

PRIORY SCHOOL

Health and Safety of Students on Educational Visits Policy

This document summarises the advice contained in the DfEE (now DCSF) Good Practice Guide entitled *Health and Safety of Pupils on Educational Visits*. The advice given is that which is particularly relevant to the type of educational visit commonly arranged by the school.

Approval for Visits

There should be a written procedure for arranging visits, which tutors should follow. The Principal's agreement must be obtained before a visit takes place.

Principal's Responsibility

It is the responsibility of the Principal to:

- Ensure adequate Child Protection procedures are in place.
- Ensure a risk assessment has been completed and appropriate safety measures are in place.
- Appoint a suitable group leader.
- Obtain parental consent forms
- Arrange adequate first-aid provision.
- Ensure an appropriate mode of travel.
- Advise travel times out and back, including pick-up and drop-off points if applicable (and contingency plan for delays).
- Arrange adequate insurance cover.

These tasks are normally delegated to the School Administrator who is a trained First-Aider and who takes on the role of an Educational Visits Co-ordinator (EVC).

Risk Assessment

A risk assessment should be completed by the *group leader* before the visit, and should be approved by the EVC. The risk assessment must involve a prior visit to the location of the activity, even if overseas, unless there is prior knowledge or experience of the location and no material change has occurred to the knowledge of the EVC since. The risk assessment need not be complex, but should be comprehensive enough to include an assessment of the health and safety precautions taken by third parties (e.g., transport companies, activity centers) on which the trip is dependent. It should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place 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?
- Is a suitably stocked first-aid box available?

Group Leader's Responsibility

It is the responsibility of the group leader to ensure that:

- There is a ratio of 1 adult to 10 students, with a higher ratio the younger the age group
- Supervision of the behaviour and actions of students should be provided from the formal start of the visit to the formal end of the visit. These formal times will be reported to parents in advance. If students are given 'unsupervised' time during a visit they should be

informed clearly of a reporting back time and parents should be informed that there may be some unsupervised time and the location of that if it differs from the main location of the visit.

- If students are under 16 and the group consists of both males and females, then one male and one female adult should accompany the group. Accompanying adults who are not staff must have undergone an Enhanced CRB check unless the contact falls outside the frequency limits set by the DCSF in guidance (currently January 2010 where contact is “weekly or more”).
- All adult supervisors must understand their roles and responsibilities at all times. Supervisors should be aware of any students who may require closer supervision, such as any with special needs or those likely to cause trouble.
- Head counts should take place regularly, particularly before leaving any venue.
- That they have a ‘plan B’ to cover all eventualities.

Information to Parents

The following information should be given to parents:

- Date(s) of the visit.
- Visit’s objectives.
- Time/location of departure.
- Time/location of return.
- Details of any unsupervised time.
- Pick-up and drop-off points, if appropriate.
- Mode of travel including the name of any travel company.
- Name, address and telephone number of any hotel, activity centre or other overnight accommodation.
- Size of the group and the level of supervision.
- Name of the group leader and other staff and mobile phone numbers if needed
- Standards of behaviour expected if beyond or above standard disciplinary rules
- What students should/should not take (including money, mobile phones and other digital equipment, clothing, footwear)?
- Details of insurance cover if different from current school cover (Ecclesiastical Insurance)

Transport Legislation

The EVC should satisfy himself that all travel arrangements are suitable. Coaches and minibuses if not school buses must be hired from reputable companies, known to provide fully stocked first-aid boxes. The driver is responsible for the vehicle during the visit. All minibuses and coaches carrying students *under 15* must be fitted with a seat belt for each child. All students must be told to wear their seat belts (and be checked that they are) by the group leader at the start of each part of the journey.

Insurance Cover

Insurance cover should include:

- Employer’s liability.
- Public liability.
- Personal accidents cover for teachers and students.
- Costs of medical treatment.

Emergency Procedures

If an accident happens the priorities of the group leader are to:

- Establish the nature and extent of the accident as quickly as possible.
- Ensure that the entire group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Inform the police if necessary.
- Inform the school and anyone else who needs to know. The EVC and Principal will normally be responsible for making first contact with parents and the school's insurers but the group leader may need to be informed of relevant telephone numbers for future calls.
- Write down all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts during and after the incident.
- Complete an accident report form as soon as possible.
- Ensure no-one in the group speaks to the media and no names are given to the media. All contact is to be with the EVC at the School office
- Ensure no-one discusses legal liability with other parties unless fully authorized by the Principal to do so

[Advice on organising educational visits can be found in the DCSF's 1998 good practice guide Health and Safety of Pupils on Educational Visits.](#)

A three-part supplement to the good practice guide was produced in 2002:

- [Standards for LEAs in Overseeing Educational Visits](#) sets out the functions of the educational visits co-ordinator in schools and the levels of risk management that Local Authorities and schools could use.
- [Standards for Adventure](#) is aimed at the teacher or youth worker who leads young people on adventure activities.
- [A Handbook for Group Leaders](#) is aimed at anyone who leads groups of young people on any kind of educational visit. It sets out good practice in supervision, ongoing risk assessment and emergency procedures.
- [Group Safety at Water Margins](#) is aimed at anyone who organises learning activities that take place near or in water, such as a walk along a river bank or seashore, collecting samples from ponds or streams, or paddling or walking in gentle, shallow water.

Authorised by the Principal & Proprietor E J Matyjaszek BA (Oxon)

Effective date of this policy

January 1st 2010 (reviewed and renewed each year)