

CANBURY SCHOOL

Educational Visits Policy

INTRODUCTION

At Canbury School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution your son's or daughter's development and education in the broadest sense of the word.

We regularly take pupils on day trips to: historic sites, museums, galleries, natural features to support the curriculum in History, Art, Geography, Biology, Physics and Business Studies. Residential trips to Spain and France are organised biannually and a 3 day multi activity holiday every year.

The school's policy follows that laid down in government guidelines for the Health and Safety of Pupils on Educational Visits. A full highlighted copy of this policy is retained in school and is available for reference to staff and parents.

The basic guidelines for all visits are shown below:

The visit must have a specific stated objective and have been approved by the Head, who is responsible for ensuring that the group leader is competent to monitor the risks throughout the visit. Parents are informed by letter of this and given additional information as necessary. For residential trips, we aim to give parents three months notice of the proposed visit including the anticipated cost.

Ideally a pre-visit should be undertaken to enable the risk assessment form to be accurate. Alternative arrangements should be in place in case of staff absence or the venue being changed. In view of this all relevant documentation should be left in school the day before the trip (if leaving from school) or copies given to the deputed alternative staff member.

The parental consent form must be on a fully informed basis i.e. specific activities to be undertaken must be listed and if unsure the phrase 'may include' is required. Information of any remote supervision must be detailed in the letter to parents and must be added to the risk assessment.

Staffing is at the Head's discretion. There is no legal ratio although 1:20 is used by most LA's for trips within the UK. On trips abroad a minimum of 1:10 is most common and two must be teachers. Abroad with a mixed gender group there should be at least one male teacher and one female teacher. Within the UK this can be flexible depending on the venue/ activity.

If a member of staff takes their own child on a trip they may NOT be included in the staffing ratio. On all overnight visits there must be a First Aid Appointed Person. Parents may be used without CRB checks as additional staff provided they are not in a 1:1 situation or with a group out of range of the group leader.

The Group Leaders should ensure that:

- The School's policies and procedures are carried out.
- Risk assessments are carried out and copies placed in the School Office (including those supplied by the outside agencies involved)..
- Define the roles and responsibilities of accompanying staff.
- All accompanying staff have the contact details and information on pupils taking part, including special educational, dietary and medical needs.

The Head should ensure that:

- The management of all off site activities meets the regulations and guidance notes and follows the correct procedures.
- CRB disclosures are in place where necessary.
- Risk assessments are checked.

Travelling by train/underground there will always be a minimum of two staff and the group will stay together at all times with staff undertaking regular headcounts.

Pupils should be made aware of the fact that if they are left behind on a station platform they should remain on the platform until a member of staff returns to collect them. Under no circumstances should they catch the next train. A meeting point will be established so that pupil and staff are reunited in one location.

If a pupil catches the wrong train they should get off at the next stop and wait. They should phone the group leader or the school office to say which station they are at. They must not attempt to return to the original station. Staff in the school office will act as a central point and coordinate activities.

For regulations regarding teachers driving pupils in minibuses or privately owned vehicles and the use of seat belts, please refer to the 'Staff Handbook'.

On the day of the visit group leaders should take with them:

Lists of contact numbers for parents
Copies of all the consent forms
Medical details of pupils and doctors' numbers
A basic first aid kit
Ideally passport size photos of all pupils on the trip.

A risk assessment form should have been completed and a copy left in the school office, having been approved by the Head (or his deputy in his absence).

After the visit a copy of the original parent's letter needs to be filed in the office with the list of pupils who actually attended together with their consent forms and a copy of any accidents or 'near misses.'

Alcohol Policy

Regardless of the legal drinking age in countries visited on school trips, Canbury's policy is that no alcohol is consumed by pupils.

Smoking is not permitted at any time.