

Revised May 2018

HEALING
SCHOOL



A Science Academy

SCHOOL VISITS

HANDBOOK FOR GROUP LEADERS

Residential and higher risk 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. THIS MUST BE DONE AT LEAST ONE TERM IN ADVANCE OF PROPOSED VISIT <i>https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=healing-school</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

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 allow time for mischief, bullying, homesickness and wandering off from the body of the group.

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 – however hard a day it has been, that it is not a time to relax in the bar or in front of the TV;
- 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/LEA contact, head teacher 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 life saving 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;



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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

RESIDENTIAL – EDUCATIONAL

Date

Dear 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**. **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 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**

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.....

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:

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, 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 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:

