



# MALDON COURT

PREPARATORY SCHOOL

## I 4d

### Supervision of pupils

# Educational Visits and Off Site Policy



This Policy applies to all pupils at Maldon Court Preparatory School including those in the EYFS

Reviewed September 2023– Mrs K Callaghan  
Next review September 2024

## **School Aims**

- Children develop a love of learning and come to appreciate the value of their talents and life experiences.
- Children flourish and become enthusiastic and independent learners reaching their full potential through a stimulating, broad curriculum and rich variety of experiences beyond the curriculum.
- Children embrace the traditional values of Kindness, Respect and Courtesy, becoming responsible, independent caring individuals.
- Children are confident happy individuals who are well prepared for their next step in education. This includes 11+, scholarships and entrance to schools with Specialist Status.
- Children develop the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: both in the local and wider community.

## **Rationale**

At Maldon Court Preparatory School, we believe that a programme of well managed educational visits can be an effective additional means of delivering a range of educational objectives and adds greatly to the school curriculum. Our curriculum is enhanced by the direct first hand practical experience of the environment, whilst short stay residential visits provide a significant contribution to pupil's personal and social development.

## **Responsibility for Off-site Visits**

The Headteacher will, in advance, be informed of and give permission for any off-site visits. It is the responsibility of the Headteacher to ensure that the Activity Leader is competent to undertake the activity and understands the nature of the responsibilities including the behaviour of all pupils.

The trained Educational Visit Coordinator is Mrs Katharine Abrehart, the EVC will coordinate all off site trips and liaise with the Headteacher and Activity Leader/s.

The Activity Leader has full responsibility for the safe running of the activity, including obtaining prior agreement for the activity to take place, and should comply with the procedural requirements of this document. The planning of any visit should include:

- Risk Assessment
- Preliminary visits and research
- Staffing and ratios of adults to children
- Use of volunteers and appropriate DBS checks
- Preparing pupils, including special and medical needs
- Transport
- Records and communications to parents
- Cost of the trip/visit
- First Aid and medical
- Emergency Procedures including contact details and permission for emergency medical treatment if the parents cannot be contacted.
- Insurance
- Licensed activities

## **Risk Assessment**

Risk Assessment is the legal responsibility of employers and will be carried out by the Activity Leader. When completed, they will be checked by the EVC and approved by the Headteacher and retained on file. These are kept in the Educational Visits File.

Operating procedures are listed within this policy for local visit that are frequent, provided that on-going monitoring is undertaken.

All adults with responsibility on the visit should be given a copy, which should be taken on the visit, and should understand the measures required to minimise the risks.

Accompanying adults must follow the instructions of the Activity Leader.

## **Preliminary Visits and Research**

Aims and objectives of the visit should be clearly identified at an early stage. These should be relevant to the child and curriculum needs. It will contribute significantly to the educational outcome. The aims will ensure:

- Appropriate contribution to the overall educational aims of the school
- A structure and discipline for the visit
- Maximum pupil motivation
- Activities appropriate to pupil maturity and experience
- Consideration of staff training and resources.

Approval in principle should be sought from the Headteacher as soon as possible and before any financial commitment is made. This is completed using the trips request form completed by the EVC.

In most cases, a preliminary visit by the Activity Leader is essential, especially when:

- The visit is to be led by less experienced staff
- The visit is to an unfamiliar location or involves teacher-led activity
- Very young children or those with special needs are involved
- Visits to locations where there may be special hazards.

A preliminary visit should aim to

- Check the appropriateness of the venue
- Check for potential hazards
- Check timings, e.g. lengths of walk, tide times, etc
- Establish local contacts
- Check accommodation, especially for fire risk and evacuation
- Agree, in advance, between activity Leaders and centre staff, the division of supervisory responsibilities
- Obtain information on local services, e.g. hospital, telephone, toilets
- Produce an appropriate emergency action plan.

## Safeguarding

All staff are required to sign out themselves and all children under their care at the school office when taking children out of school

- Timings out and in are to be logged including how many children, staff and volunteers are leaving the building.
- A record of lead contact i.e. Name of person, school or personal phone in the event of an emergency.
- If for any reason a child is not going on the school trip, which class are they going into.
- If we have parent helpers they are to be signed into the sign out form.
- Risk assessment stating number of Staff and children on the trip being left at school.

If staff have taken photographs on their personal camera during an Educational Visit, these must be downloaded and then deleted from their cameras/ phones within 24 hours. It is advisable to use the school camera/ phone for all trips and visits.

## Staffing and Ratios of Adults to Pupils

Educational visits involve considerable responsibility on the part of teachers and in the case of residential stays, require a duty of care for pupils for 24 hours every day. To facilitate this, the Visit Leader must ensure:

- The trip has been planned with all staff attending the trip using SAGE
  - ✓ **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
  - ✓ **Activities** to be undertaken: what do you want the group to do and what is possible?
  - ✓ **Group** characteristics: prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
  - ✓ **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and school. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.
- Teacher and supervisory adults are based on the correct ratios for the age of the children;
- Minibus drivers are appropriately qualified and prepared to undertake this role.

## The Visit Leader should:

- Recognise that large parties create supervisory problems and should be sub-divided for activity purposes;
- Be aware that parties with minimum staffing are very vulnerable to staff illness or accident;
- Have advance notice of any disabilities, health or fitness concerns amongst staff  
E.g. a predisposition to travel sickness.

## **Use of Volunteers**

Adults other than teachers and support staff, can make a valuable contribution to the success of a visit. Maldon Court recognises and values this contribution, provided that any visit is led by a teacher and approved by the Headteacher.

- Volunteers are chosen for the specific contribution that they can make
- Each individual is approved by the Headteacher and visit leader. They are entered on the voluntary helpers list kept by the school
- They have been carefully briefed on the scope of their responsibility
- DBS checks have been carried out on all volunteers who will have regular contact with children
- Volunteers will not attend residential trips.

## **Transport**

### Hired Transport

- Only reputable companies will be used
- Seat belts will be provided on all seats and must be worn
- The driver of the coach has no responsibility for the behaviour of the children
- The school will provide sufficient staff supervision for the health and safety of children
- One adult should be seated at the front and one at the back of the coach.

### School Minibus

- The driver of the minibus must comply with the legal provisions of The Department of the Environment and Transport Small Bus Permit. Please refer to the school minibus policy.

## **Public Transport**

Close supervision will be provided and pupils will be prepared in advance regarding expectations of behaviour when travelling.

## **Private Cars**

Drivers will have a valid licence, road tax, M.O.T. certificate where applicable and Insurance for off-site passenger visits. Documents will be checked before being used for visits. See Appendix A

School will not reimburse parents for use of their vehicles, as this will invalidate insurance cover.

Parents will be informed if their child is to be conveyed in private transport and will have the opportunity to object.

## **Records and Communications to Parents**

Parents should always be aware that their children are leaving the school premises and give their permission. Permission will be sought via ParentMail.

## **First Aid and Medical Issues.**

- Visits outside school hours/ residential trips will require a Medical Information Form to be completed by the parents.
- Off site visits during the course of the school day will require a First Aid kit.
- The activity leader will have a good knowledge of first aid but need not be a fully qualified first aider.
- The assessment of risk will identify the level of first aid cover that will be required.

## **Special Medical Needs**

All teachers involved in a visit should be provided with written details of the medical needs of individual children. A copy of medical information obtained from parents, should be taken on a visit by the visit leader and the original should remain on file in school.

In circumstances where special care is necessary to ensure safety, a child's parent should be encouraged to accompany the visit.

When children that require specific medical attention are taken off site, any established medical protocol must be able to be administered during an activity. Parents should be asked for authorisation for activity leaders to act for their child, should the need for medical treatment arise. If parents are unable to give this authorisation, a clear, unequivocal statement should be supplied by the parent, for any medical practitioner looking after a child's needs.

A full risk assessment will demonstrate the safety of the inclusion of children with special medical needs. This will ensure that a child will not be excluded from an activity unless they or fellow children could be endangered by their inclusion.

## **Emergency Procedures**

In the event of an emergency arising during an educational visit, the following actions will be taken by the visit leader

- Assess the situation
- Account for all group members and ensure their well-being
- Contact any emergency services that may be needed
- Inform all group staff of the problem; share it; clarify actions to be taken
- Contact the school and decide with management on the next action that is needed.
- Contact with relatives should be as early as possible but will be done through the Headteacher, Deputy or the office manager.
- Record all details of the incident relating to time, date, names, what happened, witness details.
- Maintain a record of subsequent events.
- School to notify the Insurers.

## **Insurance**

When a trip is undertaken as part of the normal school curriculum, even though it is conducted off the school premises, the insurance arrangements for the school will prevail.

- If a visit includes time out of school hours, there may be a requirement for additional insurance cover. Members should always check to ensure the appropriate cover is provided before a trip is undertaken. There are many types of insurance that may be necessary, according to the type of activity to be undertaken
- Public or employers liability
- Personal accident cover for all adults
- Emergency accommodation or transport costs
- Specialised activity risks
- Loss or damage of hired equipment

## **Licensed Activities**

The Activity Centres Act 1995 requires certain activities to be licensed when commercial companies sell them.

### **The activities are**

- Caving
- Climbing including sea-level traversing, abseiling or scrambling over natural terrain or certain manmade structures which require special equipment or expertise.
- Trekking on foot, horse, cycle, skis, skates or sledges over moorland, or on ground 600 metres above sea-level when it would take 30 minutes to reach an accessible road.
- Water sports; including sailing, canoeing, kayaking, rafting and windsurfing.

## **Local Visits**

Visits/ activities within the 'Local Maldon Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

### **These visits/ activities:**

- Must be recorded on a 'Signing-out' sheet to be left with the office- See Appendix B
- Do not require parental consent for children in Forms 1 - 6
- Local risk assessments and specific operating procedures to be followed.

## **Boundaries**

This area includes, but is not limited to, the following frequently used venues:

- Leeches Garden
- Maldon High Street
  - Places of worship and memorials
  - Moot Hall
  - Town Hall

- Shops/ Restaurants
- Maldon Promenade Park
- Museum in the Park
- Maldon Hockey Club
- Museum of Power
- Combined Military Services Museum
- St Giles Leper Hospital remains
- Beeleigh Steam Mill
- Beeleigh Abbey Gardens
- Local care homes – St Peter’s Hospital
- Maldon Library
- Friary Gardens

### **‘No-go’ areas within the Boundaries**

Visit leaders to use their discretion while on school visits within the local area. See specific operating procedures saved in SharePoint.

### **Operating Procedure for Local Area**

**The following are potentially significant issues/ hazards within our Local Area:**

- Road traffic
- Members of the public
- Animals.
- Losing a child
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

**These are managed by a combination of the following:**

- The Headteacher, Deputy head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the ‘Local Area’ is explained to all new parents when their child joins the school.
- Regular handwashing or regular hand sanitising is in place.
- Children are briefed on keeping their distance from members of the public.
- The selected route takes the least busy option.
- Use antibacterial wipes to clean any equipment before use.
- There will always be a minimum of two adults.
- Staff are familiar with the area, including any ‘no-go’ areas, and have practiced appropriate group management techniques.
- Children have been trained and have practised standard techniques for road crossings in a group.
- Children’s clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant child medical information and ensure that any required medication is available.



- A mobile is taken with each group and the office have a note of the number.
- Appropriate PPE is taken when needed.
- Activity leader will complete the signing out sheet for all off-site trips (Appendix B)



**Event Specific Note  
General Local Visit**

**RISK ASSESSMENT  
(Focus on the things over which you have control)**

**Please review and edit the Risk Assessment as required.**

For Specific Guidance see: [www.oeapng.info](http://www.oeapng.info)  
[For Specific Specialist Activities / Visits](#)

**Risk assessment carried out by: Name(s): Mrs Katharine Abrehart**

**Position(s): Office Manager**

**Date reviewed:**

**Staff agreement: "I believe this risk assessment to be suitable and sufficient and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions below, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".**

<p>Issue Consider SAGE: <b>Staff – Activity – Group – Environment</b></p>	<p>How to Manage it</p>	<p>PARENTS</p>	<p>STAFF</p>	<p>PARTICIPANTS</p>
<p>All eventualities</p>	<p>Group leaders will be familiar with and will follow the school visits policy along with guidance from the OEAP National Guidance (Outdoor Education Advisers' Panel) All leaders and children will be fully briefed regarding hazards All leaders will be made aware of their roles and responsibilities Effective supervision will be in place at all times during the visit</p>			
<p>All Incidents, Accidents or Emergencies</p>	<p>The establishment has an emergency plan for dealing with an incident on an offsite visit Leaders will have an appropriate level of first aid training as determined by the nature of the visit and accessibility of the venue for paramedics A complete first aid kit (and travel sickness equipment) will be taken Any personal medication to be kept secure and accessible only to leaders Leaders will have prepared a contingency plan in the event of an incident or other cause for a change to the original plan</p>			
<p>Exposure to adverse effects of weather cold injury, heat injury, over exposure to sun etc.</p>	<p>Staff will consider possible weather conditions, plan appropriate programme, and ensure that young people are aware of clothing and equipment required Specialist personal protective clothing and equipment will be made available to group members if appropriate Staff will plan and make provision for young people who may not bring suitable kit, including arranging a check before departure and/or bringing spares Staff will obtain daily weather forecast and adjust plans accordingly</p>			
<p>Children lost or separated from group, inadequate supervision</p>	<p>Staffing ratios will be in line with LA guidance regarding effective supervision Leaders to use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders) Young people will be briefed as what to do if separated from group e.g. meeting points Leaders to conduct regular head counts, particularly at arrival/departure points.</p>			

<p style="text-align: center;">Issue Consider SAGE:</p> <p><b>Staff – Activity – Group – Environment</b></p>	<p style="text-align: center;">How to Manage it</p>	PARENTS	STAFF	PARTICIPANTS
Special needs of specific young people – medical	Obtain information from parents/carers and/or GP/Consultant as appropriate Individual risk assessments to be carried out if required Additional supervision to be arranged if required			
Misbehaviour	Code of Conduct/Behaviour agreed with children beforehand, with clear understanding of likely consequences if this is breached. Individual risk assessments to be carried out if required Advice to be taken from SENCO where appropriate			
Animals, insects, poisonous plants etc	Avoid known high risk situations Take necessary avoidance action if encountered Ensure those with known allergies carry medication			
Inappropriate provision, activity or actions by provider or provider's staff	Only reputable providers will be used Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management and quality-control systems in place.			
Confrontation with a member of public	Children will remain in pairs, groups or buddy systems at all times, including visits to toilets, restaurants etc. Seats will be booked, wherever possible, in a single block to enable easier supervision			
Whilst on activity: Inappropriate behaviour Injury to self, other party members, or passers-by	Overall party divided into smaller groups for more effective supervision by staff Expected standards of behaviour and pertinent safety rules – follow instructions/ directions from provider's staff where applicable Emergency procedures - what to do if there is an incident or they become lost or separated from group			
<b>Other specific hazard relating to local area/ venue?</b>				

## GUIDANCE IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP

### STAGE 1 – Control and Manage.

A copy of these guidelines must be taken by the Party Leader and where relevant, his or her deputy.

- Stay calm
- Establish nature and extent of the emergency.
- In the event of a serious incident call the emergency services without delay giving details of the nature of the incident, exact location of the incident and the potential casualty details.
- Make sure that all other members of the party are accounted for and are safe.
- Apply first aid to minor injuries, if suitably qualified to do so but be aware that the child who makes the most noise may not be the most seriously injured. Do not move children who complain of back or neck injuries.
- Advise other party staff (where relevant) of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party (if one is available) accompanies casualties to hospital. In the event of a local trip supervised by just one adult, that adult should stay with the rest of the party allowing the emergency services to take casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.

### STAGE 2 – Reporting

- Contact the School on 01621 853529 and report incident to the Headteacher (alternative 07970 638997 or if not available Mrs Abrehart (EVC) on 07799 923627
- and SECONDLY if Headteacher not available the SCHOOL on 01621 853529, and report incident to any senior member of staff. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Control access to telephones until contact is made with the School to prevent parents becoming unnecessarily alarmed in the event of a minor incident.
- Party leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition and position.
- Staff should not discuss the incident with anyone other than the emergency services and the school being particularly mindful of media coverage of serious incidents.
- Legal liability should not be discussed with or admitted to anyone.
- School Crisis and Emergency Procedures should be activated as soon as possible. Steps taken should include:
  - School to arrange for contact to be made to all parents of those involved. In serious incidents parents of all party members should be informed.
  - Inform parents of any delays that will be necessitated

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

### **The Group Leaders will:**

- Be responsible for safeguarding the group/groups.
- Take an immediate head count in order to ensure that all the other children are present
- Nominate an adult to search the immediate vicinity. Ensure that the school assistants, staff and management at the location are informed and arrange a thorough search
- Inform the Headteacher by mobile phone
- The Head Teacher will ring the child's parents and explain what has happened, and what steps have been set in motion. The Headteacher will go to the venue.
- If a child cannot be found within 5 minutes the police will be notified.
- The school will cooperate fully with any Police investigation and any safeguarding investigation by LADO.
- If the child is seriously injured a report may be made under RIDDOR to the HSE
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

## **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- Talk to and comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head Teacher will speak to the parents to discuss events and give an account of the incident
- The Head Teacher will promise a full investigation (if appropriate involving LADO and Essex Children Safeguarding Board).
- Media queries should be referred to the Headteacher.
- The investigation should involve all concerned providing written statements. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.



## Appendix B

Signing-out sheet for ad-hoc activities in the extended learning area, where the school policy addresses the generic risk management issues.

Leave this completed form in the school office, copy to be taken on the school trip.

Date	
Visit Leader	
Accompanying Staff	
Other Adults	
Form/ Class Total children off site	
Activity/ Destination	
Transport	
First Aid kit/ medication taken. Attach medical protocols to this form	
Departure time	
Estimated return time	
Visit leader mobile number	
Any other relevant details	