

OXFORD HIGH SCHOOL GDST
JUNIOR SCHOOL and EARLY YEARS FOUNDATION STAGE

EDUCATIONAL VISITS POLICY

It is the policy of the GDST to ensure, as far as is reasonable practicable, the health and safety of all pupils, staff and other people who participate in educational visits organised by Oxford High School. The GDST and OHS are also committed to complying with the requirements contained within the DfES' guidance on the Health and Safety of Pupils on Educational Visits (HASPEV). Oxford High School will appoint a competent Educational Visits Co-ordinator (EVC) and provide appropriate information, instruction, training and guidance to staff leading and accompanying educational visits and school trips. This will include:

- The procedures for planning and preparing for an educational visit or school trip.
- The procedures for assessing the risks associated with an educational visit or school trip.
- The procedure for informing parents, gaining their consent and when appropriate involving them in educational visits and school trips.
- Defining the roles and responsibilities of group leaders and other supervisors during educational visits and school trips.

The Head of the Junior School is the Educational Visits Co-ordinator (EVC) for the Junior School and Early Years. Staff organising trips should liaise with her throughout planning stages. She will also advise staff on any updates to recommendations from the DfES, LEA etc about good practice on trips. All educational visits and other school trips should be planned according to the advice in this policy, GDST NOG, OCC guidelines, and HASPEV (Health and Safety of Pupils on Educational Visits) which is available on line <http://www.teachernet.gov.uk/visits> and in the staff room.

Value of Educational visits

- ◆ the curriculum is enriched by extending the learning experience outside the classroom.
- ◆ there is academic benefit to the pupil and the subject.
- ◆ most trips also result in some social benefits to all.
- ◆ they are usually good fun as well.

Draw backs

- ◆ some subjects do not undertake trips.
- ◆ lessons covered when staff are absent on trips.
- ◆ pupils on a trip lose lessons in other subjects.

COST

- In order for parents to know in advance what expenditure may be incurred throughout the year, we ask for £25 at the beginning of each term to cover the costs of trips and visitors.
- In Nursery £35 is requested for the whole year.

RATIOS – see NOG. All trips will be staffed according to the ratios recommended in NOG although some venues require higher staffing numbers which will be provided.

For non hazardous activities where ever practicable:

- 1:10 (Junior pupils in Years 4 – 6)

- 1:6 (Junior pupils in Years 1 – 3)
- A higher ratio may be appropriate for under 5s
- Consideration of the appropriate ratio should form part of the risk assessment, taking into account the nature and location of visit, activities being undertaken and special needs of pupils.
- Where the ratio requires more than 1 adult, at least 2 of these should be members of staff. Parents or other adult helpers may make up the necessary number in addition to these. (See Safeguarding notes) Unless the Head of Junior School agrees otherwise the majority of adults should be staff.

Each trip will be accompanied and organised by a group leader who takes responsibility for ensuring all aspects of the trip planned, communicated, organised during the trip and evaluated as outlined in this policy.

FIRST AID

The GDST adopts the minimum level of qualifications and number of first aiders required to accompany school trips as dictated by insurance requirements and the strong recommendations made in HASPEV. Consequently OHS follows the guidance in NOG Health and Safety 4.3 First Aid and all trips will be accompanied by staff satisfying those requirements, which depend on the level of risk of the activity, the venue and the age of the children. This will be part of the risk assessment of the trip.

RISK ASSESSMENTS

The group leader will carry out a full risk assessment for each trip taking into account generic hazards, trip specific hazards associated with venue, transport, activities and participants and on-going hazards. Any accidents or incidents which arise will be reported back as required by GDST and HSE as part of the trip evaluation and any changes to procedures conveyed to staff by the EVC. The group leader will brief all accompanying staff as to their responsibilities.

EMERGENCY PROCEDURES

These procedures are based on those contained in DfES Circular 22/94 and should be used in the event of serious or fatal injury.

Summary of procedures

- All group leaders are supplied with out-of-hours contact numbers of Junior Staff. Additional contact numbers are supplied in the first aid packs along with Insurance details.
- All staff accompanying the trip also have immediate access to parents' emergency contact numbers. Parents have already given consent for emergency medical treatment if necessary on the annual trips consent form or the specific residential trip consent form. No pupil is allowed on a trip without a consent form.
- All emergencies are dealt with according to the control measures written on the generic risk assessment relating to accident on the journey/during the trip. i.e. group leader to call and follow the instructions of the emergency services if necessary, reassuring pupils and other staff, contacting SLT as soon as possible who will help contact parents and deal with press as necessary.
- Top priority is to care for those involved in the emergency and minimise further injury.
- All staff accompanying the group should be familiar with the procedures so that they are able to adapt them to the situation in which they find themselves.

TRANSPORT

Minibuses must be used in accordance with NOG Section 12.2.

- Where coach transport is used, the company must be on the school's approved list. If coach companies local to the destination are being used, confirmation of insurance cover from the company's insurers and a copy of the operator's licence should be obtained. If the trip is not in school time, it is preferable for parents to be asked to make arrangements for the pupil to be taken to and from the departure point. This should be made clear in the parental letter.

INSURANCE

This is covered by the GDST insurance. No separate premium is required and the group leader will obtain a copy of the policy from the Finance Officer to take on the trip. In the event of a claim, the forms will be obtained from GDST and completed by the parent or member of staff as appropriate. Any activity not covered by insurance will be clearly explained to parents.

TRAVEL INSURANCE CONTACT DETAILS FOR MEDICAL EMERGENCIES

All trip organisers should carry these details with them, whether on paper or saved in their mobile telephone.

Policy number UKBCHC39228 (valid until 30/11/2010)

Policy holder GDST

ACE phone number for medical assistance & emergencies:

- **+44 (0)20 7173 7798 overseas or**
- **020 7173 7798 UK**

ACE will provide advice and assistance should someone on a trip become ill or sustain injury, they can be called 24 hours a day, 365 days a year and will help you with the most appropriate course of action whether it is just advice, arranging for a local doctor or hospital.

To ensure this services operates smoothly when it is needed most please make sure all responsible adults on a trip have access to the above emergency phone number. They will also need to quote our policy number and give a telephone number where they can be called back.

SAFEGUARDING

All adults who have contact with the pupils during the trip have been recruited according to the OHS Safeguarding Policy. This includes adult volunteers, coaches, instructors and guides and other accompanying adults.

CONSENT FORMS DAY TRIPS

From Sept 2009 OHS will operate an **Annual Consent Form for Day Trips** (see appendix i). The form is sent out to all parents in the Summer Term with the Medical Information Form and the request to update personal details and emergency contact details. The consent will be entered in SIMS with the updated personal data. No further consent needs to be sought although parents need to be fully informed of every trip by a specific letter, email and/or an announcement in 'Junior News'. **The template** (appendix ii) **is to be used as the basis for the letter to parents** as it includes a reminder that consent has been given and that parents will update the school about any emergency contact details or medical information for the trip. It is on 'common/educational visits'.

CONSENT FORMS FOR RESIDENTIAL TRIPS

A residential trip takes place in Year 6 and a specific consent form is needed for each girl on this trip. (appendix iii) A meeting with parents outlining the details of the trip

takes place in the Summer Term when the girls are in Year 5. A letter is sent after the meeting to all parents.

DAY TRIPS (WITHIN THE SCHOOL DAY, OR EARLIER OR LATER)

Advance Planning

All teachers are asked to forecast their plans at least a term in advance. The EVC confirms that the plans are acceptable, or queries arrangements and makes alternative suggestions and a date for the trip is put on the calendar. Staff must try to put trips into 'Trips' Weeks' which are designed to minimise disruption. Trips in school time which are not on the calendar will usually not be permitted.

NOTE: activities such as rehearsals and performances, music practices and concerts, games activities and clubs etc, which take place **out of hours on the school site** should be treated as a school visit. Parents need to be fully informed by letter, Schoolcomms email and/or Junior News of the times and dates of these activities. Staff should have access to emergency contact details and medical information of the pupils in their care.

Procedure

The Group Leader should complete the instructions on the **ONE DAY SCHOOL TRIP LOCAL ARRANGEMENTS** (common/visits) including completion of a **HEAD'S APPROVAL FOR A ONE DAY SCHOOL VISIT**. These instructions are fully comprehensive, and if followed carefully should result in a trouble free day!

ONE DAY SCHOOL TRIP CHECKLIST

1. Contact EVC for permission in outline and to obtain a date on the calendar. This should be done a **term in advance**
2. If applicable make initial enquiries about costings.
3. Complete an **Application for Head's Approval** for a one day school visit (common/templates) and give to EVC with the documents in points 4, 5, 6, 7 and 8 as appropriate.
4. Complete a **Parents' Letter** (in draft form initially if you wish to discuss with EVC) using the template in common/educational visits/blank documents.
5. Complete **Risk Assessment form** considering generic, event/site/group specific and ongoing risks (common). It is a GDST requirement that appropriate **first aid trained staff** accompany each trip: this is part of the risk assessment.
6. Attach the wording of an **entry in Junior Newsletter** to reinforce the information to parents and pupils if necessary eg late returns, disposable lunch bags. (Woodstock Road)
7. Attach a **cover request form** for all accompanying staff, with suggestions about covering duties and activities
8. Attach a **form** if packed lunches are needed or premises team is needed for entry into school etc
9. If necessary, check with other staff that you may take particular girls out on the trip.
10. Check all volunteers have been appointed under safer recruitment procedures as required by the OHS safeguarding policy including completing an application form for volunteers, references sought and an enhanced CRB check and have signed an agreement to work within safeguarding guidelines.

When permission has been granted, the Group Leader will receive permission from the EVC to send out the letter to parents using the template in common and to ensure an entry goes into Junior News.

11. Risk assessment, medical information forms and first kit must be taken on all school trips.
12. Ensure you have the most up to date emergency contact numbers in addition to any number parents have given to you specifically for the duration of the trip.
13. Put **list of pupils** going on trip on staffroom notice board if not a whole class or year group.
14. Order school **mobile phone** if necessary.
15. Order school **digital camera** if necessary and decide who is taking photographs.
16. Order specialist equipment if necessary.
17. Order any petty cash/cheques that may be needed on the day.
18. Brief accompanying staff and go through **risk assessment** with them.
19. Brief pupils fully about expectations of good behaviour and go through the **risk assessment** with them.
 - Maintain safe, sensible behaviour at all times: involve pupils in risk assessment
 - Road safety: not crowding pavements, using pedestrian crossings, listening to instructions, safe sensible behaviour on coaches, remaining seated when the coach is moving, no litter left, teachers to check **seat belts are worn**.
 - Obeying staff at venue including non-OHS staff.
 - School Uniform for all trips unless inappropriate for trip or specific dress required.
20. Brief parents and other adult helpers **in writing**, including risk assessment.

On the day

21. Take a register of attendance before leaving school and leave an accurate list with Reception of all pupils taking part in the trip. Do not delay departure for missing/late pupils. School will contact parents of missing/late pupils if necessary.
22. Collect packed lunches (Bardwell Road).
23. Collect petty cash/cheques if appropriate.
24. Take first aid kits, medical information forms and confidential medical updates and printed list of emergency contact numbers.
25. Consider sending parents a Schoolcomms email reminding them of return time and venue if different from normal.
26. Do regular head counts of pupils and **always** before leaving a venue. Make times and locations of meeting points very clear.
27. Inform school and/or JMT staff contact of any unforeseen problems/delays/illness and follow standard procedures for dealing with the situation.
28. Ensure parents collect pupils promptly especially if later than the usual end of the school day.

On return

29. Complete a trips evaluation form (common/trips/blank documents)
30. Prepare entry for **school magazine** and **website** on return.

RISK ASSESSMENT

All Group Leaders must complete a **risk assessment form** prior to departure (common/templates), including the qualifications and the number of **first aiders** needed for the trip (see NOG Health and Safety 4.3). This form should be submitted, by the Group Leader, to the EVC **at least 2 weeks** prior to the visit; this allows time

for amendments. When the EVC is satisfied that the document is acceptable and that all aspects of the trip have been safely considered, she will sign the Consent Form and return the original to the Group Leader. A copy must be kept in the school office and the original taken on the trip. As all risk assessments should be seen as working documents, the Group Leader has the responsibility of updating the document in order to indicate control measures agreed for issues that arise during the visit.

MEDICAL MATTERS

There are a number of medical protocols that need to be adhered to. The School Nurse will give further advice on this if necessary. If necessary she will provide a specific Health Care Plan for an individual (eg for a pupil with diabetes). The School Nurse will also provide training for epi-pens as necessary.

First aid kits must be taken on all trips and carried at all times and should never be left on a coach. At times of remote supervision, pupils should be made aware beforehand of the location of the member of staff with the first aid kit.

Keep **written records** of any medical incident that occurs during the trip and the measures that were take.

Staff need to take a copy of the **medical information forms** and ensure that each pupil's form accompanies a pupil during the trip. These forms need to be returned to the files immediately after the trip.

- Any **volunteer** accompanying a school visit who is not a member of staff must have been appointed under safer recruitment procedures as required by the OHS safeguarding policy including completing an application form for volunteers, references sought and an enhanced CRB check and must have signed an agreement to work within safeguarding guidelines.

RESIDENTIAL TRIPS - YEAR 6 PGL

1. This trip is booked at least one year in advance to secure the desired venue and date. This is done through the office at Bardwell Road by the EVC.
2. Parents of girls in Year 5 are then invited to a presentation explaining the purpose of the trip, dates, venue, activities, travel arrangements, safety arrangements and cost. Parents are invited to ask questions.
3. Letters are sent to all parents unable to attend the meeting.
4. Deposit cheques, which are non-returnable, are then collected. Further payment is requested throughout the year.
5. **SAFEGUARDING** includes obtaining written assurances that any adult who has contact with the girls during the trip (eg instructors, guides) has been checked by their employer with respect to police checks and qualifications.

RESIDENTIAL TRIPS - CHECKLIST

1. Obtain Head of Junior School's approval in principle at least one year in advance.

2. Send information to parents.
 - letter
 - insurance details – see the office
 - residential consent forms
3. The Administrative Officer at Bardwell Road will advise on finances, and book transport as necessary.
4. Completed application form (as fully as possible) for Head's Approval for a Residential Visit.
5. Send letters to parents.
6. Fill in cover slips for lessons, duties and activities that will be missed and hand to the Deputy Head of Junior School.
7. Head of PE to select activities, send kit lists to parents and complete risk assessments.
8. Full contact details of all staff accompanying the trips must be left with the school contact, usually the Deputy Head.
9. **Risk assessment:** A risk assessment must be completed prior to departure. For this residential visit the Head of PE should arrange a meeting with the EVC during which this document will be discussed in full. A copy will be left in the office and the original taken on the trip. As all risk assessments should be seen as working documents, this document must be updated to indicate control measures agreed for issues that arise during the visit. The risk assessment is a process that includes satisfying the GDST requirements for the qualification and number of **first aiders** (NOG Health and Safety 4.3 First Aid).
10. **Safeguarding** Get written assurances that any adult who has contact with the girls during the trip (eg instructors, guides) has been checked by their employer with respect to police checks and qualifications.
11. At least a week before departure, check all medical information is up to date and first aid kits are complete.
12. Take copies of the Medical Information Forms for each girl and ensure the form accompanies each girl during the trip.
13. Book the school mobile phone and digital camera from Reception if appropriate and collect before departure.
14. Give **two copies** of each of the following documents to the EVC/Deputy Head at least one week before departure so they can be given to the staff contacts and Reception who are the emergency contacts during the trip:
 - Consent forms for each girl with parents' emergency contact details during the trip
 - Itinerary with travel details, accommodation contact numbers, planned activities and any other relevant information.
 - Original letters to parents and any trip specific information you think the staff emergency contacts need to have.
15. When you **return** give written feedback to the EVC noting any accidents which need to be reported to GDST or HSE and any incidents which need to be used in future planning.
16. Prepare an entry for the school website and magazine and material for an assembly or display as appropriate.