

Hopewell School aims to provide all pupils, subject to risk assessment, with a variety of high quality learning experiences outside the classroom.

### **Roles and Responsibility**

The school has identified the following staff to co-ordinate all off-site activities:

- Milosz Koscielny
- Cliff Skinner

### **The functions of the EVC are to:**

- Liaise with the Headteacher to ensure that educational visits meet the statutory guidance.
- Ensure that the risk assessments have been carried out and recorded.
- Assign competent people to lead or otherwise supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit.
- Liaising with the Headteacher to ensure the DBS barring is in place as necessary for all staff and volunteers.
- Ensure that the consent of all parents/carers has been sought and provides full details of the visit beforehand.
- Keep records of individual visits including reviews, reports of accidents and 'near misses'.
- Review systems and, on occasion, monitor practice

### **Visit leaders are responsible for:**

- Planning the visit.
- Informing parents/carers and seeking consent.
- Risk assessments
- Arranging transport and additional insurance where required.
- Financial arrangements
- Obtaining approval
- Making sure that all accompanying adults understand their roles and responsibilities.

### **Transport**

Every journey will be risk assessed as well as the out of classroom activity.

- Travel by minibus. In order to transport pupils drivers must hold a D1 category on their licence and have passed an approved training course (MIDAS). There should be

at least one other adult accompanying the driver to supervise pupils on the journey.

- Travel by car. The car insurance policy must cover the carrying of pupils in a car. As a rule there should be a driver and an accompanying adult to supervise pupils on the journey. Pupils should be risk assessed before being transported by car. Seat belts must be worn. Pupils up to 135cms in height (or 12<sup>th</sup> birthday whichever they reach first) must use the appropriate child restraint. If multiple cars are used on a journey all drivers of all vehicles must be informed of the route.
- Travel by public transport. All adults should have full knowledge of routes and timetables for the journey. A contingency plan should be made in case of missing public transport, the need to transport a single child home or back to school, etc.

(Please consult Driver and Vehicle Policy for further information.)

### **Safeguarding**

Staff will ensure that any equipment, tools and activities are properly risk assessed and incorporate safe procedures including formal risk assessments for young people.

Pupils will be taught the skills to develop their knowledge and awareness about keeping themselves and others safe. This will be differentiated by age and ability.

### **Risk Assessments**

School should ensure that risk assessment procedures are in place. Individual pupil risk assessments are current and in place (if required/necessary).

### **Pre-Visits**

It is good practice for visit leaders to carry out a pre-visit where and when possible.

### **Volunteers / Paid Coaches**

- The visit leader should check that outside agencies running courses are fully qualified to do so or are allowed to run activities under the supervision of a qualified teacher.
- The Headteacher should ensure the leader checks that appropriate volunteers / paid coaches hold relevant DBS checks and have completed appropriate training e.g. safeguarding
- Visit leaders should ensure that volunteers and paid coaches are aware of their roles and responsibilities.

### **Records**

- The visit leader must write up any near misses or accidents on an 'Incident Report' as soon after the incident as reasonable.
- The EVC must check that all pupil medical forms are copied and available to be taken out on trips with the visit leader.

### **Communications**

- Group leaders should provide full details of the visit beforehand (by letter) so that parents can consent or refuse consent on a fully informed basis. Consent forms should include date, time, place, cost, clothes/kit list, money, equipment required,

travelling arrangements (for travelling to and returning from visit), contact information, and reason for visit.

- Arrangements for after hour emergencies should be specified where appropriate.
- Post visit communication should be sent where necessary.
- All accidents must be reported and recorded in the accident book. Parents and carers must be notified of all accidents.

### **First Aid**

- Each vehicle used to transport pupils must carry a First Aid Kit.
- Medical forms should have current information (updated regularly) and be taken on all visits.
- Medication arrangements must be agreed and detailed (safe keeping, who will administer, when and how much).

### **Supervision**

- Ratio of staff: pupils will be determined by type of visit, risk assessments of pupils and adequate staff to provide back up and/ or return pupils to home or school as necessary. Safety is the priority. A mobile phone should be taken and used to inform the school, parents, and staff, of changes to the plan. However staff should be aware that there might not be coverage.
- Adequate supervision must be given at all times (the most risk occurs in free time and downtime when the activity has finished).
- All group leaders and staff involved have a duty of care. Pupils should be spoken to regarding expectations of safe behaviour following instructions etc before visits.
- Refer to Behaviour Policy in the event of behaviour difficulties

### **Insurance**

Hopewell School is insured against its legal liability should a child be injured while in our care. However if parents/carers wish they may arrange additional insurance cover. It may be advisable, in certain circumstances, for the school to take out additional insurance for residential visits.

### **Emergency Procedures**

All emergency procedures must be in place in case of a major incident on an educational visit. All procedures must be discussed and reviewed by staff. Parents, pupils, and accompanying staff must understand these procedures. Contact numbers should include that of the parents/carers and at least two school contact numbers e.g. Deputy / Assistant Head. These staff should be contactable and available for the full duration of the visit. It is their responsibility to inform parents quickly about any incident. There should also be a contingency plan in place in the event of car breakdown or accident e.g. availability of backup staff.

### **Equal Opportunities**

All pupils, subject to risk assessment, are entitled to learning experiences outside the classroom. Consideration may have to be given to pupils with specific needs, such as access

and/or specific social, emotional and behavioural difficulties when compiling a risk assessment for a visit.

Policy Reviewed on: April 2017

Policy Reviewed by: Susan Mayo

Ratified by Governors: *Date to be confirmed*