



Maldon Court Preparatory

School

A12 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 June 2016

School Aims

- To foster a love of learning in which the varied talents and life experiences of each child are recognised and valued.
- To provide a stimulating curriculum through which the children can flourish and become enthusiastic and independent learners, encouraging them to reach their full potential.
- To promote the traditional values of Kindness, Respect and Courtesy.
- To create confident and happy children who are well prepared for their next step in education. This includes; 11+, Scholarships and entrance to schools with Specialist Status.
- To promote 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 Head Teacher will, in advance, be informed of and give permission for any off-site visit. These types of visit will include swimming, cycling proficiency, visits to local amenities including shops, library, Promenade, theatres and other educational enrichment venues such as Sandford Mill, Watt Tyler Park, Globe Theatre or the Thames Barrier (not an exhaustive list)

It is the responsibility of the Head Teacher 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 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 Pupils
- 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

Further guidance and DfE documentation on Educational Visits is held by the Educational Visits Co-ordinator/School Secretary

Risk Assessment

Risk Assessment is the legal responsibility of employers and will be carried out by the Activity Leader. Leaders should complete a Risk Assessment. When completed, they should be approved by the Head Teacher and retained on file. These are kept in the Educational Visits File.

An annual assessment of risk may suffice for a local visit, which is 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 pupil and curriculum needs, and 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; and
- consideration of staff training and resources.

Approval in principle should be sought from the Head Teacher as soon as possible, and before any financial commitment is made.

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 pupils 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; and
- produce an appropriate emergency action plan.

Safeguarding

Signing in/out book

All staff are required to sign out at the 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 personnel 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 register.
- Risk assessment stating number of Staff and children on the trip being left at school.

Staff are **not allowed** to take any photographs with their personal phones. If staff have taken photographs on their personal camera during an Educational visit, these must be downloaded and then deleted from their cameras within 24 hours. Staff will sign an agreement to have spot checks on their cameras by the Head teacher.

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 party size is manageable in the circumstances;
- staff have specific abilities to cope with all planned activities;
- teacher and supervisory adults are based on the M.C.P.S. ratio of 1 adult to 10 children; and
- 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 ancillary 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 or approved by the Head Teacher;
- volunteers are chosen for the specific contribution that they can make;
- each individual is approved by the Head Teacher and Visit Leader and is entered on the voluntary helpers list kept by the School;
- they have been carefully briefed on the scope of their responsibility;
- criminal record checks should be carried out on volunteers who will have regular contact with pupils or if they are in a Residential setting.

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 pupils; and
- the School will provide sufficient staff supervision for the Health and Safety of pupils. 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.

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 fund and M.O.T. certificate and Insurance for off-site passenger visits. Documents will be checked before being used for visits.

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.

See [Appendix C] in Master Document file.

First Aid and Medical Issues.

Visits outside school hours will require a Medical Information Form to be completed by the Parents. See [Appendix D] in Master Document file.

Off site visits during the course of the School day will require a First Aid Box.

The activity leader will have a good knowledge of first aid but need not be a fully qualified first aider.

The risk assessment 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 pupil's parent should be encouraged to accompany the visit.

Off site visits.

When pupils requiring 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 pupil's needs.

A full risk assessment will demonstrate the safety of the inclusion of pupils with special medical needs. This will ensure that a pupil will not be excluded from an activity unless they or fellow pupils could be endangered by his 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 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 Head Teacher, Deputy or other designated person at School.
- As soon as possible;
 - 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 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 man made 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.

Before allowing a visit that includes any of these activities, the Head Teacher should ensure that that the provider is licensed.

APPROVAL CHECKLIST FOR EDUCATIONAL VISITS (APPENDIX A)

- | | |
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| 1. Has a risk assessment of the visit been carried out recently? | Y/N |
| 2. Has background investigation been undertaken? | Y/N |
| 3. Are numbers of staff and/or voluntary helpers appropriate? | Y/N |
| 4. Have child protection procedures been followed? | Y/N |
| 5. Have relevant financial, contracting and accounting procedures been followed? | Y/N |
| 6. Has relevant insurance cover been arranged for pupils and staff? | Y/N |
| 7. Has parental information been given and permission obtained? | Y/N |
| 8. Are medical and first aid arrangements commensurate with the visit? | Y/N |
| 9. Are pupils and parents aware of clothing requirements? | Y/N |
| 10. Are transport arrangements satisfactory? | Y/N |
| 11. Is a detailed programme arranged, including alternatives? | Y/N |
| 12. Are emergency procedures, contacts and communications in place? | Y/N |
| 13. Does the visit include any 'adventure activities'? | Y/N |

Signed..... [Visit Organiser] Date.....

If the answers to all the questions are affirmative, approval is given for the visit.

Signed..... [Head Teacher] Date.....



RISK ASSESSMENT

GENERIC RISK ASSESSMENT	<i>Getting on a Bus and travelling to</i>	
Establishment: Maldon Court School	Assessment by:	Date:
Review Date:	Approved by:	Date:

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>

Signed (Headteacher).....

Date

GUIDANCE IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP

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

STAGE 1 – Control and Manage.

- **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 **07966 490818** or **01621 857822**) or if not available **Mr Guest (the owner)** on **07980 867595**
- 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 Head Teacher 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 Head Teacher will go to the venue.
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care.

- 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 Social Services Local Children Safeguarding Board).
- Media queries should be referred to the Head Teacher.
- 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.



CHECKLIST FOR PRIVATE CAR USE

Name

Visiting

Car Registration

Car Make Colour

Documents to be checked

Driving Licence:

Car Tax

M.O.T.

Insurance

Signed.....Position.....
Date.....

This Policy was updated by Ann Olive September 2010

Reviewed June 2012 L.Guest /A.Olive

Reviewed by Mrs A Olive August 2014

Reviewed June 2016 Mrs A Olive