

## VISITS POLICY

*This policy is applicable to all children in the school including those in the Early Years Foundation Stage*

**All staff must consult the DfES Health & Safety of Pupils on Educational Visits (HASPEV) and the additional guidance in a Handbook for Group Leaders before any visit.**

### Responsibilities

Before taking children off-site for any visit or activity staff must familiarise themselves fully with the HASPEV guidance and follow this policy.

All school rules apply on visits and pupils' behaviour, welfare health and safety is the responsibility of accompanying staff.

### Initial steps (at least a month in advance)

- Speak to Headmistress / Deputies to agree the visit in principle
- Choose a suitable date (ABC to advise)
- ABC will enter the visit on the annual calendar
- Inform YW & AL for inclusion in Diaries

### Planning

- Make a planning visit where possible
- Work out cost; round up to cover drop outs & contingencies
- Complete visits form
- Send a copy to Headmistress for information and central filing.
- Draft a letter to parents & pass to Headmistress for final approval (*Communication with Parents*)
- Send a copy of the letter to Main office for filing
- Pass cheques / details for charging to PAL
- **One week before Visit**  
Put details including a list of participants on board
- **On the day of the Visit**
  - Give a current group list to all accompanying staff
  - Leave a current list in Office and Junior School Office if appropriate
  - Take a copy of the Critical Incident plan & Lost Child Policy with you
  - Ensure all staff have their copy of the Risk assessment on the visit;
  - Take a list of contact telephone numbers if you will be away 'out of hours'. (Available from YW / AL)

### Risk Assessment

- Complete and pass to Headmistress **10 days before the visit.**
- Where there are EYFS children, ratios must be on the RA
- Allocate groups to specific named staff
- Include the Risk Assessment from the establishment being visited; if you have not been sent one, ask for it or download from the website!
- Headmistress returns approved / for amendment
- Ensure the Final RA is filed with the Visits Form in Main Office
- Give each adult a copy of RA and discuss it with them in advance, not on the day of the visit

- Include group lists with RAs

## Carry out Ongoing Risk Assessment as circumstances change during the Visit

### First Aid

- Travelling first aid kits must be taken on all visits
- Where there are EYFS children, an adult with a paediatric first aid qualification must accompany the group
- Where possible a qualified first aider should be on all visits
- Overseas visits must have a qualified first aider

### Supervision

- Ratios are contained in the HASPEV Guidance
- KG / Rec <5s should be no more than 1-4
- Adult helpers should always be teamed with a member of Dodderhill staff and must never be left alone with children
- Accompanying staff are responsible for children's behaviour **at all times** during the visit
- Arrange accompanying staff to ensure minimum disruption to classes; you must discuss this with ABC

### Preparing Pupils

- Pupils must be carefully briefed before each visit on possible hazards, expected behaviour specific to the venue e.g. a gurdwara or field work.
- Where there is supplementary risk assessment this must be explained in full to children
- Children with special needs may need individual briefing
- Children with specific medical needs must be reminded of procedures e.g. inhalers, epi pens etc

### Communication with Parents

- **Initial Letter**
  - Explain purpose, give clear details and dates
  - Mention good behaviour & school rules
  - For residential visits parents must sign an undertaking that they will be responsible for return travel if child seriously misbehaves
  - Specify dress appropriate to the activity i.e. uniform, warm clothing, smart clothes - be specific – no jeans or skimpy tops!
  - Encourage participation but visits cannot be compulsory
  - Include a reply slip with
    - Option of not going
    - Give a choice of payment - cheque or charged to account
    - Permission for emergency medical treatment
    - For residential visits include the possibility of being sent home at parents expense for misbehaviour / breaking school rules (see Behaviour Policy)

### Transport

- Coach
  - Groups over 14 / 15.
  - Complete a 'Quote Form'; pass to Office who will get quotes and book coach when you have all information
  - Ensure staff sit throughout the coach and especially at emergency exits; **they should not all be together at the front**
  - France requires by law
    - Staff throughout the coach
    - Children seated at all times
  - Check regularly that seat belts are being worn properly i.e. over shoulder and lap
  - Where there are EYFS children

- the insurance details of the coach company must be noted on the RA
  - if driver's name(s) is not known in advance the party leader must ask and note it on the RA
- Ensure group is briefed by the driver; if not do it yourself
- **Minibus [see Minibus policy]**
  - Ask YW to enter booking in the minibus diary
  - Small groups **if** you are a driver or a driver is able to go
  - You must speak to Head **and** CR before asking JCP
  - SB & Pete cannot drive on Tue, Wed or Fri
  - 2 staff per minibus **except** locally for seniors and in Droitwich for young juniors
  - Always give a safety briefing
  - One teacher to sit with the pupils [except Years 10 / 11 or if badly behaved]
- **Cars**
  - Not to be used except in exceptional circumstances and only with the express approval of the Head
  - Ensure that you have appropriate 'business use' insurance cover
  - Always give a safety briefing on seat belts and exits

### **Insurance**

- All pupils and staff are insured under the school's insurance policy [Commercial Combined insurance through Ecclesiastical]
- On visits booked with travel companies where insurance is included, ensure Pat Lewis approves the policy
- Additional cover will be taken for visits where insurance is not included [see Pat Lewis well in advance to get this arranged]
- Minibuses are ensured through QBE Insurance Co. Ltd

### **Types of Visit**

- During the school day
  - Leave the list of pupils who are present in the senior office before departure
  - Keep the office informed of any delays or incidents
- Evening
  - Give details of estimated return time to school
  - Children must be collected from school unless there is a prior arrangement in writing approved by the Head or a Deputy Head
  - Take up to date contact details for pupils
  - Ensure a member of senior management (JMM, PAL, GB, ABC or AT) is aware of details in case you need assistance at school
  - A member of staff must remain at School until all children are collected
- Residential
  - Check booking conditions carefully
  - Detailed lists/ itineraries / contact information / kit list etc **MUST** be sent to the Head **in advance**; they will then be filed centrally
  - Within UK a meeting is optional BUT if none takes place information must be in more detail **and** include the Risk Assessment of the destination where possible
  - Staff must be particularly vigilant in 'free time' e.g. after meals, in the evenings and at bedtimes.
    - A duty rota must be established for each day so that someone is ALWAYS on patrol in the area being used by the children
    - At all times least one member of staff must refrain from drinking any alcohol
    - Alcohol must not be drunk in front of pupils except when part of the visit e.g. wine at meals when in France

- All adults accompanying residential visits will have been vetted and hold an enhanced CRB; should volunteer parents be present they will not be left alone with children.
- Overseas
  - As above **PLUS**
  - There **MUST** have a parent meeting prior to the visit
  - Parents must be given the Risk Assessment and insurance details

#### **Emergency Procedures**

- All pupil contact details must be taken for any visit which is out of school hours e.g. late return from theatre or day excursion
- Return slips must have permission from parents for emergency medical treatment if parents cannot be contacted.
- Take contact details for a senior member of staff if out of hours i.e. not between 8.00am and 6.00pm
- Take the Critical Incident Plan and Lost Child policy

JMM/ Amended April 2004 /Jul 2005/ Jul 08 /Dec 09