



# Notting Hill Preparatory School

## 1.10 Policy for Educational Visits (EYFS & KS1-3)

Reviewer responsible:	<b>Deputy Head (Operations)</b>	Date of last review:	<b>09/17</b>
Reviewed by:	<b>DG</b>	Date of next review:	<b>09/18</b>

## **POLICY FOR EDUCATIONAL VISITS**

This policy is written in line with the DfES *Health and Safety: Advice on legal duties and Powers (February 2014)*. The recommendations made in this document are reflected in this policy. Copies of the document are available in School Reception (OB and JCB), Staff Rooms (OB and JCB), on the S drive.

School visits are an integral part of life at Notting Hill Prep, furthering the education of the pupils. Visits are arranged to support the social or academic needs of the pupils. The visit must be well organised, stimulating and worthwhile.

Visits are not taken in isolation. The pupils are well prepared for the visit and, subsequently, put the experience to good effect. The visit is well planned by the class teacher/subject teacher/leader with the safety and welfare of the children being of paramount importance.

Teachers who plan a day or residential visit are classed as the Group Leader and, as such, have responsibility to make sure the visit is properly organised. The arrangements and procedures ensure the well-being and safety of all on the visit.

The Headmistress bears ultimate responsibility for adherence to the guidelines and procedures laid out in the policy but delegates overseeing the arrangements for a trip to the Deputy Head (Administrative).

### **General Information**

Early planning is essential for any visit. Plans for residential visits are formulated twelve months in advance where possible, but at least a term in advance. Usually for one-day visits, planning needs to be undertaken at least one month ahead.

All visits and activities off the school site are approved by the Deputy Head (Operations), who is kept fully informed throughout the planning stages.

An outdoor/adventure activity must be within the ability of the children participating and the accompanying staff.

### **Preliminary Planning**

Any member of staff wishing to run a trip (Day or Residential\*) must collate all of the prior information required in a **Visit Request Pro Forma (Appendix 1)**. The educational opportunities of the area/educational centre/venue must be obtained, and all information about the proposed visit collated, before a request is submitted to the Deputy Head (Operations).

The completed form is then taken to the Deputy Head (Operations) to discuss and authorise the trip. The trip organiser will be given a signed copy of the authorisation and the Deputy Head (Operations) will keep a copy for school records and scan a copy onto the (S:)drive/NHP/Trips.

\*For all residential trips any accompanying adults (parents, carers etc.) must be DBS cleared and fully vetted.

The trip organiser now follows the guidance checklist on **Appendix 2 - Day Trip or Appendix 3 - Residential Trip** to provide and sign off on all details of the trip. Throughout the planning period, it is vital to keep both a check-list of jobs to be done and a record of those completed.

The Deputy Head (Operations) will inform the Music Department and the SEN Department so that peripatetic teachers (including OT, Speech and Language, etc) can reschedule private lessons.

Once all organisation has been finalised the final permission form (**Appendix 2 - Day Trip or Appendix 3 - Residential Trip**), together with a risk assessment carried out by the teacher organising the trip is submitted to the Deputy Head (Operations) for final authorization for the trip to take place. A copy of the risk assessment is also submitted to the Bursar and stored on the (S:)drive/NHP/Trips/Risk

Assessments Trips. The trip organiser takes with them the following forms from the School Emergency Plan (part of the school critical incident policy): 2.1 Notification of Incident, 2.2 Initial action and 3.8 Roles and responsibilities of educational visit leader.

Outdoor activity centres (for example, Calshot Activity Centre, Southampton) must be licensed under the provision of the *Activity Centres (Young Persons Safety) Act 1995*, and the associated *The Adventure Activities Licensing Regulations 2004*.

Any activity that involves caving, climbing, trekking, skiing or water sports will only be included if the centre and instructors have the requisite licence and qualifications.

It is vital that information concerning staff qualifications, equipment to be used and safety procedures to be followed, is obtained in writing from any of the bodies that will be concerned with the teaching of risky or high-risk activities to children, to ensure that these fall within the guidelines. Similarly, confirmation of police checks and medical fitness of all staff who will have substantial access to, or contact with, the children must be verified, either through relevant information in the brochure or through written confirmation being sought. A copy of the company's risk assessment will also be required. Records of viewing or obtaining licences and checks will be kept in the Bursar's office

The school will ensure that adequate safeguarding procedures are in place at all stages of the visit and any guidelines laid down in the **Safeguarding and Child Protection Policy** will be followed. Staff are responsible for the children's behaviour at all times.

For residential visits or visits abroad an Information Pack is sent to parents and given to travelling staff.

The Information Pack for parents includes:

- ◆ General information in letter from Group Leader
- ◆ Itinerary
- ◆ Parental Consent and Medical Information Form (**Appendix 4**)
- ◆ Emergency contact numbers
- ◆ What you will need list
- ◆ Code of Conduct and general instructions for children (**Appendix 5**)
- ◆ The school/pupil/parent PED contract where applicable (**Appendix 6**)
- ◆ Insurance details (if provided by the school)
- ◆ An opportunity for parents to withdraw their child from a specific activity

The Information Pack for staff includes:

- ◆ Copies of all the above
- ◆ Mobile phone numbers of all members of staff on trip
- ◆ Numbers of all contact staff at school (**Appendix 7**)
- ◆ Details of finance arrangements
- ◆ Spending money arrangements
- ◆ Personal items to take
- ◆ Relevant medical history/details of group
- ◆ Copies of completed medical forms of group
- ◆ Any medication details
- ◆ Details of SEN needs that may be relevant
- ◆ Photocopies of passports
- ◆ Copy of emergency procedures (**Appendix 8**)

### **Insurance**

Extra insurance cover is arranged for residential visits, trips abroad and any activities of a hazardous nature. If insurance cover is not provided by the commercial centre, e.g. educational-visit provider, it is arranged by Notting Hill Prep and added to the cost of the visit. All parties would be provided with precise details of the insurance policy, so that there is no doubt about the cover and, in particular, what eventualities fall outside such cover.

Tour operators must have ABTA or ATOL bonding. Contact Central Bureau on telephone 020 7389 4004.

### **Preliminary Visit**

For a residential visit or before travelling abroad, ideally an exploratory visit is made by the Leader of the group. This is to acquire knowledge at first hand:

- ◆ that the venue is suitable
- ◆ that the venue can cater for the needs of pupils and staff
- ◆ to assess potential areas and levels of risk, completing a Risk Assessment Action Plan to be given to the Headmistress
- ◆ to become familiar with the area before taking the children
- ◆ to obtain information concerning staff qualifications and licences
- ◆ to ensure the centre is licensed in accordance with *Activity Centres (Young Persons Safety) Act 1995*.

When travel companies offer inspection visits, leaders/teachers should take advantage of this, and appropriate cover will be arranged in school.

In the cases of Outdoor Education Centres, the dangers of an area are well known to the local specialist staff. In such cases, a preliminary visit is not always necessary.

If it is not possible to make a preliminary visit, every endeavour is made to acquire information about the accommodation and the area before the visit. Notting Hill Prep may make contact with another school, which has already visited that area, for that purpose.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, a member of staff inspects the accommodation and any areas where there might be dangers or potential hazards. Members of staff should familiarise themselves with the fire exits and evacuation procedures and walk the pupils through the evacuation route before the first evening.

### **Financial arrangements**

- ◆ The Leader keeps official and separate accounts for all costs and payments.
- ◆ Records of all payments relating to individual pupils are kept by the Bursar.
- ◆ The cost for curricular residential trips is included on the school fee invoices. The cost of other trips must be paid in advance as indicated by the trip organiser.
- ◆ All monies deposited are recorded in a separate Nominal Ledger Account.
- ◆ All payments should be made by cheque or BACS transfer, if possible. Cash payments are kept to a minimum.
- ◆ Visits are very rarely cancelled and usually only if less than 50% of the pupils can attend.
- ◆ Maximum security of money and other valuable documents is essential at all times. Money and passports are kept under lock and key in school, or in the centre's safe on a residential visit.
- ◆ To safeguard the finances of the trip, the visit leader neither banks, nor has access to, the money collected from pupils. All payments by cheque are to the school account. During the trip the staff involved will allocate the responsibility for distributing spending money to pupils from the funds deposited by the parents (up to an agreed amount in the appropriate currency) and money will be given out in full view of other staff
- ◆ Staff will be supplied with petty cash if it is expected that some incidental costs are likely to be incurred during the course of the trip.

Costs itemised for a visit are:

- ◆ travel
- ◆ entrance fees for staff, voluntary helpers and pupils
- ◆ hire of equipment (for activities)
- ◆ insurance
- ◆ preliminary visits
- ◆ meals
- ◆ materials
- ◆ spending money (if visit residential UK or abroad).

### **Liaison with Parents**

It is imperative that parents are given full and complete written details regarding the organisation and administration of a visit to include:

- activities and venues, including any special risk inherent in the activities undertaken
- specialist equipment and/or clothing necessary for activities
- code of conduct expected of the children
- packed meal requirements
- leaders/teachers, their experience and expertise
- total costs and methods for payment
- insurance cover, including medical cover and exemptions
- passport requirements, if any.

At this point, parents will complete and return the **Parental Consent and Medical Information Form (Appendix 4)**. Parents should also be given the option to withdraw their child from activities they deem dangerous, unsuitable or that contravene or conflict with religious beliefs.

Near the date of the visit, if deemed necessary, a meeting is held for all parents, their children, the staff, and any voluntary helpers concerned with the visit. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting.

### **Staffing Requirements**

The Deputy Head (Operations), as delegated by the Headmistress, has overall responsibility for the planning and arrangements of any day or residential visits, including visits abroad.

If a qualified teacher wishes to take a group of pupils out of school, responsibility for the planning and arrangements will be delegated to that teacher, who must be prepared to accept all reasonable responsibility for the well-being and safety of the children at all times.

If more than one class is involved in a visit, an overall leader of the combined party is identified. This is normally the one with the most appropriate experience. Notting Hill Prep requires that the overall leader must, at least, have assisted an experienced colleague on a previous visit. An accompanying teacher is nominated as deputy leader. For any day visit to go ahead, there must be at least two teachers. The staff (adult)/pupil ratio is

- 1 : 4 Reception
- 1 : 6 KS1
- 1 : 8 KS2
- 1 : 10 KS3

For a residential trip the ratio is set as per the day visit as a minimum requirement. The nature of the trip and subsequent risk assessment may necessitate a larger number of adults being required.

Support staff may attend, if they are working with the class on a regular basis, e.g. Teaching Assistants.

If a child has SEN support for a behavioural or medical need, their Learning Support Assistant must accompany them on the visit. If this is not possible, another member of staff (usually the SENCO) is assigned to supervise the pupil.

It is desirable that, on any visit by a party consisting of boys and girls, there are accompanying staff and/or voluntary helpers of both genders. While this might not always be possible on day visits, we ensure that NHP staff of both genders are present on any residential visit.

### **Parent Volunteers on Day trips**

Prior to any day trip, a meeting will be arranged by the visit leader with other staff and volunteers (including parents, nannies etc.) to discuss arrangements. Parent Volunteers will be made aware of their responsibilities and issued with the following documentation:

- Document 1 – Parent volunteer trip information (**Appendix 9**) which will include a list of the children the helper will be responsible for.
- Document 2 - Areas of Responsibility for Parent volunteers on a School Trip (**Appendix 10**)
- Document 3 - Pupil Code of Conduct (**Appendix 5**)
- Document 4 – NHP Safeguarding and Child Protection Procedures leaflet (**Appendix 13**)

Volunteers will not be left alone with children and will be within larger groups supervised by staff members.

All Parent volunteers must let the school know as soon as possible if they are unable to accompany the children for any reason, so that a replacement can be found. Any documentation already given to them must be returned to school.

### **Parent Volunteers on Residential trips**

It is highly unlikely that a Parent will accompany a school residential trip. A parent may be asked to assist in extreme circumstances eg severe medical needs or disability or behavioural concerns. In this case they will be fully vetted and DBS cleared. Staff organising residential trips with a parent in mind must inform the Bursar to allow for clearance checks to be made in good time.

### **Staff Qualifications**

The Deputy Head (Operations) will make a judgement as to the fitness suitability of the staff supervising any residential trip or one involving strenuous exercise. Members of staff must be able at the very least, to cope with the physical demands expected of the pupils, especially if, as part of supervisory duties, they are with the children during activities or treks.

**Notting Hill Prep does not permit staff and voluntary helpers to assume responsibility for any activity for which they are not qualified, e.g. water sports.**

**First Aid:** On any residential visit if the residential centre does not provide adequate first aid cover, at least one of the supervisory staff will be a competent Appointed Person, holding a valid emergency first-aid certificate and carrying an appropriate first-aid kit. Notting Hill Prep arranges facilities for obtaining first-aid qualifications and revalidation, normally every three years.

**Life-saving Qualifications:** When swimming, water play or water-based activities are envisaged, staff holding the relevant RLSS (life-saving) qualification supervise the activity. There is a minimum staff/pupil ratio per key stage level as detailed in **Staffing Requirements** on page 5 of this policy.

**Medical Fitness:** There are detailed and specific regulations concerning the medical fitness of staff and it is important that all third-party staff who come into contact with children are medically fit. Independent centres and organisations must give verification in their brochures that all their staff are medically fit. If this is not the case, written confirmation must be sought by the school.

### **Transport**

The confirmation of transport for a trip remains the sole responsibility of the group leader. Bookings should be made through the School Administrator, who will provide the group leader with a booking reference. Once all bookings and confirmations are made the group leader liaises with the Deputy Head (Operations) to confirm that all these matters are in hand.

Vehicles used must comply with the current requirements on seat belts and only coaches with seat belts will be booked. All seats must be forward facing and seat restraints must comply with legal requirements. The drivers must be suitably qualified and experienced. Smoking during employment is not allowed. Drivers are provided with an information sheet of the School's contact details (see **Appendix 11**).

Permission must be sought from parents if a teacher wishes to take a small group of children in his/her car. Insurance implications must be checked with the Bursar.

(For further information refer to DfES guidelines on Health & Safety of Pupils on Educational Visits 1998.)

### Supervision on a coach

- At least one member of staff, in addition to the bus driver, supervises the pupils getting on and off the coach – the driver is on the coach and staff member is by the steps. Numbers on outward and return journeys must be checked.
- Pupils must not sit on the first two seats facing the front window or next to the emergency exit.
- If there is more than one member of staff on the coach they will sit in positions enabling all of the children to be seen/monitored
- Ensure pupils are settled before setting off.
- Pupils **must** wear their seat belts throughout the journey unless told to remove them in an emergency.
- When leaving the coach, check for lost property and litter.
- At least one teacher must be on each coach or minibus and have a mobile phone and an up to date contact list with them.
- Staff are responsible for children's behaviour at all times.
- Contact details for Notting Hill Prep must be handed to the driver of each coach/minibus (see **Appendix 11**).

### Expectations of staff

It is important that all staff be mindful of the fact that they are representatives of the school and share the responsibility of promoting the good reputation of the school. When on a school trip, their responsibility as a role model and guide for appropriate behaviour is evident.

When on a residential trip, if a glass of wine is taken in the evening, one member of staff at least should not drink any alcohol.

On the school ski trip, a member of staff will accompany each ski group during lessons.

### Pupil Organisation

Regular sessions are held with pupils to prepare them for the visit, so that they obtain maximum benefit.

Where strenuous physical activity is involved, it might be necessary to organise a training programme for the children in preparation for the visit, and to identify those pupils who must not participate in certain activities.

Lists are prepared of the groups for all staff and helpers concerned with the visit. These lists are carried at all times when on the visit. Copies are given to the School Secretaries (OB or JCB as appropriate) and the Headmistress before the visit.

On foreign visits, each child must discretely carry an identity card containing the school name, the group's temporary residential address, the name and mobile contact telephone number(s) of trip leader, the school contact telephone number in London and any medical needs (see **Appendix 12**).

At no time will pupils have their given names visible on items of clothing

### Personal Electronic Devices (PEDs)

On longer trips, Pupils in Year 6 and above may take PEDs. Use of said items is restricted to travelling to and from the destination. At all other times the devices are kept by members of staff. In the interests of safeguarding and child protection, pupils and parents sign the **Parent Pupil PED Contract** (see **Appendix 6**) as part of the permissions process before departure.

### Adult: Pupil Ratios

The following adult:pupil ratios are a pre-requisite for any visit to go ahead:

Reception -	1:4
Key Stage 1	1:6
Key Stage 2	1:8
Key Stage 3	1:10

Teachers/group leaders are reminded to avoid any 1:1 situations with pupils that might be open to misinterpretation.

### **Pupil Control**

All accompanying adults have a duty of care. Teachers must remember that they are in *loco parentis* at all times on the visit and thus are legally responsible for the well-being and safety of the children.

A system of pupil recall is essential with work in an open environment, on water or during swimming activities. This system must be simple, understood by all and practiced beforehand. A system is implemented to attract the attention of children (taking part in adventure or water-based activities under the supervision of centre staff) when it is necessary for the pupils to rejoin the main group.

Children must never be on their own but always remain in a group. Groups and their leaders must be decided in advance (**Appendix 2 and 3**).

Close supervision of the pupils in the hostel, centre or hotel during the night on residential visits is maintained. Adults sleep in close proximity to the children's rooms. Whenever possible staff rooms should act as a barrier between the pupils and the exits, entrances and other occupants. Staff retain pass keys in order to gain entry to all self-locking doors in an emergency. A list of all occupants of rooms should be made and accessed if evacuation of the building is required. Staff should do a roll call/register to confirm all pupils are present and out of the building. Children and staff will occupy separate rooms/tents on residential visits, according to gender.

Before any trip children are given a thorough briefing on behaviour expectations and the safety procedures that will be followed. They are supplied with a Pupil Code of Conduct and General Instructions sheet (see **Appendix 5**), where appropriate.

### **Information Available at School**

Final details of the visit are submitted to, and retained by, the Headmistress the week before the visit. This is critical if the visit is when the school is normally closed.

The group leader and deputy leader hold the same information for the duration of the visit. The information must contain details of:

- ◆ itinerary
- ◆ contact points
- ◆ mobile phone number(s)
- ◆ staff: teacher in charge, deputy, helpers, etc.
- ◆ emergency contacts
- ◆ copies of Parental Consent Form
- ◆ copies of any insurance documents, contracts, etc.
- ◆ emergency procedures.

### **Emergencies**

Despite good planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising the rest of the group, leaders must contact the appropriate emergency/rescue service immediately. The senior member of staff stated as the emergency contact must be contacted as soon as possible.

**The Headmistress and other staff at Notting Hill Prep follow the Critical Incident Policy: dealing with a crisis.**

### **Unofficial Visits**

The above guidelines relate only to activities connected to the work of the school. Where a teacher takes charge of children voluntarily on an activity out of school hours – one which is not organised by the school but involves children from the school – no responsibility is accepted by the Headmistress.

### **Reporting Accidents**

The standard procedures for reporting accidents are followed, as stated in the Health and Safety Policy, including the completion of the relevant pro formas.



### Extra-curricular Activities

The following rules apply when taking a group of pupils out to another venue after school hours to take part in an activity.

If a group is being taken to a specialist coach eg Tennis, Squash, Rock Climbing at no point should the coach be left alone with the pupils. It is the responsibility of the NHP member of staff to ensure that pupils are observed and supervised.

- ◆ Consent from the Headmistress.
- ◆ Letter to parents advising:
  - ◆ venue
  - ◆ time of departure from school
  - ◆ time of return
  - ◆ pick-up place
- ◆ Parental Consent Forms are completed by parents when their child joins the school and these cover permission for a series of events/visits/activities such as these.
- ◆ Extra-curricular Information Form submitted the day before. If there are changes, submit these to:
  - ◆ school office
  - ◆ Headmistress
  - ◆ accompanying staff
- ◆ Adult:pupil ratio:
  - ◆ The same adult: pupil teacher ratios apply, depending on the age of the children, as for educational visits.
- ◆ Transport:
  - ◆ If school staff use their own cars to transport children they must have appropriate car insurance and parental permission must be sought.
  - ◆ If parents are transporting children, their cars must be fully insured and parental permission must be sought to take another's child. The pupils must sit in the back and wear seatbelts.
  - ◆ Parents must be fully informed of the time and place to collect the children.
- ◆ The school mobile phone and an up to date contact list must be taken to the event in case of emergency.
- ◆ If the activity is cancelled, parents must be informed as soon as possible, so that they can collect their children at the usual home time.
- ◆ It is the responsibility of the organiser/teacher to look after pupils not collected after an activity. Under no circumstances will pupils be left unsupervised, e.g. in the school playground or at the pick-up point.

### Swimming

Pupils from Reception upwards visit a local sports centre. Safety procedures must be followed in accordance with the Swimming Procedure section of the **Health and Safety Policy**.