

SACRED HEART OF MARY GIRLS' SCHOOL



EDUCATIONAL VISITS POLICY

Policy adopted	July 2022	
SLT Member Responsible	Mrs K Jones	
To be reviewed	Every 2 Years	
Date of next review	July 2024	
Headteacher	Ms V Qurrey	Date: 12 July 2022

Status of this document

This Policy details the local arrangements for managing health & safety at Sacred Heart of Mary Girls' School.

Statement of intent

Sacred Heart of Mary Girls' School is committed to ensuring high standards of health & safety on all of its educational visits. It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The School values its employees and pupils and will endeavour to ensure that their health, safety and welfare, on all educational visits and that they are protected so far as is reasonably practicable. The following outlines the school standard practices and procedures that will be followed in terms of ensuring educational visits are safe and suitable

Signed:

Mrs V Davin
Chairman of Governors

Signed:

Ms V Qurrey
Headteacher

Date: 19 May 2022

General

Group Leaders must be aware of and follow the 'Any Educational Visit' Standard Procedure and will follow any centre/provider specific emergency procedures.

A pre-visit will be undertaken by the group leader(s) and enact a 'plan B' where initial plans may not be possible.

No pupil is taken on a visit who has not had parental /carer consent via Sco Pay..

Group Leaders, Staff and pupils meet before the visit to discuss arrangements, particularly those relating to safety.

Pupils are briefed before leaving school with particular reference to safety and behaviour expectations.

Pupils are checked for unsuitable dress, both in terms of safety and dress which might attract unwanted attention.

Head counts are conducted thoroughly and accurately throughout the visit.

Staff are allocated specific responsibilities as appropriate to the visit (i.e. First Aid, Medication, manning the Meeting Point, lifesaving role where swimming is allowed etc.).

A first aid kit and a mobile phone are taken on visit.

An emergency plan is formulated in advance of a visit.

Supervision covers 24 hours of the day and the minimum supervision recommended ratios are within the LA approved limits:

- **Age 11 – 18 (yrs 7 -18) 1:15 - 20**

These may need to be revised by the school depending on the type of trip, the nature of hazards associated with the trip and the nature of the pupils attending (e.g. medical or behavioural issue) The revised ratio will therefore be based on the outcomes of the visit risk assessment and noted on the ESRA.

Consideration is given to Group Leaders and staff who may have to be awake throughout the night, along with suitable supervision cover.

Trips Abroad

A resort / area risk assessment will be conducted by the group leader either on a pre-visit or on arrival (a reputable tour operator may be able to assist with the risk assessment prior to the visit) and ongoing risk assessment(s) to be conducted by the Group Leader.

Parental consent is given for remote supervision arrangements during free time.

Pupils are briefed on the restrictions, low risk places/areas, time allowed away from the hotel and return times.

Pupils are made aware of the value of foreign currency and traffic driving on the right.

It is agreed that no alcohol will be bought or drunk by pupils.

Pupils to stay in groups of 4 or more (buddy system)

Pupils know where and how to contact staff members and what to do if separated from the group.

A map of the town / village to be provided on the first evening.

Pupils to receive all necessary information regarding the local environment during the first briefing.

Pupils will not be able to leave the accommodation without a member of staff accompanying

Pupils are required to move around in groups of at least four and be discouraged from travelling in large groups.

Walking

The route is assessed and visited by the group leader.

Appropriate supervision is provided, supervisors are competent and are briefed by the group leader prior to the visit.

A head count is taken prior to, periodically throughout and at the end of the visit.

Pupils will not walk along the edge of the kerb.

Adverse weather, changes in weather and thermal comfort are considered prior to the visit.

Suitable clothing and footwear will be worn at all times. Suncream is carried and applied by pupils

The group leader, supervisors and pupils are aware of the risks of slips and trips.

Members of staff and pupils have been briefed not to carry heavy or awkward items, including any items obstructing field of vision.

Staff are briefed to be vigilant and aware of the potential change in the level of surface grip due to adverse weather, i.e. marble becoming slippery when wet, and will put necessary control measures in place. Walking is avoided where possible in icy conditions.

Obstructions in the route are avoided where possible. If not possible to avoid the obstructions then these are highlighted by the group leader and supervised closely when passing e.g. trailing cables, raised flooring.

Pupils are briefed and educated in Basic Road Safety, and rules for keeping safe prior to the visit are explained to the pupils.. Relevant road safety briefed depending on the country.

The safest point to cross roads is chosen by the group leader. Where possible use pelican/zebra crossings, subways, footbridges, traffic islands and school crossing patrols. Importance should be stressed on planning the route.

If crossing on a road where none of the above is possible, a safe place away from parked cars with a clear view of both directions of the road will be chosen. Group leader will choose where to cross.

If there is no footway or footpath, another route will be selected. Walking in the road is prohibited.

Look-outs are positioned at the front and back of the group.

Railway level crossings are avoided.

Guidance: You should not cross or pass a stop line when the red lights show, (including a red pedestrian figure). You should also not cross if an alarm is sounding or the barriers are being lowered. The tone of the alarm may change if another train is approaching. If there are no lights, alarms or barriers, stop, you should look both ways and listen before crossing.

If an ambulance, fire engine, police or any other emergency vehicle approaches using flashing blue lights, headlights and/or sirens, it is advised you keep off the road.

If the emergency services are approaching indicating an emergency (Flashing blue lights, sirens, high speed) you should not cross until it has passed.

Pupils are warned and reminded that when walking on roads, wearing earphones, texting, or using a mobile phone should be avoided.

Consents

Parents/Guardians have been given all relevant information on the visit.

All required consent (e.g. Parental consent to participate in an educational visit, any specific activities e.g. swimming etc) have been received prior to departure.
Parents are informed about the intended level of supervision.

Medical Requirements

Group Leaders and staff are aware of any individual's medical, behaviour or disability needs prior to the visit and plan for them.

All pupils are provided with information / ID cards which detail:

Name of the school

Name and contact number of the group leader

Pupils and parents are reminded to bring individual medication. This is securely kept but accessible at all times. Any medication taken by pupils during the trip is bagged and clearly labelled with the pupil name and the required dosage. Pupil medication is held by a responsible member of staff.

The School has a Medication Policy in place.

Arrangements are made for the safe storage of medication. Cool storage arranged if required.

Parents supply dietary and medical requirements to the school. This information is presented to a nominated member of staff prior to departure and a copy forwarded to the accommodation.

Records are kept of any medication taken (i.e. who, what, when)

Pupils requiring inhalers carry them with them at all times. A spare inhaler labelled with the pupils name is given to a nominated member of staff.

A Global Health Insurance Card (GHIC)

<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/> is collected from each pupil in case medical care is required

Emergencies

For any trips outside of school hours or for any residential trips, All SLT have remote access to SIMS should there be an emergency

For day trips during school hours the emergency contacts are accessible via office staff

Emergency procedures as outlined in Section 24 of the Educational Visits Policy and Guidance understood by all staff on the trip.

Emergency procedures are in place and understood by staff and pupils (as required). Group leaders carry a copy of emergency plan.

Arrangements are in place to advise parents of any incidents

Emergency procedures are in place for lost pupil(s).

All pupils are issued with panic cards giving details of emergency contact numbers. All staff to carry a copy of the emergency contact telephone numbers for all pupils and the home-school contact.

All staff carry mobile phones for duration of the visit.

All staff have appropriate emergency telephone numbers for each other and have a base contact. Mobile phones checked prior to departure that they work in the country being visited.

Exposure to weather

The weather forecast is obtained on day of visits and the prevailing weather conditions are considered. An appropriate programme, clothing and equipment is planned and plans adjusted (Plan B) if necessary.

Pupils are advised to bring suitable clothing which is checked before departure.

Parents are informed and given clear information as to suitable clothing and equipment required.

Pupils clothing and equipment to be monitored by staff

Pupils briefed prior to, and during the visit on the importance of protection against cold, sun and hydration.

In hot weather, provision is made for regular drinks and breaks to be taken by pupils and staff.

Pupils lost or separated from group

Supervision levels are planned before the visit and staff, pupils and parents are briefed on the requirements.

Supervising staff are competent and understand their roles.

Ratios are in line with LA policy.

Suitable group control measures are in place where large groups are broken into smaller groups, each with a named leader

The plan for the day is discussed with pupils and how they can keep safe.

Pupils and staff have been briefed on what to do if separated from the group

Regular head counts are carried out by leaders particularly at arrival and departure points and when separating/reforming groups.

Illness or injury / First Aid

Level of first aid cover is assessed by leader and first aider(s) will be on the trip. First Aid qualifications (e.g. First Aid at Work, Emergency First Aid etc.) are checked to ensure they are up to date.

The Group Leader has as a minimum, a good working knowledge of first aid.

First aid and travel sickness equipment is carried.

A school First Aid Policy is in place.

Pupils and parents are reminded to bring individual medication. This is securely kept but accessible at all times. Pupil medication is held by a responsible member of staff.

A school Medication Policy is in place.

Arrangements made for the safe storage of medication. Cool storage arranged if required.

Any first aid and/or medication given or taken will be recorded.

Accident / Incident Report forms will be completed when required.

Mobile phones are carried by the group leader and other designated persons.

For day trips during school hours the emergency contacts are held with school/head teacher.

Arrangements are in place to advise parents of any incidents, via school comms

Emergency procedures are in place and understood by staff and pupils (as required). Group leaders carry a copy of the emergency plan.

Special needs of specific pupils

Specific information is obtained from parents and any special measures are discussed and provided for in a separate risk assessment/plan.

Advice taken from SENCO (as required)

Copies of any Health Care Plans will be taken.

Additional staffing provided as necessary.

The borough recommended parental consent and information forms will be used. Management of individuals will be reviewed immediately after visit to inform future visits.

Remote Supervision

No pupils are allowed outside agreed boundaries.

Pupils are briefed that all instructions and regulations directly from the visit staff in the form of notices or announcements, must be followed at all times.

One member of staff is always to be on duty at an agreed location / meeting point within the centre and other staff patrol around the agreed area. All pupils are made aware of the meeting point and of the staff locations. Pupils will report to this meeting point in their buddy groups at agreed times.

Buddy Groups are groups 4 pupils or more under strict instruction to stay together in all situations, looking out for each other.

Pupils are grouped in such a way as to minimise behaviour problems.

Staff agree, and outline to pupils, sanctions that will be used in the event of poor behaviour.

Pupils are advised not to attract unwanted attention from members of the public.

Clear arrangements are made relating to meeting times.

Risk Matrix

The following risk matrix is given in the Event Specific Risk Assessment form within which the final assessment of the risk for a particular trip will be stated.

By signing this standard procedure and the Event Specific Risk Assessment for a trip the School is declaring that this is the method by which the final assessment of risk was concluded.

The following descriptions are given as a guide to help establish the likelihood of the risk occurring on a trip.

Consequence – using the most likely case scenario

(The consequence of any incident falls in a range with extremes of death and no loss. When considering consequence it is therefore more appropriate to evaluate using the most likely outcome from any incident).

1 – Insignificant

- An injury or illness that does not require any medical attention
- A low value claim handled as a payment of goodwill
- * Financial loss between £0 - £500
- Awareness of the incident is limited to individuals within the school

2 - Minor

- A minor injury or an ill health incident requiring first Aid or self-treatment, no incapacity sustained
- A justified complaint not linked to duty of care e.g. car parking, access etc.
- * Financial loss of around £500 - £5,000
- Information regarding the incident limited to elements within the school and/or some parents aware of the incident

3 – Moderate

- Significant injury, ill-health or some temporary incapacity, professional medical attention is necessary
- A justified complaint involving lack of duty of care or a below excess claim
- * Financial loss of around £5,000 - £50,000
- Exposure of the incident known throughout schools and/or some public coverage (e.g. internet coverage, social media coverage, local newspapers ...).

4 – Major

- Major injuries, long term incapacity or a disability
- A claim above excess limit, or multiple justified complaints
- * Financial loss of around £50,000 - £100,000
- Extensive local news coverage, possible national news coverage and widespread schools' aware of the incident.

5 – Catastrophic

- Death or a major and permanent incapacity / disability
- Multiple claims or a single major claim made
- * Financial loss of around £100,000 +
- Nationwide multi-media coverage of the incident (e.g. national newspapers, internet coverage, national / local news and radio, ...)

** Financial loss could mean: loss of property; the cost incurred due to the loss of time used to conduct an investigation into the incident; damage to equipment or premises; cost incurred due to sick leave payments and the extra staff to cover the sick leave.*

Likelihood – using the number of exposure to the hazard

(Number of people exposed x number of operations x environment).

1 – Very Unlikely

- Adventurous activities are only undertaken by pupils under adequate and competent supervision in good weather conditions. Annual inspections are carried out on the equipment by a competent contractor and regular maintenance checks are carried out by the provider's competent staff.
- Residential trip with an accredited provider (e.g. LOtC), all risk assessments are available and are reviewed at least annually and / or when required. Information is supplied by the provider.

2 - Unlikely

- Adventurous activities are only undertaken by pupils under adequate supervision and in suitable weather conditions. Annual inspections are carried out on the equipment by a competent contractor, and some maintenance checks are carried out by the provider's competent staff.
- Residential trip with an accredited provider (e.g. LOtC), most of the risk assessments are available and are reviewed annually.

3 – Fairly Likely

- Adventurous activities are undertaken by pupils without adequate supervision, and activities are not permitted in adverse weather conditions. There are annual inspections carried out on the equipment by a competent contractor.
- Residential trip with a known provider, limited risk assessments available, little information supplied.

4 - Likely

- Adventurous activities are undertaken by pupils without adequate supervision by staff with limited qualifications. There are limited inspections and maintenance checks on some of the equipment.
- Residential trip with an unknown provider, no risk assessments available, little information supplied.

5 – Very Likely

- High risk adventurous activities are undertaken by pupils with little or no supervision by staff with no relevant qualifications. There are no inspections or maintenance checks on any of the equipment.
- Residential trip with an unknown provider, in a high risk country / area, no risk assessments available and little or no information supplied.

The Overall risk rating for this trip is:
(Delete as appropriate on the relevant ESRA form)

1 – 4 Acceptable

5 – 9 Adequate

10 – 16 Tolerable

17 - 25 Unacceptable

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					

Approved by
(Head Teacher)

Date

Review Date
(Annual)