



New Forest Small School EXTERNAL VISITS POLICY

Member of Staff Responsible	Headteacher
Regularity of Review	2 yearly

Rationale

In the introduction the need for careful preparation and planning is emphasised, eg studying potentially hazardous areas before the trip takes place, clarifying the scope of responsibilities of all supervisors, making sure that supervision is effective whatever the conditions might be. It is clearly stated that the guidelines are to support and not unduly to constrain, off-site activities, as they are an important element in the school curriculum. All School visits should have a clear educational purpose and this should be stated at the outset before approval is sought. This is particularly important for overnight or overseas visits. The visits need not have a direct link to the written curriculum. However their purpose should be to enhance the wider educational experience if they do not have a direct curriculum link. A non-curricular trip such as an activities trip would fit into this category as it will develop the personal attributes of students, such as personal challenge, self-esteem, confidence, responsibility, resilience, respect for others, collaborative working, and discipline.

Approval: Before any activities take place, the approval of the Headteacher shall be obtained..
The earlier the better to gain our full support.

The activity should:-

- a) have significant educational value
- b) be suitable to students concerned having regard to their ages, abilities and aptitudes
- c) not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs; and in particular, must:
 - i. avoid any promotion of partisan political views, and
 - ii. ensure that where political issues are brought to the attention of pupils, they are offered
 - iii. a balanced presentation of opposing views (either during the activity itself or in preparation and follow-up work at school, as applicable)
- d) be linked with normal work of students by preparation and follow up activities
- e) not interfere unduly with work of other students / subjects at school.

Practice

Supervision: Each group must be accompanied by **at least one teacher** and the overall ratio of students to adults must not exceed the limits stated below. It is recommended that a mixed group be accompanied by at least one adult of each sex if possible. Use may be made of parents and other non-teachers to reach the supervision limits listed below, provided that they are on the school's list of individuals who have expressed their willingness to serve as volunteers and have current and valid Disclosure and Barring Service (DBS) Enhanced

Check certificates. Organisers of off-site activities should consult the Head Teacher for trips concerning the supervision of the activities. Consideration should be given to ensuring the normal teaching of the school can continue without undue disruption when an off-site activity takes place.

Ratios

Kindergarten – 1 adults to 2 children

Lower Primary – 1 adult to 4 children

Middle Primary (if applicable) – 1 adult to 6 children

Upper Primary – 1 adult to 8 children

Lower Secondary – 1 adult to 12 children

Upper Secondary and Year 11 – 1 adult to 12 children

a) Use of Parents/Assisting Adults

Before parents and other assisting adults are used on visits it is imperative that their role in the specific venture is explained to them and appropriate preparation given. Adults without relevant training should not be solely responsible for groups in high risk situations. If a suitably experienced adult who is not a member of staff is to be given sole responsibility for a group of students, or if there is any possibility that they may find themselves in the situation of having sole responsibility for a group, they must have had an enhanced DBS disclosure. This is particularly relevant to residential situations. Where a parent/carer is included in the ratio and their own child is on the same trip, the school should consider whether an extra staff member is needed. However, the Headteacher considers that a staff member is still fully responsible for all children in their care and would not prioritise their child's safety over others.

b) Equality and Inclusion

New Forest Small School is an 'Inclusive' school, and we want to ensure all children benefit. The Head Teacher with responsibility for School Visits will ensure that there is equality of access to school visits whilst bearing in mind Health and Safety legislation following advice from teachers. Therefore, some students may be refused attendance on certain potentially hazardous trips if their participation is thought to pose an unacceptable risk to themselves or others. In recognition of the 2010 Equality Act, however, the school will ensure that students with protected characteristics (including disability) will not be subject to discrimination because of those characteristics. Thus, if a student is denied attendance on a school trip because of their disability or a reasonable expectation of inappropriate behaviour linked to a disability, the school will ensure that an alternative activity is offered that meets the same educational objectives as the proposed trip, to ensure that the student is not disadvantaged by their exclusion from the offsite visit.

c) Behaviour

We expect all students to behave in a responsible and sensible manner as they carry New Forest Small School's good reputation with them. Staff will use the standard school discipline plan in the event of poor behaviour. Extreme poor behaviour which is a health and safety risk to others or brings the school into disrepute could result in parents being contacted and asked to collect their child at their own expense and without refund of any costs of the trip.

d) Known Safeguarding Issues

Where there are known safeguarding issues relating to particular students participating in off-site visits, who are recognised as being particularly vulnerable or at a higher risk of harming themselves or others, the Designated Safeguarding Lead is responsible for ensuring that appropriate risk management plans are discussed with the staff member(s) responsible for the proposed visit(s) and that any

relevant safeguarding documentation is shared with them. This information will be stored securely and shared with other staff on a need-to-know basis.

Procedures

Planning for Non-Hazardous Pursuits

- a) Group leaders must have visited areas themselves prior to taking groups where possible
- b) A risk assessment for every activity must be fully completed, approved by the Headteacher, and kept on file in the school office
- c) Parental consent for offsite activities will be obtained in advance

Planning for Hazardous Pursuits

- d) Group leaders must have visited areas themselves prior to taking groups where possible
- e) Local knowledge must be sought in terms of local hazards (eg tides, unstable sand)
- f) Suitable clothing must be worn (eg suitable footwear and safety helmets on cliffs or excavations)
- g) Each group must have a first aid kit
- h) No group may work without immediate supervision unless clear sequential training has been given
- i) Individual groups in movement must not exceed 20 students
- j) A throw bag must be carried by qualified leader when groups are working/walking close to water.
- k) Staff overseeing this activity must have an open country leader award.
- l) A risk assessment for every activity must be fully completed and kept on file in the school office
- m) A signed, activity-specific parental consent form must be received for every participating student and kept on file in the school office

See the Off-site Activities Co-ordinator for information.

Preparing Students for the Visit

It is the responsibility of the group leader to ensure that students are adequately prepared for the visit, and have all the required information and equipment. Students should be encouraged in an age-appropriate way to remain aware of potential threats and if they see anything suspicious or notice anyone acting suspiciously, to advise the group leader immediately.

Open Country Hazardous Pursuits – Below 381 Metres/1250 Feet

Definition of Open Country:-

- a. More than half a mile from roads that provide public access for any vehicle. In effect this means that there will be a need to navigate or way-find using marked public footpaths or rights of way
- b. Close to significant hazards, in particular close to water (stream, river, lake, sea, canal and other waterway); cliffs, unstable ground etc.
- c. Close to any tidal coastal area

An in date lifeguard qualification must be held by the member of staff overseeing or supervising any swimming activity. This includes swimming in the sea. Paddling in the sea is permitted up to knee height only if no qualified life guard is present.

See the Off-Site Activities Co-ordinator for further information.

Indemnity and Insurance

The schools insurance policy covers off-site visits following adequate risk assessment. Parents have given permission for local outings on their child registration form. For activities outside the local area and of a more specific nature, then separate written consent will be obtained.

Management

Insurance

Ecclesiastical Insurance Cover - See insurance policy for more details

The trip organiser must ensure that appropriate insurance cover is in place and take a copy of the schedule with them for the duration of the activity.

Transport The Head should check that anybody (employee, parent etc) who is to drive transport for participants has a full driving licence and the necessary insurance cover.

Arrangements for Emergency Contacts

The Headteacher will delegate to the leader of an activity responsibility for the organisation of out-of-hours contacts, normally two more staff in the school. The leader must ensure that the out-of-hours contact persons are appropriately informed regarding the party away and contingency arrangements in the event of an accident. They should include a copy of the Emergency Plan with the contact information.

Emergency Contact for Residential Visits and for Hazardous Pursuits

Action to be taken by the base (Office Administrator) & base contact person in the event of a serious accident/incident for example:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
or
 - circumstances in which a group member might be at serious risk or have a serious illness
or
 - any situation in which the press or media are or might be involved.
- 1) Record the telephone number of the group leader and the group. Listen carefully and write down:
 - what happened
 - to whom
 - where
 - when
 - what has happened since the incident.
 - 2) Complete an Incident Report Form and provide the Head Teacher with the relevant details as soon as possible.
 - 3) Not only must the parents of any injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child(ren) or young people.

- 4) If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
- 5) If necessary, an incident centre should be established at the school as soon as possible.
- 6) All base contacts must have by their telephone:
 - lists of all group members (including adults) together with the addresses and telephone numbers of their next-of-kin
 - complete details of the itinerary
 - telephone numbers of staff

Action to be taken by the group leader in the event of a serious accident/incident:

- 1) Stay calm - assess the situation.
- 2) Protect the group from further injury or danger.
- 3) Render first aid or other service as appropriate.
- 4) Call rescue services (112 / 999) and/or police if required:
 - state the nature of the emergency
 - give your name, address/location and telephone number, followed by:
 - the location of the incident
 - the nature of the incident /
 - the names of the individuals involved
 - the condition of those involved and where they are located.
- 5) Phone the base leader (as soon as possible) and:
 - give clear information about the situation
 - your location
 - your actions to date
 - your telephone number
 - request the receiver to alert your senior managers and/or the Children's services contact.
- 6) If it is not possible to reach your base/base contact person, telephone the emergency number:
- 7) It is probable that both the leaders and young people will be in a state of shock, therefore:
 - remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media
 - if necessary, request the police to assist or ask for direct support from your base
 - calm and comfort the young people and arrange for their evacuation.
- 8) Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.
- 9) Do not allow group members to text or telephone home or friends until contact has been made with the Headteacher.
- 10) Retain all equipment involved in an unaltered condition.
- 11) Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.)

In the event of a less serious incident involving personal injury or illness of a pupil or staff member during an off-site visit, the group leader should use their discretion in following the necessary steps of the procedure above, typically steps 1 to 4 depending on the nature of the incident. In all cases the group leader must ensure that an Incident Report Form is completed in full as soon as reasonably possible after the incident, and signed by both themselves and the Office Administrator.

Record of Groups Off-Site

- A. **All adults accompanying party** should have group lists showing
- a) Their own group responsibility
 - b) Who is travelling in which vehicle
 - c) Name and telephone number of base contact persons who can be contacted in an emergency. (During the school day School Tel No. 023 80284415)
 - d) Itinerary for duration of the whole trip
 - e) List of all students and adults on the trip and their emergency contact telephone numbers
 - f) Copy of the School Emergency Procedure.
- B. **Base contact persons** should be available throughout duration of time off-site, including out of school hours.

They should be given by the trip organiser

- a) Names of all students/adults participating
- b) Distribution if in separate groups or vehicles
- c) Approximate itinerary
- d) Names and telephone numbers of travel company including any coach company
- e) List of all home contact for students and adults
- f) Copy of the School Emergency Procedure
- g) Name and telephone number of all other contact staff.

N.B. The Headteacher may modify the detail for very local and routine activities but there must be a clear record of who is off-site and with whom.

Coach and Minibus Travel

Current legislation requires all coaches to have seat belts fitted. In all vehicles it is the responsibility of the Party Leader or supervising adult to ensure that seat belts or lap restraints are in use at the start of each part of the journey and after stops. All minibus drivers should be MIDAS trained and appropriately licensed. Adults travelling on a school trip should base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Recurring Activities

For activities occurring regularly through a term, with the same staff, only one set of application forms need be submitted but dates of all proposed occasions must be stated in section 1.

Hampshire Offsite Activities and Educational Visits

Staff planning offsite visits are strongly advised to consult the guidance from Hampshire County Council when planning a trip available from the Off-site Activities Co-ordinator for information This is all available on-line at www.hampshireoutdoors.com

Appendix 1

Educational visit information and consent form (please complete both sides)

The visit to _____ Date of Visit _____

Personal details

First name of participant..... Surname.....

Date of birth..... Age..... Male/female Class.....

Address.....
..... Post code.....

Name of next of kin.....
Next of kin address during the activity (if different from above).....
..... Post code.....

Contact no: Home..... Work..... Mobile.....

Name and address of participant's doctor.....
..... Telephone no.....

Consent for the visit or venture

I confirm that I have parental responsibility for.....

He/she is in good health and I consider him/her to be capable of taking part in the activities set out in your letter dated..... I consent to him/her taking part in the programme detailed in your letter.

In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics.

Signed.....
Please print name here.....
Address.....
..... Post code.....

Any additional information required

Educational visit information and consent form (please complete both sides)

Has the participant had any of the following?

Asthma or bronchitis	Yes	No	Allergies to any known medication	Yes	No
Heart condition	Yes	No	Any other allergies, e.g. material, food, plasters	Yes	No
Fits, fainting or blackouts	Yes	No	Other illness or disability	Yes	No
Severe headaches	Yes	No	Travel sickness	Yes	No
Diabetes	Yes	No	Regular medication	Yes	No

If the answer to any of these questions is Yes, please give details:
.....
.....

If it is considered necessary, do you agree to mild painkillers (e.g. Paracetamol) being administered	Yes	No
Has the participant received vaccination against Tetanus in the last 10 years?	Yes	No
Is the participant receiving medical or surgical treatment of any kind from either their family doctor or hospital?	Yes	No
Has the participant been given specific medical advice to follow in emergencies?	Yes	No

If the answer to either of the last two questions is Yes, please give details here (including name and dosage of any medicines/tablets):
.....
.....

In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the group leader.

Signed..... Person with parental responsibility

Please print name here.....

Date.....

A copy of the insurance synopsis is available upon request from the Office Administrator.

Consent for taking images

During our visit or venture we are likely to take pictures and videos. We would like to use these in presentations, displays or in our own booklets, newsletters or publicity.

In the event of any images of my child being taken, I consent to them being used for educational purposes.

I consent to the images being used on the website

Signed..... Person with parental responsibility

Date.....