

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

Educational Visits

Policy Document



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Educational Visits Policy

Introduction

We value the role of educational visits and believe that they enhance children's learning and contribute to their personal development. Day visits are organized 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, girls in Forms IV, 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

The Educational Visits Policy aims 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 in the Early Years Foundation Stage.

This document draws much of its content on the 'Health and Safety on Educational Visits' (DfE 2018).

Responsibilities

Headmistress

Whilst retaining overall responsibility for educational visits, the Headmistress delegates responsibility for the co-ordination of educational visits to the Educational Visits Co-coordinator.

Educational Visits Co-coordinator

The Educational Visits Co-coordinator 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 available for reference and guidance.
- ensure the necessary documentation is completed as required
- monitor the organization of the visit
- keep the Headmistress informed
- maintain records of visits
- maintain a record of visit evaluations

Group Leader

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

The Group Leader will:

- Follow any regulations or guidelines or policies issued by the Board of Governors
- Define each adult's role and ensure tasks are assigned to each
- Be familiar with the location/centre where the activity is taking place
- Be aware of child protection issues
- Ensure adequate First Aid provision is available
- Ensure a sufficient staff/pupil ratio
- Ensure an 'Action in an Emergency' briefing is given to pupils and staff

In addition, the Group Leader will have:

- information concerning pupils' needs available as required, i.e. allergies / phobias / medication and whether it can be self-administered
- details of any infectious diseases suffered within preceding 3 months
- details of recent illnesses
- details of special dietary requirements
- details of sufferers from travel sickness
- details of swimming ability (where appropriate)
- details of activities in which the child may not participate
- the contact details for each pupil
- alternative telephone numbers and addresses in case of emergency

It is also expected that all Year Group teachers will be involved in the preparation for and organization 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 and Volunteers

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

Children's Responsibilities

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

Approval

Each educational visit must gain the approval of the Educational Visits Co-ordinator 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. Any questions regarding insurance should be addressed to the Bursar.

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 Educational Visits Co-coordinator 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 Educational Visits Co-coordinator 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.

Risk assessments must also cover transport to and from the venue.

Staffing

Staffing levels will be dependent upon the activity that is to take place, and levels are to be recorded as part of the approval procedure.

Staffing levels are determined depending upon:

- Number of pupils participating
- Age of pupils participating
- Activity to be undertaken
- Length and duration of visit.

Each visit has sufficient staffing to provide the minimum ratios, as detailed below.

Day

- 1 adult to between 4/6 children from Reception/EYFS to Form II
- 1 adult to between 10/12 children from Form III to Form VI

Residential

1 adult to 10 children.

In the case of Reception/EYFS children, at least one member of the staff must hold a valid Paediatric First Aid qualification.

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 will be made aware when remote supervision may occur.

Equal Opportunities

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

Communicating with Parents

Parents complete an annual electronic consent form which covers all trips that take place during the school day, as they are part of the curriculum. However, parents are provided with the appropriate information about the intended visit and have the opportunity to withdraw their child.

Written additional consent will be sought for trips that:

- need a higher level of risk assessment
- are outside normal school hours
- are residential

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 include type and dosage of medication, which may be required at any point during the course of the visit.

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

Children with Medical Needs

The School endeavours to enable children with medical needs to participate fully and safely in educational visits wherever possible. Staff are 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 first aid kits will be provided. Staff are to ensure the kit(s) are returned to the correct storage location at school.

Lost/Missing Children

The procedures set out in the 'Missing Child' 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 Educational Visits Co-ordinator on return.

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

Emergency Procedures and Critical Incident Policy

Staff should be aware of the 'Critical Incident' Policy in case of a serious accident or emergency and follow the procedures set out. Group leaders should have a copy with them on a visit.

Mobile phones, cameras and recording devices

With regard to the school's view on the acceptable use of mobile phones, cameras and recording devices please note the following extract from 'Safeguarding' Policy:

Acceptable Use Of Mobile Phones Cameras And Recording Devices

Mobile Phones

All staff should aim to ensure that their mobile phones, personal cameras and recording devices are not in use or in evidence in front of pupils. If a member of staff is using a mobile device in front of a pupil they should be able to demonstrate that it is on School business. Pre-Prep staff take their mobile phones to the Garden each day in order to ensure contact with the School and for emergencies. Similarly, the PE Department may also use their mobile phones when going off-site as a point of contact.

Cameras

Children should only be photographed or filmed on video for the purpose of recording their development or participation in events organised by the School. Parents indicate their consent to the above if they do not opt-out of this as designated in the School's Terms & Conditions of entry. Parents have the right of access to records holding visual images of their child.

Staff are allowed to:

- Take photos on any School device of our pupils
- Store the photos on the School network
- Use the photos for School promotions

Staff cannot:

- Keep photos unnecessarily on personal tablets or mobile phones

- Download photos to personal computers or devices at home
- Store any photos of pupils that have been obtained from elsewhere on personal computers, e.g. Twitter
- Name pupils by surname on any social media

By following the above procedures, staff minimise their risk of being exposed to inappropriate images as contact is kept within professional boundaries.

Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress. Staff must ensure that the pupil/s understand why the images are being taken and have agreed to the activity. Images should not be made during one-to-one situations. Staff should ensure that pupils are appropriately dressed.

Images taken on a School camera must be downloaded as soon as practicable. Images should be downloaded to an approved network folder designated by the IT Department. All images of pupils should be stored securely and only accessed by those authorised to do so. Images must never be taken secretly.

Images may only be uploaded to the School website by authorized staff and should never be uploaded to the internet for any other reason, including onto social networking sites, e.g. Facebook.

If an image is to be displayed in a place to which the public have access, it should not display the pupil's name. Similarly, where a pupil is named (in a School prospectus, for example) the name should not be accompanied by a photograph or video.

Under no circumstances must cameras of any kind be taken into bathrooms or changing areas.

It is the responsibility of all members of staff to be vigilant and report any concerns to the DSL.

Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policies.

Transport

The Group Leader will 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 organize 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 organize 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'.

The Educational Visits Co-ordinator will check if an organisation holds the [LOtC Quality Badge](#).

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards.

If an organisation does not hold the badge, the Educational Visits Co-ordinator will check that they're an appropriate organisation to use, and that they have appropriate safety standards and liability insurance.

They will also check:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments
- control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed

The Educational Visits Co-ordinator will ensure that the school has an agreement with external providers that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

CRISES THAT MIGHT OCCUR OFF SITE

School Trips or Residential Visits

An injury, accident or other incident which takes place off site while pupils are in the care of the school can also have serious repercussions for the reputation of the school. In order to minimize the risk, a risk assessment form should be completed for every trip. All staff should be familiar with the Educational Visits Policy document.

Dealing with the Incident

Responsibilities may vary depending on the location of the incident: whether it has taken place in or out of school; in the United Kingdom or overseas; in school time or holidays.

An incident involving injury or death to pupils will require the most careful and sensitive treatment. Once it is clear that nobody else is in immediate danger, it is important to think carefully about the communication strategy; statements, once made, cannot be retracted. The importance of sensitivity in dealing with relatives, friends and colleagues of those most affected by the crisis. The next of kin should always be given information before it is made available to the media; careful thought should be given as to who will speak to the relatives and whether they should do so in person, rather than over the telephone.

Emergency Phase

Initial Response

On discovering an emergency situation out of school, all members of the staff should understand that they have authority to call the police, fire service or ambulance service without requiring authorization. It is then the responsibility of the person who made the call to await the arrival of the emergency service and direct them to the location of the problem.

First step on discovering an emergency situation:

UK - 999

EU -112

Staff responsible for leading trips should familiarize themselves with the emergency contact number of the country visited prior to departure.

Any staff member on a residential visit, trip or any activities off site should contact the CMT as soon as the emergency or crisis occurs. The CMT will immediately convene via telephone to discuss initial response and set emergency procedures into action.

Crisis Management Team

		Contact number out of school hours
Headmistress	Emma Webb	020 7402 6935 / 07580768382
Deputy Head	Ashan Venn	07989569497
Assistant Head	Francesca Buchanan	07833250462
Headmistress's Personal Assistant	Rani Winthrop	020 37239215 / 07771895323
Bursar	Crispin Morton	07776 661594
Caretaker	Pietro Venesiani	07823791513

In the event of a crisis the CMT will also contact and liaise closely with:

		Contact number
Head of Queen's College	Mr Richard Tillett	Held by SLT
Chair of Council	Prof Alison While	Held by SLT

Depending on the nature and time of the crisis the CMT can co-opt and contact other staff as required.

Immediate responsibilities of the Crisis Management Team (CMT) during the emergency phase:

Gather all factual information from the member of staff who is at the scene of emergency	
Contact emergency services as required establish communication links	
Establish alternative communication links as quickly as possible if members of staff accompanying children is also affected by crisis	
Set up emergency base as soon as possible	
Set up emergency helpline and keep notes of all incoming calls	
Write script of facts and answers to likely questions	
Inform next of kin if appropriate	
Liaise very closely with police should there be any casualties	
Maintain a record of all those who have been informed	
Publish a list of useful phone numbers	
Communication with media regularly if applicable	
Prepare statement for media	
Engage outside agencies for pastoral or medical support if appropriate	
Regular updates to parents	

Actions for Staff in the Event of an Emergency on a School Trip

A copy of the document must be taken by all Group Leaders.

- Establish nature and extent of the emergency
- If there are injuries, establish their extent and administer first aid
- Telephone relevant emergency services

- If on residential visit or trip out of the UK establish a communication base where is the ability to keep mobiles, phones charged, that will have Wi-Fi, internet access
- Establish names of the injured and ensure that all members of the party are accounted for and safe
- Advise other party staff of the incident and that emergency procedures are in operation
- Ensure that an adult from the party accompanies casualties to hospital or if on your own you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all pupils are accounted for
- Control access to telephones until contact is made with the CMT and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)
- Telephone numbers for future communication; identify alternate telephone numbers in case telephone lines become jammed)
- The school will arrange to contact the parents of those involved.
- In serious incidents the parents of all party members should be informed
- The Group Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition
- Legal liability should not be discussed or admitted
- Parents should be informed of any delays that will be necessitated

Guidance for Staff Handling Telephone Calls

- Give your name if it is requested
- Keep calm and listen carefully to the caller
- Show that you understand their concerns and want to help them
- Reassure the caller that the situation is under control
- Do not in any circumstances admit liability or fault
- Never criticize the school, any of its staff, or the way the crisis is being handled
- Do not give out personal details relating to individuals without the authority of a senior manager

- Never say anything off the record or in confidence
- Do not become impatient or lose your temper
- Only promise to call back if you are certain that you can do so
- If a journalist or reporter calls, refer them to the press statement.
- If they have other queries, pass the call to the Headmistress or the Bursar.
- Be aware that journalists can masquerade as parents, old girls or governors. Be very wary of intrusive questions and if in doubt, say you will call back. Check the number they give, or ask for other details (e.g. confirmation of address) before providing information
- Make a brief note of each call, logging the time, who called and what information was given

Guidance on Handling the Media

The Headmistress / Chair of Council should act as the point of contact with the media to whom all involved should direct questions. Under no circumstances should the name of any casualty be divulged to the media

When a disaster occurs, one of the most critical factors in making a successful recovery may be the way that public relations are handled. This is even more vital when the crisis takes the form of an accident or a scandal relating to staff or pupils, when the press can be expected to be highly intrusive and merciless in their investigations. Saying the wrong thing can have significant repercussions. There are certain principles which apply in all cases:

Staff should be told not to speak to the press themselves, but to refer the query to the Headmistress. Nobody else should speak to the press. The Headmistress and the Chair of Council will agree a consistent strategy for dealing with the press. The briefing notes should take account of the following:

- Questions about normal policies should be anticipated
- Do not get drawn into answering hypothetical questions
- Do not admit liability
- Do not attribute blame
- Do not identify any individuals involved until their next of kin have been informed
- Do not attribute views to other individuals or organizations
- Only use facts which are absolutely certain, and avoid unnecessary detail
- Never comment “off the record”

- If giving a TV interview or posing for a press photograph, consider the background of any location shots – do not stand in front of the disaster scene
- A holding statement should be cleared with the Council and issued as quickly as possible, ideally within one hour. Routine enquiries should be answered by reference to the statement
- The press statement should be reviewed at least once every day, and revised and reissued as required
- Early consideration needs to be given as to whether to employ professional public relations advisers; if so, the sooner they are on board the better
- Press should not be allowed on the premises, except by invitation
- Staff and Pupils should be asked not to speak to the press, and to report to the Headmistress any incidents where they have been approached
- Staff should be aware that members of the press will sometimes pretend to be an old pupil, a governor or a parent. They should treat all enquiries with extreme caution
- It is vital that any information given to the press is correct in factual content and approach with the line that has been given to parents and pupils. Any discrepancies will be quickly revealed and will reflect badly on the School