



Thornby Hall School

Education Visits Policy

Introduction

We firmly believe that children and young people can derive a great deal of benefit, both educationally and socially, from taking part in education visits.

In particular:

- They have the opportunities to enjoy experiences not available in school.
- It can help develop a young person's curiosity and investigative skills.
- Longer visits can encourage independence and social skills.
- Visits help to bring areas studied in school to life and inspire learning.

This document aims to highlight:

- The importance and value placed on education outside the classroom.
- Responsibilities for visits and the legal framework.
- Planning and risk assessment.
- Supervision requirements.
- Preparation.
- Emergency procedures.
- Forms to be completed prior to the education visit.

Education Outside the Classroom

The staff at Thornby Hall believe that educational visits are a very valuable addition to support the work that is being delivered in school. For the children and young people at Thornby Hall, who have had a disrupted education and limited experiences of the world around them, education visits play a very important role in widening their knowledge and inspiring further learning.

Responsibility and Legal Framework

Most educational visits take place without incident and this clearly shows the high level of safety awareness and planning that takes place prior to the visits. Good planning and attention to safety measures, including the risk assessments of all the children and young people, is vital to ensuring

a successful visit. Under the Health and Safety at Work Act 1974, employers are responsible for the health, safety and welfare at work of all their employees. Employers are also under a duty to ensure, so far as is possible, the health and safety of anyone else on the premises or who is affected by their activities. This includes participants in off-site visits.

This document has been written to provide guidelines when taking children and young people away from Thornby Hall. It is essential to take into consideration the background of the children and young people.

The Head teacher/Deputy Head teacher should ensure that visits comply with regulations and guidelines provided by Childhood First and Thornby Hall's own health and safety policies. The Head teacher/Deputy Head teacher should ensure the competency of the group leader to monitor the risks throughout the visit.

The group leader will have overall responsibility for the supervision and conduct of the visit, including the health and safety of everyone on the visit.

The group leader should:

- Obtain the Head teacher/Deputy Head teacher and the senior management's agreement prior to any off-site visit.
- Be aware of all child protection issues.
- Ensure that adequate first aid provision will be available, including any medication, ie inhalers (one adult should be nominated the group's first aider and be responsible for first aid).
- Undertake and complete risk assessments for each child/young person.
- Ensure that all appropriate adults, ie teachers, keyworkers, team leaders (social workers/parents where necessary) are fully aware of what the visit entails.
- Ensure ratio of supervisors to children/young people is appropriate to the needs of the group.
- Have enough information on the children/young people proposed for the visit to assess their suitability.
- Consider cancelling the visit if there is risk to the health and safety of the members of the group and have in place procedures for such an eventuality.
- Ensure that the visit has been named in a community meeting where concerns or issues can be addressed prior to the visit ~ at least one week before the visit if possible.
- All monies/warrants are ordered at least one week in advance.
- Ensure that all details have been given to the Dayleader and Deputy Head teacher at Thornby Hall and a Thornby Hall mobile phone is taken on the visit.
- The Education Trips check list should be completed and signed by the group leader and countersigned by the Head teacher/Deputy Head teacher and dated.

Planning

The group leader organising the visit will be responsible for the detailed planning of the visit. This will include:

- Risk assessments.
- Exploratory visit (if appropriate).
- Equipment, including suitable clothing and cameras.
- Staff training (if appropriate).
- Transport.
- Insurance (if appropriate).
- Communication arrangements ie mobile phones.
- Supervision ratio.
- Contingency measures.
- Information to carers/parents where necessary.
- Preparing children/young people.
- Emergency arrangements.
- Arrangements to send children/young people back early.
- Finances.
- Medication and First aid arrangements including suncream (if appropriate)
- Map directions.
- Packed lunches if required.

Responsibilities of the Children/Young People

The group leader is responsible for making it clear that all the children/young people must:

- not take unnecessary risks.
- follow the instructions of the adults, including external tutors, at all times.
- dress and behave appropriately, sensibly and responsibly.
- Behave safely in vehicles.
- if abroad, be sensitive to local codes and customs.
- look out for anything that might hurt or threaten themselves or anyone else in the group and immediately tell an adult.

Any child/young person whose behaviour may be considered to be a danger to themselves or others, will be stopped from going on the trip.

Parents/Carers

- A consent form giving permission for a child/young person to take part in education trips must be filled in and completed prior to the trip.

Risk Assessments

No child/young person may go on an education visit or activity unless an individual risk assessment has been completed. This should be assessed by the child/young person's keyworker with the Deputy Head teacher. It should include in the first instance any known concerns regarding the child/young person. It should then be based on the following considerations:

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

The group leader and other adults should monitor the risks throughout the trip and take appropriate action as necessary.

First Aid

First aid should form part of the risk assessment. Minimum first aid provision for a visit should include:

- suitably stocked first aid box including medication for individual children/ young people.
- Travel sickness remedies.
- an adult to take charge of the first aid box.

Supervision Requirements

It is essential to have a high enough ratio of adult supervisors to children/young people. Factors to take into consideration include:

- Gender, age and ability of the group.
- Any children/young people with specific educational or medical needs.
- Nature of activities.
- Duration and nature of the journey.
- Type of accommodation-where applicable.
- Requirements of organisation/location to be visited.
- Competence and behaviour of children/young people.
- First aid carer required.

Emergency Procedure

If an emergency occurs on the trip/visit the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that everyone in the group is safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that everyone in the group is aware of the emergency and ring the contact number at Thornby Hall.
- Ensure that someone remains with the casualty and the remainder of the group are supervised at all times.
- Notify the police if necessary.
- Notify the British Embassy if abroad if appropriate (overseas only).
- Social Services/parents/carers should be notified.
- A written account must be completed.
- No-one should at any time speak to the media. Media enquiries (if applicable) should be referred to the Director (Thornby Hall).

This document has been based on the "Health and Safety of Pupils on Educational Visits" produced by the DfE/ 0565/2002.

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