

Policy on Educational Visits

Immanuel College

March 2010

POLICY ON EDUCATIONAL VISITS

Colleagues wishing to lead a trip should initially discuss this with Ruth Solomons. Heads of Section, Head of Year 7, and the Second Deputy Head Master also need to be consulted regarding Vith Form timetable implications.

The form 'Proposal for School Visits' should be completed and signed, which necessitates reading carefully the information relating to this section in the Handbook. Before booking please ensure that HODs are consulted.

Please start making arrangements for visits at least one month ahead, and ensure that all letters to parents go through Elaine Essex in the School Office.

Once the visit has been approved, as well as carrying out thorough risk assessments, transport, food and costs need to be agreed with the bursary. Colleagues will also need to be notified.

Colleagues planning residential trips should discuss Kashrut, Tefillah and other related issues with Rabbi David Riffkin, Director of Judaism.

Please inform pupils that any food purchased on the school trip must comply with Kashrut regulations. Pupils are the ambassadors of the school when on trips. Therefore, when they are dismissed from the trip they should not go to a non-kosher restaurant or café. This applies in all circumstances, but this is especially important when pupils are wearing school uniform.

PLEASE READ THE INFORMATION REGARDING SCHOOL VISITS IN THE STAFF HANDBOOK AND CONSULT WITH RUTH REGARDING SAFETY

Group leader: Proposed date(s):
Class going (inc. Number of pupils): Number excluded?

Venue (**including mobile number of group leader and other contact details**)

Aims/objectives of visit:

Nature of Visit: (Include outline of proposed activities)

Cost involved (usually added to next term's bill – check with Bursar):

All coaches must be booked through the Bursar's office.

Time leaving school: Proposed time of return:

Food arrangements?
(Please order rolls in good time)

Accompanying staff:

Lessons pupils will miss:

HOD's Signature:
(If relevant)

I have discussed the visit with the Head of Section: { } Yes

Copy of proposed letter being sent to parents must be shown to Ruth. The letter needs to include the parental consent statement. (See example in attached letter)

I confirm that I have read section 'Educational Visits' in the College's Staff Guide.

Group Leader's Signature: Date:

.....
COMMENTS FROM RUTH SOLOMONS

Ruth's Signature: Date:

THE HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS

- All visits must be accompanied by a vigorous risk assessment.
- There should be a risk assessment in writing.
- A plan B should be available e.g. bad weather alternative, if a child is ill/misbehaves etc., problems with transport etc.
- A risk assessment by the manager of an organisation may be acceptable but the supervisory staff need to be briefed.
- For pupils with disabilities/possible behaviour issues, each activity needs to be risk assessed. Parents should be involved.
- The group leader has overall responsibility for pupils during the trip. They may make a decision to change the plans. They retain overall responsibility, even though staff at a centre may be directing activities.
- If there are two coaches or for example a Double Decker, then a Deputy leader may be necessary.
- ***Pupils should be instructed to wear seat belts and not to distract the driver.***
- Written consent should be obtained if a pupil is to be collected by a parent.
- Risk assessments should be carried out before every trip. We cannot rely on a risk assessment carried out in a previous year. It may be a case of simply writing to ask if there have been any changes since the last visit.
- Each supervisor should have access to First Aid. If there is a long trip, it is probably best to have a First Aider present.
- Pupils and supervisors should have their attention drawn to First Aid posts at large sites such as the Zoo, Thorpe Park etc.
- Pupils need to know what to do if they become separated from the group. The mobile telephone number of the group leader should be issued.
- College rules apply on all trips and safety is top priority for us. Pupils are expected to follow the instructions given either by a member of staff, or by a qualified instructor, and use the proper equipment. The College reserves the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, (or do not follow the school's behaviour code).

Staffing: a general guide is a minimum of 1 adult to every 15-20 pupils and for residential visits a minimum of 1 adult to every 10 pupils. More staff will be needed for adventure activities. Please consult with Ruth Solomons regarding staffing.

EDUCATIONAL VISITS: CHECK LIST FOR GROUP LEADERS

Please allow sufficient time to make all the necessary arrangements.

1. Discuss proposed visit with Ruth Solomons and relevant HOD/HOS.
2. Ensure that the date is acceptable to the teachers concerned.
3. Read the health and safety information relating the educational visits in the staff guide, and complete and sign the 'proposal for school visits' form. Ensure that a contact telephone number is provided.
4. Book coaches/other forms of transport through the Bursary. Colleagues should not give pupils lifts in their own cars without discussing the matter with the Bursar.
5. The Kitchen should be informed in good time and packed lunch ordered.
6. Devise a letter to parents, together with a permission slip and give to Elaine Essex in the General Office, who will advise regarding standard wording. She will also arrange for letters to be checked by SLT.
7. Discuss staffing arrangements and vetting procedures with Ruth Solomons and Nick de Carpentier.
8. For residential trips, arrange a meeting with Rabbi David Riffkin to discuss kashrut, tefillah and staffing arrangements.
9. Arrange to meet with the relevant HOS to discuss medical and other needs of pupils going on the trip.
10. Ensure that you will have access to a first aid kit.
11. Produce a written risk assessment and obtain a risk assessment obtained from the organisation being visited. Attach the programme for the visit and a list of activities that pupils will be involved with. These activities need to be risk assessed, particularly in the case of adventure activities.
12. Organise pupils into groups and allocate to a supervisory adult.
13. Brief supervisors and ensure that they are aware of the emergency procedures.
14. Brief pupils and inform them that any food purchased must comply with kashrut regulations.
15. Inform Ruth Solomons or a member of the SLT if travel arrangements change during the trip or if any individual travel arrangements have been agreed in advance. If alternative arrangements have been made to meet a pupil, ensure that there is a way of establishing contact with a pupil, should there be an unavoidable delay.
16. Carry the emergency contact numbers and emergency procedures.
17. During the trip there should be ongoing risk assessment and a plan B devised in advance.

Please also see Group Leader's responsibilities that follow:

THE GROUP LEADER'S RESPONSIBILITIES

The group leader's responsibilities include the following:

- To ensure that pupils are instructed about required standards of behaviour.
- To brief supervisors.
- To carry the register.
- To allocate supervisory responsibility to each adult, for named pupils.
- To ensure that supervisors regularly head count and have a clear plan of action.

- To ensure that each colleague supervising a group is aware of any special needs, medical needs or disabilities of the pupils in their care.
- **To ensure that supervisors know the school telephone number, the mobile number of the group leader and have a copy of the emergency procedures. The mobile number of the group leader should be left with RS and the school office.**
- To ensure that pupils know what to do if they become separated from the group. Set up a meeting place or issue an instruction to remain where they are.
- To remain responsible for the pupils even when not in direct contact with them. **Parents must be informed prior to the visit whether pupils are to be allowed to wander about, unaccompanied by the supervisor.**
- To ensure that supervisors know how to avoid/reduce the risk.

RISK ASSESSMENTS

The risk assessment is a process of looking for potential problems and then resolving them. There may still be accidents but their severity and frequency will be significantly reduced.

The risk assessment process should provide answers to these questions:-

- What are the risks? Are they unacceptable, controllable or negligible?
- Who is likely to be affected by these risks and are some pupils more at risk than others?
- What control measures are already in place that will reduce these risks?
- Do any extra measures need to be put in place to further reduce risks?
- Who will be monitoring those risks during the visit?
- What are the emergency procedures and are they adequate?

The type of risk assessment depends on the nature of the visit. Every reasonable precaution should be taken to ensure that adequate risk assessments have taken place.

Further information: DES Health and Safety of Pupils on Educational Visits 1998. Supplement:
<http://www.teachernet.gov.uk/visits/2002>

EMERGENCY PROCEDURES

On Educational Trips, the Group Leader usually takes charge.

In case of emergency: 1. Safeguard the rest of the group. 2. Safeguard any casualties. 3. Let the emergency contact know.

- Assess the situation.
- Protect the party from further injury or danger.
- Render first aid or other service as appropriate.
- Call Emergency Services (999) and/or police, as appropriate and:
 - state the nature of the emergency
 - give your name and address/location and telephone number as well as:
 - the location of the incident if different
 - the nature of the incident
 - the names of the individuals involved

- the condition of those involved and where they are specifically located
- In the event of pupil casualties requiring hospitalisation, ensure that a teacher accompanies them and that the rest of the group are supervised and kept together
- Inform the school contact. Telephone the first contact on the Serious Incident Management Team as soon as possible. This will usually be the Head. If they are not available, telephone the second contact and so on. : Pass on the information given to the emergency services to the first contact on the Serious Incident Management Team as soon as possible **and give them a contact telephone number**. Pass on the nature, date, time, location of incident, names of any casualties, details of injuries, names of others involved, action taken so far, action yet to be taken and by who.
- It is probable that both staff and pupils will be in a state of shock, therefore:
 - remove all members of the party who can be moved to a secure location and place them in the care of another member of staff to protect them from the media.
 - if necessary, ask the police to assist by providing transport/a secure location.
 - calm and comfort the group and arrange for them to be evacuated
- Do not make any statements to the media nor allow anyone else to make statements.
- Retain all equipment involved, in an unaltered condition. As soon as possible record in writing relevant facts, witness details and keep any evidence.
- Do not allow party members to telephone home until contact has been made with the Head or the second contact if the Head is unavailable.
- Do not allow anyone to see any party member without an independent witness being present.
- No one has the right to see anyone who does not wish to see them, unless in a relevant official capacity.
- No one in the group should speak to the media. Names of those involved should not be given to the media. Media enquiries should be referred to the school contact.
- Group leaders should also consult “A Handbook for Group Leaders” - DES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader’s first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Head Master or on-call member of the SLT of what had happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head Master are maintained. He/she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school’s insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

In the event of an emergency and the parent or guardian or the person named as the emergency contact, cannot be contacted, then in accordance with the written authority provided by parents/guardians on the College’ medical form, the member of staff in charge must secure medical treatment for any pupil, which may include hospitalisation, injection, anaesthesia or surgery.

At Immanuel College, depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of

those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head Master. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, or the Caretaker/Duty Security Officer (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader “in loco parentis”. The DCSF Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” (www.teachernet.gov.uk), should be read by all Group Leaders. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Immanuel College as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

Immanuel College has £10M of Employers’ Liability Insurance and £20M of public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school’s policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school’s travel insurance with him/her on all but the shortest of visits.

Immanuel College’s policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school’s “occasional business use” motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.