



Glendower Preparatory School

Educational Visits Policy

2024-25

Reviewed: March 2024

Next Review: March 2025

EDUCATIONAL VISITS POLICY

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In discussion with: SLT

The School has regard to the DfE Guidance 'Health and Safety on Educational Visits', Nov 2018

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 Assistant Head (Educational Operations). This approval may be given verbally but will always be followed up with a written consent on a formal Permission Request Form.

All short stay and long stay visits, excepting those to participate in school Sports/PE or Drama, must then be approved by the Assistant Head (Educational Operations) 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. The date of the trips will be given on the school calendar in advance of each term.

Short Stay Visit:

- Staffing/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 separate and unique Risk Assessment. The Risk Assessment is to be carried out by the visit organiser (see Educational Visits Documents on SharePoint). A Risk Assessment that records the hazards associated with all OSVs is provided as a starting template and may be duplicated and edited as appropriate. Additional specific and appropriate Risk Assessment detail must be recorded on the Risk Assessment. The visit organiser should also obtain a Risk Assessment from the external venue, and all staff attending the trip must read these.

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
- Access to pupils' home telephone numbers and address
- Access to 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 know 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 Years 3 - 6

Ratio 1: 5 in Rec – Year 2

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 Deputy Head Pastoral holds regular Trips Safeguarding and H&S talks to parents who would like to accompany educational visits/trips during their daughter's time at the school. Parents who would like to attend any trip during an Academic Year must attend at least one of these Trips H&S Talks during the same Academic Year.

Insurance

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.

Staff guidance for financial aspects of arranging trips, workshops etc

Please keep track of the cost of your trip and inform Bursar's office of the total (including coach, hall hire and provider)

Please contact Bursar's Office to agree whether the trip or workshop will be recharged to parents and the cost that parents will be required to pay. If appropriate, please inform parents of the amount that will be added to fee invoices for the trip.

After trip/workshop, please inform Bursar's Office of anyone who was absent.

This policy is a reflection of current practice at Glendower Prep School and will next be reviewed in March 2025.