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HALLFIELD SCHOOL

VISITS OUT OF SCHOOL POLICY



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SCOPE

All staff and pupils including EYFS where appropriate

AIMS

To allow pupils the opportunity to enjoy a full range of educational, social and sporting experiences outside the classroom;

To ensure that all visits out of school are made as safe as they can be;

To support and enrich teaching and learning in the school by providing varied and relevant out of School visits

POLICY STATEMENT

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Out of school visits are considered important for extending pupils' learning and for the full delivery of several curriculum areas such as Art, Science, Games, Music, History and Geography. They also provide a vital contribution to pupils' personal, social and cultural education.

At Hallfield pupils are given opportunities throughout the School to participate in academic field visits, sporting fixtures and competitions, musical events, visits to art galleries and theatre productions, weekends away and holidays abroad.

Person Responsible For Policy

The Deputy Head and Head of Pre-Prep

Also referred to as Educational Visits Coordinators



HALLFIELD SCHOOL

VISITS OUT OF SCHOOL POLICY : PROCEDURES

In order to make out of School visits as beneficial and as safe as possible the staff at Hallfield should follow the procedures set out here.

APPROVAL OF PLANS AND ARRANGEMENTS

Before any visit for pupils is sanctioned it is first necessary to clear the date of the proposed trip with the Assistant Head, who is responsible for keeping the School calendar. In the great majority of cases it is necessary to have approval for all trips in principle a full term in advance to ensure that details are included in the School calendar.

Details of proposed arrangements must then be put in writing to the Deputy Head or Head of Pre-prep (to be referred to as Educational Visits Coordinators or EVCs.) using the appropriate forms ie

- Visits Form
- Risk Assessment – Visits out of School.

These forms are available as templates on the school network or as hardcopies from the EVC. When completed these should be submitted to the appropriate EVC. The EVC will examine the proposed arrangements, possibly suggest amendments, and once details have been agreed sign the Visits Form to confirm arrangements. At this stage a risk assessment must be submitted by the party leader. If it can be arranged without unnecessary disruption to the time during the school day will be made available to the party leader to undertake this risk assessment.

All staff taking visits out of School

- should read DfES Parts 1-3 Health and Safety of Pupils on Educational Visits: A Good Practice Guide July 2002
- should read Appendix 3: The Law and Your Liability When Taking Children Outside the School
- must undertake to follow this Code of Conduct.

CHECKING INSURANCE COVER

Appropriate insurance cover must be arranged through the Bursar for the visit. Normal School insurance may cover most visits but it should be checked particularly when visits are to occur outside normal School times. If private cars are used to transport pupils on School business the driver or drivers concerned must have Class 1 insurance.

REPORTABLE INCIDENTS ON AN OFF-SITE VISIT

If a member of the visiting party is injured or harmed when on a school visit off-site, this incident must be reported to the facility providers where appropriate. Party leaders are advised to obtain relevant risk assessments from the facility provider prior to making the visit wherever possible.

SUPPORT FOR VISIT PLANNING AND DOCUMENTATION

For assistance with insurance, transport arrangements and the necessary documentation and producing letters for a visit, Upper School staff should see the office assistants who are able to provide secretarial assistance. The Head of the Pre-Prep. Department working with the Pre-Prep secretary will be responsible for all visits for that department, booking them, making sure there is appropriate insurance cover and organising the transport.

TRANSPORT

The coaches used should all be fitted with seat-belts. It is advisable to first obtain quotes for transport costs from more than one known provider, particularly for longer journeys. Bookings can be made via the School's office staff who will provide written details as soon as bookings are confirmed.

If travelling by the School mini-bus, staff should be aware of their responsibilities in checking the vehicle before setting out and should ideally have a driver or second adult on board to supervise the children. They must also make sure that all passengers are wearing seat belts. (Refer to Appendix 1 : *The School Mini-Bus and Drivers' Responsibilities.*)

INFORMATION TO PARENTS

For each visit a letter should be sent to Parents detailing the destination, means of transport, times of departure and return, the purpose of the outing, clothes to be worn, food requirements and costs. First drafts of these letters should be sent for editing to the EVC.

WRITTEN PARENTAL CONSENT

Parental consent forms attached to the letter to Parents, and if appropriate, medical forms, must be completed and returned to School prior to the visit. Children may not be taken out of School without written parental consent. However, for visits to Church and for Games fixtures and swimming lessons, parents sign a general consent form when pupils enter Upper School. This consent is then renewed each academic year. Further parental consent is not required for these visits which are part of the annual and daily routines.

PUPILS' CODE OF CONDUCT

Rules concerning safety and discipline during the visit must be written down and parents required to explain these to their children. (Refer to Appendix 2: *Codes of Conduct for Children.*)

STAFF/PUPIL RATIOS

The degree of supervision must be appropriate to the age of the children and the nature of the excursion. Staff / pupil ratios must be agreed with the designated senior member of staff (i.e. the EVC) before the visit takes place.

The Pre-Prep. Department requires two members of staff to accompany each form. In the Transition there should be one adult to every three children. Assistance from parents may sometimes be acceptable but the parent of a child taking part in the visit should only be supernumerary.

PUPIL DOCUMENTATION TO TAKE ON VISIT

There is a special visits file containing up-to-date strip lists, phone numbers and medical information that party leaders should take on all visits.

RISK ASSESSMENT

It is essential that a full and up to date risk assessment is made by the party leader before every visit out of School. Further risk assessments provided by the outside provider are a useful addition to this but cannot be relied upon by the party leader. A clear assessment needs to be made of any special circumstances relating to the trip, notably in terms of transporting the party and moving groups of children around or between public places. It is also necessary to plan specifically for risks posed by individual children. Standard risk assessment forms are available on the School network or from the EVC. Risk assessment should be continuous throughout the visit.

PUPIL BRIEFING SESSIONS

Staff organising and leading the visit should arrange briefing sessions with the children, and where appropriate with the parents. This forms part of the risk management procedure for the trip. Children should be made aware of what is expected of them on the visit and they should be warned of any particular dangers. Where appropriate, the children themselves should be involved in making risk assessments. Each member of staff or adult helper should have a list of the children for whom they are responsible on the visit and the children themselves should know which adult has responsibility for them.

DE-BRIEFING AND REVIEW OF RISK ASSESSMENT

In Pre-Prep a debriefing session will take place after visits to discuss further improvements. In Upper School suggestions for improvement have traditionally been given to the party leader informally. A written review of the risk assessment must be made on the risk assessment form so that procedures can be constantly improved.

DISCIPLINE

The highest standards of discipline are required on visits out of school to ensure safety and to maintain the reputation of the School.

1. Staff should set the example in dress and behaviour. (Well-dressed does not necessarily mean formally dressed but often it does.) Uniform for the children is often appropriate although there may be sound reasons for children not travelling in uniform such as the need for Wellingtons to be worn on farm visits
2. Children in Pre-Prep will wear labels with the School stamp.
3. Courtesy and good manners should be encouraged. Steps should be taken to avoid noise and disturbance to other people.
4. Staff on duty should not be drinking alcohol.
5. Children at Hallfield are of an age range that requires a high degree of supervision, especially where there are particular hazards such as being on or near water, on mountains, in urban areas, at old buildings and castles, out after dark and on trains. They should be accompanied by staff at all times.
6. Purchasing by children should be supervised.

FIRST AID

A first-aid kit should be carried but only for minor injuries unless medical aid is not readily available.

If members of the party have particular medical needs, for instance asthma or diabetes, proper provision must be made.

In acute cases of illness or accident, emergency medical help must be sought and parents contacted as quickly as possible, whilst adequate supervision is made for other pupils.

Minor illness and accidents may be dealt with by a member of staff. Parents will always be informed of the nature of the problem and details of the treatment given.

Each Pre-Prep. member of staff escorting children on a visit will be responsible for inhalers or medicines specifically required for the pupils for whom they have particular care on that occasion.

If in any doubt the Party Leader should discuss first aid and medical provision with the School Nurse

THE SCHOOL MOBILE TELEPHONE

The School portable telephone should be taken on visits out of school to avoid any delays in communication should any unexpected situation arise.

SPORTS FIXTURES

Sports fixture visits are arranged by games staff who send copies of team lists and plans to the School Office and the Deputy Head. Copies of these are posted on the Notice Board in the Staff Room and on the notice board for pupils outside the Changing Rooms.

EXCLUSIONS

Staff taking visits out of School reserve the right to leave behind children who have not followed the Code of Conduct on previous visits or whose record of misbehaviour causes concern about the risk they may pose to themselves and to others. Children will not be excluded on the grounds of disability where reasonable adjustments can be made to accommodate them safely on the visit.

ADDITIONAL PROCEDURES FOR STAFF ESCORTING PUPILS

ON SCHOOL HOLIDAYS ABROAD

Members of staff taking pupils on visits abroad must follow the above code of conduct but they will also need to make additional preparations and to take additional precautions.

TRAVEL AGENTS

The holiday should be booked through ABTA or ATOL travel agents. Where instructors and equipment are hired on activity holidays such as skiing, the qualifications of instructors and the suitability of equipment should be checked with the travel agency.

PASSPORTS AND VISAS

Arrangements should be made for all members of the party to travel with current passports or a current group passport, and with visas if necessary.

TRAVEL

Travel may be by air, sea and rail in addition to road. The pupil code of conduct will still apply but staff will also need to have agreed strategies for supervising pupils in public places such as stations and airports. Pupils must know which adult is supervising them and what to do if they become separated from their party at any time.

INJURY AND ILLNESS

All party members will need medical insurance for visits abroad and E111s for European countries.

The party leader must take medical forms, completed and signed by parents. Standard forms are available from the School Office.

Every holiday party should take a First Aider or one member of the staff nominated as the party "matron". This person should keep the medical records, the First Aid Box and a log of all complaints made by pupils of sickness or injury and the treatment given. Anything that cannot be treated with simple First Aid must be referred to a doctor or hospital as soon as possible and parents should be informed. The nominated person must investigate all pupil complaints of sickness or injury. Parents will always be informed of the nature of any problems and details of the treatment given.

The party leader should establish how expert medical help can be summoned at each location, including the skiing slopes, and inform all staff. The party leader should establish procedures with instructors for those occasions when children are out with an instructor but without a member of School staff. Children should know which adult is supervising them at all times, and they should know how to summon staff help if they are injured or unwell.

All non-School members of staff such as skiing instructors, hotel staff and tour guides should be asked to inform School staff immediately they receive a complaint of sickness or injury from a pupil. It should not be assumed that the injured or sick child or his/her companions will report competently.

SCHOOL CONTACT FOR PARENTS

Because School visits abroad usually occur during School holidays, parents will need to be able to contact someone at home. This would normally be a senior member of staff who should keep in direct contact with the party leader. The party leader will be able to relay any important messages to parents e.g. changes in itineraries, via the home contact. The home contact should have a copy of all the relevant information: all pupils' home phone numbers, itineraries and particulars of the travel agency and insurances.

SAFETY BRIEFINGS

Pupils should be given regular safety briefings and reminders about activities, itineraries and discipline throughout the holiday.

Appendix 1: Visits out of School Procedures

MINIBUS SAFETY: THE DRIVERS' RESPONSIBILITIES

Although the operator, in this case Hallfield School Trust, has overall responsibility for making sure that a safe minibus service is provided, the driver of the minibus also has responsibilities. The two main responsibilities are to ensure the safety and comfort of all passengers, and to make sure that the minibus is roadworthy before taking it out. If the minibus is found to be defective it is the driver's licence that will be affected. All drivers should follow the *School Code of Conduct for Visits out of School*, and should read the *RoSPA Code of Practice for Minibus Safety*. (Copies are held by the Bursar and the Deputy Head).

Before each journey the driver must:

1. have informed parents of the journey and have acquired written consent, general or specific depending on the type of visit; (Refer to *Visits Out of School Policy: Procedures*)
2. plan the journey to account for the time taken, including rest stops, and take account of weather conditions and major roadworks on the planned route;
3. decide whether or not a second driver or an escort should be used;
4. conduct a pre-drive vehicle safety check;
5. carry the mini-bus First Aid kit and School mobile phone for use in an emergency;
6. make sure the passengers are aware of the Hallfield code of safe behaviour on the minibus; (Refer to Appendix 2 : *Pupil Code of Conduct* below. A copy is displayed in the School minibus.)
7. check that all passengers are wearing their seat belts;
8. take due note of road, traffic and weather conditions.

After each journey the driver must:

1. make sure all passengers re-clip their safety belts and remove any rubbish before they leave the bus;
2. make sure all child passengers are safely collected by their parents;
3. report any defects to the bus that have occurred during the journey to the Bursar.

Appendix 2 : Visits out of School Procedures

HALLFIELD SCHOOL

CODES OF CONDUCT, SAFETY AND DISCIPLINE

On the Minibus or Coach

1. Seat belts should be worn at all times.
2. Do not stand or wander about when the vehicle is moving.
3. Do not leave any litter on the vehicle.
4. Listen to instructions before leaving the vehicle. When getting off the vehicle, go **immediately** to the pavement or similar safe place to wait for the group to assemble.
5. Be considerate to the driver and help him to drive safely by keeping noise levels low.
6. Do not be impolite in any way to drivers, passengers or pedestrians outside your vehicle.

In General

1. Listen carefully to instructions, particularly to safety instructions. Follow any safety instructions the staff or instructors give you **IMMEDIATELY**.
2. **NEVER** run off ahead of the rest of the group or wander off on your own.
3. Show courtesy and consideration to other people at all times.
4. Be attentive and polite when listening to guides and when following them around a site.
5. Always consider your own safety and the safety of others when undertaking any activity. If you have any worries about safety, tell a member of staff **AT ONCE**.
6. Do not start any activity without being given permission at the time of starting by a member of staff.
7. If you are not sure about what to do on an activity ask **BEFORE** you begin.
8. If you think another pupil or teacher is in trouble, or missing, or might be doing something dangerous, tell a member of staff **AT ONCE**.

Following this code of conduct will help ensure that we all have a safe and enjoyable trip.

Appendix 3: Visits out of School Procedures

THE LAW AND YOUR LIABILITY WHEN TAKING CHILDREN OUTSIDE THE SCHOOL

Defence against charges of negligence (or of breach of duty of care)

1. The teacher was qualified to teach the activity and appropriate supervision was provided.
2. All reasonable steps had been taken to ensure the safety of the working environment and equipment.
3. The class had been taught about the need for safety and had been warned against foolhardiness in an appropriate manner.
4. The class had been systematically prepared for the activities being undertaken, including attention to footwear and clothing.
5. The work and the manner in which it was carried out were compatible with approved practice in other similar schools.
6. Parents had signed an appropriate consent form.
7. A comprehensive risk assessment had been carried out and documented.

Please also see forms for residential visits at home and abroad, and for risk assessment, all available from the School Office