



BrightTribe
learn grow prosper

ALAT and Bright Tribe Trust Health and Safety on Educational Visits Policy

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1. Mission Statement

Adventure Learning Academy Trust (ALAT) AND Bright Tribe Trust (Bright Tribe) bring a new energy and approach to providing the best education for our students. Through proven practices, ALAT / Bright Tribe will transform the learning of students, raise standards and provide the highest quality learning environments, enabling students and teaching staff to thrive and be the best. ALAT / Bright Tribe's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

ALAT / Bright Tribe's values:

Learn

Provide the best education for every student.

Ensure the highest quality teaching and learning.

Work with the family, parent or carer.

Grow

Grow our students' futures.

Develop the best teaching staff.

Provide the best learning environment and supporting technology.

Prosper

Lead the way in education.

Realise the opportunities.

Be connected to the community.

2. Policy Overview

"Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance."

2006 DCSF (now DfE) quote from the "Learning outside the Classroom Manifesto".

Grindon Hall Christian School seeks to ensure that every pupil has access to as wide a range of educational experiences as possible. The Trust recognises the significant educational value of visits and activities which take place away from the immediate Academy environment either during or beyond the normal working day.

Education away from the classroom helps pupils to:

- Acquire skills which promote well-being and healthy lifestyles;
- Develop knowledge and understanding about risks and how to promote their own and others' safety;
- Enjoy and achieve as a result of activities beyond the classroom;
- Gain an awareness and appreciation of environments, other than those they are familiar with; and
- Gain and apply key skills including leadership, team work and decision making.

The aim of this policy is to ensure that the duty of care for the pupils of Grindon Hall Christian School is fulfilled with full compliance to the DfE best practice on educational trips and visits as outlined in the DfE Guidance 'Managing Schools OEAP' (Outdoor Education Advisers Panel) Guidance' document. All off-site events and visits are to be planned and managed using the EVOLVE or equivalent system.

3. Legal Framework

The Management of Health and Safety at Work Regulations 1999 made under the Health and Safety at Work etc. Act 1974 requires employers to:

- Assess the risks of activities
- Introduce measures to control those risks
- Tell their employees about the measures.

In addition employees must:

- Take responsibility for their own and others' safety
- Co-operate with their employers over safety matters
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks.

These responsibilities apply to all Grindon Hall Christian School visits.

4. Common Law

Teachers are said to have a particular duty of care for children, meaning that a teacher is expected to exercise the same standard of care as a reasonably careful and responsive parent ("in loco parentis"). Staff at Grindon Hall Christian School must therefore take all reasonable steps to ensure that every child under his or her care is not exposed to unacceptable risks.

5. Approval for Visits

The Chief Operating Officer of ALAT / Bright Tribe Trust delegates authorisation and approval for all categories of visits to the Principal. Category A, B and C activities are defined on page 9 of this document. Note Category C visits must also be approved by the Trust's Health & Safety Manager.

Each Academy also has an Offsite Visits Co-ordinator (OVC) who is responsible for co-ordinating all external events and visits. The OVC should be approached, if possible, 10 weeks before the proposed visit (for Category C visits the OVC and GDFT Health & Safety Manager must be formally notified of the proposed visit at least thirteen (13) weeks before the planned departure date). The OVC will then guide the staff member through the approval procedures in accordance with the EVOLVE system.

6. Roles and Responsibilities

The Principal, on behalf of ALAT / Bright Tribe Trust, must:

- Satisfy him or herself that all appropriate risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed

- Ensure that the visit has a specific and stated objective
- Ensure that the visit leader shows how their plans comply with all relevant regulations and guidelines, including the Trust's Health and Safety Policy
- Critically assess proposals for certain types of visits, which includes any visits which involve an overnight stay or travel outside the UK
- Authorise the visit form on EVOLVE once all the above requirements have been met.

The authorisation and approval of all visits on Evolve must be made by the Principal before departure. The task must not be delegated to another member of staff unless the Head of School or Deputy Principal has taken responsibility due to the Principal being absent.

The Principal must ensure that:

- The visit leader is competent to monitor the risks throughout the visit
- Adequate child protection measures are in place
- All necessary paperwork and actions have been completed before the visit begins
- Risk assessments have been completed and authorised and appropriate safety measures are in place. Category C visits must also be authorised by the Executive Principal.
- The training needs of staff and pupils have been assessed by a competent member of staff
- The visit leader has experience in supervising the age groups going on the visits and will manage the group effectively
- Non ALAT / Bright Tribe Trust supervisors on the visit have passed the appropriate DBS checks
- The ratio of supervisors to pupils is appropriate
- Parents have signed consent forms and given the necessary medical information
- Adequate first aid arrangements are in place
- The mode of travel is appropriate
- Travel times are known
- The address and phone number of the venue/s are known
- An Academy contact has been nominated and notified to the visit leader
- The visit leader and supervisors have copies of the agreed emergency procedures
- The visit leader has details of all the pupils travelling and the emergency contact details.

The Off-site Visits Co-ordinator (member of SLT) will:

- Ensure that the member of staff organising the visit has understood all issues relating to health and safety as outlined in this policy
- Guide staff through the EVOLVE process ensuring that all procedures are adhered to

- Ensure the competence of the staff and volunteers nominated to lead or supervise the visit
- Ensure that all staff accompanying pupils are DBS checked
- Ensure that parental consent is obtained
- Ensure that emergency arrangements and contact numbers are in place for each visit
- Keep records of individual visits including/accident/incident or near miss reports
- Following a visit review systems and monitor practice to ensure they comply with ALAT / Bright Tribe Trust policies and procedures and are fit for purpose.

The Visit Leader will:

- Have overall responsibility for the supervision and conduct of the visit and for the health and safety of the group
- Obtain the Principal's prior agreement before any off-site visit takes place
- Clearly define each additional teacher or group supervisor's role
- Be able to control and lead pupils of the relevant age range
- Be suitably competent to instruct pupils in an activity, or support a qualified externally provided instructor in carrying out this task, and be familiar with the location where the activity will take place
- Be aware of child protection issues
- Ensure that appropriate first aid provision will be available
- Undertake and complete the planning and preparation for the visit using the EVOLVE system including, where necessary, the briefing of parents
- Undertake comprehensive risk assessments
- Review progress regularly and advise the Principal when adjustments need to be made
- Ensure additional teachers and supervisors are fully aware of what the purpose of the visit is
- Ensure the ratio of pupils to teachers is appropriate
- Stop the visit if risks to the health and safety of the pupils are unacceptable and have in place procedures for this eventuality
- Ensure that the group supervisors have details of the school contact
- Ensure the additional teachers and supervisors have a copy of emergency procedures
- Ensure that details of pupils' SEN and medical needs are known by all staff supervising the visit
- Complete the post visit evaluation on EVOLVE.

7. Staff Conduct

Staff are expected to act as role models to pupils at all times and their conduct whilst on the educational visit should be guided by the same rules that apply within school. Specifically, they do not drink while they have the care of the pupils or smoke in front of them.

8. Planning the Visit

The process and procedures to follow when organising a visit are contained in the EVOLVE system. An initial dialogue should take place with the Off-site Visit Co-ordinator at the appropriate Academy site.

Whatever the destination, it is of critical importance that formal planning is undertaken to consider the potential dangers and difficulties associated with the visit and that appropriate plans are in place to reduce the risks.

9. Risk Assessments

Risk assessments must be undertaken and completed by the visit leader.

Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations, which are derived from the advice given in the DfES document 1998:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risk to an acceptable level?
- Can the visit leader put the safety measures into place?
- What steps will be taken in an emergency?

The person who conducts the risk assessment must record it and give copies to all teachers/supervisors on the visit with details of the measures they should take to reduce the risk.

For all pupils with a Statement of Special Education Need (SEN), an individual risk assessment for off-site visits, updated each full term, is recorded in their personal file.

Visit leaders must ensure that the individual risk assessments for pupils with SEN statements have been updated to take account of the planned activities during the proposed visit and that all leaders hold a copy for each pupil in their group.

Frequent visits to local venues such as swimming pools do not have to be assessed each time; however, a generic risk assessment must be completed annually.

The visit leader should monitor the risks throughout the visit and take appropriate action when necessary.

10. Initial Visit

For a venue which has not been used before, the visit leader is advised to carry out a preparatory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the educational experience
- Assess potential areas and levels of risk
- Become familiar with the area before accompanying young people
- Assess the category of visit (page 9 refers).

11. First Aid

Before undertaking any off-site activities, the visit leader should assess the level of first aid that might be needed. On all visits, the visit leader should ensure that a first aid box is taken and that there is at least one qualified first aider. Depending on the size of the group, it may be necessary to have more than one first aider. For adventurous activities, overseas or residential visits the risk assessment may identify the need to have a first aider/s with more specialist knowledge e.g. first aid for mountain leaders. In addition, all adults in the group must know how to contact the local emergency services.

The minimum first-aid provision for a visit is:

- A suitably stocked first aid box
- A person with the Emergency First Aid at Work (EFAW) qualification.

Other considerations:

- The size of the group and the nature of the activity
- The potential injuries that may be incurred and how effective first aid would be
- The distance to the nearest hospital.

12. Types of Visit

Visits may be classified as follows:

- Category A visits (e.g. walking in parks, museum visits, field studies in benign situations) – these comprise activities which present no significant risk with no need for the visit leader to have National School Council or other accreditation.
- Category B visits (e.g. residential visits, walking in non-remote areas, camping, low level initiative challenge) – higher risk activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and or location.
- Category C visits (e.g. trekking in remote areas, water sports, overseas, exchange visits, horse riding) – higher risk activities.

13. Competence to Lead

For Category A activities with very low risk, any fully qualified teacher may lead the visit. All permanent members of the Academy teaching staff will be deemed competent. Newly qualified teachers or other teachers new to the profession will need to seek guidance from the Principal.

For Category B activities involving some higher risk activities, the leader will need to have been specifically inducted in the activity or location by a suitably qualified or experienced leader. Category A and B visits will cover the majority of off-site activities.

For more demanding Category C activities, the leader will need to have attended a recognised course of training or recorded relevant experience or have his/her competence assessed by an appropriate technical adviser, depending on the activity.

14. Supervision

The factors which need to be considered when calculating the ratio for supervision are:

- Age and ability of the group
- SEN and pupils with medical needs
- Nature of activities
- Experience of adults attending the visit
- Duration and nature of visit
- Competence and behaviour of pupils
- First aid requirements.

Staffing ratios may vary according to the factors noted above. However, as a general guide for local Category A visits, a minimum staffing ratio would be:

- 1 adult for every 6 pupils in years 1-3 (under 5s should have a higher ratio)
- 1 adult for every 10-15 pupils in school years 4-6
- 1 adult for every 15-20 pupils in years 7 and above.

In addition to the teacher in charge, there should be sufficient supervisors to cope effectively with an emergency. When visits are to more remote areas (Category B and C) the level of supervision will be greater.

All supervising staff and volunteers must have been DBS checked.

Whatever the length and nature of the visit, staff must check pupils regularly. All staff must carry lists of pupils at all times. Pupils, particularly in years 1-3, must be identifiable and known to the person supervising them.

In some types of activity involving outdoor pursuits (Duke of Edinburgh Award Scheme, Outward Bound etc.) pupils may be supervised remotely. The visit leader must ensure that the pupils are aware of the ground rules and are adequately equipped to be on their own or in a small group.

As a minimum, all pupils must have the following:

- Suitable clothing and footwear
- Water and a high calorie snack
- Telephone numbers with emergency contacts
- Money
- Maps and plans and any other information for them to act effectively
- A mobile phone
- Knowledge of how to summon help
- A rendezvous point and time.

15. Pupils with Medical Needs

Additional safety measures will need to be taken during the visit for pupils with pre-existing medical conditions. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required.

All teachers accompanying pupils with medical conditions must carry copies of the pupil's Health Care Plan and be fully aware of the pupil's medical needs and any procedures to be followed in the event of a medical emergency. Summary sheets must be held by all teachers containing details of each pupil's needs.

If a pupil's safety cannot be guaranteed, then the individual must be withdrawn from the visit. The Principal's decision is final in this matter.

Parental information on the following must be obtained:

- Current medical conditions
- Emergency contact details
- GP's name, address and phone number
- Written details of any medication required
- Parental permission for pupil self-administration or agreement for staff member to administer
- Information on allergies or phobias
- Special dietary requirements
- Toileting difficulties.

If the staff member is concerned about whether they can provide for a pupil's safety or the safety of other pupils on the visit, they must discuss this with the Principal. The Principal or a delegated representative will discuss this with parents and the school health service or the pupil's GP.

16. Voluntary Help

Grindon Hall Christian School recognise that many visits for younger children could not take place without the goodwill of voluntary helpers. Volunteers will normally be people well known to the individual Academy as either parents or carers. Volunteers will be told that they have the responsibility to follow all instructions issued by the visit leader who retains overall responsibility for the event.

The Academy will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils for whom they will be responsible before the visit. This is particularly important for younger pupils.

Grindon Hall Christian School retains the right to make the final decision on which volunteers will accompany the visit.

The visit leader will ensure that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.

Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

All volunteers accompanying a residential visit will be required to obtain DBS clearance.

17. Travel and Transport

Arrangements for booking coaches must be done via the Academy finance team.

Parents should be informed as to the type of transport being provided for an educational visit.

18. Coach travel

Seat belts must be provided and it is Grindon Hall Christian School's policy that these must be worn whilst travelling on a school visit. Staff must check before the vehicle is in motion and during the journey that belts are fastened and remind pupils that these must be worn throughout the journey.

Public transport will only be used in exceptional circumstances and an increased staff/pupil ratio must be used.

19. On Foot

Pupils should walk in controlled groups. One member of staff should be at the front in control of the group, another at the back or aware of any individuals who are lagging behind. The degree of control will depend upon the nature of the group (age, ability) and the location.

20. Briefing for Pupils Prior to the Visit

As part of their preparation for the visit, pupils should be made aware of the educational benefits of the visit.

Prior to the visit, the pupils will be made aware of the standards expected of them (Code of Conduct), this will be appropriate for the age group attending the visit.

The visit leader should make it clear to pupils that they must:

- Not take unnecessary risks
- Follow all instructions given by any teacher or supervisor
- Be sensitive to people in the local environment
- Watch for anything which might hurt or threaten themselves or anyone else in the group and advise the visit leader or teacher.

Any pupils whose behaviour may be considered to be a danger to themselves or the group may be withdrawn from the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways where possible. The Principal's decision will be final in this matter.

21. Parents

Parents/guardian approval must be obtained for all categories of visit. For all visits this approval must be given in writing.

- In order that parents may make a reasoned judgement, written information about the visit, including details of the activities and mode of transport, should be sent with the approval form.
- In cases where the visit is residential, parents should be invited to a meeting where information is given about the nature of the activity and emergency procedures.

If significant changes occur during the visit e.g. a change in return time then arrangements must be put in place to inform parents. This is especially important for younger pupils.

In some cases a series of short off-site visits may take place over a term. In this case blanket approval should be sought from the parents.

Example letters are contained in the EVOLVE system and should be appropriately modified and approved by the Principal before issue.

For residential visits parents should be notified of, and requested to agree to, a Pupil Code of Conduct.

22. Accidents and Incidents

All accidents and incidents taking place during school visits and journeys must be reported and recorded in accordance with the Academy Health and Safety Policy. Accidents and incidents will be reviewed to identify learning points which will be shared, as appropriate, with others.

23. Emergency Procedures

Emergency procedures are an essential part of planning a visit or an offsite activity. If an accident occurs the priorities are to:

- Assess the situation
- Safeguard the remaining members of the party
- Attend to the casualty(ies)
- Inform the emergency services
- Inform the SLT contact.

Grindon Hall Christian School's Critical Incident and Continuity Management Plan gives further advice on dealing with accidents and emergencies.

For minor injuries the visit leader/supervisor should:

- Arrange for the visit first aider/s to give appropriate assistance
- Phone the Principal or SLT member so they can inform the parent/carer of the injury
- Fill in an accident form on return to the Academy.

For injuries which could have serious implications the visit leader/supervisor should:

- Arrange for the visit first aider/s to give appropriate assistance
- Call for an ambulance
- If an ambulance is called and you need to go to hospital with the injured pupil try to find out which hospital so that you can inform the SLT contact who will in turn inform the parent/carer (do not call the parent/carer yourself)
- Phone the SLT contact – mobile numbers will be given to the visit leader
- Arrange for a member of staff to remain at the hospital with the pupil until an SLT member arrives
- The visit leader must write a full written account of events ASAP with photographs of the scene etc. if safe and possible to do so
- Complete an accident report form on return to the Academy.

The Principal/SLT member will take responsibility for:

- Phoning the parent/carer – the visit leader/supervisor should not make this call
- Going to the hospital to be with the injured pupil and taking over the responsibility from the visit leader/supervisor. It is the responsibility of the member of staff to remain with the pupil at the hospital until the Principal/SLT member arrives
- This information will help if there is an investigation and/or insurance claim.



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