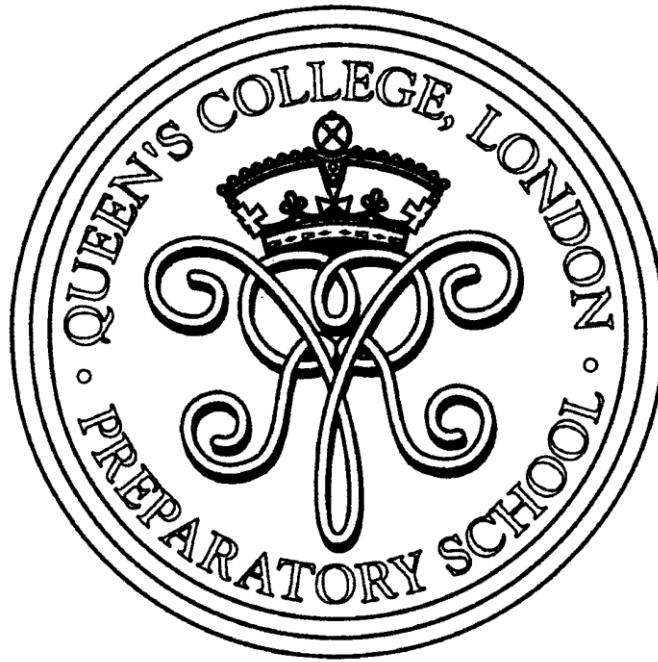


# **Queen's College Preparatory School** (including Early Years Foundation Stage)

## **Educational Visits Policy**



# **POLICY: EDUCATIONAL VISITS**

## **Introduction**

We value the role of educational visits and believe they enhance children's learning and contribute to their personal development. Day visits are organised to enrich, complement and broaden the curriculum. They provide a wider range of experiences for our children than can be provided at school.

In addition the girls in Forms V and VI are given the opportunity to take part in residential visits. They enable children to have new challenges and experiences, to live and work collaboratively and to grow in confidence and self-reliance.

## **Aims**

In this policy we aim to establish a clear and coherent procedure for the preparation, management and evaluation of our educational visits, and to ensure that any risks are identified, managed and kept to a minimum, for the health and safety of all our children, including those on the Early Years Foundation Stage.

This document draws much of its content on the 'Health and Safety of Pupils on Educational Visits' (DfES 1998).

## **Responsibilities**

### **Headmistress**

Whilst retaining the overall responsibility for educational visits, the Headmistress delegates responsibility for the co-ordination of educational visits to the Senior Mistress or in her absence to another named member of the Senior Management Team.

### **Senior Mistress**

The Senior Mistress/designated member of SMT will:

approve the proposed visit

monitor the preparation and planning stage of the visit

ensure the preparation for the visit follows the guidelines set out in this document

ensure risk assessments have been undertaken and appropriate safety measures have been considered

ensure that there are generic risk assessments are available for reference and guidance.

ensure the necessary documentation is completed as required

monitor the organisation of the visit

keep the Headmistress informed

maintain records of visits

be involved in the evaluation of the visit.

### **The Group Leader**

The Group Leader is the named person who takes overall responsibility for a particular visit and the activities its members undertake.

It is also expected that all Year Group teachers are involved in the preparation for and organisation of each visit, as appropriate.

### **Accompanying Teachers**

All accompanying teachers will have specific responsibilities for the visit as well as assisting the Group Leader.

### **Parents**

Parents may be invited to assist with day visits only. It is important that prior to the visit the Group Leader speaks to parent helpers so they are clear about their roles and the safety aspects of the visit.

### **Children's Responsibilities**

While on educational visits the girls are expected to behave in accordance with the Code of Conduct and our expectations.

### **Approval**

Each educational visit must gain the approval of the Senior Mistress/member of SMT at the initial planning stage in accordance with the documentation.

### **Insurance**

Day or residential visits are automatically covered by Queen's College, London General Insurance Policy.

### **Risk Assessment**

The Group Leader carries out a comprehensive risk assessment before the proposed visit which assesses the risks which might be encountered on the visit and will indicate the measures to prevent or reduce them. The process is straightforward and should be based on the following considerations:

What are the hazards?

Who might be at risk?

What safety measures are needed to reduce risks to an acceptable level?

What steps will be taken in an emergency?

The advisability of a preliminary visit to the proposed day visit venue in order to carry out an on-site risk assessment will be decided by the Senior Mistress in conjunction with the Group Leader.

In the same way, a residential visit may require an on-site risk assessment prior to the departure date and will be decided by the Senior Mistress in conjunction with the Group Leader.

It is important to take into account the weather conditions likely at the time of year and the Group Leader should be careful to take into account the facilities available, with due regard to the size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the Group Leader to experience the activity beforehand, or if he/she lacks the specific skills required to make the informed judgements about the risks they may involve.

A risk assessment must also cover transport to and from the venue.

### **Staffing**

Each visit should have sufficient staffing to provide the minimum ratios.

Day:

1 adult to between 4/6 children from Reception/EYFS to Form III

1 adult to between 10/12 children from Form IV to Form VI

Residential:

1 adult to 10 children.

### **Remote Supervision**

Depending on certain factors such as age of the children and the location, the Group Leader may decide that the children can be unsupervised at particular times. Parents must be aware when remote supervision may occur.

### **Equal Opportunities**

The school will do its best to ensure that children have the opportunity to participate in educational visits and the activities undertaken irrespective of their special educational or medical needs, ethnic origin or religion wherever possible.

### **Communicating with Parents**

Parents should be provided with the appropriate information about the intended visit. For a day visit, a letter with a permission slip should be sent to parents a fortnight before the date of the visit.

Parental consent should be based on a good understanding of the purposes, nature and programme for a visit.

### **Duty of Care**

When teachers take a group away from school, they are 'in loco parentis'. The duty of care expected is that of a careful and prudent parent applying his or her mind to the school situation. This duty is continuous during the whole period of the visit.

### **Medical Details**

The medical details of each child participating in a residential visit are to be held by the Group Leader. These details must include type and dosage of medication, which may be required during the duration of the activity.

Sufficient medication for the visit must accompany the group and be in the custody of the designated teacher.

### **Children with Medical Needs**

We aim to enable children with medical needs to participate fully and safely in educational visits wherever possible. Staff will be made aware of any medical needs, and the relevant emergency procedures. A copy of any Individual Health Care Plan is taken on visits in the event of the information being needed in an emergency. (Staff and parents are expected to follow the procedures and guidelines set out in the Medicines in School policy document).

### **First Aid**

A first aid kit should be checked prior to departure and its location be known by all accompanying members of staff. If there is more than one coach, additional kits will be needed.

### **Lost/Missing Children**

Procedures set out in the school policy document must be followed.

### **Recording and Reporting Incidents and Accidents**

The Group Leader is expected to maintain a record of any incidents and accidents that may occur on a visit. A copy should be given to the Senior Mistress on return.

Any incident or accident considered to be serious should be reported as soon as it is possible to the Senior Mistress or Headmistress.

### **Transport**

The Group Leader should ensure the following:

the children are reminded of the safety rules while being transported and when getting on and off the coach.

the children are counted every time before leaving a venue and the total number is checked by two members of staff.

the children's seat belts are checked prior to leaving.

the children and adults are aware of the location of the emergency exits for the coach.

the adults are aware of the location of the first aid kit.

the adults are seated at different places on the coach.

### **Teacher Guidance**

#### **Day Visits**

Teachers planning to arrange and organise a day visit are expected to follow the guidance and advice set out in the document entitled 'Educational Day Visit: Guide to Preparation, Management and Evaluation'.

#### **Residential Visits**

Teachers planning to arrange and organise a residential visit are expected to follow the guidance and advice set out in the document entitled 'Educational Residential Visit: Guide to Preparation, Management and Evaluation'.

#### **Review**

This policy is reviewed each year by the Council of Queen's College at its Annual General Meeting.