

Revised April 2018

HEALING
SCHOOL



A Science Academy

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>	
School Address	Healing School, Low Road, Healing, NE Lincs, DN41 7QD
Main Office	01472 502400
<u>EVC</u> R. Burrows	07713 342158 burrowsr@healing-school.co.uk
<u>Vice Principal</u> C. Gunn	07912 308506 gunnc@healing-school.co.uk

CHECKLIST FOR THE ORGANISATION OF VISIT

	Completed
Check with line manager that date and proposed activity are appropriate	
Log onto Evolve and fill in all sections clearly and in detail, any problems please see RPB. Outline approval* will be given once all sections are completed appropriately and you have clicked SUBMIT <i>https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=healingschool</i>	
*If trip is approved by the SLT team it will be given Outline Approval 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>	
Attach First Aid request form and email to:- HealthWelfare@healing-school.co.uk <i>Shared area – Extra Curricular – Evolve Risk Assessments – First Aid Form</i> THIS MUST BE DONE AT LEAST 5 DAYS BEFORE VISIT	
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 LOA's 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 ALL 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, their must be a formal handover	
Following the trip within 48 hours an Evolve evaluation must be completed	

SUPERVISION

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



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Tel: 01472 502400 Email:office@healing-school.co.uk



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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 weeks' 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

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. If your child normally receives a free school meal, a packed lunch will be arranged for them.

In line with school policy mobile phones are not permitted on school trips.

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, please contact the schools’ Finance Department to obtain these. If you are unable to use ParentPay, payments can also be made either with cash or by cheque (made payable to *Healing School*) and handed into Pupil Reception, along with the slip below.

The final deadline for payment is **Day/Date/Month/Year**.

Yours sincerely

**Trip Leader
Job Title**

.....

COMPLETION OF THIS SLIP IS ONLY REQUIRED FOR CASH OR CHEQUE PAYMENTS

Name of Trip, Date & Location

I give permission for my child, _____, Tutor _____ to attend the above named trip. I have read the information above and acknowledge the need for my child to behave responsibly.

Please state below if your child has any medical conditions we need to be aware of:

.....
.....

I have not paid via ParentPay therefore I enclose Cash or a cheque made payable to Healing School for **£0.00** CASH / CHEQUE (please delete as appropriate)

Signed:

Date:

NON RESIDENTIAL – NON EDUCATIONAL

Date

Dear Parent/Carer

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

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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, please contact the schools’ Finance Department to obtain these. If you are unable to use ParentPay, payments can also be made either with cash or by cheque (made payable to *Healing School*) and handed into Pupil Reception, along with the slip below.

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Signed: Date:

