



Glendower Preparatory School

# Educational Visits Policy

**2018–21**

Reviewed: DT November 2018

Next Review: 2020

## **EDUCATIONAL VISITS POLICY**

Prepared by: S. Knollys (Headmistress) & D. Tucker (Assistant Head)

In discussion with: SLT

To be reviewed in: November 2020, when a further review will be carried out by the Education Committee.

Approved and ratified by the Governors after being supplied with the school's curriculum policies and procedures and reviewing the efficiency with which the related duties have been discharged.

The School has regard to the DfE Guidance "Health and Safety: advice on legal duties and powers" Feb 2014

### **INSTRUCTIONS TO BE FOLLOWED IN PREPARING FOR AN OFF SITE VISIT (OSV)**

#### **Definitions**

An OSV is to be considered as a visit to any location that does not belong to the school.

An OSV is to be defined as either a short stay visit (the visit leaves and returns to the school on the same day), or as a long stay visit.

#### **Approval**

Before any detailed planning is undertaken approval in principle should be obtained from the Headmistress. This approval may be given verbally.

All short stay and long stay visits, excepting those to participate in school sports, must then be approved by the Headmistress prior to the visit taking place. Approval is to be granted by the signing of the appropriate application form.

#### **Information**

Parents or guardians will be given the following information regarding details of OSV before the visit.

##### Short Stay Visit:

Date

Location

Travel arrangements, (e.g. by Bus)

Lunch arrangements, (as required)

Outline timings of visit

Financial arrangements, (as required)

## **Parental Consent**

Parental Consent will only be sought for trips which:

- Extend beyond the normal school day
- Involve an overnight stay
- Involve collection from a different venue
- Involve overseas visits/residentials
- Involve additional risks

All educational visits which take place during the school day will not require parental consent. However, parents will always be given full information (see above) in advance of the trip taking place. Parental permission will be assumed unless the school is notified otherwise.

All parents will be required to sign a one-off permission form for all trips not listed above on arrival at the school (from September 2015).

## **Risk Assessments**

All OSVs are to be the subject of an independent Risk Assessment. The Risk Assessment is to be carried out by the visit organiser (see attached documents). However as it is only necessary to record the details of any significant risk it may not be necessary to record any findings. (A Risk Assessment that records the hazards associated with all OSVs is part of this policy and need not be duplicated). Appropriate Risk Assessment detail must be recorded on the 'Application for Approval' form. The visit organiser should also obtain a Risk Assessment from the external venue, and all staff attending the trip must read this.

## **Group Leader**

One teacher (the Group Leader) must have overall responsibility for the supervision and conduct of the visit. The Group Leader is to be detailed on the application form. The Group Leader is to appoint a nominated deputy for the duration of the visit.

In addition to the requirements of this instruction the Group Leader should:

- Follow any regulations or guidelines or policies issued by the Board of Governors.
- Define each supervisor's role and ensure tasks are assigned to each.
- Be familiar with the location/centre where the activity is taking place.
- Be aware of child protection issues.
- Ensure adequate First Aid provision is available.
- Ensure a sufficient staff/pupil ratio.
- Ensure an 'Action in an Emergency' briefing is given to pupils and staff.

Additionally they should have:

Information concerning pupils' needs available as required, i.e. any allergies or phobias or if anyone is on medication and whether it can be self-administered

Details of any infectious diseases suffered within proceeding 3 months  
Details of recent illnesses  
Details of special dietary requirements  
Details of sufferers from travel sickness  
Details of swimming ability (where appropriate)  
Details of activities in which the child may not participate  
Home telephone number and address  
Alternative telephone number and address in case of emergency

### **Demarcation of Responsibility**

Responsibility for the safety of the group must be clearly defined. It is essential that at all times each member of the party and all internal or external staff knows exactly who they are responsible for and the extent of that responsibility.

### **Staffing Levels**

Staffing levels will be dependent upon the activity that is to take place, and levels are to be recorded as part of the approval procedure. Staffing levels are to be determined depending upon:

Number of pupils participating  
Age of pupils participating.  
Activity to be undertaken.  
Length and duration of visit.

### **Minimum Supervision Ratios**

Ratio 1: 10 in Y3-6

Ratio 1: 6 in Rec – Y2

However, additional parents may be used to reduce the ratio further.

Where a high adult/pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. The Headmistress/member of the SLT holds regular 'one-off' H&S talks to parents who would like to accompany educational visits/trips during their daughter's time at the school.

- Arrange for Clarion Call/Emergency Contact list to be set up for each visit.
- Our current insurance is arranged through Marsh, Insurance Brokers and this covers all day trips – any concerns regarding trip insurance should be addressed to the Bursar.

**This policy is a reflection of current practice at Glendower Prep School and will next be reviewed in November 2020.**