



**LORETO PREPARATORY SCHOOL**  
**Dunham Road, Altrincham, Cheshire WA14 4GZ**  
**Telephone: 0161 928 8310**  
*Registered Charity No. 250607*

## **HEALTH AND SAFETY POLICY INCLUDING HEALTH AND SAFETY ON EDUCATIONAL VISITS**

### **Mission Statement**

At Loreto Preparatory School  
 We are eager and inspired to do our best,  
 Meeting the challenges and opportunities of a changing world  
 With love in our hearts.

We are called to be joyful and prayerful,  
 Living the Gospel and the Catholic Faith  
 And celebrating the values of Mary Ward  
 With our parents and the whole Loreto family.

*Women in time to come will do much.*

*Mary Ward*

*This policy has been written with regard to and in the spirit of our school aims, in particular to enable children:*

*‘To feel secure and valued within a safe and well-maintained environment.’*

***This policy applies to the whole school, including the Early Years Foundation Stage, during school hours, and including before and after school provision and activities and Educational Visits off site.***

Loreto Preparatory School fully recognises its responsibilities to provide a safe and secure environment in which children will thrive.

The Governors recognise they have a legal duty of care towards protecting the health and safety of all the pupils including the Early Years Foundation Stage, employees and others who may be affected by the school’s activities.

***This policy addresses DfE ISSR part 3 (September 2016), KCSIE (September 2016) and ‘Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies February 2014’***

### **Every Child Matters**

This policy complies with Every Child Matters and in particular to “stay safe”.

### **Aims and Objectives**

- To provide an organisational structure that defines the responsibility for Health and Safety.
- To take appropriate steps to ensure that rules and procedures for school activities and emergencies are formulated, observed and enforced.
- To provide formal procedures for the reporting and investigation of sickness, accidents and dangerous occurrences.
- To fulfil the requirements of health, safety and welfare legislation concerning the school's activities.
- To regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- To provide an environment that is safe and which presents no risks to staff, pupils and visitors.
- To provide a working environment that is pleasant and conducive to the preservation and promotion of good health.
- To provide adequate resources to control the health and safety risks arising from our activities and to bring to the attention of appropriate employees all known Health and Safety hazards.
- To provide training in health and safety matters for all employees so that they are able to carry out their duties efficiently in accordance with the appropriate regulations and so that they are confident in assessing risks.
- To encourage all staff to be constantly aware of the need for promoting safety in their own interests and in the interests of colleagues, pupils and visitors.
- To encourage the children to be safety conscious both for their own good and for the good of others.
- To carry out regular reviews of risk assessments to identify solutions to reduce risk.
- To engage only contractors who are able to demonstrate due regard to health and safety matters.

### **Related Policies**

Supervision of Children Policy  
 Educational Visits Policy  
 Policy to Safeguard and Promote the Welfare of Children  
 Risk Assessment Policy  
 Fire and Emergency Procedures  
 First Aid Policy  
 Medication in School Policy  
 Hazardous Substances Policy  
 Electrical Equipment in School Policy  
 Car Parking Arrangements

**Responsibilities of the Governing body** in their role as Employers under Health and Safety at Work etc Act (1974), Management of Health and Safety Regulations (1999), etc.

The governor responsible for Health and Safety is Mrs. Nora Griffin.

- (a) To safeguard, as far as is reasonably practicable, the health, safety and welfare of not only their employees but also non-employees who may be affected by the work activity i.e. pupils, parents and visitors.
- (b) To formulate health and safety policies, procedures and arrangements and monitor their effectiveness.
- (c) To appoint competent people to assist in carrying out risk assessments and to monitor the effectiveness and prevention and control measures.
- (d) To set up procedures to manage emergencies and give employees information about these and other health and safety matters.

### **Responsibilities of the Head Teacher**

- (a) To pursue the objectives of the Governing body in respect of health and safety. The head teacher is responsible and accountable to the Governors for implementing the school's Health and Safety Policy.
- (b) To ensure that arrangements in the school are set up to cover all health and safety legal requirements, and to ensure that these arrangements are brought to the attention of all staff. All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through a poster in staff areas.
- (c) To ensure that health and safety risk assessments are written for all activities which may present a hazard and to monitor effectively the implementation of the arrangements.
- (d) To be available for timely consultation with any member of staff to discuss and to seek to resolve health and safety problems.
- (e) To maintain, and be a member of, the school health and safety committee.
- (f) To ensure that all areas of the school are inspected on a regular basis.
- (g) To ensure that a system is established for the reporting, recording and investigation of accidents, diseases and dangerous occurrences and that all reasonable steps are taken to prevent recurrences.
- (h) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- (i) To provide all employees with any necessary training as required by Health and Safety legislation.
- (j) To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.

- (k) To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.
- (l) To provide detailed emergency procedures.
- (m) To consider positive measures to promote the health and welfare of the staff and pupils.
- (n) To seek advice when necessary from outside agencies able to offer expert advice on Health and Safety matters.
- (o) To ensure adequate finance is available for Health and Safety issues.
- (p) To ensure all risk assessments as required are formulated, reviewed and put into practice.
- (q) To ensure that there are adequate first aid facilities within the school, and that there are adequate certificated First Aiders available as required by current legislation. See First Aid Policy referred to above.

### **Responsibilities of the Health and Safety Officer (the caretaker)**

The day-to-day management of Health and Safety affecting teaching staff, technicians and pupils is delegated to the Health and Safety Officer, who has received appropriate external training. He is

- (a) to be responsible for the compilation of a school building register identifying known hazardous substances and materials.
- (b) to be responsible for the co-ordination of all contractual and maintenance work carried out in the school and to ensure such work is carried out in a safe manner.
- (c) to ensure safety procedures and policies are adhered to.
- (d) to be responsible for the formulation and implementation of the school's fire procedure and to ensure adequate fire signage and notices are displayed in appropriate locations.
- (e) to ensure that all equipment is maintained in a safe working condition.

### **Responsibilities of all Staff (as employees)**

All employees have the responsibility

- (a) to comply with safety rules and procedures laid down in their area of activity.
- (b) to take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
- (c) to use such protective clothing or equipment as may be provided.

- (d) to report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware.
- (e) to co-operate with the head teacher in the fulfilment of the objectives of the school's health and safety policies.
- (f) to assess possible risks and to bring to the attention of the head teacher all defects, hazards, accidents or dangerous occurrences.
- (g) to be familiar with the school's health and safety policy and all documents relating to health and safety within the school.
- (h) not to bring into school anything which may present a hazard to health and safety without prior permission from the head teacher.

### **Pupils Including those with Special Educational Needs or Disabilities**

Pupils are taught to exercise personal responsibility for their own safety and that of their fellow pupils. They are expected to observe standards in uniform and behaviour that are consistent with safety and hygiene.

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

### **Visitors**

Visitors to the school are asked to conform to the health and safety regulations.

### **Responsibilities of the Caretaker**

The caretaker is:

- (a) accountable to the head teacher for all matters relating to health, safety and welfare.
- (b) to be responsible in conjunction with the head teacher for the co-ordination of all contractual and maintenance work carried out in the school and to ensure such work is carried out in a safe manner.
- (c) to ensure contractors are aware of the school's health and safety arrangements and these arrangements are strictly complied with.
- (d) to ensure their familiarity with the school's health and safety policy and that persons under their control are also familiar with the necessary policies and procedures affecting their work activities.
- (e) to report to the head teacher using appropriate means, any defects or hazards that are brought to their attention.

- (f) to ensure all relevant information, instruction and training is received from manufacturers for any equipment or substances obtained by the school.
- (g) to ensure that the head teacher is informed when contractors are due to enter the school.
- (h) to inspect all firefighting equipment on a weekly basis to ensure that all extinguishers are located in their proper place and are serviceable. A log of this inspection is to be kept.

### **Identified Persons for Emergencies**

For evacuation procedures, the nominated persons for the school are the caretaker, the school secretary (responsible for the registers), the bursar, the head teacher or the deputy head teacher.

### **Role of Specialist Advisers**

The governors recognise there will be occasions when the school requires specialist advice, e.g. air monitoring, local exhaust ventilation, specific inspections etc. The procedures to be adopted by the school and recommendations for seeking outside advice will be decided by the school Safety Committee.

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

We provide such information, instruction, training and supervision as is necessary to safeguard the well-being of pupils, employees, volunteers, students and visitors within an organisational health and safety framework.

### **1. Contractors**

The school recognises that it owes a duty to contractors as well as employees. The head teacher will ensure that only competent contractors are selected. After appointment of a contractor their activities will be appropriately managed in accordance with safeguarding procedures.

### **2. Consultation**

All staff have a responsibility to report health and safety concerns to a member of the health and safety committee. The members of this committee are Helen Norwood, Paul Wagner and Rosalie Carey-Clarke.

### **3. Display Screens (Health and Safety [Display Screen Equipment] Regulations 1992)**

- (a) The risks involved to workstation users will be assessed by the head teacher to reduce the risks as far as reasonably practical and the assessment will be reviewed when necessary. Training will be arranged by the head teacher where deemed necessary for workstation users.
- (b) Approval for the required action to remove or control risks will be given by the head teacher.
- (c) Persons working regularly at a display screen may apply for an eye test.

#### **4. Educational Visits**

For additional information concerning Educational Visits, please refer to the Educational Visits Policy attached below.

#### **5. Fire and Evacuation**

- (a) The caretaker will ensure that the fire equipment servicing is carried out regularly. The caretaker will be responsible for checking the equipment in between these visits. Other members of staff should report any defects that they see in the firefighting equipment to the head teacher or the caretaker. Fire doors should not be propped open. All fire exit doors must be readily opened and free from obstruction.
- (b) Arrangements for evacuation will be placed in each room in the school. All rooms must be checked regularly by the health and safety officer to ensure that these notices are in good order.
- (c) Fire drills will be carried out at least once a term. The effectiveness of these procedures should be discussed immediately with the school's Health and Safety committee and reported to the governing body.

#### Evacuation Procedures

- (a) In the event of a fire, the member of staff or person finding the outbreak should immediately activate the nearest alarm and then evacuate any pupils in the area. The caretaker, the school secretary, the bursar, the head teacher, deputy or senior staff will contact the fire brigade. Staff should not put themselves at risk in attempting to put out a fire, but personnel trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.
- (b) All staff, pupils and visitors will follow procedures displayed in each room or area. They should make their way to the evacuation assembly point at the back of the school. Here they will be registered.
- (c) Everybody should be aware of disabled, infirm, unwell or injured people and help them, where possible, to the assembly point.
- (d) The caretaker or delegated staff will await the arrival of the fire brigade and lead them to the source of the fire before making their way to the evacuation assembly point for registration.

- (e) Everybody should remain on the netball courts until the Fire Officers inform the caretaker or head teacher that it is safe to return inside the buildings.

## 5. **Intruders**

In the event of an intruder gaining access to the school grounds or building, staff will act promptly in raising the alarm and dialling 999.

## 6. **Manual Handling (Manual Handling Operation Regulations 1992 [amended 2004])**

The school will eliminate manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed by the head teacher and the health and safety officer and reduced, so far as is reasonably practicable. Training in manual handling will be arranged for the caretaker and those staff who are likely to require it.

## 7. **Monitoring and Reviewing Health and Safety Performance**

The health and safety committee will meet every term to review performance.

## 8. **Reporting, Recording and Investigating Accidents and Sickness**

- (a) Children's accidents will be recorded by the attending first aider in the first aid file at the station used.
- (b) Accidents which affect the head will be recorded by the attending first aider in the 'Bump to the Head' file, and a letter signed by a member of the SMT will be sent home. Parents are informed verbally of any minor accidents that occur during the school day.
- (c) Hospital visits will be recorded by the secretary on the accident report form and placed in the accident report file. Parents are consulted immediately if it is decided that a hospital visit is necessary.
- (d) Staff and visitor accidents will be recorded by the staff/first aider involved in the adult accident record in the secretary's office.
- (e) Visitors' accidents will be recorded by the attending first aider in the staff accident record in the secretary's office.
- (f) Accidents and sickness (including those reportable under RIDDOR) The head teacher or her deputy will complete the appropriate online report form listed on <http://www.hse.gov.uk/riddor/report.htm>. The form will then be submitted directly to the RIDDOR database. The school will receive a copy for our records. Reportable incidents will be investigated by the head teacher or her deputy and examined to see if there is an underlying trend in incidents, which may need to be addressed.

## 9. **Risk Assessments**

- (a) Risk assessments relating to safeguarding are prepared by the head teacher.

- (b) Risk assessments for teaching activities which are deemed to carry possible risks for health and safety are prepared by the teaching staff. There is a proforma for staff to use to ensure that the risks are thoroughly evaluated. This is available in the Staff Folder.
- (c) Risk assessments relating to equipment and the fabric of the building are prepared by the health and safety officer.

## 10. Security

- All external doors are bolted during the school day or have keypad security. In addition, the front door has an electro-magnetic locking system which can be opened from within.
- All areas to which the children have access are surrounded by a security fence with keypad protected gates.
- The school is protected by an alarm system maintained by Keyways 0161 980 6655/0845 456 6655.
- The caretaker is responsible for the security of the school at the end of the day and during school holidays by ensuring that doors, windows, skylights etc are secured.
- All staff have responsibility for ensuring their classroom windows are shut, and lights and computers are switched off at the end of the day.
- Blinds/curtains have been installed in all classrooms and offices for security. These are closed at the end of each school day.

## 11. Stress

All employees have the right to expect that their working conditions and relationships will be such that they do not result in unnecessary anxiety or prolonged stress symptoms. It is the responsibility of the head teacher, with the assistance of the SLT, to monitor the emotional well-being of the staff and assist with interventions, including the services of an occupational health expert, where necessary.

## 12. Training and Supervision

The head teacher will assess the need for and arrange regular and appropriate health and safety training for staff. This may be in-house (for example fire evacuation procedures) or from an external agency (for example manual handling). She will monitor the effectiveness of the training.

### Visitors

- 13. The office staff monitor visitors, check their identification and issue visitor badges on lanyards and the 'School Visitor Safeguarding Guide'. Visitors sign in and out and are accompanied at all times by a member of staff.

**14. Work Equipment (Provision and Use of Work Equipment Regulations 1998)**

- (a) The health and safety officer will ensure that equipment used in school is suitable for the task for which it is being used, properly maintained and used in a safe manner supported by staff training.
- (b) The head teacher or health and safety officer will ensure that there is adequate information as to how the equipment is to be used, e.g. instructions from the manufacturers. Training will be arranged where necessary, with an emphasis on the risks that may arise and the precautions to be taken.
- (c) The health and safety officer will ensure that equipment is marked with warning signs if needed for health and safety reasons.
- (d) The health and safety officer will arrange for electrical equipment to be tested regularly by an approved engineer who will take unsafe equipment out of use.
- (e) Approval for the required action to remove or control risks will be given by the head teacher.

**15. Working Alone**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the head teacher will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the head teacher or designated member of the SLT.

Lone staff should wear the personal attack alarm which is kept on a hook in the reprographics room.

**16. Workplace Welfare (Workplace [Health, Safety and Welfare] Regulations 1992)**

The caretaker (who is the health and safety officer) is responsible for the upkeep of the following areas:

- (i) Working environment - temperature, ventilation, lighting, room dimensions etc.
- (ii) Safety - glazed doors and partitions (use of safe material and marking), doors, gates, escalators (safety devices).
- (iii) Facilities - toilets, washing, eating and changing facilities and rest areas.
- (iv) Housekeeping - maintenance of workplace, cleanliness and painting, etc.

Approval for the required action to remove or control risks will be given by the head teacher.

*Policy reviewed November 2016*  
*Next review Autumn 2018*

## APPENDIX 1



**LORETO PREPARATORY SCHOOL**  
**Dunham Road, Altrincham, Cheshire WA14 4GZ**  
**Telephone: 0161 928 8310**

## **Policy for Educational Visits Including Health and Safety Arrangements**

### **Mission Statement**

At Loreto Preparatory School  
 We are eager and inspired to do our best,  
 Meeting the challenges and opportunities of a changing world  
 With love in our hearts.

We are called to be joyful and prayerful,  
 Living the Gospel and the Catholic faith  
 And celebrating the values of Mary Ward  
 With our parents and the whole Loreto family.

*Women in time to come will do much.*  
*Mary Ward*

*This policy has been written with regard to and in the spirit of our school aims, in particular to enable children:*

*'To reach their full potential in all aspects of the curriculum.'*

*'To have a thirst for lifelong learning.'*

*'To have a good understanding of the world and to be adaptable to change.'*

*'To be honest citizens and make a contribution to society.'*

*'To be physically and mentally fit.'*

*'To be caring and appreciate and be sensitive to differences in others.'*

***This policy applies to the whole school, including the Early Years Foundation Stage.***

"I hear and I forget. I see and I remember. I do and I understand."

Confucius

***"The aim of Loreto Preparatory School is to provide a broad and balanced curriculum to enable all our children to reach their full potential. The curriculum will give pupils experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education."*** (Curriculum Statement 2010)

The Governors of Loreto Preparatory School believe that school visits are an essential resource for the teaching of a broad and balanced curriculum. Each year group will go on at least one visit each year linked to an aspect of their project work. Alongside visits off-site, the school will invite in speakers, groups, artists or other adults into the school to enrich and extend experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits for the whole school, including the Early Years Foundation Stage, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, including the Foundation Stage, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

***Our policy detailed below has regard to DfE advice “Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies” and addresses the ISSR Part 3 (September 2016 and KCSIE (September 2016)).***

***Our Policy addresses Every Child Matters and visits may address more than one of the five outcomes, depending on the visit.***

## **Aims**

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Educational visits benefit young people in many ways, including:

- being able to apply a different range of skills from those used in the classroom
- enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning
- assessing and managing risks (safety)
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.
- These visits begin with half day or day trips and progress to a residential experience in Preps 6 and 7 (Years 5 and 6).

Staff are expected to organise at least two educational visits a year. This is generally a visit off site, but there may be occasions when a more meaningful experience can be offered by a visit to the school by a provider. When planning for a visit, teachers should consult with the Head Teacher (designated teacher with responsibility for educational visits) to ensure correct procedures are followed.

## **Related Policies and Documents**

- Health and Safety Statement
- First Aid Policy
- Behaviour Policy
- Risk Assessment File
- Child Protection Policy

### **Procedure to be followed when planning an outside the school visit. (OSV)**

Before any detailed planning is undertaken approval in principal should be obtained from the Head teacher. This approval may be given verbally. Once granted permission they should submit the details in writing.

#### **The Class Teacher (including the Early Years teacher) will:**

1. Book the visit.
2. Arrange for quotes from Transport Providers as soon as the visit is agreed.
3. Agree details of costs and timings with the Head teacher prior to writing to parents.
4. Give details of the visit to the Bursar.
5. Agree levels of staffing with the Head teacher.
6. Prepare a letter to go to Parents/Guardians at least two weeks before the visit.
7. Prepare all necessary Risk Assessments for the Head teacher at least five days before the visit.
8. Ensure all Parental Consent forms, where necessary, are signed prior to the visit, including permission to administer medication such as antihistamines or treatment for insect bites, etc
9. Ensure a minimum of one qualified First Aider is present on the visit and for children under 8 there must be a Paediatric First Aider.
10. Prepare the children for the visit, including instructions regarding behaviour.
11. Ensure all the information on the checklist for the visit is available on the day and included in the visit file.

The letter to Parents/Guardians will give details of the date and timings of the visit, the location, travel arrangements, lunch arrangements (as required), clothing requirements and financial arrangements. When a permission slip is required, this must be returned in order for the child to attend the visit.

#### **Staffing Levels**

Staffing levels will be dependent upon the activity that is to take place, and levels are to be recorded as part of the approval procedure. Staffing levels must meet the minimum level set by the DfE are to be determined depending upon:

- Number of pupils participating
- Age of pupils participating.
- Activity to be undertaken.
- Length and duration of visit.

The DfE recommended staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils' Year Group
1:5	Foundation Stage
1:6	2- 3 inclusive
1:10	Years 4 – 6

When children are walking along public roads, staff will wear high visibility jackets.

#### **The Head Teacher will ensure:**

- Relevant staff attend appropriate training courses for Educational Visits Offsite
- The visits comply with regulations and guidelines provided by the DfE, the Governing Body and the school's own Health and Safety policy.
- The activity is included and covered by the school's Insurance Policy.
- The group leader is competent to monitor risks and supervise the trip throughout the visit.
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit takes place.
- The risk assessment has been completed and appropriate safety measures are in place.
- Group leaders are allowed sufficient time to organise visits properly.
- Non teacher helpers on the visit are appropriate to supervise children.
- Ratios of staff to pupils are appropriate.
- Parents/Guardians have signed consent forms when necessary.
- Arrangements have been made for the medical and special educational needs of the pupils.
- Adequate first aid provision will be in place.
- The mode of transport is appropriate.
- Travel times out and back are known in school.
- Group organiser and school have the address and phone number of the visits venue and have a contact name.
- A school contact has been nominated and the group leader has the details.
- The group leader, helpers and nominated contact have a copy of the agreed Risk Assessment.
- The group leader, helpers and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers and other helpers emergency contact
- Where more than one vehicle is to be used, the group leader provides details of the passengers in each vehicle.
- There is a contingency plan for any delays including a late return home.
- Every child wears a wristband with the contact number of the school.

**The Governing Body will:**

- Ensure that the Head Teacher has adhered to the DfE Guidance.
- Ensure the school has appropriate insurance policy.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?
- Ensure measures exist to obtain parental/guardian consent, to investigate parental complaints.
- Review annually the EV policy and procedures including incident and emergency management systems.

**On the day before the visit, the Group Leader (usually the class teacher) will:**

1. Collect first aid kit(s), medical forms and accident report forms.
2. Check Risk Assessment forms for any amendments required.
3. Collect any money required from the Bursar
4. Ensure all permission slips are in school.
5. Ensure all information is included in the Visit Information Pack (V.I.P.) Checklist at the end of the policy.

**On the day of the visit, the Group Leader (usually the class teacher) will:**

1. Add the adult:child ratio to the risk assessment.
2. Ensure that all accompanying adults sign the risk assessment.
3. Give a copy of the risk assessment to the school office.
4. Give supervising adults their group list.
5. Brief supervising adults.
6. Ensure that all supervising adults are contactable by mobile phone and that the school office has the numbers.
7. Ensure mobile phones are switched on during the entire visit, especially on outward and homeward journeys (exceptions to this would be Church service or similar venues when it is inappropriate to have the phone on).
8. Ensure all medical forms and medicines are available as required.

### **Behaviour of pupils when not on school premises**

When out of school on educational visits or in situations where pupils can be identified with the school pupils should behave appropriately in accordance with the School Mission Statement and with regard to the Rules, Rewards and Sanctions which collectively they draw up at the start of each academic year. ( Pupil Behaviour and Discipline Policy)

### **Demarcation of Responsibility**

Overall responsibility for the group will normally be the class teacher, unless otherwise stated in advance by the Headteacher. Responsibility for the safety of the group must be clearly defined. It is essential that at all times each member of the party and all internal or external staff knows exactly who they are responsible for and the extent of that responsibility.

### **Risk Assessments**

All Off Site Visits are to be the subject of a Risk Assessment. The Risk Assessment is to be carried out by the visit organiser. Generic Risk Assessment forms are available on the Staff Server.

### **Group Leader**

One teacher (the Group Leader) must have overall responsibility for the supervision and conduct of the visit. The Group Leader is to be detailed on the application form. The Group Leader is to appoint a nominated deputy for the duration of the visit.

### **Checklist for the day of the Visit.**

The Group Leader will check that they have details of:

- Any allergies or phobias.
- Relevant recent illnesses.
- Medication to be taken by a child and whether it can be self-administered.
- Any infectious diseases suffered within proceeding 3 months.
- Special dietary requirements.
- Names of children who sufferer from travel sickness and their medication.
- Activities in which a child may not participate.
- Home telephone numbers and addresses.

- Alternative telephone number and address in case of emergency.
- Emergency Contact list to be set up for each visit.

The Group Leader will also ensure:

- An 'Action in an Emergency' briefing is given to pupils and staff.
- There is sufficient staff/pupil ratio.
- They have information concerning pupils' needs available as required and that this is available to the child's supervisor on the visit.

Additional Information required for overnight visits:

- Permissions for emergency medical treatment if the parents cannot be contacted.

### **Emergency/Disaster Incident**

In the event of a serious accident or incident, the group leader must

- call the relevant emergency services
- immediately inform the Head teacher or member of the SMT at school who will act as co-ordinator for all communications other than the emergency services.
- contact parents only if instructed by the head teacher or the emergency services.

### **Insurance**

Our current insurance is with Ecclesiastical Insurance and this covers all day trips – any concerns regarding trip insurance should be addressed to the Bursar.

We have additional insurance with HSBC which covers the transport of children for school purposes in the cars of staff, governors, parents and other helpers.

### **Early Years Foundation Stage**

The guidelines in this policy apply strictly to all visits made off site by pupils in the EYFS. A separate risk assessment must be prepared for each outing. A paediatric first aider must be in attendance for the whole period that the children are out of school and the appropriate staff: pupil ratio to be applied (usually greater than 1:6).

### **Pupils with Special Educational Needs or Disabilities**

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

### **Checklist for the Visit Information Pack (The V.I.P.)**

Contents

- 1 Agenda/Timetable
- 2 Risk Assessment
- 3 Group information
- 4 Medical Information
- 5 Minibus/coach hire company information including breakdown information
- 6 Forms to record details of any accident which occurs
- 7 Staff/helpers contact information
- 8 Parental contact information
- 9 A wristband for each child.

File Checklist (to remain in school)

- 1 The Risk Assessment
- 2 Copy of letter to parents giving the details of the visit
- 3 Permission Forms
- 4 Agenda/Timetable
- 5 Group information
- 6 Contact information – Pupils, staff and helpers

***Reviewed Autumn 2016***

***Next Review Autumn 2018***