taken on a visit who has not returned a completed consent and medical information form.

Group Leaders, Staff and students meet before the visit to discuss arrangements, particularly those relating to safety.

Any volunteers accompanying the visit must be DBS checked and approved by SLT. Governors are classed as staff for the purpose of the ESRA and the EVOLVE form and should be included in any meetings and arrangements for the visit.

Students are briefed before leaving school with particular reference to safety and behaviour expectations.

Students are checked for unsuitable dress, both in terms of safety and dress which might attract unwanted attention.

Head counts are conducted thoroughly and accurately throughout the visit.

Staff are allocated specific responsibilities as appropriate to the visit (i.e. First Aid, Medication, manning the Meeting Point, life saving role where swimming is allowed etc.).

For visits of more than one day, parents to be contacted via ParentPay and Twitter to confirm safe arrival and the approximate time of return to school on the final day.

A first aid kit and the school mobile phone are taken on visit.

An emergency plan is formulated in advance of a visit and all adults on this trip informed. The Headteacher should be contacted in the event of an emergency along with the necessary emergency services (if applicable).



Supervision covers 24 hours of the day and the minimum supervision recommended ratios are within the LA approved limits:

- Age 4 and under (Nursery) 1:6
- Age 5-6 (yrs 1 & 2) 1:6
- Age 7-10 (yrs 3 - 6) 1:15
- Age 11 – 18 (yrs 7 -18) 1:15 - 20

These may need to be revised by the school depending on the type of trip, the nature of hazards associated with the trip and the nature of the students attending (e.g. medical or behavioural issue) The revised ratio will therefore be based on the outcomes of the visit risk assessment and noted on the ESRA.

Consideration is given to Group Leaders and staff who may have to be awake throughout the night, along with suitable supervision cover.

Staff are only able to transport students in their own vehicle if they:

- Have business insurance on the car policy
- Have informed parents/carers of the students they are transporting
- Have two members of staff in the vehicle

Accommodation – Outdoor Residential and Indoor Residential

Group Leaders must be aware of and follow the 'Accommodation – Outdoor Residential' Standard Procedure or the 'Accommodation – Indoor Residential' Standard Procedure and will follow any centre/provider specific emergency procedures.

Pre-visit undertaken (where possible) to ensure the accommodation meets the needs of the group.

Accommodation rules or operating procedures, which are written, are agreed to minimise risks.

Appropriate supervision is arranged in advance of the trip.

Ongoing assessment by leader during visit.

Seasonal activity and extreme weather – refer to the exposure to weather section in the general trip standard procedure. Pre planning, equipment lists to group and parents, kit checked prior to departure.

IMPORTANT

Separate Event Specific Risk Assessments for activities and visits which are not covered by the school's Standard Procedures should be attached.



Useful advice and resources:

DfE - Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

Health and Safety Executive

School trips and outdoor learning activities tackling the health and safety myths

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

National guidance for the management of outdoor learning, off-site visits and learning outside the classroom

<http://oeapng.info/visit-leader/>

Lyme Disease Risk Assessment Checklist

<https://drive.google.com/open?id=0Bw6ijaGhMte3eHFORjRVOTIEQXM>

Review:

This policy will be reviewed every two years and amended as necessary.

Date of this policy: 1st September 2011

Date last reviewed: 1st June 2017

Next review date: 1st June 2019

Signature of Head Teacher:..........Date: 24/6/17

Signature of Chair of Governors:..........Date: 1/7/17

