

# Health and Safety on Educational Visits

## 1) Responsibility

- Manor School is responsible for the health, safety and welfare of children on educational visits
- The agreement of the management committee must be obtained before an outing or visit takes place
- The Management committee must assess risks of the activities and introduce measures to control those risks
- The MC must tell the employees about these measures

## 2) Planning

- Essential that planning takes place before setting off with these considerations
  - can the venue cater for the needs of the group
  - are the activities suitable for the children's age, competence and fitness
  - what are the seasonal conditions like
  - how many adults will be needed to accompany the group
- An exploratory visit will take place by the teacher or staff member leading the visit so as to become familiar with the area before taking the children there and a risk assessment made
- A risk assessment will be based on:
  - what are the hazards
  - who might be affected
  - what safety measures need to be in place to reduce risks to an acceptable level
  - risk assessment will be recorded and the group leader will put measures into place
  - A list of emergency procedures will be in place

If an exploratory visit is not possible then a minimum measure is to obtain specific information by letter from the venue

## 3) Supervision

- A high ratio of adults/pupils is needed for any visit
- A minimum of one adult for every 5 pupils in years 1-6 and 1 for every 2 in reception
- Parent helpers will never be left alone with the group
- Regular head counting will take place
- Teachers will carry a list of all pupils on the outing at all times
- All helpers/teachers will be told of their role and which group of children they are to supervise
- Pupils will be told what to do if they become separated

#### **4) Preparing Pupils**

- Pupils will be told what is expected of them and what the visit will entail
- They need to be told what standard of behaviour is acceptable and what rules should be followed
- They also need to be told about any potential dangers and not take any unnecessary risks
- They should follow the instructions of the group leader or teacher
- Dress and behave sensibly and responsibly
- Look out for anything that they see as dangerous and tell their teacher

#### **5) Communicating with Parents**

- The following information should be given to parents
  - Date of visit
  - Objective of the visit
  - Time of departure and return
  - Where pupils will be collected and returned
  - Mode of travel
  - Size of group and the level of supervision
  - What pupils should bring
  - What money they should bring
  - Details about the cost of the visit

The following will be obtained from the parents on any non-routine visit or outing

- parental consent form for each pupil in the group
- medical consent form or any other relevant info ie. Travel sickness, mobile phone numbers
- a telephone tree can be set up in case of late arrival or other communication of information
- parents to be given mobile no of group leader on visit

#### **6) Planning Transport**

- Driver responsible for the vehicle during the visit
- All children must be seatbelted
- Group leader should ensure pupils know how to observe safety rules
- Parent consent for children to be carried in other cars

#### **7) Types of Visit**

#### **8) Emergency Procedures**

In case of accident the priorities are to

- a) assess the situation
- b) safeguard injured members of the group
- c) attend to any casualties

- d) inform emergency services
- e) ensure that a teacher accompanies the casualty to hospital and that the rest of the group are adequately supervised and kept safe
- f) notify police if necessary

## 9) Insurance

- group leader to ensure adequate insurance arrangements are in place if Necessary ie travelling abroad

## Checklist for School Outings

- Provide emergency telephone no. contact for duration of visit
- Ensure training needs have been addressed
- Maintain appropriate insurance cover
- Have in place procedures to monitor and review safety during off-site visits
- Ensure visit has a specific and stated objective
- Child protection procedures are in place
- Group leader has experience in supervising the age group on visit and will organise visit effectively
- Non-teaching staff on visit are appropriate
- Ratio of supervisors/pupils is appropriate
- Parents have signed consent forms
- Arrangement made for medical needs and SEN of all pupils
- Adequate first aid provision available
- Mode of transport appropriate
- Times out and back are known
- Parents have address and phone no. of visit venue and have contact name
- All teachers & supervisors are aware of emergency procedures
- Contingency plan for delays including late return home
- One teacher elected group leader

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