

BASTON HOUSE SCHOOL



Offsite Visits Policy

Visits off site can provide excellent opportunities to broaden learners' experience and enrich the curriculum. To be effective and safe visits need thorough planning; a shared understanding of arrangements, objectives and expectations; and appropriate preparatory and follow-up work in school. The leader and accompanying adults should also be aware of their duty of care while acting in loco parentis. Detailed guidance is given in the DfEE document HSPV2 'Health & Safety of Pupils on Educational Visits.

Visits at Baston House School are planned with clear and relevant objectives for the learners involved. All learners are included in offsite visits unless there are extreme extenuating circumstances that prevent this.

The Principal has overall responsibility for all offsite visits. For all visits, the Principal and relevant departmental EVC (Educational Visits Co-ordinator) should be consulted at an early stage on the outline proposals using the Visit Form 1. (See Appendices for forms and details of information/processes required for visits) The visit leader will then need to be in receipt of a completed Visit Form 2 from the Principal before firm arrangements can be made.

The next stage is that a thorough risk assessment is undertaken by the visit leader. See Visit Form 3 for details of what is required within the risk assessment and Visit Form 4, the Risk Assessment Action Plan.

Visit Form 5 (Consent for School Visit) must be sent to parents/carers and received completed before a child may take part in the visit.

Visit Form 6 (Summary of Information about Pupils and Adults participating in a visit) must be completed in duplicate, one copy being taken on the visit by the leader, the other being left with office staff.

Visit Form 7 (Emergency Procedure/Contact Information) must also be completed in duplicate, one copy for leader, one for the office.

Pupils' individual details, including medical needs, must be taken on all visits.

Should swimming be the activity/one of the activities being undertaken, Forms 8 and 9 must be sent/completed before the visit can take place.

The visit leader should complete Form 10 (Evaluation of Visit) within 2 days of return from the visit.

After the visit, all forms should be collated and stored in the central Visits File in the school office.

The visit leader can either be a member of the teaching staff or an experienced teaching assistant. Ratios of adults to learners will vary according to age and individual needs of each group, the location of the visit and the experience of the visit leader. A travelling first aid kit should be taken on all visits. Appropriate provision should be made for children with special medical needs, e.g., asthma sufferers should carry inhalers.

A folder should be compiled by the visit leader which includes learner contact numbers, consent forms including any special dietary and medical requirements and group lists showing which adult is responsible for each group, and a copy of the Emergency Procedure/Contact Information Form. A mobile phone should be taken on every visit out of school, and left switched on so that contact can be maintained from school. All accompanying adults must be briefed prior to departure.

Visit planning must be flexible enough to accommodate changes. Timings should allow for unforeseen events, and contingency plans should include alternative routes. Action in the case of emergency should as far as possible be pre-planned, with reference to the Emergency Procedure/Contact Information form.

Transport arrangements should ensure that each learner and adult has their own seat and seat belt. The visit leader is responsible for checking that seat belts are correctly fastened and adjusted for each learner prior to moving. Seat belt wearing is compulsory when transporting any of our learners. Child booster seats and safety seats should be used where appropriate.

The driver is responsible for checking the condition of the vehicle and tyres prior to each journey and making sure that there is sufficient fuel at the end of the journey. All minibus drivers must have fulfilled the criteria according to the LA policy. If staff are transporting learners in their own vehicle, the vehicle will need specified business car insurance.

At all times during a visit the leader should ensure that each adult knows for which learners they are responsible and the extent of their responsibility. Each learner must be aware who has responsibility for him/her in all circumstances and be aware of emergency procedures if lost or separated from the party. Some learners may require a wrist band or badge detailing school contact details. Regular head counts will be necessary at transfer times during the visit.

Visits arrangement procedure

- 1: Contact Principal and appropriate departmental Educational Visits Co-ordinator (EVC) to discuss proposed non-adventurous local visits at least three weeks prior to visit.
- 2: Contact Principal and appropriate departmental EVC to discuss proposed adventurous, residential, near water or abroad visits at least eight weeks prior to visit.
- 3: Ensure completion of all relevant forms.

- 4: On departure the leader must ensure that the School Office has up-to-date information on all pupils/adults participating in the visit and that emergency contacts are organised.

Emergency Procedure

Sequence of action if a group member is taken ill or has an accident:

- a) establish the nature and extent of the emergency;
- b) ensure the other members are accounted for and safe;
- c) establish the extent of any injuries, check health care plans and give first aid;
- d) confirm the name(s) of the injured and call emergency services(s);
- e) inform other staff of the incident and action being taken;
- f) ensure casualties are accompanied to hospital by an adult from the party;
- g) ensure adequate supervision for the rest of the party and arrange for their return to base;
- h) arrange for one adult to remain at the incident if appropriate to liaise with emergency services or others;
- i) control access to the mobile or other telephone until contact has been made with the Principal or Senior Manager and the emergency contact point and all relevant information has been given, including the contact telephone number; have alternative telephone numbers for 'home' and 'off-site' communication in case other lines become jammed;
- j) for the Principal/Senior Manager: (i) contact parents (ii) act as liaison between all parties;
- k) for party members: do not discuss the incident with the media (this will be dealt with through the Principal)
- l) for the party leader (and other staff if appropriate): record all relevant details as soon as possible in incident book - including names/addresses of witnesses; keep associated equipment in its original condition.
- m) It is important that (i) legal liability is not discussed or admitted and (ii) all incident forms are completed and contact made with (e.g.) insurers and/or the Health and Safety Executive (HSE).

(updated 29.07.10 for Autumn 2010)

Review due autumn 2011#