

Introduction

The School recognises that visits and adventurous activities are an essential part of a child's development, helping them to learn about assessing and managing risk and to gain skills in leadership and team working. They also build self-esteem and allow children to experience a range of normal social experiences.

The safety of students and staff is always a priority of any policy relating to educational visits. It is the intention of School to provide a rich and varied range of high quality learning experiences in a safe and secure environment.

This document **MUST** be read in conjunction with:

- 'Safe Practice in Physical Education' – British Association of Advisers and Lecturers in Physical education (BAALPE).
- 'Health and Safety of Pupils on Educational Visits' (HASPEV) DfES
- The 3 part supplement to HASPEV
- 'RIDDOR 95': A Guide to Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995. HSE Books (L73)
- Rugby Portobello Trust Health & Safety Policy

Educational Visits Co-ordinator

The School will appoint a teacher who will take a central role in the careful planning and approval of the educational visit.

The Head teacher and trustees must adopt effective systems and processes for the planning and undertaking of any educational visits.

Approval of Visits

For certain categories of visit the Head teacher should obtain approval from the Trustees. For other types of visits the teacher should obtain approval from the Headteacher. Visits have been categorised into Type A and Type B visits.

Type a visits are those described as: educational, relatively low risk, off-site visits, up to **one day** duration. Clearly there is a whole range of visits which, although being categorised as Type A, have significant and different risks. The following table is designed to help in the detailed planning of Type A and Type B visits and to enable those seeking or giving approval to have a more precise definition of the activities being undertaken. Type A visits require the approval of the Trustees. However, such authorisation may be delegated to the Headteacher.

Type A1	Walk in the local environment with road crossings. Field studies in the local community. Walking in non-remote country using recognised paths.
A2	Walking, field studies or other activities in non-remote areas requiring transportation to the venue from school.
A3	Visits requiring multiple transport use e.g. use of bus and train, coach and ferry. Visits that require the group to walk through busy or unfamiliar town or city centres.
Type B	Educational visits on or near still or moving water. Visits involving Adventurous Activities. Visits including overnight stay or residential accommodation. Visits outside the UK

All **Type B** visits require the full approval of the Board of Trustees.

Planning Procedures

When planning educational visits, the following checklist **MUST** be referred to:

Visit objectives	Date, Duration, Venue
Visit Leader	Pupil Grouping and Staffing
Adult/Pupil Ratios	Costs
CRB Clearances	Exploratory Visit
Transport Options	Risk Assessment
Visit Leader's/Base Contact Checklists	Pupil Briefing
Information to Parents/Carers	Emergency Procedures
Parental/Carer Consent	Post Visit Evaluation

Competency

The Head teacher will ensure that the organisation, planning and leadership of a Type a visit should be within the capabilities of a teacher who has been assessed as competent to do so by the Head teacher.

Where there is any doubt about the type of visit, suitability of the venue or appropriateness of the educational objectives of the visit then advice must be sought from the Headteacher and/or Trustees.

Key Points When Considering an Educational Visit

Point	Response
Does the proposed visit have clear educational objectives and purpose?	
Could the same objectives be met on site?	
In what activities are the children and staff to participate?	
Does the visit require approval from the Trustees? If so, has approval been obtained?	
Are the proposed activities and venue appropriate for the age and experience of all children taking part?	
Have arrangements taken into account the special needs, abilities and dietary requirements of all participants?	
Has parental/carers consent been obtained?	
Is the Visit Leader a suitably experienced and qualified person?	
Are the student to adult ratios and leader to adult ratios within agreed limits?	
Have all appropriate risk assessments been carried out by the Visit Leaders and verified by the EVC?	
Have actions to minimise risks identified in	

Health and Safety of Pupils on Educational Visits

the assessments been carried out?	
Is the Visit Leader familiar with the venue and activities?	
Has a pre-visit inspection taken place, if appropriate?	
Do the proposed arrangements for charging meet the school's policy?	
Are transport arrangements appropriate to the activity / visit and to the group size and age?	
Have suitable emergency procedures been established?	

Timeline for Educational Visits

OUTLINE PLANNING

Objectives
Type of visit (A, B)
Venue, duration, date
Staffing

PLANNING

Venue suitability
Transport
Familiarisation
Staff roles, responsibilities
Risk assessments
Emergency procedures

FORMAL APPROVAL

Type A or B

PARENTAL CONSENT

Brief on:
Purpose, Dates, Venue,
Transport, Cost, Insurance,
Consent forms

TRANSPORT ARRANGEMENTS

Suitability, Cost, Breakdown procedures,
Times and Routes.

BRIEFING/INFO SHARING

Brief accompanying staff and adults:
Duties, Expectations, Times & Venues,
Responsibilities, Emergency proced.
Brief pupils:
Expectations, Information
Worksheets etc, Emergency proced.

FINAL CONSENT

Final check, Risk Assessment,
Action taken.

RETURN

Report safe return to appropriate
Contact, Brief Headteacher on any
Issues arising, Dismiss students

Health and Safety of Pupils on Educational Visits

Appropriately. Thank support staff
And volunteers.

FINANCE

Complete appropriate balance sheet.
Check all payments are complete.

EVALUATION

Complete post-visit report.

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