

# **EDUCATIONAL VISITS**

## **Ref: C20**

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**Date: June 2018**

**Ratified by Governing Body: July 2018**

**Frequency of Review: Every Three Years**

**Policy Review Dates:**

<b>Date</b>	<b>Changes made</b>	<b>By whom</b>
July 2021	Added information regarding COVID-19 on page 2	ARR
	'Interim Executive Board' replaced with 'Governing Body' on page 3	ARR
July 2024		

# **SAFEGUARDING, HEALTH AND SAFETY OF PUPILS ON EXTERNAL SCHOOL ACTIVITIES**

Where external school activities are offered directly under the supervision or management of school staff the school's safeguarding arrangements will apply.

## **1. Context**

We believe that external school activities are an integral part of the curriculum and learning experience for every pupil. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes the Grange School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities and to examine the concept of trust.
- Improved achievement and attainment across a range of curricular subjects.
- Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at Grange School is to ensure that all visits are safe, educational and enjoyable.

**Grange School will adhere to national government guidelines regarding COVID-19 rules and regulations at the time of the planned trip**

## 2. Application

Any educational activity that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

## 3. Roles and responsibilities

**Visit leaders** are responsible for the planning of their visits; they should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders will be expected to produce an outline lesson plan and risk assessment which takes account of the detail and risks associated with the visit, using the agreed school proforma. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

All risk assessments must be seen by the EVC and signed by a member of SLT at least 48 hours beforehand in the case of visits/activities that are part of the normal curriculum and take place during the normal school day, and one week beforehand in the case of other non-residential visits within the UK that do not involve an adventurous activity to check all risks are actioned.

First aid provision will be included within the risk assessment for any educational visit. At least one member of the supervisory staff undertaking the educational visit will be a competent First Aider who will be given the responsibility to take charge of first aid arrangements and equipment.

The visit leader is responsible for ensuring a mobile phone, first aid kit and pupil medication/medical equipment are taken on the visit. It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed to inform the Headteacher, EVC and parents.

**The Educational Visits Coordinator (EVC)** will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice, on visit related matters and will check final visit plans which can be signed and agreed by any member of the SLT. *The EVC at Grange School is Stuart Harris.*

**The Work Experience Coordinator** is responsible for securing, risk assessing, supervising and evaluating work placements for pupils.

**The Head Teacher** has responsibility for authorising all visits and placements, and for submitting those that are overseas, residential or adventurous to the school's insurers to gain approval.

The **Governing Body** will be aware of the Safeguarding, Health and Safety of Pupils on External School Activities Policy and will ensure it is reviewed annually. Notice of all residential visits and activities is given in the Head teacher's report to governors, together with a broad overview of the destination, activities, participating staff and students. A named governor will sign on behalf of the Governing body to say they have seen and raised any issues with the EVC co-ordinator or headteacher.

**Health and Safety Advisor** – the school commissions additional healthy and safety advice and oversight; plans for all visits that are either overseas, residential, and/or involve an adventurous activity are approved by the commissioned health and safety officer two weeks before the visit takes place.

#### 4. Types of External School Activity and Approval

There are four types of external school activity:

- **Visits/activities that are part of the normal curriculum and take place during the normal school day.**  
These are risk assessed by the visit leader using the standard school proforma and are approved by a the educational visits co-ordinator at least **48 hours** before the visit is due to take place. These will be signed off by the co-ordinator by **9.30am** on the day of the visit.
- **Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc.**  
These are risk assessed by the visit leader, taking account of the venue risk assessment if available, using the standard school proforma and are signed by a member of SLT at least **one week** before the visit is due to take place. Wherever possible a planning visit to the venue is advised.
- **Visits that are overseas, residential, or involve an adventurous activity.**  
These are risk assessed by the visit leader, in conjunction with the educational visits coordinator, and approved by the Headteacher, a commissioned health and safety officer and appropriate members of the governing body. The school insurers will be informed of the visit or residential.
- **Work experience or placement**  
These are risk assessed by the work experience coordinator to ensure that pupils who are accompanied or working independently are safe in the working environment and on transport. EVC co-ordinator will ensure regular monitoring.

#### 5. Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the school will check and ensure that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales; this arrangement may be subject to change in the future.

## **6. Visits involving contact with animals**

Visit leaders must take account of the guidance and advice given in 'Preventing or controlling ill health from animal contact at visitor attractions'. The subsequent risk assessment must reference actions taken in relation to the guidance.

## **7. Work Experience Placements:**

All potential work placements will be assessed according to the risks posed by the physical workplace environment, contact with personnel in the workplace, contact with the public and travel to and from the work place.

Prior to a work placement starting a health and safety assessment will be completed by the Work Experience Coordinator and work place manager. If the risks posed can be mitigated then the placement will go ahead, a risk assessment plan will be drafted by the Work Experience Coordinator and approved by an appropriate member of SLT. Risk assessments will take account of existing workplace risk assessments. Changes to the work placement will necessitate a new risk assessment plan.

Where pupils are placed on independent work placement an identified member of the workforce, agreed by the workplace management, will act as mentor and be responsible for carrying out the RA plan. That person will sign to confirm their acceptance of this responsibility. The plans for work placement will be explained fully to parents who will also sign to give their approval and agreement for the placement to go ahead.

Where pupils are to travel to the workplace independently they will be experienced, effective independent travellers and will undergo further travel training as necessary to ensure that they are familiar with the journey.

## **8. Parental consent to off-site activities**

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Parents are asked to sign a "one-off" consent form when their child enrolls at the school. This will cover a child's participation in curriculum related off-site activities throughout their time at the school. Further written consent will be sought for activities that need a higher level of risk management or those that take place outside school hours. These include adventure activities, off-site sporting fixtures outside the school day and residential visits. Parents will be told in advance of off-

site activities and will be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

## 9. Emergency procedures

*A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit/activity leadership team.*

Visit leaders are required to take account of the Governing body critical incident policy and school emergency plan to deal with a critical incident during a visit. All staff participating in off-site visits are required to make themselves familiar with the risk assessment and emergency plan prior to a visit. All school staff involved in off-site visits are given regular training to ensure that they know and understand the school's emergency plan and procedures.

Where an emergency or critical incident occurs on a school visit the visit leader, deputy leader, or other staff member in their absence, will contact the Head Teacher or SLT immediately giving details of the critical incident, the location of the visit party and details of immediate emergency intervention. The Head Teacher or Deputy Head teacher will lead the School Emergency Management Team (SEMT) response, following the steps outlined in the School Emergency Plan, and accessing local support from Manchester City Council Schools Major & Significant Incident Management Framework, where appropriate.

The chair of the Interim Executive Board will be informed, as appropriate, and may join the SEMT.

## 10. Food

If the out of school activity takes place over lunch time the school will provide a packed lunch for pupils who normally have school meals. Pupils who normally bring their own lunch are invited to do so. No nuts or fizzy drinks should be included in packed lunches. **Food should not be shared with other children due to health and safety and the risk of allergies.**

## 11. Supervision

The majority of off-site educational activities will be led by a teacher, although higher level teaching assistants may lead visits for a group of pupils by agreement with the SLT. Individual pupils may be accompanied by a TA1 under the supervision of a teacher.

The risk assessment for an activity or visit will allocate named staff to named pupils/groups of pupils. Staff will supervise their named pupils throughout and will be responsible for ensuring that the detail of the risk assessment and planning is adhered to. It is important to have a sufficient ratio of adult supervisors to pupils. Whatever the length and nature of the visit, regular head counting of pupils should

take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

Prior to the visit copies of all risk assessments and lesson plans will be given to staff and volunteers who have the responsibility of fully apprising themselves of the plans and following them throughout the visit.

Visit leaders have the responsibility to undertake a dynamic risk assessment as the visit progresses, amending the plan as necessary and communicating this to all staff on the visit team.

**This policy takes account of the advice and guidance provided in the following documents:**

[www.gov.uk/government/publications/health-and-safety-advice-for-schools](http://www.gov.uk/government/publications/health-and-safety-advice-for-schools) (2014)

<http://www.visitmyfarm.org/component/k2/item/339-industry-code-of-practice>

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

<http://www.nottinghamshire.gov.uk/planning-and-environment/emergencies-and-disruption/school-emergencies>

[http://www.manchester.gov.uk/schoolhub/info/76/health\\_and\\_safety](http://www.manchester.gov.uk/schoolhub/info/76/health_and_safety)

**Manchester City Council Schools Major & Significant Incident Management Framework**

**Manchester City Council Guidance on Educational Visits**