

**Educational Visit Policy**

|  |  |
| --- | --- |
| Accepted: | Review Date: |
|  |  |

Mission Statement

Teacher, parents and governors will work together to develop each child spiritually, morally, intellectually, socially, emotionally and physically within our Sacred Heart ethos so that by realising their potential, they can maximise it and have an appreciation of self-worth and self-learning.

“Welcome them with kindness and give them encouragement, so that their hearts will

Open out and you will be able to help them by advice to form their characters"

**Saint Madeleine Sophie Barat,**

**Foundress of the Society of the Sacred Heart**

“Children have the right to be protected from all forms of violence, they must be kept safe from harm and they must be given proper care by those looking after them..”

(UN Convention on the Rights of the Child. Article 19)

“When adults or organisations make decisions which affect children, they must think first about what would be best for the child.”

(UN Convention on the Rights of the Child. Article 13)

**Educational Visit Policy**

During the academic year it is important that the young people in our school experience a wide range of learning environments. The following information outlines how we follow the best practice guidelines for educational trips in our school.

The guidelines below are taken from the document “Educational visits – Best Practice Guide 2009”

1. **Legal Responsibility**

It is our duty as staff members to ensure the safety and welfare of the children are a priority during all educational visits. The following gives a brief outline of the legal requirements we adhere to:

**Common Law Duty of Care**

it is . . . incumbent upon staff who are supervising young people to act reasonably in all circumstances.

**Health and Safety at Work (Criminal Duty)**

The employing authority is legally obliged, to ensure that the health and safety of its employees and young persons in their care is safeguarded while in any way affected by such employer’s undertakings.

**The Children (Northern Ireland) Order 1995**

The central thrust of the Order is that the welfare of the young person must be the paramount consideration and it is this essential principle which underpins effective practice in the area of child Protection.

The basic principles of Child Protection must always be followed during educational visits, especially those with a residential element.

* The young person’s welfare must always be paramount and this overrides all other considerations.
* All young people have the fundamental right to be protected from harm
* Young people have a right to be heard, to be listened to and to be taken seriously
* Careful consideration must be given to young people who have special educational needs and adults should be aware that these children may be especially vulnerable.

1. **Roles and Responsibilities**

The responsibility of educational visit with the school organising the visit.

**School / Principal**

The principal is responsible for granting permission for a visit to take place.

**Board of Governors**

The board of Governors role is to ensure that the best practice guidelines are developed and implemented within the school. To achieve this aim they will:

* Ensure that visits have specific educational objectives.
* Satisfy themselves that risk assessment has been carried out and that appropriate safety measures are in place.
* Ensure that all arrangements comply with the Organisation’s Child Protection and Health and Safety Policies
* Ensure that the principal demonstrates how proposals comply with best practice
* Assess and approve visit proposals (the principal has, however, been delegated this responsibility for unexpected trips that occur between the scheduled Board of Governors’ meetings.
* Contribute to the establishment of an acceptable code of conduct (see appendices 3,4, and 5).

**Educational Trips Coordinator**

The Co-ordinator’s role (Mrs Ann-Marie McLaughlin) is to ensure that the guidelines set out below are followed:

* There is an acceptable code of conduct for leaders and participants (see appendices 3, 4 and 5)
* The visit complies with best practice outlined in this document
* A competent Group Leader is selected
* Child protection procedures are adhered to in the planning process, including the vetting of volunteer supervisors
* All necessary arrangements and preparations have been completed including risk assessment, before the visit begins
* The group leader has taken reasonable steps to familiarise him/herself with the location / centre where the activity will take place
* Voluntary supervisors on the visit are appropriate people to supervise children
* The ratio of leaders to young people is appropriate
* Proper procedures have been followed in planning the visit
* The Group Leader has the address and phone number of the venue to be visited and has a contact name
* A school contact has been nominated and the Group Leader has details
* The Group Leader, accompanying staff, volunteer supervisors and nominated school/youth organisation contact are aware of the agreed emergency contingency arrangements
* The group leader, leaders and nominated contact have all relevant information on the group member
* Establish any arrangements which may be required for the early return of an individual participant.

**Group Leader**

The group must ensure that the educational trip has a purpose and that the safety of the group is paramount. The following lists the responsibilities of the group leader

* Obtain prior agreement and approval before any off-site visit takes place
* Appoint a deputy, if appropriate, with the consent of the principal
* Adhere to best practice
* Undertake and complete the planning and preparation for the visit including the briefing of leaders, group members and parents
* Take steps to become familiar with the location/establishment where the activity will take place
* Undertake and complete an appropriate risk assessment
* Collect relevant information on the young people proposed to participate in the visit to assess and confirm their suitability
* Ensure the ratio of leaders to young people is appropriate for the needs of the group and nature of the activity to be undertaken (see section 5)
* Clearly define the role of each member of accompanying staff and volunteer supervisors and ensure that all tasks have clearly assigned
* Have proper regard to the health and safety of young people and ensure that adequate supervision is provided at all times
* Ensure that the established code of conduct for both staff and young people is adhered to (see appendix 3, 4 and 5)
* Ensure child protection procedures are followed
* Ensure that adequate First-Aid will be available
* Ensure that, during the visit, leaders have up-to-date emergency contact details of a central contact within the school (form 6)
* Ensure that accompanying staff and volunteer supervisors and the central contact are aware of the emergency procedures
* Ensure that the group’s leaders have the details of group members’ special educational or medical needs, which will be necessary for them to carry out their tasks effectively
* Consider stopping the visit if the risk to the health or safety of the young people is unacceptable and have in place procedures for such an eventuality
* Regularly review visits/activities

**Accompanying Staff**

Accompanying staff should endeavour to ensure the safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should also:

* Accept the authority and follow the instructions of the Group Leader
* Under direction of the Group Leader, assist with the organisation of activities and discipline of the young people
* Ensure that the established code of conduct, for leaders and participants is adhered to (see appendices 3, 4 and 5)
* Consider stopping the activity and notify the Group Leader, if they think the risk to the health or safety of the group members in their charge, is unacceptable.

**Volunteer Supervisors**

These are adults other than staff members who participate in the visit, in a supervisory capacity

They should:

* Endeavour to ensure the health and safety of everyone in the group
* Not be left in sole charge of charge members except where it has been previously agreed as part of the risk assessment
* Follow the instructions of the Group Leader (which may be provided in writing) and any other accompanying staff, and help with control and discipline
* Speak to the Group Leader or accompanying staff if concerned about the health or safety of the young people, at any time during the visit
* Endeavour to ensure that the established code of conduct, is adhered to at all times

**Central Contact Person**

When a group on an educational visit has to deal with an unexpected situation they should do so through the central contact person. Their role will be to contact both the school group and parents and guardians of the participant.

* Retain detail of the place to be visited, contact personnel and telephone number, and mobile number, if appropriate
* Retain a copy of the contact details of all the participants’ parents/guardians/next of kin
* Retain a copy of the contact details of the principal
* Be fully briefed and aware of his/her responsibilities including the action to take in the event of a serious incident.

**Parents/Guardians**

A parent/guardian who has parental responsibility can give permission for the young person to attend the educational visit. The overall decision about who participates in a visit, when health and safety has been considered, lies with the principal/group leader organising the trip Parents should:

* Sign the consent form
* Provide the Group Leader with an emergency contact number (s) if it is a residential trip
* Provide the Group Leader with relevant medical/dietary details, including any medication currently being taken in writing (by means of the consent form) and any other relevant information (about their child’s emotional, psychological and physical health) which may affect their participation in the visit
* Help prepare their child for the visit for example, by reinforcing the visit code of conduct (see appendices 3, 4 and 5)
* Agree the arrangements established for a member of the group returning home due to unforeseen circumstances

**Pupils**

The pupils should always before an educational visit and their responsibilities should be clearly highlighted by the group leader. These include:

* Act in accordance with the established code of conduct at all times
* Avoid taking unnecessary risks (see section 8 appendix 6)
* Follow the instructions of the Group Leader, and leaders, including those at the venue of the visit
* Dress and behave sensibly and responsibly
* Respect the property of others
* Be sensitive to local codes, customs and the environment
* Look out for anything that might hurt or threaten them or anyone in the group and tell a leader of their concerns

1. **Educational Trip Procedures**

Educational trips are arranged into five separate categories. Each category is outlined in appendix 1.) Due to the different nature of the categories there are two different procedures to be followed.

**Category 1 and Category 2 Educational Visits**

**(one-off day visit/non-hazardous activities)**

Identify Educational Objective of Visit

Complete Trip Evaluation

Return to Educational Trip Co-ordinator

Maintain Appropriate Documents

(File in the staff Room Consent Form Box)

Implement Appropriate Risk Management

Inform Parents and Gain Parental Consent

Seek Approval from the Principal/Board of Governors (Give form to Educational Trip Co-ordinator)

Complete Risk Assessment

**Category, Category 4 and Category 5 Educational Visits**

**(Residential and Hazardous activities)**

Maintain appropriate Documents

(File in the Staff Room Consent Form Box)

Collate Relevant Group information

Submit Approval form to the Principal / Board of Governors

(Give form to educational Trip co-ordinator)

Complete Planning Checklist

Inform Parents and Gain Parental Consent

Complete Trip Evaluation

Return to Educational Trip Co-ordinator

Identify Educational Objective of Visit

1. **Risk Management**

Educational trips will always carry certain risks. The aim of a risk management is to ensure that these risks are at an acceptable level and have been considered during the planning phase of the visit.

Risk assessment allows the school/group leader to make a reasoned judgement of the risk and put in place measures to reduce risk to an acceptable level/. Form 8 must be complete before each educational visit and attached to the trip proposal or approval form.

* If the value for the outcome is 5 then steps must be recorded of how to manage this risk.
* If the trip carries a value over 20 or the risk of an activity is deemed too high then the Board of Governors/Principal may not give permission for the Visit/activity to take place.
* If a specific risk is identified and measures put in place to reduce this information must be disseminated to all supervising adults

1. **Supervision Ratio**

The principal must be satisfied that the ratio of leaders to pupil meets recommended levels, and is appropriate to the educational visit to be undertaken

|  |  |  |
| --- | --- | --- |
| Department | Year Groups | Ratio |
| PRE-SCHOOL | Nursery | 1:6 |
| FOUNDATION STAGE | P1 & P2 | 1:10 |
| KEY STAGE ONE | P3 & P4 | 1:15 |
| KEY STAGE TWO | P5 to P7 | 1:15 |

Responsibility for participants’ supervision cannot be handed over to others, even where an educational visit is to a centre with its own supervisory staff, unless previously agreed with all concerned from the outset.

Under normal circumstances at least one male and one female leader should accompany missed sex groups, where an overnight stay is involved. Where this is not possible, parents must be made aware and give consent to the proposed arrangement prior to the visit.

Supervision can be close or remote but it is always for the duration of the visit.

* Close (direct) supervision occurs when the group remain within sight and contact of the supervisor.
* Remote (indirect) supervision is planned and is subject to stringent controls, while the group in not necessarily within direct contact or vision of the leader at all times. Both the leaders and the group will know of each other’s whereabouts and clear lines of communication including rendezvous points will have been established. Leaders are required to remain in the area, in which the indirect activity takes place, throughout period.

1. **Transport**

It is school management’s responsibility to ensure the transport provider meets the legal statutory requirements. They need to consider the following:

* That the operator holds a Valid Operator’s Licence (this can be checked out by contacting the DOE or looking at their web site
* The mode of transport is appropriate to the needs of the pupils
* There is adequate supervision during transit
* Those involved are insured appropriately guidance on the transport arrangements relevant to the particular group, e.g. and/or development needs.

If transport by car is required school management should ensure that the driver is a member of staff who:

* Has a vehicle that is licensed and insured for the purpose
* Has consent from pupils’ parents
* Does not carry more passengers than the number of seat belts available
* The car has the legal and appropriate safety equipment

1. **Emergency Procedures**

Before an education trip commences emergency procedures must be established by the Group Leader. These procedures must be communicated to and understood by all members of the party.

The Group Leader should ensure that adequate First Aid provision is available. A list of contents for a First Aid kit is suggested in Appendix 2.

In the event of a pupil being injured, specialist help must be sought as appropriate and parents informed as soon as possible. They will be responsible for informing parents or guardians if necessary.

If it is necessary, due to the seriousness of the circumstances, for the parents to visit the pupil, the principal in conjunction with governing body should make arrangements for them to do so.

* A ‘lost’ procedure should be known in advanced by every member of the group including:
  + Action to be taken if separated from the group or lost
  + Advice on where assistance may be sought
  + Notifiable personnel and contact details
  + Notification of safe return

If any leader has cause to believe that a young person has been abducted or has absconded the police must be notified.

1. **Briefing**

**Parents**

Parents/Guardians should be informed of all the activities their children involved in during the visit. For categories 1 and 2 this will happen on their consent form. Categories 3, 4 and 5 will have a separate letter informing the parents of all the activities. These forms should include:

* Dates and times of the visit
* Cost of the trip
* Transport arrangements
* Supervising arrangements
* Overview of activities (hazardous activities must be included in this overview)

**Accompanying Staff**

Staff should be informed of the following:

* Educational purpose
* Make-up of participating group
* Details of all planned activities (including hazardous activities)
* Expected level of participation in activities
* Arrangements for supervision (including details of rotas)
* Role and responsibilities of leaders and pupils
* An agreed code of conduct
* Health and Safety
* Procedures e.g. First Aid and money handling etc.

**Pupils:**

Pupils should be briefed about the activities they will be taking part in during the visit. They must also be informed of and discuss the code of conduct and acceptable behaviour on the trip.



**Educational Visits Approval**

(Categories 1 & 2)

**Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Objective** | **Dates**  **(frequency)** | **Number of**  **Pupils** | **Year**  **Group** | **Category** |
|  |  |  |  |  |
| **Adults**  **Involved :** |  | | | |
|  | | | |
|  | | | |
|  | | | |
| **Venue:** |  | | | |
| **Transport**  **Details:** |  | | | |
| **Risk**  **Assessment**  **Value** |  | | | |

Approved­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Principal Date

Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Chairman of Governors Date



**Educational visit Proposal**

**(Categories 3, 4 and 5)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class / Group** |  | | | |
| **Date(s) of visit** | **From:** |  | **To:** |  |
| **Name of any other**  **School / youth**  **Group involved (if**  **Applicable)** |  |  | |  |
| **Educational objective of visit** | | | | |
|  | | | | |
| **Place(s) to be visited** | | | | |
|  | | | | |

**Key stage Group (tick)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nursey** | **Foundation Stage** | **Key Stage 1** | **Key stage 2** |
|  |  |  |  |

**Total Number of Children Involved**

|  |  |  |
| --- | --- | --- |
|  | **Male** | **Female** |
|  |  |
|  | **Male** | **Female** |
|  |  |

**Category and Cost of Visit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category (circle)** | **3** | **4** | **5** |
| **Risk Assessment**  **Value** |  |  |  |
| **Approximate cost per child** |  |  |  |



Planning Checklist for Residential Visits

Date of the visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Yes | No | N/A |
| 1. | The proposal visit as clear educational objectives |  |  |  |
| The nature of the visit has been established |  |  |  |
| The target group has been identifies (form 6) |  |  |  |
| 2. | All relevant information regarding the proposed visit has been presented to management |  |  |  |
| 3. | Principal has approved the visit |  |  |  |
| 4. | Initial risk assessment has been completed |  |  |  |
| Hazards have been identified |  |  |  |
| Appropriate control measures have been put in place |  |  |  |
| People who may be at risk have been identified |  |  |  |
| 5. | Emergency procedures have been agreed and supervising adults have been identified (including group leader) |  |  |  |
| 6. | All leaders have been police checked |  |  |  |
| 7. | Leaders are aware of their roles and responsibilities |  |  |  |
| Leaders are aware of the staff code of conduct |  |  |  |
| 8. | Pupils and parents/guardians have been informed about the visit. |  |  |  |
| 9. | Parents/Guardians have given their written consent |  |  |  |
| 10. | All relevant information (medical, dietary, contact details etc.) has been journey |  |  |  |
| 11. | Transport has been arranged that is appropriate for the nature of the journey |  |  |  |
| 12. | Adequate insurance is in place to cover all aspects of the educational visit |  |  |  |
| 13. | The overnight accommodation is appropriate |  |  |  |
| 14. | Where outdoor or adventurous activities are involved the group leader and educational Visits Co-ordinator are satisfied that: |  |  |  |
| 15. | Appropriate management structures are in place in relation to child protection and health and safety |  |  |  |
| 16. | Staff are competent to provide the activities |  |  |  |
| 17. | Final approval has been obtained |  |  |  |

**Activities to be undertaken**

**Adults Involved**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff & Other  Adults  involved | Name | Male | Female | Status (Police Check Cleared – Tick) |
| Group  Leader |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Transport**

|  |  |
| --- | --- |
| Transport  Arrangements |  |
| Organising  Company |  |
| Other comments  Or information |  |

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Principal Date

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Chairman of Governors Date



**Residential Visits Consent Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I consent to my son/daughter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name)

Taking part in the educational visit to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that he/she is medically fit to participate.

Please give any details of:

1. Any current medical conditions / any medication being taken

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Any other information which may affect his/her participation in the visit (including allergy or dietary requirement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Emergency contact numbers:

Home: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Work: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Mobile: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Other: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

I accept the established code of conduct for the educational visit and agree to the arrangements relating to my son/daughter returning home from the visit due to unforeseen circumstances. I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as limitations of the insurance cover provided.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / Guardian) Date

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Educational visit Incident Record Form**

Name of Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, Time and Location of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address(es) of witness(es)

(a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state in your own words what happened including details of manes and status of those involved:

Describe what action was taken (e.g. details of First Aid, police or medical involvement)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Educational visits Group information**

Year Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visit to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/s:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Child’s Name | Date of Birth | Gender | Medical  Condition | Special  Dietary  Needs | Activity  Exclusion | Comments |
|  |  |  |  |  |  |  |
| Child’s Name | Date of Birth | Gender | Medical  Condition | Special  Dietary  Needs | Activity  Exclusion | Comments |
|  |  |  |  |  |  |  |



Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visit to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please comment on the following:

|  |  |
| --- | --- |
| Was the venue suitable |  |
| Was the accommodation / food / equipment of a suitable standard? |  |
| Were the travel arrangements appropriate? |  |
| Were the educational objectives met? |  |
| Was the content of the programme relevant to the groups? |  |
| Were the children effectively briefed prior to the visit? |  |
| Were agreed procedures followed by all in a supervisory capacity? |  |
| Are there any specific issues which need to be addressed as a result of this visit? |  |
| Other Comments: |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Group Leader) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Educational visits Risk Assessment**

Risk assessment can be undertaken by identifying the hazards and then assessing the risk.

Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

|  |  |  |
| --- | --- | --- |
| **Probability of Occurrence** | **Score** | **Consequence of Outcome** |
| Highly unlikely to ever occur | 1 | Slight inconvenience |
| May occur but very rarely | 2 | Minor injury requiring first aid |
| Does occur but only rarely | 3 | Medical attention required |
| Occurs from time to time | 4 | Major injury to hospitalisation |
| Likely to occur often | 5 | Fatality or serious injury leading to disability |

Calculation

Probability of Occurrence Value X Consequence Outcome Value = risk Assessment

X =

|  |  |  |
| --- | --- | --- |
| Hazard identified | People it will Affect | Additional Safety / Control Measure |
|  |  |  |
|  |  |  |
|  |  |  |
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**Educational visits Risk Assessment**

**Additional Page**

|  |  |  |
| --- | --- | --- |
| Hazard identified | People it will Affect | Additional Safety / Control Measure |
|  |  |  |
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**Categories for educational Visits**

**Category 1**

Visits which take place on a regular basis.

(non-hazardous) and occur largely within establishment hours

For example: sporting, swimming pool visits and outings

**Category 2**

One-off day / evening excursions (non-hazardous)

For example: field study trips, theatre visits, business/education visits, regional sporting fixtures

**Category 3**

Residential visits of one or more nights within the UK or Ireland. (non-hazardous)

For example: visits to residential centres, field centres, youth and school exchanges

**Category 4**

Residential visits outside the UK or Ireland (non-hazardous)

For example: international exchange visits, sporting events, cultural activities and international community work.

**Category 5**

Hazardous Activities – residential and non-residential

For example;

Hill walking Bouldering / Gorge walking

Field work swimming in open water

Cycling/mountain biking Orienteering Surfing

Rock climbing / abseiling Rowing

Caving and potholing Kayaking

Open canoeing Windsurfing

Dingy sailing Sub-aqua

Skiing / Snowboarding Horse riding

Angling Water-skiing

Rafting

**First Aid Kit Contents**

First-Aid kits contain sufficient quantities of suitable material appropriate to the visit environment. For most First-Aids kits, sufficient quantities could be considered as:

General guide card on First-Aid:

20 individually wrapped sterile adhesive dressings

(assorted sizes) appropriate for the environment

2 sterile eye pads, with attachments

6 individually wrapped triangular sterile

6 safety pins

6 medium sized individually wrapped sterile, unmediated wound dressing (approximately 10cm x 8cm)

2 large sterile individually wrapped, unmediated wound dressings (approximately 28cm x 17.5cm)

Sterile water or sterile normal solution in sealed disposable containers for use in situations where mains tap water is not available. (each container should hold 300ml and at least 3 containers should be provided. Once opened, the containers must not be re-used).



**Code of Conduct for pupils**

When on an educational visit it is important that you:

* Always think about your own and others’ safety
* If you have a problem or are worried about something, always tell someone whom you trust. This may be your teacher or a supervising adult with your group.
* If you have particular or dietary needs, tell the supervising adults and/or the organiser.
* Always follow the instructions of your Group Leader and leaders, including those at the venue of the visit.
* If you do get lost or separated from your group, follow the procedures agreed for such an occurrence. If totally disorientated and confused go to public place where you will be seen by lots of people and where you can ask for directions.
* If approached by someone you don’t know in a threatening or concerning manner, just walk away.
* If travelling on a public bus or train and someone makes you feel unsafe, tell an adult and if necessary you can move seat.
* Personal travel arrangements should be carefully planned. Ensure you are familiar with whoever is transporting you and never travel alone in vehicles with strangers.
* Ensure that safety rules set out in the highway Code and Green Cross are followed. (http:www.dft.gov.uk/think/education/early-and-primary/paretns/7-to11s/the-green-cross-code/)
* Be aware of situations which may cause you harm or injury and where necessary inform a responsible adult (e.g. leader) about your concern
* Dress and behave sensibly and responsibly
* Be sensitive to local codes and customs
* Think things through carefully before you act and do not take any unnecessary risks.

If you do not follow these rules you will miss out on activities during your trip. If your behaviour is unacceptable your parent/guardian will be contacted and you may be sent home early.

**Staff code of conduct for Residential trips**

**Creating a safe atmosphere**

* Staff should challenge any inappropriate language used by children
* Staff must not keep suspicions of abuse or inappropriate behaviour of a colleague to themselves
* Staff must never make sexually suggestive comments about a child, even in fun, regardless of whether or not the child concerned is present.
* Staff should not drink alcohol or take any illegal substance while supervising young people.

**Guidelines for dormitories**

* Staff will not be alone with a child in any room or dormitory
* Staff will not do things of a personal nature for children that they can do for themselves
* It is not advisable for a male member of staff to enter a girl’s dormitory unaccompanied by a female member of staff and likewise, it is not advisable for a female member of staff to enter a boy’s dormitory unaccompanied by a male member of staff.
* It is important that a member of staff is identified as the person on whom they can tell of they need should arise during the night. It should also be stressed that any child who has the need to call upon that member of staff should take another child to accompany them.
* Staff will not go into the toilet alone with children if possible.

**Staff Code of Conduct for educational Trips**

While on any educational visit staff should adhere to the following code of conduct

* Always follow the group leader’s instructions
* Follow best practice guidelines, as outlined in the Educational Trips Policy
* Staff should challenge any inappropriate language used by children
* Staff must not keep suspicions of abuse or inappropriate behaviour of a colleague to themselves
* Staff must never make sexually suggestive comments about a child, even in fun, regardless of whether or not the child concerned is present
* Staff should not drink alcohol or take any illegal substances while supervising young people
* If you think the risk of an activity is too high supervising staff should intervene and stop the activity.