

HEALING  
SCHOOL



A Science Academy

# Healing School – A Science Academy

## Educational Visits Policy

Author	Mr R Burrows
Adopted by Governors	Autumn Term 2019
Review Date	Autumn Term 2020
Consultations/Training	SLT, Learning Coordinators & Tutors, Senior Learning Resources Officer, Governors

## 1. General Statement

Educational visits greatly extend the range of learning opportunities open to pupils. They can raise pupil aspirations, encourage better attitudes to learning and help develop better social skills. They can be the most memorable aspects of a pupil's time in school. For all these reasons the school encourages staff to organise as wide a range of visits as possible. However, ALL staff are reminded that the Governors regard health and safety as their number one priority and they insist that this principle is reflected in the planning, preparation and supervision of any visit.

Further constraints on visits are:

- (a) Disruption to the timetable must be kept to a minimum (only one visit would normally be permitted at any one time)
- (b) Meticulous completion of the visits documentation on "Evolve" prior to departure must be undertaken in order to minimise and control the health and safety risks
- (c) Charging – contributions may be sought but trip organisers must adhere to the Governors' Charging Policy
- (d) Advance notice must be given for all visits and these should be included in the school calendar, where possible. This is essential in order for the 'Rarely Cover' policy to operate effectively.

### **Educational Visits Co-ordinator contact details**

- **Mr Burrows** – [burrowsr@healing-school.co.uk](mailto:burrowsr@healing-school.co.uk), 07713 342158 (work mobile)

## 2. Visits documentation - guidance

### Categorisation of visits

**Category A** – low risk activities that might include:

- Engineering Challenge
- Science visit to Magna
- A series of football matches for a school team
- Theatre trip to York to see an evening show
- History trip to Lincoln.

**Category B** – residential trips. These represent the highest level of risk and, therefore require a high level of planning to ensure pupil safety. Such activities require a higher level of experience in terms of the staff involved. Category B visits require consent from the Principal, (or the Chair of Governors in the Principal's absence). A minimum of 1 term's notice (and ideally 2 terms') must also be given. Where a visit includes an overnight stay, any volunteers on the list must be asked to undergo a DBS check.

Examples might include: -

- Outward Bound trip - PGL
- German/French exchange

## **Outline procedure**

**Initial Consent** - as a general rule only one visit would normally be allowed to take place at a time. This firstly needs to be checked in the diary in the School office. For any **Category A** visit initial consent is usually given by the **Visits Coordinator** following approval at SLT meeting. Outline information should be provided on Evolve in order for the Principal and Senior Team to consider the visit.

**Initial consent** –For **Category B** visits initial consent is given by the **Visits Coordinator** and **Principal**. This is a much longer process, hence the need for at least 1 term's notice of the intention to organise such a visit. Please note that neither initial nor formal consent guarantees that the activity can go ahead. In exceptional circumstances the **Principal** may have to cancel any arrangements to ensure that sufficient staff are available in school.

Once consent has been given, please log into the Evolve Visits system to complete the online application and risk assessment process.

**Transport** – the **organising member of staff** is strongly advised to arrange transport via taxi or coach. Responsibility for transport then rests with the company involved. Although it is not acceptable to charge parents for an activity undertaken mainly or entirely within the school day, the school can ask parents to pay for transport costs to and from an activity.

**Parental contact** – parents should be informed by letter of the arrangements for the visit. Although parental permission is not always required for visits that take place entirely in the school day it is advisable to have parental authorisation via ParentPay to confirm that they are aware of the arrangements made. Parents should be reminded to provide up to date information about any medical conditions staff should be aware of and emergency contact details. Please note that there may be occasions when the information received at this stage requires modification to the risk assessment.

**First Aid** – you must ensure that a first aid request is sent to Health and Welfare at the early stages of planning. Please ensure the register is correct as this informs what medication is required. Medication and First Aid kits must be collected in advance of the trip and a formal handover following the trip.

Please note that if parents are asked to transport children, it needs to be made clear that we are asking them to transport their own child only. Staff are also advised not to transport pupils in their own cars where possible. Apart from the safety issue of supervising pupils whilst driving, some insurance policies do not provide cover for passengers being carried as part of your employment. If this is unavoidable, the staff member should ensure that their insurance covers business use and that there is also more than one pupil on the journey and/or an additional member of staff.

**Informing colleagues** – it is the **organising member of staff's** responsibility to make sure that Form Tutors, the school office, kitchens and lunchtime supervisor are

informed about the visit and that the **Visits Coordinator** is kept up to date in terms of pupil involvement and risk assessment.

**Meeting pupils** – the **organising member of staff** needs to arrange a pupil meeting, usually the day before the activity. During this meeting the arrangements for the activity need to be carefully explained and any questions from pupils answered. A note needs to be made of any pupils absent from this meeting and consideration given to how these pupils can be informed of the arrangements.

**Meeting colleagues** – where there is more than one member of staff taking part in a visit it is essential that a meeting takes place to discuss the supervision of pupils and the risk assessment for the visit. It is better that this takes place after the pupil meeting in case any safety issues arise from this. To save time, some **organising members of staff** run the pupil and staff meetings one immediately after the other.

**Meeting parents** – for all category B residential visits, the organising member of staff must arrange a meeting with all parents to outline the visit's outline, activities and expectations. This should be undertaken in a timely manner and at least two weeks prior to any category B visit.

**Before departure** – the **organising member of staff** must make sure that completed documentation is saved on the "Evolve" system, and all First Aid and medication is collected in person from Health and Welfare.

**On the day** – when travelling by coach ensure that pupils wear seat belts. If there are any stops on route a register must be taken before departing. Pupils must be actively supervised throughout the activity. This would normally involve a "head count" or a register being taken at frequent intervals, throughout the activity. The **organising member of staff** is responsible for carrying out on-going risk assessment to take into account changing conditions and circumstances.

**At the end of the activity** – there must be a formal ending. This might involve the School office being informed that pupils have returned to lessons. For visits ending outside normal school office hours the **organising member of staff** should inform the **designated person** by phone or text. A brief evaluation of the visit should be emailed to the Visits Coordinator by the end of the following school day. Please ensure you do a formal handover of First Aid kits and any medication.

## **Participation**

### **Inclusion**

As a guiding principle, the Visits Policy follows the school policy on equal opportunities: -

Healing School acknowledges that all pupils irrespective of gender, academic ability, ethnicity and social circumstance will, where reasonably practicable, have equal access to all aspects of the curriculum; including academic, social and sporting opportunities and that they will be encouraged to make the greatest possible progress. The School believes that a whole school approach to equal opportunities is

essential and that its implementation is the responsibility of all staff and should be present in all aspects of school life.

Where pupils would normally have access to the support of a TA in the classroom it is expected that the same level of TA support would be available for a visit.

## **Charging**

The school does not charge for activities that are essential to the curriculum and which take place wholly in school hours – the school sets aside funds to be used in such circumstances. Inability to pay should not prevent a pupil from taking part in the activities essential to the curriculum, however parents can reasonably be asked to make a voluntary contribution to the transport costs to and from such an activity.

## **Roles and responsibilities**

### **The “organising member of staff”**

As a general rule the member of staff organising a visit should be a qualified teacher. The organising member of staff is responsible for: -

- reading the Visits documentation
- completing information on “Evolve” system
- liaising with the **Visits Coordinator**
- writing a letter to parents (which must be approved by the Vice Principal curriculum or Principal)
- arranging transport
- making sure colleagues are informed that the visit is taking place
- leading **supervising members of staff** (where the visit requires more than one member of staff)
- carrying out risk assessments
- ensuring that the **supervising members of staff** and **designated person** are fully informed about the visit and have all necessary documentation (including risk assessments) to fulfil their duties
- ensuring the safety of pupils throughout the visit.

### **Risk assessment**

Each category of visit has a template for risk assessment. It is the responsibility of the **organising member of staff** to ensure that a thorough risk assessment is carried out. Risk assessments are saved in the school shared area and should be amended accordingly, these are on-going documents. Any extra risks should be noted on the Events Specific Notes section of the Evolve site. Many venues will have their own risk assessments and these must also be amended and attached accordingly.

### **A “supervising member of staff”**

Depending on the category of visit, a supervising member of staff could be a teacher or a member of the non teaching staff. Their responsibilities include

- being aware of the risk assessment
- leading a group of pupils
- ensuring the safety of their own group of pupils during the visit

- in an emergency supporting the **organising member of staff** by undertaking tasks required by the circumstances to ensure the well-being of pupils.

### **The designated person**

The designated person is an experienced member of the teaching staff who acts as a “point of contact” and source of advice outside of normal school office hours. He/she would be given detailed information about the visit and be expected to act in an emergency situation. A **designated person** is not required when a visit is within the school day as the school office would be able to consult the **Visits Coordinator** or other SLT members.

### **The Visits Coordinator**

The **Visits Coordinator** will

- give consent for category A visits
- decide, together with the Principal, appropriate levels of supervision on visits
- quality control visits by regularly sampling visits from each of the categories above to ensure that the arrangements run smoothly and that any lessons learnt are rapidly adopted in practice.
- ensure that records are kept of all visits.
- ensure that all staff involved in visits receive appropriate training. Separate arrangements will need to be made for: -
  - Newly appointed experienced teachers
  - NQTs
  - Trainee teachers
  - Non teaching staff
  - Office staff.

**The School Office** will:

- ensure that the office diary is kept up to date in line with “Evolve”
- liaise with the **Visits Coordinator** in the planning of visits

### **The Vice Principal (Safeguarding) in liaison with the Principal**

- oversees the implementation of the Visits policy
- ensures that the Visits policy is regularly updated
- ensures that the **Visits Coordinator** receives the appropriate training
- advises the **Visits Coordinator** on the staffing of visits
- make decisions about when pupils should and should not wear uniform
- gives initial consent for Category B visits.

### **The Governing Body**

- regularly review the Visits policy
- sets the policy on charging for educational visits
- is involved in the authorisation of Category B visits.

### **Further guidance**

**Appendix 1** – School visits handbook for group leaders – low risk

**Appendix 2** - School visits handbook for group leaders – high risk

The Royal Society for the Prevention of Accidents –  
[www.rosipa.com/schoolandcollegesafety/](http://www.rosipa.com/schoolandcollegesafety/)  
0121 248 2235 educationhelp@rosipa.com

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf) for the latest DCSF information on visits planning and organisation.

See also [www.lotc.org.uk/Out-and-about-guidance/How-do-we-organise-learning/School-policy](http://www.lotc.org.uk/Out-and-about-guidance/How-do-we-organise-learning/School-policy)

It may be helpful to read the tackling Health and Safety myths  
<http://www.hse.gov.uk/services/education/school-trips.pdf>

Evolvevisits.co.uk – use school login for details  
Optimus Education – safeguarding on school trips



Appendix 1

# SCHOOL VISITS HANDBOOK FOR GROUP LEADERS

## Low risk non-residential trips

This document must be completed and added as an attachment to  
Evolve Visits

### SCHOOL VISITS: A HANDBOOK FOR GROUP LEADERS

#### INTRODUCTION

The purpose of this handbook is to provide practical information that might be helpful to Group Leaders and other supervising staff whilst taking part in an educational visit.

All Group Leaders please see RPB for help, advice and guidance before embarking upon an educational visit.

The handbook includes advice on supervision, ongoing risk assessment and some emergency procedures.

<u>Useful contacts</u>	
<b>School Address</b>	Healing School, Low Road, Healing, N E Lincs, DN41 7QD
<b>Main Office</b>	01472 502400
<b>EVC</b> R. Burrows	07713 342158 <a href="mailto:burrowsr@healing-school.co.uk">burrowsr@healing-school.co.uk</a>
<b>Vice Principal</b> C. Gunn	07912 308506 <a href="mailto:gunnc@healing-school.co.uk">gunnc@healing-school.co.uk</a>

### CHECKLIST FOR THE ORGANISATION OF VISIT

	Completed
Check with line manager that date and proposed activity are appropriate	
Log onto Evolve and fill in <b>all</b> sections clearly and in detail, any problems please see RPB. <b>Outline approval*</b> will be given once all sections are completed appropriately and you have clicked <b>SUBMIT</b>  <i><a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=healingschool">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=healingschool</a></i>	
*If trip is approved by the SLT team it will be given <b>Outline Approval</b> and you will be asked to complete more information and complete the next steps – you will be notified via email through the Evolve system	
Attach relevant risk assessments, deleting or adding appropriate information – these must be truly reflective of the proposed trip and is not just a paperwork exercise, this has to be shared with accompanying staff <i>Shared area – Extra Curricular – Evolve Risk Assessments</i>	
Pupil lists <b>MUST</b> be entered and updated on the Evolve site – this will ensure all medical needs are up to date. It is the trip leader’s responsibility to liaise with Health and Welfare in good time to ensure all medical requirements are addressed.	
Attach First Aid request form and email to :- <a href="mailto:HealthWelfare@healing-school.co.uk">HealthWelfare@healing-school.co.uk</a> <i>Shared area – Extra Curricular – Evolve Risk Assessments – First Aid Form</i> <b>THIS MUST BE DONE AT LEAST 5 DAYS BEFORE VISIT</b>	
In the Evolve process you will have covered all the points below	
Check with RPB that ratios are appropriate to the individual trip	
Ensure at least one member of staff is first aid trained	
If you have male and female pupils you must have male and female staff members	
Ensure all LOAs are completed as soon as approval is obtained	
Check flowchart to establish the applicable letter	
See Appendix 1 for pro-forma letters - Parental letters must be cleared with SLT link and <b>it is essential to check costings with the Finance Office before a letter is sent.</b> Ensure in the consent letter, if required, parents give permission for pupils to have free time to walk in groups with remote supervision. Send the pupil list to Finance Office before distributing the letters to parents.	
Canteen are to be informed at least 3 weeks prior to visit and ensure you arrange appropriate FSM pick up	
Ensure you have an information evening for parents and staff accompanying the visit – this must be planned in advance and cleared with SLT link at least 2 weeks in advance	
Provide accompanying staff with detailed itinerary, pupil details, staff mobile numbers on trip and emergency procedures have been shared in detail. Pupils’ details must include medical needs and emergency contact numbers for <b>ALL</b> pupils.	
Decide and ensure staff are confident on how registers are to be taken;- getting on and off coach at various stop points, after venues etc	
Ensure you have made it clear how the school will be informed of any absence if the trip departs out of school hours	
Have staff meeting to ensure they are all aware of risk assessments and any key details. The staff briefing attendance document must be signed	
Following the trip/visit, return all first aid kits and medical equipment to Health and Welfare as soon as possible; there must be a <b>formal handover</b>	
Following the trip, within <b>48 hours</b> an Evolve evaluation must be completed	

## **SUPERVISION**

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### **Head counts/registers.**

Whatever the length and nature of the visit, regular head counting/registers of pupils should take place, particularly before leaving any venue. It is good practice for all supervisors to:

- Carry a list/register of all pupils and adults involved in the visit at all times;
- Ensure that all pupils are aware of rendezvous points;
- Ensure that all pupils know what to do if they become separated from the group.

### **Travel**

A driver cannot safely drive and supervise children at the same time. Group leaders should ensure that:

- Transport by road has seat belts and that the pupils wear them;
- There is adequate supervision at all times when travelling;
- Supervisors are reserved seats that allow them to supervise properly;
- Pupils are supervised when boarding and leaving;
- Extra care is taken when leaving a vehicle in a country that drives on the right as some doors may open onto the road side;
- Standards of behaviour are met, and in particular that drivers are not distracted;
- Evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear;
- Head counts are carried out when the group is getting off or onto transport.

## **EMERGENCY PROCEDURES**

### **Emergency procedures framework during the visit**

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible;
- Ensure that all the group are safe and looked after;
- Establish the names of any casualties and get immediate medical attention;
- Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
- Notify the police if necessary;
- Ensure that all group members who need to know are aware of the incident;
- Ensure that all group members are following the emergency procedures and

the roles allocated to them – revise procedures and re-allocate roles as necessary;

- Inform the school contact and provider/tour operator (as appropriate) and the Principal. The school contact number should be accessible at all times during the visit;
- Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- School contact should notify parents, providing as full a factual account of the incident as possible;
- Keep a written account of all events, times and contacts after the incident;
- Complete an accident report form as soon as possible.
- No-one in the group should speak to the media.
- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their LEA;
- Keep receipts for any expenses incurred – insurers will require these.

Group Leader (Capitals)	
Signed	
Date	

<b><u>Staff briefing</u></b>		
The following staff attended the staff briefing session on _____ at _____am/pm		



## Healing School – A Science Academy

Low Road, Healing, Grimsby, N E Lincolnshire, DN41 7QD  
Tel: 01472 502400 Email:office@healing-school.co.uk



A Science Academy

### **FIRST AID REQUEST FORMS**

Please complete the following information when requesting First Aid Kit(s) for School Visits. Health and Welfare require at least 1 week's notice to process the request. Please note that the member of staff who collects the First Aid Kit(s) is responsible for the safe return of all items dispensed. Also a list of **all pupils attending** should be included with the form.

School visit (destination):	<input type="text"/>
Date of visit:	<input type="text"/>
Faculty:	<input type="text"/>
Time of departure:	<input type="text"/>
Time of arrival back at school:	<input type="text"/>
Number of kits required:	<input type="text"/>
Requested by:	<input type="text"/>
Collected by:	<input type="text"/>
Date request made:	<input type="text"/>

Medical Notes:

## Appendix 1

### NON RESIDENTIAL – EDUCATIONAL

(Date)

Dears Parent/Carer

**Re: Name of trip, date, location**

We have organised a trip to (name of trip location) as part of our (curriculum plans/GCSE course) for (subject) pupils on (day/date/year).

The (coach/minibus) will leave school at approximately (time), returning to school at approximately (time), please make arrangements to (collect your child from school/pupils will be back in school to travel home via their usual arrangements). Pupils will require a packed lunch: no fizzy drinks please – pupils who receive a free school meal will have a lunch provided by the School.

We would appreciate a small voluntary contribution of (£0.00) to cover a proportion of the travel costs. Please note that if we do not receive enough voluntary contributions the trip may not go ahead. Payments should be made on ParentPay and by making payment you are consenting to permission for your child to attend the trip therefore returning of the slip below is not necessary. Should you not have ParentPay login details or if you have any difficulty using Parent Pay, please contact the school's Finance Department.

The final deadline for payment is **(day/date/month/year)**.

Yours sincerely

**Trip Leader**  
**Job Title**

## **NON RESIDENTIAL – NON EDUCATIONAL**

(Date)

Dears Parent/Carer

### **Re: Name of trip, date, location**

We are excited to be offering a trip to (name of trip location) to support our curriculum plans for the school's (subject) pupils and enhance their learning experiences within the school.

The cost of this experience is (£0.00) which includes (tickets/entry/transport/meal).

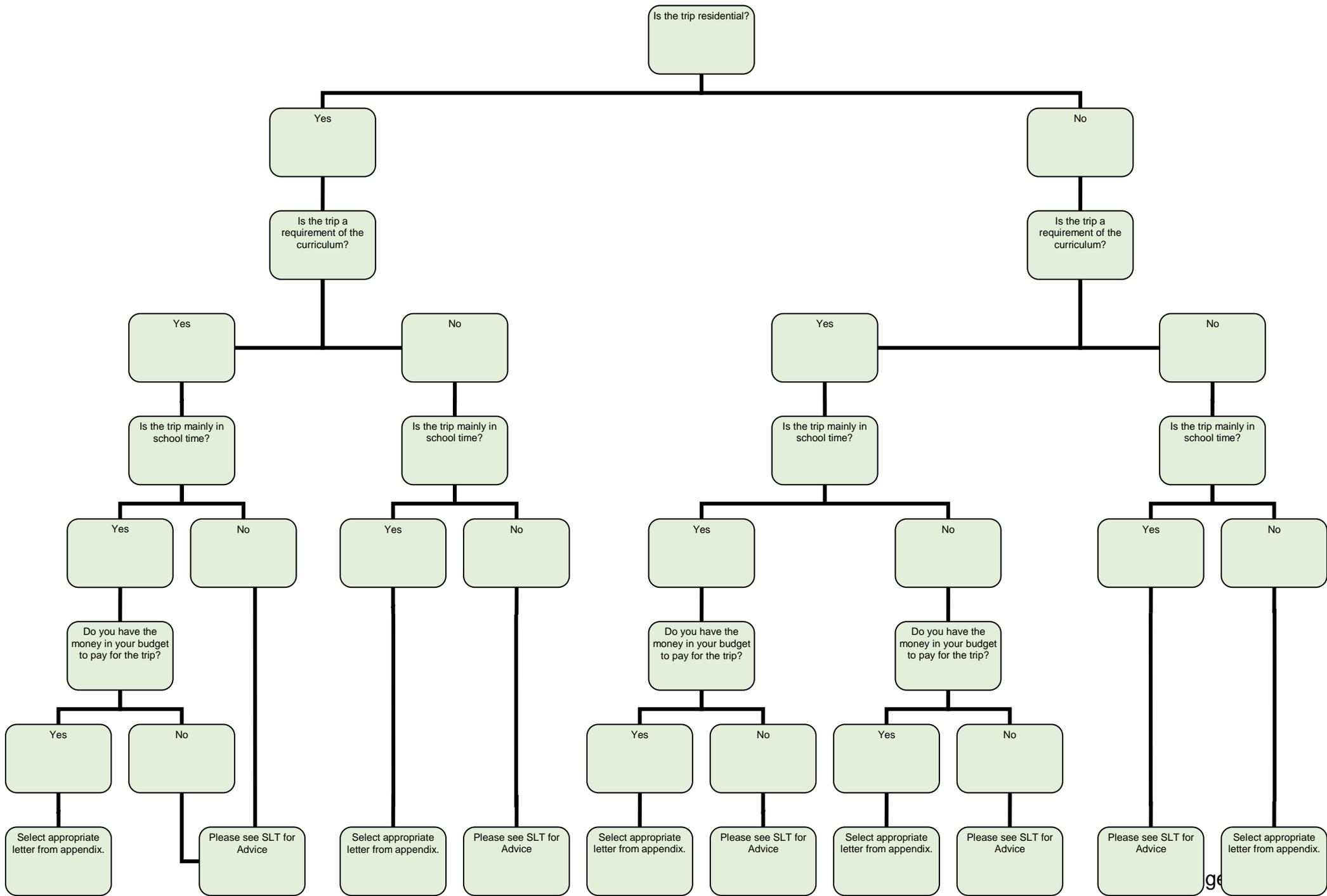
The coach will leave Healing School at (time of departure). The coach will be returning to the school at approximately (time of return); please make arrangements to (collect your child from school/pupils will be back in school to travel home via their usual arrangements). Pupils will require a packed lunch: no fizzy drinks please – pupils who receive a free school meal will have a lunch provided by the School.

To secure a place please make payments via ParentPay for the amount of (£0.00). By making payment you are consenting to permission for your child to attend the trip and returning of the slip below is not necessary. Should you not have ParentPay login details or if you have any difficulty using Parent Pay, please contact the school's Finance Department.

The final deadline for payment is **(day/date/month/year)**.

Yours sincerely

**Trip Leader**  
**Job Title**





## Appendix 2

# SCHOOL VISITS HANDBOOK FOR GROUP LEADERS

## Residential and higher risk trips

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The handbook includes advice on supervision, ongoing risk assessment and some emergency procedures.

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<b>Vice Principal</b> <b>C. Gunn</b>	07912 308506 <a href="mailto:gunnc@healing-school.co.uk">gunnc@healing-school.co.uk</a>

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*If trip is approved by the SLT team it will be given <b>Outline Approval</b> and you will be asked to complete more information and complete the next steps – you will be notified via email through the Evolve system	
Attach relevant risk assessments, deleting or adding appropriate information – these must be truly reflective of the proposed trip and is not just a paperwork exercise, this has to be shared with accompanying staff <i>Shared area – Extra Curricular – Evolve Risk Assessments</i>	
Pupil lists <b>MUST</b> be entered and updated on the Evolve site – this will ensure all medical needs are up to date. It is the trip leaders responsibility to liaise with Health and Welfare in good time to ensure all medical requirements are addressed.	
Attach First Aid request form and email to :- <a href="mailto:HealthWelfare@healing-school.co.uk">HealthWelfare@healing-school.co.uk</a> <i>Shared area – Extra Curricular – Evolve Risk Assessments – First Aid Form</i> <b>THIS MUST BE DONE AT LEAST 5 DAYS BEFORE VISIT</b>	
In the Evolve process you will have covered all the points below	
Check with RPB that ratios are appropriate to the individual trip	
Ensure at least one member of staff is first aid trained	
If you have male and female pupils you must have male and female staff members	
Ensure all LOAs are completed as soon as approval is obtained	
Check flowchart to establish the applicable letter	
See Appendix 1 for pro-forma letters - Parental letters and consent forms must be cleared with SLT link and check costings with Finance Office before being sent. Ensure in the consent letter, if required, parents give permission for pupils to have free time to walk in groups with remote supervision. Send the pupil list to Finance Office before distributing the letters to parents.	
Canteen are to be informed at least 3 weeks' prior to visit and ensure you arrange appropriate FSM pick up	
Ensure you have an information evening for parents and staff accompanying the visit – this must be planned in advance and cleared with SLT link at least 2 weeks in advance	
Provide accompanying staff with detailed itinerary, pupil details, staff mobile numbers on trip and emergency procedures have been shared in detail. Pupils details must include medical needs and emergency contact numbers for <b>ALL</b> pupils.	
Decide and ensure staff are confident on how registers are to be taken;- getting on and off coach at various stop points, after venues etc	
Ensure you have made it clear how the school will be informed of any absence if the trip departs out of school hours	
Have staff meeting to ensure they are all aware of risk assessments and any key details. The staff briefing attendance document must be signed	
Following the trip/visit return all first aid kits and medical equipment to Health and Welfare as soon as possible, there must be a <b>formal handover</b>	
Following the trip within 48 hours an Evolve evaluation must be completed	

## SUPERVISION

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### Responsibility

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, it is good practice for the group leader to:

- Allocate supervisory responsibility to each adult for named pupils;
- Ensure that each adult knows which pupils they are responsible for;
- Ensure that each pupil knows which adult is responsible for them;
- Ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them;
- Ensure staff have contact details of all accompanying staff and non-accompanying SLT link should an emergency arise;
- Ensure that all adults and pupils are aware of the expected standards of behaviour;
- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- Carry a list/register of all group members;
- Directly supervise the pupils - particularly important when they are mingling with the public and may not be easily identified;
- Regularly check that the entire group is present;
- Anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- Clearly understand the emergency procedures and be able to carry them out;
- Have appropriate access to First Aid and qualified First Aid trained staff

Each pupil should:

- Know who their supervisor is at any given time and how to contact him or her;
- Have been given clear, understandable and appropriate instructions;
- Rarely if ever be on their own;
- Alert the supervisor if someone is missing or in difficulties;
- Have a meeting place to return to, or an instruction to remain where they are, if separated;
- Understand and accept the expected standards of behaviour.

**Head counts/registers.**

Whatever the length and nature of the visit, regular head counting/registers of pupils should take place, particularly before leaving any venue. It is good practice for all supervisors to:

- Carry a list/register of all pupils and adults involved in the visit at all times;
- Ensure that all pupils are aware of rendezvous points;
- Ensure that all pupils know what to do if they become separated from the group.

### **Down Time**

Group leaders should ensure that pupils continue to be properly supervised during downtime before, between and after activities, including the evenings on residential visits. A group occupied in study or activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time in a residential programme can be problematic.

It is good practice to:

- Ensure that all staff and pupils understand the standards of behaviour that apply at all times, not just during activities;
- Ensure that handover between activities is properly supervised, with a named supervisor responsible for the group if there is down-time between activities;
- Ensure that all supervisors understand that their supervisory role continues in the evening;
- Use down-time in the evening or at the beginning of the day to brief the group on the planned activities for the day to come, e.g. the planned learning outcomes, specific health and safety issues, meal and break times etc.;

### **Night Time**

Group leaders should ensure that:

- The group's immediate accommodation is exclusively for the group's use;
- Teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the pupils' accommodation;
- There is a teacher present on that floor whenever the pupils are there;
- Rigorous child protection arrangements are in place to protect both pupils and staff, if unsure please contact **Christine Gunn**;
- All staff and pupils know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.

### **Travel**

A driver cannot safely drive and supervise children at the same time. Group leaders should ensure that:

- Transport by road has seat belts and that the pupils wear them;
- There is adequate supervision at all times when travelling;

- Supervisors are reserved seats that allow them to supervise properly;
- Pupils are supervised when boarding and leaving;
- Extra care is taken when leaving a vehicle in a country that drives on the right as some doors may open onto the road side;
- Standards of behaviour are met, and in particular that drivers are not distracted;
- Evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear;
- Head counts are carried out when the group is getting off or onto transport.

## **ONGOING RISK ASSESSMENT**

The group leader (and other adults with responsibility) prepares ongoing risk assessments while the visit is taking place. These normally consist of judgements and decisions made as the need arises. They are not usually recorded until after the visit.

### **Plan B**

- Good forward planning will always include alternative plans in case the itinerary needs to be changed;
- A flexible itinerary can allow activities from later in the visit to be substituted for earlier activities if those are prevented by unexpected circumstances;
- Group leaders faced with potential difficulties will feel more confident to change the itinerary if a pre-assessed alternative is available;
- Regardless of whether alternatives have been pre-assessed, always take time to reassess risks if the itinerary changes;
- On arrival at an alternative site or activity that has not previously been risk assessed, we recommend that the group leader should risk assess the situation before allowing the pupils to disembark from the transport;

## **EMERGENCY PROCEDURES**

### **Preparation**

By their nature, emergencies are usually unexpected. But careful emergency planning can mitigate the trauma of being caught up in an emergency. It is good practice for the group leader to:

- Agree an emergency action plan, which includes 24-hour (i.e. constant cover) contact points at the school/LEA and clear roles for the group leader, school, Principal e.g. managing media interest, supporting parents of an injured pupil, transport arrangements etc.;
- Ensure that all members of the group know what action to take if there is a problem;
- Hold evening briefings with supervisors to discuss issues for the next day;
- Spend time early the next morning explaining arrangements to the pupils;

- Hold, or ensure that other adults in the group hold, up-to date competence in first aid and other lifesaving competence as necessary for the activities;
- Ensure that the first aid kit is properly stocked and accessible at ALL TIMES
- Ensure that all pupils' medical needs (e.g. asthma, diabetes, anaphylaxis) are known and that staff are competent to handle them;
- If abroad, know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the age of the pupils, it may be appropriate to ensure that they have this information to hand.

### **Emergency procedures framework during the visit**

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible;
- Ensure that all the group are safe and looked after;
- Establish the names of any casualties and get immediate medical attention;
- Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
- Notify the police if necessary;
- Ensure that all group members who need to know are aware of the incident;
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary;
- Inform the school contact and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit;
- Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- School contact should notify parents, providing as full a factual account of the incident as possible;
- Notify the British Embassy/Consulate if an emergency occurs abroad;
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones;
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- Keep a written account of all events, times and contacts after the incident;
- Complete an accident report form as soon as possible.
- No-one in the group should speak to the media.
- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Principal;
- Keep receipts for any expenses incurred – insurers will require these.

Group Leader (Capitals)	
Signed	
Date	

<b><u>Staff briefing</u></b>		
The following staff attended the staff briefing session on _____ at _____am/pm		



## FIRST AID REQUEST FORMS

Please complete the following information when requesting First Aid Kit(s) for School Visits. Health and Welfare require at least 1 week's notice to process the request. Please note that the member of staff who collects the First Aid Kit(s) is responsible for the safe return of all items dispensed. Also a list of **all pupils attending** should be included with the form.

School visit (destination):	<input style="width: 100%;" type="text"/>
Date of visit:	<input style="width: 100%;" type="text"/>
Faculty:	<input style="width: 100%;" type="text"/>
Time of departure:	<input style="width: 100%;" type="text"/>
Time of arrival back at school:	<input style="width: 100%;" type="text"/>
Number of kits required:	<input style="width: 100%;" type="text"/>
Requested by:	<input style="width: 100%;" type="text"/>
Collected by:	<input style="width: 100%;" type="text"/>
Date request made:	<input style="width: 100%;" type="text"/>

**Medical Notes:**

## Appendix 1

### RESIDENTIAL – EDUCATIONAL

(Date)

Dears Parent/Carer

#### **Re: Name of trip, date, location**

We have organised a trip to (name of trip location) as part of our (curriculum plans/GCSE Course) for (subject) pupils on (day/date/year). (Space to describe specific details of the trip.)

The (coach/minibus) will leave school at approximately (time), staying over at (hotel/hostel name). The following morning, breakfast and a packed lunch will be provided before we (space to describe day 2 of the agenda). Pupils will be returning to school at approximately (time), please make arrangements to collect your child from school.

Pupils need to wear (school uniform/sensible footwear & waterproof clothing etc.) and will require a packed lunch for the first day: no fizzy drinks please. If your child normally receives a free school meal, a packed lunch will be arranged for them. **A more detailed equipment list will be sent out at a later date.**

If your child wishes to bring their mobile phone they can do so however, in line with school policy, they bring them entirely at their own risk.

This residential trip has been greatly subsidised by Healing School, however we are asking for a voluntary contribution of (£0.00) to cover a proportion of the travel costs, please note that if we do not receive enough voluntary contributions the trip may not go ahead.

Payments should be made on ParentPay and by making payment you are consenting to permission for your child to attend the trip. Should you not have ParentPay login details, or you have difficulty using Parent Pay, please contact the school's Finance Department.

The final deadline for payment is (day/date/month/year).

Yours sincerely

**Trip Leader**  
**Job Title**

## RESIDENTIAL – NON EDUCATIONAL

(Date)

Dears Parent/Carer

### **Re: Name of trip, date, location**

We are excited to be offering a trip to (name of trip location) to support our curriculum plans for the school's (subject) pupils and enhance their learning experiences within the school.

The cost of this experience is (£0.00) which includes (tickets/entry/transport/meal). The coach will leave Healing School at (time of departure), staying over at (hotel/hostel name). The following morning, breakfast and a packed lunch will be provided before we (space to describe day 2 of the agenda). Pupils will be returning to school at approximately (time) on (date), (please make arrangements to collect your child from school/pupils will be back in school to travel home via their usual arrangements).

Pupils need to wear (school uniform/sensible footwear & waterproof clothing etc.) and will require a packed lunch for the first day: no fizzy drinks please. If your child normally receives a free school meal, a packed lunch will be arranged for them. **A more detailed equipment list will be sent out at a later date.**

If your child wishes to bring their mobile phone they can do so however, in line with school policy, they bring them entirely at their own risk.

To secure a place please make payments via ParentPay for the amount of (£0.00). By making payment you are consenting to permission for your child to attend the trip. Should you not have ParentPay login details or you have difficulty using Parent Pay, please contact the school's Finance Department.

The final deadline for payment is (day/date/month/year).

Yours sincerely

**Trip Leader**  
**Job Title**

