**Bunscoil an Iúir**

# Outdoor Educational Visits Policy

Approved by Board of Governors:

Date to be reviewed:

The term 'Educational Visits' refers to:

'all academic, sporting, cultural, creative and personal development activities, which take place away from the young persons' school, and make a significant contribution to learning and development of those participating'.

(EA Educational Visits Interim Guidance for Schools 2017)

##### Rationale

In Bunscoil an Iúir, we recognize that school trips add significant value to classroom-based activities and stimulate the physical, mental, social and cultural development of the child, in addition to fulfilling the requirements of the Northern Ireland Curriculum.

During the school year it is important that the children in our school experience a wide range of learning environments. Visits out of school, in the locality and further afield, are memorable experiences for all children. They are enthused and motivated by the activity and their learning is enriched and enhanced.

Taking children out of school is a major responsibility for staff and meticulous planningandorganisationisessentialtoensurethatavisitissafeandenjoyable. All school trips/visits that are organized for the pupils in our school have clearly stated aims and objectives and are very closely related to the learning and teaching in each class.

##### Objectives

To ensure that:

1. The planned visit is purposeful and relevant.
2. Those preparations ensure that children gain maximum benefit from the activity.
3. Adequate procedures are in place to ensure children's safety.
4. Emergency procedures are in place.
5. A risk assessment is completed.

##### Guidelines

All visits are planned with reference to 'EA Educational Visits Interim Guidance for Schools 2017'. The procedures outlined in this policy will be used as guidance when planning a school trip and is available at:

(<https://www.eani.org.uk/sites/default/files/2018-10/EA%20Educational%20Visits%20Interim%20Guidance%202017.pdf>)

##### Legal Responsibility:

It is our duty as staff members to ensure the safety and welfare of the children is a priority during all educational visits. The following gives a brief outline of the legal requirements we adhere to: (Taken from 'EA Educational Visits Interim Guidance for Schools2017')

The employing authority is legally obliged, to ensure that the health and safety of its employees and pupils in their care, is safeguarded while in any way affected by such employer's undertakings.

This duty is imposed through occupational health and safety statute, specifically under The Health and Safety at Work (N.I.) Order 1978, and places responsibility upon employing authorities to ensure that their management arrangements in general, (but also those arrangements which encompass specific activities such as educational visits) are adequate to protect the health and safety of all those in any way affected by such employer's undertakings.

The manner in which such arrangements are developed is through the process of a risk assessment, the outcome of which acts as the basis for the staff to establish what needs to be put in place to allow the visit to proceed in a way which sufficiently manages the risks to which participants may be exposed.

The board of governors of a school has a statutory duty under Article 7 of the Education and Libraries (NI) Order 2003, to safeguard and promote the welfare of registered pupils at the school at all times when the pupils are in lawful control or charge of a member of staff of the school.

The legal framework to protect children from harm is primarily provided by the Children (Northern Ireland) Order 1995 which became law on 4 November 1996 and repeals virtually all pre-existing legislation concerned with child protection. The central thrust of the Order is that the welfare of the pupil must be the paramount consideration and it is this essential principle which underpins effective practice in the area of child protection.

The basic principles of child protection must always be borne in mind when undertaking an educational visit particularly where it includes a residential element. The pupil's welfare must always be paramount and this overrides all other considerations. All pupils have the fundamental right to be protected from harm. Pupils have a right to be heard, to be listened to and to be taken seriously. Careful consideration must be given to pupils who have special educational needs; as such children may be especially vulnerable.

##### Roles and Responsibilities:

**Board of Governors**

The Board of Governors has a responsibility to ensure that

* + all school trips have clear educational values
  + safety measures, which cover the needs of the pupil and staff, are outlined in the School's Health and Safety Policy
  + the school can efficiently in the absence of anyone on the trip

##### Principal

* + The principal is responsible for overseeing that the policy is implemented and ensuring that all school trips comply with DENI and school regulations in every respect.
  + The principal is responsible for granting permission for a visit to take place.
  + Ensuring the ratio for adults to children is appropriate.
  + Adequate insurance (if needed) for the visit has been identified.
  + Ensuring child protection procedures are in place and teachers have been informed of any cause for concern.
  + Ensuring the teacher in charge has sufficient time to organise visit properly.
  + Ensuring that activities are properly planned and supervised.
  + Any necessary vetting of accompanying adults has been carried out.
  + Ensuring a risk assessment has been completed by the teacher in charge of the visit.
  + There is an acceptable code of conduct for pupils.

##### Teacher

* + - Obtain prior agreement and approval (See **Appendix 1)** before any off site visit takes place from the principal.
    - Adhere to best practice. Whilst on a trip teachers are responsible for all pupils in their care throughout the entire trip and must act as "locus parentis".
    - Undertake and complete the planning and preparation for the visit including class trip checklist and risk assessment.
    - Carry out a pre visit where appropriate.
    - Collect relevant information on children taking part in trip (Dietary and medical needs).
    - Ensure the ratio of adults to children is correct.
    - Ensure child protection procedures are followed.
    - Ensure adequate first aid provision is available. (See **Appendix5)**
* Ensure emergency contact details are available to all adults on trip.
* Ensure that the established code of conduct is adhered to and maintain the Positive Behaviour Policy at all times.
* Safeguard the health and safety of pupils both on the school premises and in authorised activities elsewhere.

### Classroom Assistants

* Accept the authority and follow the instructions of the teacher.
* Endeavour to ensure the health and safety of everyone in the group.
* Under direction of the teacher, assist with the organisation of activities and discipline of the pupils.
* Ensure that the established code of conduct is adhered to and comply with the Positive Behaviour Policy at all times.
* Consider stopping the activity and notify the teacher, if they think the risk to the health or safety of the group members in their charge, is unacceptable.

### Pupils

Whilst on a school trip pupils will be expected to adhere to the code of conduct for pupils and fully comply with all School Rules and Regulations.

### Categories of Educational Trips:

Educational trips are arranged into five separate categories.

**Category 1** -Visits which take place on a regular basis and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits and outings. Parents will be informed and permission sought at the beginning of each block of swimming etc. Brief pupils and agree a code of conduct. Collate group information.

**Category 2** -One-off day /evening excursions (non-hazardous) e.g. field study trips, theatre visits, education visits, sporting fixtures, day visits that may extend beyond school ours but are not overnight, E.g. Trip to Tayto Factory, Farm etc. Parental consent forms sent prior to visit taking place and all relevant information given to parents. Brief pupils and agree a code of conduct. Collate group information.

**Category 3** - Residential visit of one or- more nights away from home but within

The U.K. or Ireland. (Non-Hazardous). Approval from Board of Governors. Parents fully informed of all relevant information and parental consent forms required. Brief pupils and agree a code of conduct. Collate group information.

**Category 4** - Residential visit of one or more nights away from home outside the

U.K. or Ireland. (Non-Hazardous). Approval from Board of Governors. Parents fully informed of all relevant information and details of trip, all relevant insurance and medical needs in place and parental consent forms required. Brief pupils and agree a code of conduct. Collate group information.

**Category 5:** - Hazardous activities - residential and non-residential. For example,

Outdoor Pursuits Trip. Due consideration should be given to the legal context outlined previously. Permission sought from parents. Brief pupils and agree a code of conduct. Collate group information.

The pupils in Bunscoil an Iúir will mostly take part in Category 1 and Category 2 educational trips.

##### Planning:

When planning an educational visit/trip staff at Bunscoil an Iúir will adhere to the following guidelines:

* Visits should be planned into the curriculum at the beginning of the school year.
* Teachers must have a clear view of the purpose of the visit.
* Arrangements for each visit should be made well in advance.
* Collect a copy of the visits checklist from the Principal/School Secretary. (See **Appendix2)**
* Complete a risk assessment of the visit (Use revised template in Staff Folder)
* Collect parental consent forms (See **Appendix 6)** for each visit.

##### Preliminary Visit:

* A preliminary visit will be carried out by the school, unless regular visits are made and the location is well known to staff. A letter on school headed notepaper should enable staff to visit free of charge. Staff will consider the dangers and difficulties that might arise during the visit. Staff knowledge of the location will inform the risk assessment. At this stage the Class Teacher will inform the Principal of their intentions and complete the School Trip checklist form. (See **Appendix2)**
* At least six weeks prior to the intended visit (Where possible) the Class Teacher will inform the Principal of the time and place of visit and ensure that it does not clash with any other school events. The School Principal will add this to the electronic staff calendar. At the same time the Class

Teacher will notify the school secretary, who makes bookings, including transport, (but she must be given adequate time).

* The cost of the visit will be calculated and discussed with the School Principal.

**Notifying Parents:**

When corresponding with Parents teachers in Bunscoil an Iúir will follow the guidelines outlined below:

* + A letter should be drafted to parents. It should contain details of the visit including; cost, purpose, travel arrangements, date and times of departure and arrival.
  + Parents should be able to make an informed decision as to whether their child should go on the visit.
  + The class teacher should ensure parents have sufficient information in writing.
  + Parents should be informed how they can help prepare their child for the visit by, for example, reinforcing the rules for behaviour.
  + It is important that parents are informed of any hazardous activities they are consenting to. For example, canoeing.

**Parental Permission:**

Bunscoil an Iúir will ensure that parental permission

(See **Appendix 6)** is sought for all educational visits/trips. The school will adhere to the following:

* Parents will be informed of every occasion when their child will be taken off school premises.
* In certain circumstances parents may exercise the right to refuse to allow their child takes part in the visit. This does not offer the opportunity to allow a day off.
* Consent forms should be returned a few days prior to the visit.
* If a consent form is not signed the pupil will not be permitted to go on the school trip/visit.
* Ensure that parents have as much information about the visit as possible.

**Risk Assessment**

Educational visits cannot be entirely risk-free. The aim of Bunscoil an Iúir is to contain risks within acceptable levels. Effective risk management will enable new experiences and will maximize the impact of educational visits, whilst poor risk management may suppress opportunities for learning. Bunscoil an Iúir will take the utmost care to ensure that the child is not exposed to unacceptable physical or psychological risk, particularly on those occasions when the educational visit aims to exercise the individual's sense of adventure.

The process of risk assessment is fundamental to the planning process of any educational visit in Bunscoil an Iúir. Risk assessment will enable our school to make a reasoned judgement about the level of risk involved and what actions need to be taken to reduce the risk to an acceptable level which permits the visit to go ahead.

This will be achieved by either:

1. eliminating the identified hazards altogether: -

for example, by choosing not to use a water sports centre if the centre staff do not possess current life-saving qualifications or

1. managing hazards by introducing effective control measures: -

for example, by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities.

Risk Assessment in Bunscoil an Iúir comprises the following steps:

* define the activity to be undertaken
* identifying the hazards associated with the activity
* identifying the people who may be at risk
* evaluating the potential risk
* establishing additional safety and/or control measures
* disseminating information to all relevant persons and compile information packs as appropriate

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is policy in Bunscoil an Iúir to change the activity and/or the location. Where there is considerable concern as to the outcome, it is policy to abandon and redesign the educational visit rather than expose pupils to an unacceptable level of risk. Teachers in Bunscoil an Iúir record their risk management decisions on paper and submit all risk assessments to the School Principal. As with much health and safety legislation and regulations, the paper at the end of the process is of minor significance compared to the professional judgement of the teacher.

The teachers in Bunscoil an Iúir understand that risk assessment is a dynamic process and therefore understand that they must carry out on-going risk assessments during an educational visit and ensure that appropriate action is taken as necessary e.g. pupil illness, adverse weather conditions etc. The ability to re­assess and manage changing risks whilst the visit is taking place is a key element of the competence for leaders of educational visits.

An example of our school's approach to risk assessment for an educational visit is contained in **Appendix 3.**

**Supervision and Staff Ratios:**

Pupils to staff ratios for educational visits are not prescribed in law. Supervision ratios in Bunscoil an Iúir will relate to:

* the category of the educational visit;
* the specific educational objective(s)and;
* the outcome of a risk assessment.

On the basis of a risk assessment, it is likely that additional supervision maybe required, particularly in relation to categories 3, 4 and 5 with reference to residential visits and hazardous activities.

Risk assessment may include the assessment of individual pupils, particularly those with behavioral considerations or those in receipt of a medical care plan. This will have a direct influence on supervision ratios in Bunscoil an Iúir.

**The following key factors will be taken into consideration in the establishment of appropriate ratios at** Bunscoil an Iúir**:**

* nature and location of activities to be undertaken;
* age and ability of the group;
* pupils with special educational and/or medical needs;
* day visit or overnight stay;
* experience of supervisory staff in off-site supervision;
* duration and nature of the journey, type of any accommodation;
* competence of supervisory staff, both general and in relation to specific learning activities;
* requirements of the organisation/ location to be visited;
* competence and behaviour of the pupils;
* prevailing weather conditions and time of year;
* duration and location of planned activities;
* first aid cover.

Arrangements will be made to ensure that appropriate ratios are maintained if a staff member needs to leave the group e.g. to accompany a pupil to hospital, escort a pupil home, personal illness or attend to a personal emergency.

Staff at Bunscoil an Iúir will carry out frequent head counting throughout the trip/visit. Staff will also monitor risks at all times during the visit.

**Staff Ratios**- **Suggested Starting Points**

The minimum requirements for the number of escorts is set out below

|  |  |  |
| --- | --- | --- |
|  | **AGE GROUP** | **RATIOS** |
| **PRIMARY** | Foundation Stage (Pl/P2) | one adult for up to a  maximum of ten young people |
|  | Key Stage 1 (P3-P4) | one adult for up to a  maximum of fifteen young people |
|  | Key Stage 2 (P5-P7) | one adult for up to a  maximum of fifteen young people |

'EA Educational Visits Interim Guidance for Schools 2017'

The principal and class teacher/group leader must be satisfied that the ratio of adults to children is appropriate for the particular educational visit taking place. Extra adult supervision above the minimum recommended level may be deemed necessary in certain circumstances, e.g. for any SEN need, behavioural reasons, nature of the visit etc. The level of supervision for a visit, particularly one involving children with Special Educational Needs, must be decided according to all the circumstances. No visit of any nature should

take place without at least 2 adults.

'EA Educational Visits Interim Guidance for Schools 2017'

**Vetting**

In the context of educational visits, Bunscoil an Iúir will ensure that the Child Protection Policy and procedures are rigorously followed.

This includes the requirement to ensure that staff who work with, or have access to pupils have been subject to appropriate vetting procedures through Access NI. The school's need to vet volunteers will be made on the basis of their having 'substantial access to children'. Participation in an educational visit, particularly those with a residential element, would provide such access. (The school will refer to the DE Circular 2012/19 regarding the vetting requirements for school volunteers as part of the new Access NI Disclosure and Barring Arrangements. Also the school will refer to DE Safeguarding and Child protection - A Guide for Schools (April 2017) document.)

Therefore, Bunscoil an Iúir will ensure that all adults, who accompany groups of pupils, are vetted in line with DE Circular 2012/19 with regards to vetting checks for volunteers working in schools.

In addition, Bunscoil an Iúir will ensure that places to be visited, particularly residential centres have similar vetting procedures in place for their own staff, which also has substantial access to pupils.

First **Aid:**

* Before undertaking an educational visit or class trip teachers at Bunscoil an Iúir will complete a risk assessment form of their destination.
* Teachers will ensure that adequate first aid equipment is brought and carried. There are two mobile first aid kits available in the secretary’s office. These kits should be checked well before the date of visit to ensure they are adequately stocked. (See **Appendix5)**
* Teachers will fully complete the Class Trips checklist (See **Appendix 2)** and send to school secretary.
* Teachers will make a list of all children who need medication.
* Teachers will ensure that individual children's medical boxes storing inhalers, epi-pens etc. are brought on the school trip.
* A list of contact numbers for all children on the trip will be printed and brought by the teacher in charge.
* The school's mobile will be brought to make calls to parents. If this is not possible staff may use their own mobile phones but make their number appear as private.
* Staff will be prepared for travel sickness and sit any children likely to be travel sick near the front of bus. Travelsick children will be cared for by teacher or other school staff.
* Staff will follow the school's normal first aid procedures.

**Journey:**

Manoeuvring a group of children along streets and across roads is a task that carries enormous responsibility. Staff in Bunscoil an Iúir will adhere to the following guidelines;

* Children are kept under constant supervision.
* When walking in the street, children should walk two abreast and in the Foundation Stage/ KS 1 hold hands.
* There is a teacher at the front and another at the back of the line. (Other helpers should walk at intervals along the line.)
* Keep children away from kerbs and pavement edges.
* Always use the safest crossing places available.
* Look for: subways, footbridges, zebra or pedestrian crossings and traffic lights. If you cannot find any of these, find a safe spot away from bends, corners and the brows of hills. Avoid crossing between parked cars.
* If the group is very large consider taking them across the road in smaller units.
* When resuming the responsibility to get children across the road we must discharge the activity as a 'reasonable person' and to the best of our ability. We are accepting a risk that is not completely within our control. For this reason, it is essential that a safe crossing point is chosen.
* On the coach, children must have their own seat and every person must wear a seat belt.
* An adult should sit at the front and near the emergency exit.
* Ring school if the return journey is delayed and you expect to return later than the expected time.

**Transport**

The School Principal must be satisfied that all the transport arrangements meet the legal statutory requirements for the type of journey proposed. The School Principal will consider the following areas before authorising an educational visit/trip.

**Areas to Consider:**

* + that the operator holds a valid Operator's License (this can be checked out by contacting the Department of Infrastructure or looking at their website);
  + the mode of transport is appropriate to the needs of the pupils;
  + there is adequate supervision during transit;
  + those involved in driving hold the relevant licence to drive the vehicle;
  + those involved are insured appropriately;
  + guidance on the transport arrangements relevant to the particular group,

e.g. age and/ or developmental needs.

If the school requires the use of outside operators to provide transport, the School Principal will satisfy himself that the operator(s) can demonstrate how they meet the above criteria.

**Where staff or parents choose to transport pupils in their cars, the School Principal will:**

* satisfy himself that the vehicle is licensed and insured for purpose - this could involve asking for a copy of the insurance details;
* seek the agreement of the parents of the pupils involved - this should be in writing;
* satisfy himself that private car users do not carry more passengers than the number of seat belts available;
* do so in accordance with the school's Child Protection Policy.

**Insurance Cover (when appropriate)**

The school will ensure, well before the group departs, that adequate insurance arrangements are in place. The Education Authority will cover the legal liability of controlled and maintained schools in respect of personal injury claims. The school will take out additional travel insurance in relation to any educational visits outside of Northern Ireland (when/if appropriate)

**Use of Independent Providers**

The term independent providers refer to other organisations or companies which provide a service that is outside the direct control of the employing authority e.g. tour operators, specialist activity providers, residential centres etc.

### If the school opts to use the services of an independent provider the School Principal will ensure that:

* employing authority policy and procedures are followed in relation to the use of such providers;
* providers are reputable and have the necessary insurance in place for the services they provide;
* staff involved in the delivery of the service are competent and are aware of their roles and responsibilities in relation to the group and child protection;
* risk assessments are available for the activities the group will partake in;
* adequate emergency and contingency plans and procedures are in place in the event of unforeseen circumstances.

These prerequisites will be ascertained in writing from the external provider as part of the school risk assessment.

### Code of Conduct

In advance of an educational visit, accompanying staff, volunteer, supervisors, pupils and parents will be made fully aware of the code of conduct including possible sanctions. All pupils participating in an educational visit must agree to abide by the code of conduct at all times during the visit.

The code will aim to ensure that respect for the individual is maintained at all times. It is the responsibility of the teachers to maintain standards of behaviour and discipline while on educational visits.

### Preparing children for the visit:

* Discuss safety rules with the children.
* Discuss behavior rules.
* Discuss the purpose of the visit with the children.
* Explain to them what they will see and do.
* Some children become anxious about visits, because they do not know what to expect.

### Communicating with Parents

An effective, two-way communication process between the school and parents is important for all visits. Effective communication will ensure that parents are made aware of the purpose and nature of the visit and will ensure that parents inform the school about any particular needs and issues of their child relevant to the visit.

### Information provided to parents will vary according to the category of the educational visit/trip, but may include:

* the aims and benefits of the visit;
* dates of the visit or series of visits;
* destination details;
* times of departure and return and whether parents will be required to meet their children on return;
* the location where the pupils will be collected and returned;
* mode(s) of travel including the name of any travel company;
* the size of the group and the level of supervision;
* details of accommodation;
* details of provision for special educational or medical needs;
* names of leader, of other staff and of other accompanying adults;
* the planned programme of activities;
* agreed arrangements for non-emergency contact during the visit;
* arrangements/protocols for parents to make contact with the child;
* arrangements/protocols for the school or pupils to make contact with their parents;
* a list of potential circumstances when a parent will be contacted by the school

e.g. when a pupil:

* reports feeling unwell and the symptoms/condition is giving cause for concern;
* requires medical attention;
* is injured as a result of an accident or emergency;
* is involved in a serious breach of the established code of conduct for the educational visit.
* the code of conduct for the visit detailing expected standards of behaviour and sanctions;
* arrangements for the early return of a pupil for any reason during the visit;
* details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
* clothing and equipment to be taken;
* what pupils should not take on the visit or bring back;
* advice on pocket money and how it is allocated during the visit;
* the information required from parents about their child;

#### Details on the cost of the visit;

* The risks associated with the visit (but tempered with information about the school's good safety record, and the overall benefits to the participants).

**Information will (where relevant):**

#### be sent as far in advance of the visit as practicable;

* involve convening a meeting to clarify detail if appropriate. This is particularly important for residential visits, or when the pupils are to travel abroad or engage in adventure activities or visits to demanding environments. Where a briefing meeting is required, alternative arrangements will be made for parents who cannot attend or who have difficulty with communication.

**Parent Consent**

#### Parental consent must be obtained for educational visits. (See Appendix **6**) This may be done on a blanket basis for regular visits or on a one-off basis for non-­ regular visits. The contents of a consent form for a parent to sign will vary according to the type of visit.

**Medical Consent**

#### For visits that require parental consent, parents will be asked to agree to the young person receiving emergency treatment as considered necessary by the medical authorities. If parents do not agree to this, the principal may decide to withdraw the child from the visit given the additional responsibility this would entail for the group leader.

**Contact with Parents during the Visit**

#### All parents of pupils taking part in an educational visit will be briefed (category 3, 4 and 5 visits) or provided with (category 1 and 2 visit) a copy of the communication procedure in advance of the visit. The school will ensure that there are clearly defined arrangements/protocols for parents to make contact with their child especially for category 3, 4 and 5visits.

**Parents will therefore:**

#### Know the destination details;

* Be aware of the emergency contact arrangements.

**Pupil Contact with Parents**

#### There will be clearly defined arrangements/protocols for pupils to make contact with their parents (especially for category 3, 4 and 5visits).

Parents will be made aware of and consent to the mobile phone protocol if applicable.

**Emergency/ Contingency Arrangements**

Establishing emergency procedures is an essential part of planning an educational visit. Everyone involved in the educational visit will be aware of the procedures that are to be followed in the event of an emergency.

These procedures will outline clearly what is to be done during the actual emergency and after the event. A framework to follow is set out in **Appendix 4.**

Contingency planning relates to areas and circumstances which should be anticipated in advance of an educational visit, e.g. unsuitable weather, transportation problems, cancellation of an event, illness or injury etc. It should also define roles and responsibilities for all staff involved in the organisation of the trip including senior managers remaining in school.

Teachers responsible for organising educational visits will familiarise themselves, and others involved, with relevant contingency arrangements. Teachers will ensure that a clear communications plan is established with key contact numbers available. All staff members and parents of those taking part in the visit will be briefed and be provided with a copy of the procedure. It will clearly define the circumstances where contact should be made.

The school will ensure that, in the event of a medical emergency, the designated staff member responsible for managing first aid/medical emergencies will have knowledge of:

* Medical conditions;
* parental advice relating to a medical condition;
* an emergency contact number for parents;
* how to access any medical equipment e.g. the defibrillator at the facility;
* the emergency procedures within the facility.

**Critical Incidents**

"A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school." (I Matter Every School a Good School. A Guide to Managing Critical Incidents in Schools).

In the event of a critical incident (as defined above) occurring during a school visit the school's critical incident management plan will be implemented.

# Appendix1

Educational Visits Approval

|  |  |
| --- | --- |
| ' Class |  |
| No of Children |  |
| Dates |  |
| Cost per child |  |
| Educational Objective |  |
| Adults Involved |  |
| Venue |  |
| Transport Details  11 |  |
| Risk Assessment Value  11 |  |

Signed (Teacher in charge): \_ \_ \_ \_

\_ \_ \_ \_ \_ \_

\_ \_ \_

Date: ---------

# Approval: \_ \_ \_ \_ \_

\_ \_ \_ \_

\_ \_ \_

\_ (Principal)

Date: \_ \_ \_ \_ \_

## Appendix2

Educational Visits Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Teacher's Name |  | | |
| Class |  | | |
| Number of Pupils |  | | |
| Venue of School Trip |  | | |
| Purpose of visit/educational objectives | □ |  |  |
| Preliminary Visit required? | Yes |  | No |
| Activities to be undertaken. | □ |  |  |
| Risk Assessment completed. | Yes |  | No |
| Travel Arrangements |  | | |
| Staffing |  |  |  |
| Staff /Pupil Ratio |  | | |
| Parental Consent for all Pupils | Yes □ |  | No □ |
| First Aid Kit/ First Aider Identified | Yes □ |  | No □ |
| All relevant information (medical, dietary, contact details etc.) has  Been ob-ta-in-e-d | Yes  - - | -- | No |
| Names of children with medical conditions | -- |
| Emergency Procedures agreed- Who is responsible in case of an  emergency? |  | | |

**Planning a Visit - Key Questions**

**Purpose of the visit**

* What are educational objectives?
* What is the nature of the visit?
* Target group identified?

**Choice of venue/activities to be undertaken**

* Does the venue/activity meet the educational objectives of the visit?
* Is the age profile of the pupils suitable for chosen venue/activity?
* What is the competence, experience of staff?
* What environmental factors do we need to consider e.g. time of year, weather?
* Venue facilities?
* Venue accessibility?
* Clothing equipment requirements?

**Exploratory visit and research**

* Appropriateness of venue?
* facilities
* activities
* location
* access to telecommunication
* venue staff
* first aid/medication/emergency action plan
* accommodation in relation to security/emergencies
* access to local services
* If visit is not possible how can we fully research the appropriateness of the venue?
* Has the independent provider all the appropriate insurances and risk assessments in place?

**Programme of activities**

* Suitable detailed itinerary agreed?
* Appropriate supervision of qualified staff?
* Any proposed changes to the agreed programme to be agreed with the EVC to assess risk?

**Staffing**

* Appropriate?
* Competent/qualified e.g. first aider?
* Staff/pupil ratios?
* Training?
* Clear roles and responsibilities?
* Volunteer staff considerations?
* Communications protocol in place and understood by all staff?

**Emergency procedures/ First aid**

* Clear roles and responsibilities of main staff?
* First aider identified?
* Familiarisation with educational visit venue to include location/first aid equipment/ emergency procedures and the responsible staff identified?
* Arrangementoffirstaid/emergencyproceduresmeetingwithstaff/pupilsonarrivalatvenue?
* Immediate access to parental consent form information (telephone numbers etc.) especially for all pupils but especially for those with medical conditions.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL TRIP RISK ASSESSMENT FORM** | | | | | | | | | | |
| **Activity** | **Autumn Walk in School Grounds** | | **Date** | **18/09/18** | **Classes** | **P1** | **Staff in Attendance** |  | | |
| **What are**  **the Hazards?** | **Who is at Risk?** | **Control**  **Measures** | | | | | | | **Additional Precautions**  **(if required)** | **Risk** |
| Entering/Exiting School Building   * Tripping; * Falls * Getting separated from Group | Pupil s and Staff | * Sufficient supervision. All staff will understand their roles. Staffing ratios suitable to numbers. * Walking in an orderly line from the school building and through the car park/ playground to the playing fields and vice versa * Adult at front, middle and end of the line * Head count by adult while children are exiting the school building . | | | | | | | All children briefed on good behaviour.  Revise Rules   * Good looking * Good listening * Good walking | Low |
| Walking around the front of the school building  •Close proximity of Road.  •Traffic  •Tripping  •Slipping  •Falls  •Getting separated from Group | Pupils and staff Death, injury | * Gates at the front of the school locked * Sufficient supervision * Walking in an orderly line * Adult at front, middle and end of the line * Head count by adult at each stopping point | | | | | | |  | Low |
| Walking around the rear  of the school building and  playing fields   * Close proximity of busy Road. * Tripping * Slipping * Falls * Getting separated from Group | Pupils and Staff  Death, in jury, separated from group | * Sufficient supervision. All staff will understand their roles. Staffing ratios suitable to numbers. * Walking in an orderly line around the hedgerows. * Adult at front, middle and end of the line * Head count by adult at each stopping point. * Ensure gate at the lower end of playing fields is closed and locked. | | | | | | |  | Low |
| Exposure to cold or hot weather | Pupils and Staff Cold | * Consider weather conditions and plan appropriate programme. * All staff and children to wear suitable footwear and clothing to match weather conditions. * Plan for pupils who may not bring suitable clothing. * Check clothing and footwear before leaving school building | | | | | | | Parents and children briefed on appropriate clothing | Low |
| Special needs of specific pupils  Medical  Behavioural | Pupils and Staff Death, injury, illness | * Obtain information from parents- any allergies- nuts etc. * Ensure necessary medicine is accessible throughout walk * Follow school procedure on administrating medication * Emergency contacts arranged * Individual risk assessments and additional staffing when necessary, | | | | | | | Parents are to ensure medication is in date.  Class teacher to bring individual children's medication. | Low |
| **Agreed by Teacher** | |  | | | | | | | **Date** |  |
| **Agreed by Principal** | |  | | | | | | | **Date** |  |

**Risk Assessment Example**

**Appendix 4**

**Emergency Procedures**

Despite risk assessments in place and careful planning, things sometimes go wrong. To mitigate any further risk and recover the situation to normality as soon as possible, the following guidelines must be applied:

* + emergency procedures must be established by the group leader and must be communicated to and understood by all members of the party;
  + the group leader should ensure that adequate First Aid provision is available. A list of contents for a First Aid Kit is suggested in **Appendix**5;
  + in the event of a young person becoming ill or being injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the illness/accident/injury is serious the principal should be contacted. Responsibility for informing relevant authorities rests with the principal;
  + if it is necessary due to the seriousness of the circumstances for the parents to visit the young person(s), the principal in conjunction with the governing body should make arrangements for them to do so.

A 'missing pupil policy' should be known in advanced by every member of the group including:

* + action to be taken if separated from the group or lost;
  + advice on where assistance may be sought;
  + notifiable personnel and contact details;
  + notification of safe return.

If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified.

**Contingency Planning**

Group leaders must create a contingency plan for each visit/trip. All leaders and supervisors must be aware of the plan and senior staff remaining in school must also be aware and hold a copy" of the plan. The contingency plan should be informed by the risk assessment.

The group leader should initiate the contingency plan if any of the following circumstances arise or there is a high likelihood of them occurring before the trip returns to school or home:

* + an **immediate threat to the physical and emotional safety and well-being** of the pupils and staff on the visit;
  + an **unplanned closure** of the venue/destination for a period of time;
  + a **significant disruption to travel arrangements** due to unforeseen circumstances (e.g. cancelled flights, mechanical breakdown etc.)
  + an **injury, illness or fatality involving a pupil or member of staff on the visit;**
  + a sudden **serious illness, injury or fatality** of a pupil, member of staff or close relative **back at school or home;**
  + a **criminal incident** involving group members or leaders;
  + involves the school/organisation having to provide a **response to the media**

relating to any of the above.

**It should be noted that this list is not exhaustive and group leaders should liaise with their School Principal if in any doubt about a situation.**

Contingency plans should provide prompts for actions to be taken in the event of an identified situation arising. As part of the planning process group leaders should identify possible situations that could impact on the visit and then create a list of possible actions and contacts to be consider if the identified situation were to arise.

As an example if a member of staff was required to return home during the trip the contingency plan should identify how this would be accommodated and should identify a member of staff who can be released at short notice to join the visit.

Where an incident involving a pupil or group of pupils arises (e.g. illness, injury, criminal) their parents/guardian must be directly contacted as soon as possible to inform them of the situation. Where possible all efforts should be made to enable the pupil to talk directly with their parents/guardian in a private setting. The contingency plan should identify who will initiate this contact and this personshouldhaveimmediateaccesstotheemergencycontactnumbersforall pupils and staff on the trip.

Once a contingency plan has been activated the situation should be monitored continuously until it is resolved or until the group has returned home.

**The Citizen Aid App, available for Windows, Apple and Android mobile phone operating systems, is available at:** [**http://citizenaid.org/**](http://citizenaid.org/) **All leaders and staff accompanying educational visits should download this key resource for use in emergency situations.**

**Appendix5**

**First Aid Kits**

First-Aid kits should contain sufficient quantities of suitable First­ Aid material appropriate to the visit environment. For most First­ Aid kits, sufficient quantities could be considered as:

* + a general guidance card on First-Aid;
  + twenty individually wrapped sterile adhesive plasters (assorted sizes) appropriate for the environment (you can provide hypoallergenic plasters, if necessary);
  + two sterile eye pads, with attachments;
  + four individually wrapped triangular bandages;
  + six safety pins;
  + six medium sized individually wrapped sterile, un-medicated wound dressings (approximately 10cm *x*8cm);
  + two large sterile individually wrapped, un-medicated wound dressings (approximately 13cm *x*9cm);
  + two extra-large sterile individually wrapped, un-medicated wound dressings (approximately 28cm *x*17.5am);
  + sterile water or sterile saline solution in sealed disposable containers for use in situations where mains tap water is not available. (Each container should hold 300ml and at least 3 containers should be provided. Once opened, the containers must not be re-used.);
  + It may also be useful to carry first-aid scissors and medical tweezers.

As an alternative, a number of smaller 'travelling’ first-aid kits can be carried containing the same amount of equipment overall, but spread throughout the group.

**Appendix 6**

**Educational Visits and School Trips CONSENT FORM**

Date:

I consent to my son/ daughter\*(Name in full)

taking part in the educational visit/ school trip to

I confirm that he/she\* is medically fit to participate.

\* *delete as appropriate*

Please give details of:

1. Any current medical condition/any medication being taken
2. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements)
3. Emergency contact numbers:

Home: .................................................................

Work: .................................................................

Mobile: ................................................................

Other: ............................................................

I understand that my child should follow the established code of conduct to promote enjoyment by all, ensure their safety, and the successful outcomes of the educational visit/school trip.

I agree to my son/daughter receiving emergency medical treatment,

as considered necessary, by medical authorities present, in the event of an emergency.

Signed (Parent/Guardian)

Date .............................................