



**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***