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**Grace House School**

**HEALTH & SAFETY OF STUDENTS ON EDUCATIONAL VISITS POLICY**

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| Signed by:    Sam Thomas Senior Headteacher Date: September 2024 | | | |
| Cerasela Raducanescu | Education Director | Date: | September 2024 | |
| Natalie Moore | Regional Head  Teacher/ALNCO | Date: | September 2024 | |

Review Date: September 2025

#### **INTRODUCTION**

This policy has been prepared and implemented with due regard to the Welsh Assembly Government circular 2010- Educational Visits - ‘A safety guide for learning outside the classroom’ and OEAP’s National Guidance 2013.

[*http://www.npt.gov.uk/PDF/LEA\_Educational\_visits\_a\_safety\_guide\_for\_learning\_outside\_the\_classroom01.pdf*](http://www.npt.gov.uk/PDF/LEA_Educational_visits_a_safety_guide_for_learning_outside_the_classroom01.pdf)

[*http://theoeap.info*](http://theoeap.info)

[*http://oeapng.info/?lang=en*](http://oeapng.info/?lang=en)

The aim of this policy is to safeguard the welfare, health and safety of all students and staff on all educational visits or activities that take place off the school premises. It should be read in conjunction with the company’s Health and Safety Policy, First Aid Policy and any relevant associated policies that deal with health and safety issues. All members of staff must follow guidance provided in our school policy as well as the guidance provided by the directives above. In situations of conflict all staff are expected to follow the school policy and seek clarification afterwards via school management/Education Visit Coordinator (EVC).

Health and safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Our School has a duty to ensure, as far as is reasonably practicable: -

* The health, safety and welfare of students in school and on off site visits
* The health, safety and welfare of staff in school and on off site visits

Employees also have a responsibility under health and safety legislation.

**Key Responsibilities:**

* Take reasonable care of own and others’ health and safety.
* Co-operate with their employees over safety matters.
* Carry out activities in accordance with training and instructions.
* Inform the employer of any serious health and safety risks.
* Develop their own knowledge of health and safety issues and attend health and safety training.
* Assess the risks of activities.
* Introduce measures to control those risks.
* Tell their employers about these measures.

##### **EDUCATIONAL VISITS/ OUTDOOR LEARNING/ LEARNING OUTSIDE THE CLASSROOM**

Students can derive a great deal of educational benefit from taking part in visits with the school and/or outdoor learning. In particular, they have the opportunity to undergo experiences that may not be available in the classroom setting. All students are entitled to a Learning Outside the Classroom program in order to boost their enjoyment and achievement in education.

Our program is inclusive and allows all pupils of any ability to participate. We expect visits to help students to develop:

* Investigative skills.
* Independence skills
* Planning and reviewing skills.
* Social skills.
* Relationships.
* Knowledge of the world around them.
* Knowledge of environmental issues.
* Site specific knowledge.
* Enhanced self esteem
* Appreciation of a variety of cultures and diversity

Our school puts great emphasis on providing our pupils with a program of study that takes place outside the classroom and that is supported by all Education staff. It underpins our philosophy that pupils should not just experience a more traditional classroom-based program of studies but enjoy a broader educational experience.

#### **ROLES IN ORGANISING EDUCATIONAL VISITS**

###### Educational visits can take many forms including: -

* Day trips to places of interest
* Residential courses
* Outdoor education activities
* Sports activities away from the school site
* Individual visits by students as part of their curriculum

###### For the planning and carrying out of an offsite educational visit, the personnel involved should be the Senior Headteacher organising educational visits, the Care Practitioner Support (if applicable), other education staff attending the visit.

The trip leader in conjunction with the Senior Headteacher shall carry out a risk assessment and discuss it with the Education Director/ Regional Head Teacher, to sign off the activity planned, before it can go ahead.

# RESPONSIBILITEIS FOR VISITS

Legal framework

1. Under Health and Safety at Work legislation employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.
2. These duties apply to all school visits. Teachers and other staff in charge of students also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

APPROVAL FOR VISITS

It is good practice for the school to have at least two members of staff involved in the planning and management of educational visits. This will usually be the Senior Headteacher and another education staff member. It is part of the policy of our school that any Educational Visit being organised has the approval of the students’ care manager or parent/carer. This is because they will have an awareness of whether the student has any needs that should be addressed before/during the visit, of which the school staff may not be aware.

Trips will only be authorised if the house vehicle is used when transportation is needed. Students will adhere to the code of safe conduct whilst in transport.

##### **ROLE OF THE SENIOR HEADTEACHER**

The Senior Headteacher has responsibility for the sanctioning and authorisation of visits and that the visit is organised within the guidelines stated in this policy. The Senior Headteacher should make sure that visits comply with the guidelines within the good practice guide ‘Health and Safety of Students on Educational Visits 2018’ as well as the circular ‘Educational Visits - ‘A safety guide for learning outside the classroom’ and OEAP’s National Guidance.

Essentially, the Senior Headteacher must ensure that:

* All necessary actions have been completed before the visit begins including planning and notification.
* The risk assessment has been completed, countersigned by the Education Director/Regional Head Teacher and appropriate safety measures are in place.
* The accompanying adults have experience in supervising the age group(s) going on the visit and will organise the group effectively.
* The trip leader and/ or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
* Arrangements have been made for the medical needs and additional learning needs of the students.
* A termly review of activities/ visits is undertaken with all staff involved.
* The visit is properly planned, risk assessed, authorised and fits in with the educational program
* Visit leaders and/ or participants have been approved by Senior Headteacher and Education Director/ Regional Head Teacher.
* Venue is contacted and risk assessments obtained, if available
* External providers are evaluated after each visit and on a termly basis.
* All staff are adequately informed of any specific medical condition, special needs and/ or behavioural issues of pupils participating.
* Adequate first-aid provision will be available.
* There is a contingency plan for any delays including a late return home.
* The mode of travel is appropriate.
* They have provided appropriate information about the visit to the student’s parents / carers, social workers / those with parental responsibility, and completed a risk assessment.
* The purpose of the educational visit is appropriate to the student’s age and level of understanding and forms part of their educational programme.
* They are familiar with the visit location/centre where the activity will take place.
* The visit is appropriately insured\*
* Account has been taken of relevant health and safety legislation.
* Review regularly undertaken visits/activities and advise on adjustments that may be necessary.
* The ratio of adults to students is appropriate for the needs of the group and pupils are always supervised.
* They consider stopping the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality.

The Senior Headteacher, in the role of Education Visits Coordinator, must ensure that all adults taking part in the visit do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. The Senior Headteacher should also ensure that there is a robust and proper evaluation after each individual activity or visit.

##### **STUDENTS**

The Senior Headteacher should make it clear to students that they must:

* Not take unnecessary risks.
* Follow the instructions of the leader and other supervisors including those at the venue of the visit.
* Dress and behave sensibly and responsibly.
* Follow venue specific procedures regarding clothing, electronic devices, behaviour, rules, and regulations.
* Adhere to school ethos and follow school specific expectations on behaviour and participation.

CARERS/ PARENTS/MANAGERS

The Senior Headteacher will need to inform the Home Manager/parents / carers of all relevant aspects of the visit in advance of it taking place, and that the home manager/parents/carers have signed the consent form for school trips and other off-site activities prior to visits commencing.

The Home Manager/Parent/Carer should ensure that he/she/they: -

* Provides the Senior Headteacher and trip leader with emergency contact number(s).
* Provide the Senior Headteacher with any Risk Management Plans (if applicable).
* Give the Senior Headteacher/trip leader information about their child’s emotional, psychological, and physical health which might be relevant to the visit.

## **\*INSURANCE**

All visits should be appropriately insured. The Senior Headteacher should ensure that the venue has its own Public Liability insurance and that this is sufficient in scope to cover our students and their actions when on site.

#### **INDUCTION, TRAINING & SUCCESSION PLANNING**

The Senior Headteacher will receive specific training where needed and will have the opportunity to address their continuous professional development via identified courses that might link in with their roles regarding the Establishment Visits program. All training is to be approved by the Education Director/Regional Head Teacher. The OEAP website will be used to address training issues and ensure best shared practise.

Each visit/ activity will be recorded in the daily log and all risk assessments, planning and evaluation will be kept on record in a specific Educational Visits folder. Only those visits that were successful and have benefitted our pupils will be continued.

#### **COSTS**

Visits should be financially sound, and this should be taken into account during the planning stage. On occasions, it may be necessary to ask student’s care managers/parents/carers to contribute towards the cost of a visit in order for the visit to take place.

The Senior Headteacher will put in a Purchase Order for each visit should cost be involved. Education Director/ Regional Head Teacher will sign these off.

RISK (BENEFIT) ASSESSMENT

Risk (Benefit) assessments are carried out by the Senior Headteacher. All risk assessments will be collated in an Educational Visits folder and ultimate quality assurance and compliancy responsibility remains with the Senior Headteacher. Each visit should have a rationale explaining the benefits of the visit and positive outcomes expected.

An assessment should be completed well before the visit, and need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. But specialised information for some visits may be necessary.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Students must not be placed in situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations:

* What are the hazards?
* Who might be affected by them?
* What safety measures need to be in place to reduce risks to an acceptable level?
* Can the group leader put the safety measures in place?
* What steps will be taken in an emergency?

Frequent visits to local venues e.g., sports centre, may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of any such visits should be made at regular intervals, and careful monitoring should take place. Full reviews outside of the review frequency will take place following an accident, incident or change of circumstances. All visits and/ or activities will also be reviewed as to evaluate in what way and how much pupils benefited from their visits. These evaluations will be kept in the Educational Visits folder along- side the risk assessments and pupils will form part of this evaluation process.

The Senior Headteacher will meet annually with the Education Director/Regional Head Teacher to review the process of risk assessing activities/ visits. Minutes will be taken and kept in the Educational Visits folder.

EXPLORATORY VISIT

The Senior Headteacher / Educational Trips Coordinator, should undertake an exploratory visit, to:

* Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit.
* Obtain advice from the Education Director/Regional Head Teacher.
* Assess potential areas and levels of risk.
* Become familiar with the area before taking a group of young people there.
* Obtain venue risk assessment(s) if available.

If in the last resort an exploratory visit is not feasible, the Senior Headteacher will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue.

Our school does not make use of volunteers.

**ACTION CARD TO BE TAKEN ON ALL TRIPS**

|  |  |  |
| --- | --- | --- |
| NAME | TELEPHONE | MOBILE |
| Carers Number \* |  |  |
| Senior Headteacher number |  |  |
| Education Director |  |  |
| Regional Head Teacher |  |  |
| Out of hours number |  |  |
| Risk assessment seen |  |  |
| Mobile telephone with group |  |  |
| First Aid box with group |  |  |

\*to be completed when permission slips are returned, as this will depend on who is attending the trip and their relevant appropriate adults.

**TRIP COORDINATORS**

|  |  |
| --- | --- |
| **NAME** | **TITLE** |
|  |  |
|  |  |
|  |  |

Learning outside the classroom

Education trip form.

Location Name: Date:

Address: Time Leaving: AM

PM

Telephone Number of the venue: Money required £

Pack Lunch required: Yes or No Mode of Transport:

Please tick the relevant transport:

House car

Personal car

Bus

Walking

Taxi

Other

Allergies: Yes or No - If yes, please give details

Asthmatic: Yes or No

Type of Inhaler:

Other Medical treatments:

Staff on the Trip: Students on the Trip:

1 1

2 2

3 3

4 4

Work phone: Yes or No House phone:

Emergency Contact: Name Telephone Number:

First aiders on the trip: Name(s)

First aid travel kit check list complete: Yes or No

Risk Assessments complete for Venue: Yes or No – If yes, attached to visit folder and share with supervising staff

Risk Assessments for YPs: Yes or No – If yes, attached to visit folder and share with supervising staff

Public Liability of the Venue: Yes or No

(photo, email, photocopy)

Purpose of the trip: Rationale

Other subject and Curriculum linked to the visit:

Trip Lead signature: Date:

Senior Headteacher Signature: Date:

Trip First Aid Kit List

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Quantity** | **Remaining Stock** | **Checked by** | **No of items ordered** | **Expiry date** | **Name/Signature** |
| Sterile eye wash solution |  |  |  |  |  |  |
| Plasters |  |  |  |  |  |  |
| Sterile Eye Pads |  |  |  |  |  |  |
| Individually wrapped: triangular bandages |  |  |  |  |  |  |
| Individually wrapped: woven swabs |  |  |  |  |  |  |
| Individually wrapped: Medium sterile unmedicated wound dressings |  |  |  |  |  |  |
| Individually wrapped: low adherent dressing pad |  |  |  |  |  |  |
| Individually wrapped: reinforced skin closure strips |  |  |  |  |  |  |
| Individually wrapped: adhesive dressing |  |  |  |  |  |  |
| Disposable Gloves |  |  |  |  |  |  |
| Instant ice pack |  |  |  |  |  |  |
| Safety pins |  |  |  |  |  |  |
| Alcohol wipes |  |  |  |  |  |  |
| Foil blanket |  |  |  |  |  |  |
| Resuscitation face shield |  |  |  |  |  |  |
| Micropore tape |  |  |  |  |  |  |
| Scissor |  |  |  |  |  |  |
| whistle |  |  |  |  |  |  |
| tweezers |  |  |  |  |  |  |
| Alcohol sterile gel |  |  |  |  |  |  |
| Blister plasters |  |  |  |  |  |  |
| **Print Name: Sign:** | | | | | | |

|  | | | | **Risk Rating before control measures**  **Likelihood x Severity**  **= Risk (5 x 5 matrix)** | | |  | **Risk Rating after implementation of control measure**  **Likelihood x Severity**  **= Risk (5 x 5 matrix)** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Index** | **Hazards Identified** | **Persons affected by the hazard.** | **How are the persons at risk from the hazard?** | **L** | **S** | **R** | **Control Measures** | **L** | **S** | **R** |
|  |  |  |  |  |  |  |  |  |  |  |
| **1.** |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |

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| --- |
| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Print Name | Signature | Date |  | Print Name | Signature | Date |
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| **RISK RATING SCORE** | **ACTION** |
| **10 - 25** | **STOP** – Assess the risks, eliminate, reduce and control before proceeding |
| **4-9** | Acceptable risk providing good management controls are in place. Reassess periodically and make sure controls remain effective. |
| **0-3** | Minor risk but needs to be monitored and re-assessed periodically to make sure controls remain effective. |

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| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **5** | 5 | 10 | 15 | 20 | 25 |
| **4** | 4 | 8 | 12 | 16 | 20 |
| **3** | 3 | 6 | 9 | 12 | 15 |
| **2** | 2 | 4 | 6 | 8 | 10 |
| **1** | 1 | 2 | 3 | 4 | 5 |
| **0** | **1** | **2** | **3** | **4** | **5** |
|  | **Severity** | | | | | |