



HURLINGHAM
SCHOOL

Educational Visits Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office.

This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage (EYFS) Nursery and Reception pupils.

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1. Aims

We believe that educational visits are an essential element of good primary practice and we aim to:

- provide our pupils with valuable experiences not available within the classroom which enhance their learning at school
- offer a variety of 'real-life' opportunities, enabling our children to achieve a fuller understanding of the world around them through direct experience
- develop pupils' investigative skills
- encourage pupils to work both independently and cooperatively
- foster a sense of achievement

2. Responsibilities

2.1. Head and Educational Visits Co-ordinator (EVC)

The Head is responsible for appointing and overseeing the EVC for the Putney Bridge Road site and the Head of Nursery is the EVC for the Gwendolen Road site.

The EVC will ensure that:

- a suitable group leader is appointed for each visit
- all necessary actions have been completed before the visit begins, including checking that the Group Leader has made the appropriate relevant checks about the provider. *See below.*
- Ensure the trip leader has access to Evolve and that they understand exactly what their responsibilities are with regards to form completion and documentation required
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively
- the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance
- parents have signed the annual consent form for day visits or specific consent form for residential visits
- arrangements have been made for all the medical needs and LDD/SEN needs of all the children
- the mode of travel is appropriate
- travel times out and back are known
- there is adequate and relevant insurance cover
- they have the address and phone number of the visit's venue and has a contact name
- they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and volunteers' next of kin
- an appropriate emergency plan and communications plan has been agreed with the Group Leader and shared with other members of staff

The Head will sign off and approve all final documentation on Evolve.

2.2. Group Leader

The group leader, is responsible overall for the supervision and conduct of the visit, and will:

- agree all plans with the Educational Visits Co-ordinator and complete all of the forms on the Evolve platform.
- check that external activity providers have appropriate safety standards and liability insurance. Where the organisation does not hold the Council for Learning Outside the Classroom (LOtC) Quality Badge (awarded to organisations which meet nationally recognised standards) the following checks must be made:
 - their insurance
 - they meet legal requirements
 - their health and safety and emergency policies
 - their risk assessments and control measures
 - their use of vehicles
 - accommodation
 - that they have a license where needed.
- the risk assessment (completed as the Event Specific Plan on Evolve) is complete and that it is safe to make the visit
- be able to control and lead pupils of the relevant age range

- be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not
- undertake and complete the planning and preparation of the visit including the briefing of group members and parent volunteers
- ensure appropriate information is given to all parents prior to the visit
- lead a meeting for parents (residential visits only)
- undertake and complete a comprehensive risk assessment including details of the exact pupils/adult ratio particularly in respect of EYFS off-site activities
- have regard to the health and safety of the group at all times
- know all the pupils proposed for the visit to assess their suitability
- observe the guidance set out for teachers and other adults below
- ensure that pupils understand their responsibilities

2.3. Other teachers and adults involved in a visit

Teachers and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group
- care for each individual pupil as any reasonable parent would
- follow the instructions of the leader and help with control and discipline
- stop the activity if they think the risk to the health or safety of pupils in their charge is unacceptable

2.4. Pupils

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

- not take unnecessary risks
- follow the instructions of the leader and other adults
- dress and behave sensibly and responsibly
- look out for anything that might hurt or threaten anyone in the group and tell the group leader
- not undertake any task that they fear or that they think will be dangerous

3. Guidelines for planning off-site visits

The organisation of an educational visit is crucial to its success. The following guidelines support the planning and implementation of educational visits organised at our School.

Whether the visit is to a local park, museum, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

Whilst the Educational Visits Co-ordinator is responsible for planning all off-site visits, in practice, the detailed planning is delegated to the organiser of the visit or the group leader. However, the Head must be satisfied that the group leader planning the visit is qualified to do so and has the necessary experience.

3.1. Exploratory visit

It is best practice to visit the venue before a trip, in order to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit
- assess potential areas, levels of risk and appropriate First Aid provision
- obtain a copy of the risk assessment produced by the venue e.g. museum, farm
- ensure that the venue can cater for the needs of the staff and pupils in the group
- ensure that they are familiar with the area before leading the visit

3.2. Risk Assessment

A risk assessment must always be carried out and completed using the Event Specific Plan on Evolve.

- what are the risks?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader guarantee that these safety/control measures will be provided?
- what steps will be taken in an emergency?
- what is the acceptable ratio of adults to children for this visit?

The group leader and other supervising adults should reassess the risks throughout the visit continually and take appropriate action if pupils are in danger.

The group leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken
- the location
- the competence, experience and qualifications of supervisory staff
- the group members' age, competence, fitness and temperament
- pupils with LDD/SEN and/or medical needs
- the quality and suitability of available equipment
- seasonal conditions, weather and timing

3.3. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- sex, age and ability of group
- LDD/SEN pupils
- pupils with specific medical needs
- nature of activities
- experience of adults in off site supervision
- duration and nature of the journey
- type of any accommodation
- competence of staff, both general and on specific activities

There should always be enough supervisors to cope effectively with an emergency. As a general guideline, the following ratio of adults to children on visits should be adhered to, but lower whenever possible:

Nursery: Under 3 1:3
Nursery: Over 3 1:4
Reception: 1:6
Key Stage One: 1:8
Key Stage Two: 1:10

Regardless of these suggested ratios, each visit will be assessed individually through the school's risk assessment procedure for educational visits and the ratio may be increased where the activity is considered to have a greater potential risk. In these situations, it is not usually feasible to use school staff alone. Where a volunteer has sole responsibility for a group, they must DBS checked through the school. Any adult going on a trip who has not been DBS checked through the school, must be agreed in advance with the Head or Deputy Head of either the nursery or prep school.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with SEN/LDD or specific medical needs. However, teachers retain responsibility for the group at all times.

Pupils with SEN/LDD or medical needs from school visits are not excluded from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Parent volunteers should not have sole charge of pupils except where risks to health and safety are minimal. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil where they cannot be seen and/or heard by others.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

3.4. First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad there must be at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision for EACH BAG is:

- a suitably stocked first-aid bag
- a person appointed to be in charge of first-aid arrangements
- for pupils who require Epipens - 2 devices
- for pupils who require asthma inhalers - their device plus a school spare

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Group Leader should take this into account when assessing what level of first-aid facilities will be needed and staffing ratios.

Medicines relating to particular children and information regarding administration must be given to the group leader or designated first aid member of staff. Parents must complete the usual forms to request administration of medicines.

For all visits made by children in the Reception classes, at least one member of staff accompanying the children on that visit must hold a paediatric first aid certificate.

3.5. Educational Visits Co-ordinator's Approval for Visit

Any off-site activity, outside the local area must have the approval of the Educational Visits Co-ordinator. Local visits, within the boundaries identified in appendices, are covered by the Local Walk Guide. The 'On The Day' form must be signed off by the EVC and handed into the office on the day of the trip. One copy of the form must be kept with the trip leader.

3.6. Communicating with Parents / Guardians

Once the visit has been approved by the Educational Visits Co-ordinator, parents need to be made aware of the visit.

They must be written a letter including the following information:

- dates of the visit
- times of departure and return
- objectives of the visit and broad details of the activities planned
- mode(s) of travel
- details of any food or drinks to be brought, including a reminder of our no-nuts policy
- cost to be added to end of term fees bill
- any spending money to be taken

Our parental consent form, annual emergency contact and medical form cover all day visits. Parents must be asked to complete a separate consent form, emergency contact form and medical form for all residential trips.

None of our school visits are compulsory, although we strongly encourage all parents to permit their child to participate. If parents withhold consent the pupil must not be taken on the visit; instead they will be expected to be in school, where they will be educated for the duration of the visit.

For all residential visits, the group leader must organise and lead a meeting for the parents giving them details of the trip, including accommodation and activities to be undertaken, and also providing parents with the opportunity to ask questions. Any serious parental concerns should be brought to the attention of the Head if he has been unable to attend the meeting.

3.7. Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Where possible pupils should be involved in the completion of the Evolve form. Pupils should have a clear understanding about what is expected of them and what the visit will entail. It is for the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information, including:

- the aims and objectives of the visit / activity
- background information about the place to be visited
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place
- what standard of behaviour is expected from pupils
- the fact that they are not allowed to carry a mobile telephone with them
- who is responsible for the group
- special arrangements for LDD/SEN pupils and pupils with specific medical needs
- what to do if approached by a stranger
- what to do if separated from the group
- emergency procedures
- rendezvous procedures

Pupils using transport on a visit should be made aware of basic safety rules including:

- wait for the transport away from the road, track, etc
- do not rush towards the transport when it arrives
- wear your seatbelt (road vehicles) and stay seated while travelling on transport
- make sure your bags do not block aisles on the transport
- never attempt to get on or off the moving transport
- never distract or disturb the driver
- stay clear of automatic doors / manual doors after boarding or leaving the transport
- after leaving the vehicle, always wait for it to move off before crossing the road
- if you have to cross roads to get to the transport always follow the instructions of the adults, who should be following the Green Cross Code
- if you feel unwell while travelling, tell a teacher or the person responsible for the group

When using public transport, all pupils should be briefed on where they will be alighting and given adequate warning.

4. Transport

When choosing a mode of transport for a trip, safety concerns must always take priority over speed of transport or convenience.

4.1. Coach

All coaches must be booked by the School Office. We regularly use the same coach companies and hold details of insurance certificates. All coaches must have at least the required number of seats and all children must be secured by a seatbelt at all times whilst in the coach. For EYFS, driver details must be known and left with the school office.

4.2. School Minibus

Only members of staff who are qualified minibus drivers may transport children in the minibus. Two adults must accompany the children, no matter how few and one adult must sit in the rear compartment of the minibus. Children must be secured by a seatbelt at all times whilst in the minibus. Every member of staff must complete a Driver's Declaration form before driving the minibus. Use of the school minibuses must be fully in accordance with the School's Minibus Policy which reflect the DfE guidance on the requirements for driving minibuses.

4.3. Public Transport: London Underground, overland train, bus

Children may be taken on public transport where appropriate. For journeys at peak times, where the risk of a child becoming separated from the main group is greater, teacher pupil ratios must be lowered, according to the risk assessment. The member of staff organising the trip will book the relevant tickets. The school has login details for arranging tickets for Public Transport that can be shared with staff booking trips.

5. Procedures during Visits

The Group Leader will have prepared the necessary paperwork and will have spoken to the children about the visit. It is essential that all accompanying adults, including parent volunteers, are fully briefed before the visit and have the appropriate information to hand at all times.

All adults on the trip should wear hi-vis jackets. 2 children at the front, and 2 children at the back of each class are also required to wear hi-vis jackets.

5.1. Documentation

Each adult accompanying the trip must be given a copy of the risk assessment, which they are required to read. They must also have a list of children in their group and any relevant medical information to those children. The Emergency Procedures list should be kept in each trip bag, along with the list of Code Red children and a copy of the signed 'On The Day' form.

On the day of the trip, the Group Leader should complete an 'On The Day' form, have it signed by the EVC, and hand it in to the School Office prior to departure. They should make a copy before handing it in, to be kept in the trip bag.

5.2. Equipment

The office staff will organise appropriate first aid equipment, medical equipment and sick bags, wipes etc. The Group Leader must ensure they have:

- the itinerary, including the address and telephone numbers of all sites to be visited
- emergency contact numbers for the Head, the Principal, the Head of Nursery and the School Office
- a fully charged mobile phone
- a copy of the risk assessment
- details of any medical conditions affecting any children or adults on the trip
- the location of the local hospital near the trip venue

5.3. Absentees

On departure, the School Office must be informed of any children who are not in school and who will not therefore be going on the visit. The absentees must also be added to all copies of 'On The Day'.

5.4. Illness or Minor Accidents

If a pupil has a minor accident or becomes ill, to the extent that they require hospital attention, the Group Leader, or another member of staff will phone the School Office to inform them and ask them to contact the parents for the child to be collected from the venue if possible. If this is not possible, a member of staff will take the child to the local hospital and remain with them at all times until a parent or emergency contact is able to take responsibility, or the child returns to the main group.

5.5. Emergency Procedure for Off Site Visits

Remember that serious accidents and incidents are extremely rare, but if one occurs, it makes great physical and emotional demands on you. These guidance notes are designed to help you deal with an emergency. If you read these notes regularly, you will have the knowledge already in place to help you deal with, what is likely to be, a highly stressful situation.

Teachers in charge of pupils during a visit/off-site activity have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

A serious accident/incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury **OR**
- Circumstances in which a group member might be at serious risk or have a serious illness **OR**
- Any situation in which the press or media might be involved

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- remain calm
- react with urgency
- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident

Who will take charge in an emergency?

The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

Pre-arranged school contact

The school contact's main responsibility is to link the group with the school and the parents and to provide assistance as necessary.

The named person should have all the necessary information about the visit contained on the 'On the Day' form and a copy of the Emergency Procedures Action List.

Emergency procedures framework

All those involved in the school trip, including teachers, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. The Emergency Procedures Action List should be taken by the Group Leader and the Deputy Group Leader on all off-site visits.

Emergency procedures framework during the visit

See appendix

Emergency procedures framework for school base

Prior to the visit, the name of a school contact, and their school phone (and home phone numbers if the trip is to take place at any point outside normal school hours), should be identified. It is advisable to arrange a second school contact as a reserve. The group leader should ensure that they have stored the relevant phone numbers in their own phones.

The School contact and group leader should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

The main factors for the school contact to consider include:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- contacting parents; details of parents' contact numbers need to be available at all times while the group is on the visit, the school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- acting as a link between the School group and Head and/or Directors and arranging for the group to receive assistance, if necessary;
- liaising with media contact, if a serious incident occurs, the school contact should liaise with the designated media contact as soon as possible;
- the reporting of the incident using appropriate forms, if necessary, some incidents are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*

Media contact

The Head will act as the media contact. He should liaise with the school contact, the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.

After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils, or staff, have been affected. In some cases reactions do not surface immediately. For schools in this situation it can be helpful to contact local community support services and to seek professional advice on how to help individuals, and the school as a whole, cope with the effects of a serious incident. Hurlingham School will seek advice and support from relevant services according to the nature of the incident.

5.6. Late Arrival Back to School

The Group Leader is responsible for keeping the School Office informed if there are any delays on the return journey. The office staff will then inform parents.

5.7. Actions to be followed by staff if a child goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Head and the Designated Member of Staff by mobile phone
- Ask the Head to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or to the school at once
- Contact the venue Manager and arrange a search
- Contact the Police
- The Designated Member of Staff would inform the Local Children Safeguarding Board
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the School Principal
- IAPS would be informed
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

5.8. Actions to be followed by staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident
- The Head will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

6. After the Visit

The Group Leader is responsible for returning all equipment to the medical room at the end of the visit. All paperwork given to parent volunteers must be collected back in and shredded as appropriate. The Group Leader must complete the trip evaluation section on Evolve within 28 days.

7. Further Notes for Visits with Special Circumstances

7.1. Early Years visits

Details of the vehicle: registration number, insurance certificate and named driver should be completed on Evolve and on the 'On the Day' form.

7.2. Farm visits

Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with Ecoli food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas.

The basic rules for a farm visit will be that we never let the children:

- place their faces against the animals or their hands in their mouths after feeding them
- eat until they have washed their hands
- sample any animal foodstuffs
- drink from farm taps (other than in designated public facilities)
- ride on tractors or other machines
- play in the area, other than in specially designated playgrounds

7.3. Residential visits

The Group Leader must consider the following when assessing sleeping accommodation:

- staff quarters should be next to the children's rooms to ensure easy access for the children at night
- the immediate accommodation area should be exclusively for the use of the group
- access by staff to children's rooms must be available at all times
- separate male and female sleeping areas for children and adults
- ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions and exits, its regulations and routing, and that everyone can identify key personnel
- security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors
- ensure that locks and shutters etc. work on all the rooms used by the group
- storage of clothes, luggage, equipment etc. particularly safekeeping of valuables
- adequate lighting – is it advisable to bring a torch?
- provision for sick, disabled pupils or those with special needs
- safety in rooms (electrical connections, secure balconies)

All adults involved in residential visits are members of the school staff. We do **not** take parents (unless they are members of staff) or other volunteers on such trips.

When engaged in residential trips abroad, staff are aware that any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury or death occurred. Our school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

7.4. Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. The Group Leader must consider the following points when assessing the risk of a coastal activity:

- tides and sandbanks are potential hazards so timings and exit routes should be checked;
- ensure group members are aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated
- look out for hazards such as glass, barbed wire and sewage outflows etc
- some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times

7.5. Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit, will **not** be allowed for Hurlingham children. Being in water will only be allowed as part of a supervised activity, and not above the knee, preferably in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Where paddling is to be allowed on a visit, a ratio of 1 adult: 4 children is a minimum.

7.6 Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or watersports schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. We are aware that these regulations apply to adventure activities that

take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

8. Appendices

- Emergency Procedures Action List
- [On The Day form](#) (prep)
- [Local Area Boundary map](#) (prep)

Date created: Autumn 2009

Date of last review: September 2023

Date of next review: June 2024



Off-site Emergency Procedures Action List

If an emergency occurs off-site the main factors to consider include:

1. Establish the nature and extent of the emergency as quickly as possible
2. Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
3. Ensure that the entire group are placed in safe accommodation and looked after by a member of staff who is able to protect them from the attention of the media
4. Establish if there are any casualties, and get immediate medical attention for them, a member of staff/accompanying adult must remain with casualties at all times
5. Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
6. Notify the police if necessary
7. Inform the school contact; the school contact number should be accessible at all times during the visit
8. Details of the incident to pass on to the school should include:
 - a. nature, date and time of incident;
 - b. location of incident;
 - c. names of casualties and details of their injuries;
 - d. names of others involved so that parents can be reassured;
 - e. action taken so far;
 - f. action yet to be taken (and by whom);
9. Notify the provider/tour operator (this may be done by the school contact)
10. Ascertain telephone numbers for future calls
11. Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence in an unaltered condition
12. Keep a written account of all events, times and contacts after the incident
13. No-one in the group should speak to the media
14. Names of those involved in the incident should not be given to the media as this could cause distress to their families
15. No-one in the group should discuss legal liability with other parties

Date created: Autumn 2009

Date of last review: September 2023

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