

BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

POLICY FOR HEALTH AND SAFETY ON EDUCATIONAL VISITS PREPARATORY DEPT.

SCOPE: This policy covers all Prep pupils attending Bridgewater School, including those in EYFS and any using the school's Early and Late Clubs.

OBJECTIVES

Visits, both day and residential, are an integral part of educational life at Bridgewater Preparatory School. They serve to provide experiences that will aid the acquisition of new skills and attitudes, and a better understanding of the wider world.

Visits aim to:

- Provide first-hand experience
- Support class lessons
- Foster a concerned awareness and sensitivity about the environment
- Develop co-operation
- Enhance a personal and social development
- Maximise every pupil's potential through a variety of learning experiences.
- Develop skills of observation, research and recording.
- Visit contrasting locations to those of Bridgewater School.

They also show that life outdoors can be a source of continuous enjoyment and contribute to overall health.

PLANNING AND PREPARATION

Every aspect of planning for a visit is included in the department for Education and Skills' good practice guide for Health and Safety of Pupils on Educational Visits, and should be adhered to. Each member of the teaching staff is fully aware of this guidance as it is held electronically on the staff shared area. Each visit, whether it is day or residential, needs rigorous planning.

In summary:

- Any visit, even a local walk, needs the approval of the Deputy Head.
- Any visit which includes overnight stays or high risk activities needs approval from the Head Teacher who acts as the Educational Visits Coordinator.
- Any trips overseas require organisation by a travel agent or a fact finding visit by the organising teacher.
- Each leader will carry out a risk assessment, record it and provide the Deputy Head, Head Teacher and all accompanying staff with copies.

HEALTH AND SAFETY

It is essential that the health and safety of all children be of paramount importance during all trips and visits which are encompassed within Bridgewater School's overall Health and Safety policy documentation.

The Head Teacher must be satisfied of the competence (training and experience) of staff to undertake and supervise the various activities. The lead member of staff will brief all accompanying staff about all aspects relating to the health and safety of pupils accompanying the educational visit or outing. This may include designating staff with specific tasks e.g. care of medication. Non-teaching supervisors will be well informed about the proposed visit by the leader. They will need preparation before the visit.

We aim to follow the Department for Education and Skills' guidelines for levels of supervision. This will also be dependent on the risk assessment undertaken in the planning process.

There should be enough supervisors to cope effectively with an emergency, i.e. there is still adequate coverage where an adult is dealing with a sick/injured child. Supervision levels should be set according to the risk involved but also be guided by the following ratios:-

- Visits that involve pupils from KG and Reception have supervision ratios that reflect the nature of the trip ranging from 1:8 to 1:4 Visits that involve pupils in Preps I to III are recommended to have a supervision ratio of 1:6 adults to pupils. However, common sense should prevail and if a member of staff considers the trip to be one of extremely low risk, a maximum of 3 staff would suffice
- Visits that involve pupils in Preps IV to VI are recommended to have a supervision ratio of 1:10 adults to pupils. However, once again common sense should prevail and if a member of staff considers the trip to be one of extremely low risk, a maximum of 2 staff would suffice eg. Theatre trip where transport is door to door.
- Visits which involve the use of the school minibuses must ensure a minimum of 2 adults travel on one minibus i.e. the driver plus one other adult. If 2 minibuses travel in convoy a ratio of 3 adults to 2 minibuses is acceptable.

- Residential visits involving KS2 only should be at a supervision ratio that best matches the nature of the trip. All residential hostels that we use have designated staff on site 24 hours a day. Activities undertaken that involve higher risks will be staffed appropriately.
- Checks should be made on the safety standards and liability insurance of external providers. Wherever possible the organisations used should hold the LOtC (Council for Learning Outside the Classroom) Quality Badge. Where an organisation has been chosen that does not hold this, checks should be made on the chosen company in respect of: insurance, legal requirements being met, health and safety emergency policies, risk assessment and control measures, their use of vehicles, staff competence, safeguarding, accommodation, any sub-contracted arrangements and any licences held.
- When planning an activity involving caving, climbing, trekking, skiing or water sports (except rowing) we should ensure that the provider has a licence as required by the Adventure Activities Licensing Regulations 2004.

A mobile phone is taken on all educational visits.

Any delay in return times should be communicated to the School office and:

- If school admin is contacted before the end of the working day, parents will be informed by the school via text, requesting an acknowledgement of receipt from the parent. Parents who do not respond will be rung.
- If school admin is NOT contacted before the end of the working day, parents will be informed by staff phoning home. This may be shared by staff at school and staff on the trip who are in a position to make phone calls.
- **BOTH SCHOOL AND ALL ACCOMPANYING STAFF HAVE ALL PUPILS' MEDICAL DETAILS. STAFF TAKING PUPILS BEYOND THE END OF THE SCHOOL DAY WILL HAVE EMERGENCY CONTACT DETAILS OF EACH CHILD.**

FIRST AID

All staff involved in visits should be aware of any medical issues regarding the pupils. This information is available on SIMs and must be held by all accompanying staff.

Medicines relating to particular pupils and information regarding administration should be given to the designated member of staff. Inhalers are taken in the class bag by the designated member of staff.

For day trips and designated visits, first aid kits are available from the main office. For residential trips where pupils' needs deem it appropriate, the school will endeavour to have a qualified first aider on the trip. At least one member of staff on EYFS trips should be paediatric first aid trained. First aid kits are permanently kept on school minibuses.

COMMUNICATIONS WITH PARENTS

At the beginning of the academic year, parents are asked to sign a form giving blanket permission for certain trips. This may include a walk in the woods or in the locality, certain local sporting fixtures which involve pupils being back on site by the end of the school day or a regular outing i.e. EYFS visiting the park on a regular basis.

As a rule of thumb; however, if planning to take children off site on transport, especially if the return time is post-3.30pm, permission must be sought and obtained from the parents.

When this is the case, it is imperative that parents are given full and complete written details regarding the organisation of all visits off the school site. A letter specific to the visit will be sent to parents and their consent obtained via ParentPay. A copy of all such letters should be attached to the green permission form, full risk assessments and full dietary and medical needs, and sent to both the Deputy Head and the Head Teacher to sign. Copies must also be given to the school office.

Pupils are not allowed on school trips if consent is sought and is not provided. ParentPay is now deemed as written consent by a parent.

TRANSPORT

The school office will arrange for an appropriate coach company for day visits or minibuses should be booked in the minibus diary. The lead teacher must contact the office to arrange transport including the booking of the school minibuses.

All pupils must wear seatbelts and staff are responsible for ensuring these are secure at the start of each journey and during the journey at reasonable intervals. Pupils should be made aware of basic safety rules and travel. Wherever possible, pupils should not sit in the two front rows of the coach. Adults should be seated throughout the coach and not just at the front.

The use of cars for shorter visits and sporting activities can be considered and the school's insurance policy covers such occurrences. Where this is likely to be the case reference should be made to this fact within each letter to parents.

EQUAL OPPORTUNITIES

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

PUPILS WITH LEARNING DIFFICULTIES AND DISABILITIES, SPECIAL EDUCATIONAL AND MEDICAL NEEDS

Wherever it is feasible, pupils with learning difficulties and disabilities should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention is made to supervision ratios. Each leader, for information, should hold summary

sheets containing details of the pupil/pupil's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.

It may be the case that a child with a disability may need one to one supervision on a trip and whilst every effort will be made to ensure this is possible, it cannot leave the department short-staffed within school.

BEHAVIOUR

If, at any stage in the lead up to the trip, the behaviour of a pupil is giving persistent cause for concern and there are worries that this pupils' behaviour may have an negative impact on the welfare and safety of the rest of the party, the party leader may ask the permission of the Head to exclude the pupil from the trip. **THIS APPLIES TO ALL PUPILS.**

EVALUATION AND REPORTING

Any negative aspects of the trip should be reported to the Deputy Head in order to inform the planning of future visits. After consultation, any arising issues should be noted, addressed and/or resolved. Children may also be involved in this process. Any appropriate letter of thanks may be written and sent.

SPORTING TRIPS – PREP

Parents are notified in advance by email if children are selected with an approximate return time. A pink sheet is completed with a list of participants and posted on the Prep Staffroom board. A copy is given to the Deputy Head.

Parents are contacted via the office if there is going to be a substantial delay for the returning journey. If there is a problem after 5pm the Deputy Head is contacted or the Late Club staff who can contact parents.

Reviewed by the Headmistress and Senior Management Team – March 2022