



## **EARLY YEARS EDUCATIONAL VISITS POLICY**

### **Aims and Objectives**

This document has been drawn up in accordance with the DCSF's 'Health and Safety of Pupils on Educational Visits' document, which is downloadable from the DCSF website. All staff taking or assisting on school trips will be aware of the policy and of all specific local requirements.

### **Procedure Approval for visits**

The Royal School has a formal procedure for the approval of all trips and visits. These include day trips, overnight trips, and residential visits both at home and abroad. All visits are given approval based on a variety of factors, including the risk assessment undertaken for the trip. The Headmistress gives formal approval for a visit if:

- \* adequate child protection procedures are in place
- \* all necessary documentation, actions and training have been completed before the visit begins
- \* a comprehensive risk assessment has been undertaken and completed
- \* the appropriate teacher-pupil ratio is met
- \* the Royal School medical/consent/contact details form has been filled in for each pupil

### **Risk Assessments**

The teacher in charge of the proposed activity will complete a risk assessment form (see attached). This form covers all aspects of trips and activities out of school. The risk assessment will be approved by the Headmistress/Head of Junior School and the Bursar. Where possible, and if appropriate, a pre-trip visit will be undertaken by the trip co-ordinator, to investigate and identify any potential hazards.

### **Supervision of Pupils on Trips**

The ratio for trips is 1:6 but it is usual for the ratio to be 1:4. Parents may be used as a supplement to the staff, provided that they have completed the enhanced CRB check well in

advance if the trip is overnight, and that a qualified teacher is in charge of the party at all times.

### **Pre-trip Information and Planning**

Once a trip has been authorised, parents will be informed in writing about the trip or visit. This will happen well in advance of the trip date. If any staff need CRB checking, then this will take between 6 and 8 weeks. There will usually be a meeting for parents and pupils, so that trip details can be discussed and understood. Pupils may also have further meetings to discuss aspects of the trip, such as behavioural expectations, specific country-related dangers, and safety precautions. Accompanying teachers and supervisors will also be briefed by the group leader. Such briefings will include information about the specific medical or special needs of any pupil on the trip.

### **Consent Forms**

For overnight trips, once a trip has been authorised, the trip co-ordinator will send out a combined medical/consent/contact details form to be filled in by the parent or guardian of the pupils involved. This form is used to ensure that contact and medical details are up-to-date. The form also requires parents or guardians to agree to the pupil receiving emergency medical treatment if the parents or guardians cannot be contacted. For day trips, the trip co-ordinator will include a list of pupils and any related medical conditions in the risk assessment. These details are available on the Staff intranet site on a 'need-to-know' basis.

### **Transport and Insurance**

If the trip involves the use of a coach, then all pupils will be briefed on the correct procedure for travel by coach, including the wearing of seatbelts, the emergency exits, and any further fire or first-aid procedures that are relevant. If the School minibus is used, then all drivers will be MiDAS trained and have a PCV licence, if necessary. For other forms of transport, including air travel, an appropriate risk assessment will be undertaken and all pupils briefed on the hazards pertinent to that form of travel.

Comprehensive insurance is cover arranged by the School for all trips and outings. Full details are available from the trip organiser or from the Bursary. All pupils travelling abroad are advised to obtain a European Health Insurance Card (EHIC) from [www.ehic.org](http://www.ehic.org).

For any trips which involve private cars, the School has insurance which covers the use of private cars for an approved school purpose.

In Early Years, records are made about the vehicles in which children are transported, including insurance details and a list of drivers.

### **Hazardous Or Unusual Activities and Insurance Cover**

Such activities might include adventurous training, coastal visits, induction visits. Where unusual or hazardous activities are involved, teachers, supervisors, or the centre responsible for organising the activity must be appropriately qualified and competent. Evidence of formal qualifications will be sought before approval is given for the trip or visit. All equipment used must be both properly maintained and meet appropriate safety standards.

Parents will be informed in writing of any hazardous activities involved in the trip or visit. Staff must discuss insurance cover with the Bursar as early as possible to ensure that any hazardous activities are covered by the School's insurance policy

### **Emergency Contact**

All risk assessments are kept by the Bursar, once they have been approved by the Headmistress. This includes pupil details, and group leader contact details. The Bursar will act as the contact point. Every overnight trip will also have a named contact in the College (usually a member of the Senior Management Team), who will also have details of the trip.

### **First Aid and Medical Equipment**

All trips will be provided with a first aid kit from the Medical Centre. Pupils with specific medical needs such as epipens will be required to bring these on the trip (if the trip is a day trip or visit). Pupils will be expected to carry epipens at all times, whether the trip is overnight or not.

All teachers including the Early Years staff take essential records with them on trips, such as contact telephone numbers, first aid kits, mobile phones and complete the tick list sheet on the trip form to ensure this occurs.

### **Procedure for Away Sports Fixtures And Music and Drama Visits**

A generic risk assessment form is available for all away sports fixtures. This contains the date, time and place of the fixture, the method of transport, and the details of those travelling and any associated medical conditions. It also contains contact details for the teacher in charge of the activity. For pupils involved in matches and out-of-school concerts and performances, parental consent will be sought at the start of the year, so as to avoid the need for repeated consent to be given.

**Policy Date: September 2009**  
**Review Date: September 2010**