



Warwick
Preparatory
School

Procedures:	<i>Educational Visits Procedures</i>
Applies to:	All Parents of Current and Prospective Pupils
Authors:	Deputy Head
Approved by:	<i>SLT Autumn 2022</i>
Reviewed:	Autumn Term 2022
Signed:	<i>D Alder</i>

EDUCATIONAL VISITS PROCEDURES

1. INTRODUCTION AND GUIDANCE FOR EDUCATIONAL VISITS

Warwick Preparatory School Educational Visits Procedures applies to the whole of Warwick Preparatory School. These procedures should be read in conjunction with the Foundation Educational Visits Policy.

We believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each visit/trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-work, others extend pupils' knowledge of the world; the common factor is that they all make an essential contribution to our children's development and education in the broadest sense of the word.

COVID-19

Operational guidance for school regarding COVID-19 has been withdrawn and domestic restrictions in England have been removed. We continue to follow the Government's guidance regarding COVID-19 which can be found [here](#)

This document continues to layout the guidance for Educational Visits under normal circumstances with reference from [Health and safety on educational visits](#) (Nov 2018)

Sources of Guidance

These procedures are not definitive and should not be taken as an authoritative interpretation of the law.

The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act, in particular, the Management of Health and Safety at Work Regulations 1992 (revised 1999).

The document Health and safety: advice on legal duties and powers (2014) replaces a number of guidance documents on health, safety and security in schools, including *Health and Safety: Responsibilities and Powers (2001)* and *Health and Safety of Pupils on Educational Visits (HASPEV 1998)*.

The amended Independent School Standards Regulations 2010, which came into effect from 1 January 2013 no longer required proprietors to have regard to specific guidance. The further revised regulations maintain this expectation. However, at Warwick Preparatory School we recognise the documentation listed above as good practice and so make these documents available to all staff in school.

As a further source of guidance refer to the links below:

- OEAP – The Outdoor Education Advisers' Panel:
<http://oeapng.info/aboutng/>
- Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 <http://www.hse.gov.uk/pubns/priced/l77.pdf>
- The Lord Young report: Common Sense, Common Safety
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60905/402906_CommonSense_acc.pdf

The HSE provides relevant up to date information on the following page:
<http://www.hse.gov.uk/services/education/faqs.htm#school-trips> Information on safety precautions for visiting farms: [industry-code-of practice](#)

The foreign office website also offers useful advice on overseas visits:
<https://www.gov.uk/foreign-travel-advice>

Special Educational Needs and Equality Act 2010

Warwick Preparatory School does not discriminate unlawfully against a disabled pupil in relation to any educational visit/trip which the school plans or undertakes. The school recognises its duty to integrate compliance with the 2010 Equality Act into every aspect of school life, which includes Educational Visits.

The school will:

- Ensure that a pupil with a disability is not treated less favourably on account of his/her disability.
- Take reasonable steps to ensure that a pupil with a disability is not placed at a substantial disadvantage without justification.

Inclusion

Reasonable adjustments are made to ensure as many pupils as possible are able to benefit from the experiences that educational visits/trips offer, but adjustments made should not impinge unduly upon the other participants either in terms of cost of their enjoyment or educational benefit of the visit/trip.

When looking at inclusion issues the school consults with parents where there are special needs to consider. At all times, the school will look at each case on an individual basis to help ensure the best outcome and decision is reached. When planning a new residential trip / new venue, consideration will be given to the types of special or additional needs children at the school may have.

When considering inclusion issues, support is also provided to staff. No member of staff is asked to take on a responsibility outside the competence of his/her job description or normal working practices as this could put pupils and the member of staff at risk. If deemed appropriate, the school may decide it is pertinent to invite a parent/carer to accompany a school visit/trip in order to have specific responsibility for the individual concerned. However, where such an adjustment will duly impinge on the purpose of the trip, the decision may be made to withdraw this offer (for example inviting a parent to accompany a child may not be appropriate if the purpose of the trip is to engender independence or relationships and experience 'being away from home'.)

Warwick Preparatory School runs three residential visits:

- Year 4: Camping trip to Wales
- Year 5: Visit to France – a language-based activity week
- Year 6: Science Field Study Week

2. AIMS AND OBJECTIVES

In implementing these procedures, we at Warwick Preparatory School aim to:

- encourage the use of off-site visits/trips to extend the learning opportunities of pupils.
- develop and promote a culture of responsibility to ensure that all off-site visits/trips are conducted with the utmost of care, in line with current legislation.
- provide clear guidance to staff involved in the planning and implementation of visits/trips, to ensure that each one is organised, managed and conducted in a manner that ensures the safety and enjoyment of pupils, staff and accompanying adults, and thus reduce any inherent risks to the absolute minimum.
- have a named member of staff responsible for the implementation of the Foundation Policy and Prep School Procedures and to aid and assist staff in organising safe trips which follow the procedures laid out within this document (though this is not a legal requirement).
- provide the named Educational Visits Co-ordinator (EVC) with appropriate and regular training.
- ensure all visits/trips are related to the age and aptitude of the participants.
- ensure appropriate measures are taken to safeguard all those who participate in educational visits/trips.

- review the Educational Visits Procedures regularly, taking careful account of updated legislation.
- ensure all educational visits/trips are conducted within the framework set out in the Foundation Policy and Prep School Procedures.
- ensure procedures follow Independent School Standard Regulations and meeting ISI regulatory requirements.
- ensure all staff and accompanying adults involved in educational visits/trips are made aware of the requirements of the Foundation Policy and Prep School Procedures and any changes that are made when they are reviewed.

3. GENERAL GUIDANCE FOR STAFF INVOLVED WITH EDUCATIONAL VISITS

Visits/trips are an important part of our educational ethos. We expect every member of our staff to endorse the educational value of activities outside the classroom. We welcome suggestions from staff for new visits/trips. Safety is our top priority and all members of staff and accompanying adults are expected to take their responsibilities in this respect extremely seriously.

Personal Liability and Insurance

Legal duties and powers indicate that ‘employees have a duty to look after their own and other’s health and safety’. ‘Employers, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would do so’. *Health and safety: advice on legal duties and powers 2014*. These statements give staff the power to act ‘in loco parentis’.

Staff who take part in visits/trips outside school can be assured that Warwick Independent Schools’ Foundation, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care, followed the school’s policies and guidelines and acted with the appropriate duty of care.

The Warwick Independent Schools Foundation has full Employers’ Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers most visits/trips inside the UK and overseas. Any member of staff organising an adventurous or hazardous activity should check, via the Foundation Office, whether or not the activity is covered by the school’s policy. The Group Leader should ensure that s/he takes a copy of the school’s travel insurance with him/her on all but the shortest of visits. It is unlikely that the trips arranged at Prep School level will require additional insurance beyond the Foundation’s group travel policy.

Parents may make private arrangements to transport pupils in their private cars, provided it does not involve the school. Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school’s

'occasional business use' motor policy. Staff are not recommended to use their own cars; staff should not lay themselves open to child protection allegations.

Local Studies

Offsite trips within walking distance follows a separate Local Studies procedure. The Group Leader is expected to complete the Local Studies Planning Form and inform the EVC of the intended trip. Parents will be advised if children are taken off site; this may be a notification in the school calendar.

4. ROLES AND RESPONSIBILITIES

The Head has assigned the role of EVC to the Deputy Head. An administrative assistant, based in the school office, is assigned to support the EVC and Group Leaders in making the necessary planning and arrangements for educational visits/trips.

Responsibilities of the Head

The Head will:

- grant permission for a trip to be planned and signify this by signing **Form EV1 – Educational Visits/Trips Pre-Planning Approval Form**.
- have overall responsibility for granting final permission for a visit/trip when all organisation, planning and risk assessments are complete, upon recommendations made by the EVC.
- ensure the EVC is competent to carry out the appropriate tasks delegated to her responsibility.
- be aware of current legislation.
- be satisfied that where a new venue or location is identified for a residential trip, due consideration is given to enable the inclusion of as many pupils as possible. If the first cohort of pupils to attend a new residential venue includes pupils with specific needs, consideration is given to involving parents from the outset so that they feel informed about the choices they will need to make should the trip go ahead.
- ensure that the accreditation or verification of providers has been checked.
- ensure safe-guarding procedures are followed.
- provide appropriate INSET time to enable all staff involved with educational visits/trips (including the EVC), the opportunity to be made aware of updates and changes to policy, procedures and documentation.
- ensure the Group Leader is competent to lead the visit/trip, monitor the risks during the related activities, has experience in supervising the age groups going on the visit/trip and will organise the group effectively.

- be satisfied with the competence of staff and accompanying adults to undertake and supervise the visit/trip and various related activities.
- ensure the school has adequate and relevant insurance cover.
- ensure the school has emergency procedures in place in case of a major incident on an educational visit/trip and that these arrangements have been communicated to all staff and accompanying adults supervising each visit/trip.
- ensure the EVC briefs the Group Leader about the emergency procedures as part of the risk assessment briefing and that the Group Leader and accompanying adults have ready access to them during the visit.
- in the event of an emergency, establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or by pupils.
- be clear about his/her own role if s/he is taking part in the activity as a team member; s/he should follow the instructions of the Group Leader who will have sole charge of the visit.
- ensure all documentation for educational visits/trips is appropriately kept and then archived.

Responsibilities of the EVC (Deputy Head)

The EVC will:

- keep the Head informed with regard to all planned educational visits/trips.
- act in the best interests of the pupils and Group Leaders to ensure all educational visits/trips comply with the Foundation Policy and Warwick Preparatory School Educational Visits Procedures.
- advise and support staff and Group Leaders in planning educational visits/trips.
- for foreign trips, ensure that a member of SLT forms part of the team.
- ensure a Deputy Group Leader has been appointed and be satisfied that s/he is fully briefed in all aspects of the educational visit/trip planned.
- ensure that all documentation and risk assessments have been completed in line with the Foundation Policy and Prep School Procedures and sign off paperwork as appropriate.
- be satisfied that the team is suitably balanced in experience and with the appropriate ratio of adults: pupils (*see Appendix 1 for guidance*).
- be satisfied that arrangements have been made for the medical/first aid/dietary and special educational needs of all pupils and that appropriate and relevant risk assessments relating to these have been drawn up.
- Ensure, that where appropriate, provision has been made for 'Plan B'.

- ensure the Group Leader has put a contingency plan in place for any delays including a late return home.
- ensure that the Group Leader has briefed staff and accompanying adults on the visit/trip including the school's emergency procedures in the event of an emergency.
- ensure the review process takes place to evaluate the educational visit/trip in relation to its aims and purpose and in order to aid future planning.
- ensure staff are debriefed after residential trips.

Responsibilities of the Group Leader

The Group Leader will:

- be a teacher in the employment of the Foundation with previous training/knowledge or experience appropriate to the planned educational visit/trip.
- have had experience of accompanying school visits/trips before taking on the role of designated Group Leader.
- obtain the Head's agreement before the planning for any off-site visit/trip takes place (complete **Form EV1**).
- have overall responsibility for planning and organising all areas of the visit, including dealing with any monies and liaising with the administrative assistant with regard to all booking.
- In collaboration with the administrative assistant, gather information from the coach companies used by the school to ensure all health and safety measures are in place.
- submit the relevant **EV Forms** and risk assessments to the EVC well in advance of the visit/trip date, including following timings and guidance as laid out in the *Educational Visits Planning Checklist – Day Visits / Educational Trips Planning Checklist – Residential Trips*.
- work alongside an agreed Deputy Group Leader, who will be able to take over in the event of unforeseen circumstances.
- have prime responsibility for the safe conduct of the visit/trip, with sole responsibility for amending the itinerary in the event of unforeseen delay or a sudden deterioration in weather conditions.
- have prime responsibility for the behaviour of pupils on the trip, although delegate this responsibility to other staff and accompanying adults who work smaller groups of children on the visit or trip.
- have regard for the health and safety of the group.
- be aware of safeguarding and child protection issues.
- be familiar with the location/centre where the visit/trip will take place.
- ensure that the ratio of teachers to pupils is appropriate for the needs of the group including for EYFS, carrying out a risk assessment of the adult: child ratios.

- ensure that all staff and accompanying adults are fully aware of what the proposed visit/trip involves and brief group members and parents, prior to the visit/trip.
- be aware that it is desirable for a qualified First Aider to attend. However, the minimum requirement is for a fully stocked first aid bag to be taken on a trip and a person to be appointed to have responsibility for this.
- ensure that for EYFS visits, there is at least one paediatric first aider in attendance on the visit.
- undertake and complete a risk assessment and show it to the EVC (including for EYFS, an assessment of the required adult: child ratios dependent on the cohort's needs).
- ensure that the staff and accompanying adults have details of pupils' medical/first aid/dietary and special educational needs and where required, copies of any additional risk assessments linked to these.
- ensure that parents are given enough information about the visit/trip in writing.
- for residential trips, arrange a briefing session for parents and explain how they can help prepare their child for the visit by, for example, reinforcing the *Educational Visits Code of Conduct*.
- ensure that on foreign / residential visits, parents know and understand that their child may not be supervised all the time and outline to parents the measures that have been put in place to minimise the risks.
- check that parents/guardians have returned and signed the **Form EV3D Educational Day Visits Parental Consent Form / Form EV3R Residential Trips Parental Consent Form**. (Where electronic consent for day visits is issued a parental signature is not received).
- for residential trips, check staff and accompanying adults have completed **Form EV3aR – Emergency Contact Form – Staff and Accompanying Adults**.
- ensure that staff and accompanying adults attending the trip have a Visit Pack.

Trip Packs

- ✓ A list of all pupils on the visit/trip (including details of pupils' medical/first aid/dietary and special educational needs and any associated risk assessments).
- ✓ A list of all staff (including identifying first aiders and paediatric training first aiders), accompanying adults and relevant contact numbers.
- ✓ A copy of risk assessments.
- ✓ Copies of Green Forms (Safe-guarding reporting)
- ✓ Copies of Yellow Forms (whistle-blowing report form)
- ✓ A copy of room allocation (residential trips).

- ✓ A copy of the *Educational Visits Code of Conduct*.
- ✓ A copy of *During the Visit/Trip - Educational Visits Guidelines for Staff and Accompanying Adults (Appendix 3)*.
- ✓ An itinerary and list of timings.
- ✓ A copy of the **Form EV4R Educational Visits/Trips – ‘On the Day’ Information** indicating any last-minute changes.
- ✓ A copy of the *Critical Incident Procedure Card (Appendix 4)*.

In addition, the Group Leader /Deputy Group Leader should have:

- ✓ The original *Educational Day Visits Parental Consent Form /Educational Residential Trips Parental Consent Form* for each pupil, (applicable only for residential trips. For day trips, consent will be checked electronically, and the Group Leader / Deputy Group Leaders should have a copy of contact details).
 - ✓ The original *Emergency Contact Form – Staff and Accompanying Adults* for each adult participant (residential trips only).
 - ✓ A copy of the procedures in the event of a pupil going missing on a school trip of visit.
 - ✓ A copy of the insurance policy which covers the trip (residential trips).
 - ✓ Copies of pupil passports and EHIC cards (overseas trips).
 - ✓ Contact number of nearest consulate (overseas trips).
 - ✓ A copy of the Educational Visits Foundation Policy and Prep School Procedures.
 - ✓ A copy of the Crisis Management Policy (residential trips).
 - ✓ Tickets for activities/travel etc.
 - ✓ Currency
 - ✓ A copy of H&S information for reporting accidents - RIDDOR
 - ✓ Any other relevant documentation.
- ensure all pupils are appropriately briefed with regard to the *Educational Visits Code of Conduct*.
 - on the day of the visit, or for the duration of the trip, have overall responsibility for the supervision and conduct of the visit and retain overall responsibility (or delegate aspects to other staff) including:
 - register pupils when getting on each form of transport.
 - carry out a head count when getting on/off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
 - check pupils wear seatbelts.
 - enforce expected standards of behaviour.
 - look after, or remind pupils to look after valuables etc.
 - record all accidents and near misses.
 - evaluate the trip, including risk assessments

In addition, on residential trips

- check fire exits and escape routes ensuring every pupil walks through the emergency escape route at each hotel.
- ensure that sleeping accommodation is suitable and located together.
- set times for pupils to be in the rooms at night and conduct (with other staff, regular checks).

Responsibilities of Staff

All staff should have reasonable experience and skills related to the activity to be undertaken and are expected to fulfil a specific role in relation to the objectives of the visit.

Each member of staff attending the educational visit/trip has a duty to:

- do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would in the same circumstances.
- ensure an *Emergency Contact Form* has been completed
- consent and agree that the Group Leader has full authority to reasonably direct their supervision of the pupils.
- take organisational and behavioural responsibility for a group of children but work under the directive of the Group Leader.
- follow '*During the Visit/Trip - Educational Visits Guidelines for Staff and Accompanying Adults*', to ensure the safety of all pupils.
- when abroad, abide by all laws and be aware that there may be local customs that should be considered.

5. HEALTH, SAFETY AND SAFEGUARDING

Foundation Head of Health & Safety

The Foundation Head of Health & Safety can be contacted for advice on any Health & Safety aspect of an educational visit, including Risk Assessments and relevant Foundation Policies.

Coach Companies

Warwick Preparatory School uses reputable coach companies for day and residential visits. Copies of all this documentation are held in the School Office and obtained annually.

- ✓ The provision and required use of seat belts;
- ✓ Appropriate DBS checks. However, children should never be left in the sole care of a driver;
- ✓ Proper insurance for the driver;
- ✓ Details of first aid and emergency equipment;

- ✓ Breakdown procedures.
- ✓ A copy of public liability insurance, and evidence of competencies of drivers.
- ✓ H&S measures to prevent the spread of COVID-19

The administrative assistant is responsible for making all coach bookings, liaising with the Group Leader and EVC as appropriate.

Other modes of transport

Where other modes of transport are used, providers are asked to produce documentation / risk assessments relating to the health and safety measures which the company has put in place.

Medical, First Aid, Dietary and Special Educational Needs issues

Before undertaking any off-site activities, the Group Leader should assess the level of first aid that might be required. It is the normal expectation that at least one appointed first aider attends every educational visit/trip (although this is not a legal requirement), and at least one paediatric trained first aider for EYFS trips. Where a first aider is not present, a member of staff will be appointed to 'first aid status' and hold this responsibility. A first aid bag will be taken on every visit/trip.

All staff and accompanying adults are made aware of pupils' medical/first aid/dietary and special educational needs and any medical emergency procedures. All necessary first aid equipment that needs to be taken on the visit/trip and any specific equipment for individuals taking part is prepared by the School Nurse. All staff on the visit/trip are made aware of the procedure to follow in the event of needing to access or use specific medical equipment or emergency medication for an individual child. A separate risk assessment is drawn up for all pupils with medical/first aid/dietary and special educational needs, or if appropriate, detail will be included in the main risk assessment.

Before a residential trip, the Group Leader and /or appointed first aider for the trip arrange to meet with the parents/guardians of any child who has a serious medical/first aid/dietary or special educational need to ensure they are fully informed of the current needs of the pupil.

Where a pupil arrives at school on the day of a visit/trip without agreed medication (such as an EPIPEN or inhaler), the Head will make a decision as to whether or not the child may go on the trip/visit. Wherever possible, parents will be contacted and asked to bring the child's medication immediately to school. Where parents cannot be contacted and the level of risk is assessed and found to be high, the pupil may be required to remain in school.

The school has emergency inhalers and adrenaline auto-injectors in school which can be used for pupils who leave medication at home, so long as consent has been given by a parent.

Where medication is minor, such as failure to bring eye drops / antibiotics into school, the pupil may still attend the trip.

The duty of 'loco parentis'

Children should know and understand:

- who the responsible adult is at any given time and how to contact him or her;
- clear, understandable and appropriate instructions;
- rarely, if ever to be on their own;
- how to alert the responsible adult if they have a difficulty or problem;
- how to alert the responsible adult if someone is missing or in difficulties;
- a meeting place to return to, or an instruction to remain where they are, if separated;
- expected standards of behaviour.

At night, there is always at least one responsible adult on duty and pupils are made aware of where they are and how they can be contacted.

During the running of any trip/visit, **'general supervision' is unacceptable.**

Staff ratios

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. There must always be an 'effective level of supervision' that has been approved by the Head or EVC and in approval with any Governing Body policy.

The Statutory Framework for the Early Years Foundation Stage no longer differentiates between outings and on-site settings as regards minimum specified ratios.

For all visits, ratios for effective supervision must consider the following:

- the age of the pupils
- the nature / requirements of individuals within the group, including those with additional needs
- the type, level, and duration of activity
- the experience and competence of staff and other adults
- the venue, time of year and prevailing/predicted conditions, if applicable.
- the contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Headmistress is not satisfied that an appropriate level of supervision exists.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Previous Government guidelines can be referred to in Appendix 1 for reference.

Competence of the Group Leader

The Head has the ultimate responsibility of ensuring that the Group Leader is competent to lead each planned educational visit/trip. The Group Leader needs to be both accountable and competent. Being accountable implies being an employee of the Warwick Independent Schools Foundation.

When assessing competence, the Head should be satisfied that the Group Leader:

- has appropriate knowledge and understanding of the group, the staff, the activity and where appropriate, the venue.
- has appropriate experience and has been on other school trips.
- has experience in supervising the age groups going on the visit.
- has the ability to assess the risks during the education visit and react accordingly
- is trustworthy and confident.
- will organise the group effectively.
- fully understands emergency procedures.

Swimming

Prior to any swimming activity on a trip, specific parental detail must be sought. It is highly inadvisable to take pupils swimming without knowing the extent of their swimming ability. In order for parents to give informed consent for swimming activities, they must know where the swimming will take place, what supervision there will be and if there will be a lifeguard on duty.

Water-based activities

Where water-based activities take place in or around sources of fresh water, i.e. lakes, rivers, streams, ditches or ponds, there is a risk of infection. It should be made clear to parents and carers that if their child becomes ill following participation in outdoor or water-based activities, the treating doctor should be made aware of the child's participation in these activities.

Visits to farms and zoos

There are a number of diseases that can be passed on to pupils and staff from infected farm animals such as Shiga Toxin-producing Escherichia Coli (STEC) (including E. coli 0157), campylobacter, salmonella and cryptosporidium. These can cause serious illness, particularly in young children.

People can become infected through direct contact with animals, contact with an environment containing animal faeces or consuming contaminated food or drink.

Even a small number of bacteria can cause infection, so it is essential to follow hygiene recommendations such as:

- washing hands thoroughly with soap and water immediately after contact with animals. Younger children should be supervised for hand washing
- reminding children not to eat, drink or put fingers in their mouths except when in designated eating areas and after they have washed and dried their hands thoroughly
- not using hand sanitiser as a substitute for handwashing with soap and water

In order to protect their own health and that of their unborn child, those who are, or may be, pregnant should be advised to avoid close contact with livestock animals that are giving birth.

Clothing

As far as is practically appropriate, pupils wear school uniform on educational visits/trips. Where it is not appropriate, the Group Leader gives consideration as to how pupils can be quickly and easily identified (e.g. wearing their coloured Warwick Prep cap). Measures put in place to aid the easy identification of pupils are included in the risk assessment.

Code of Conduct

All pupils are made aware of the *Educational Visits Code of Conduct* (Appendix 2). For residential trips, a copy of this is given to parents so that they are able to reinforce it. For day visits, the Group Leader ensures the pupils are told about the standard of behaviour accepted.

All pupils are expected to abide by the school's *Educational Visits Code of Conduct* (Appendix 2). A serious breach of the Code of Conduct or of the normal rules of acceptable behaviour may result in the pupil being sent home at their parents' expense. Where this is considered, the Group Leader will consult with the Head or Deputy Head first. There is no appeal against this decision.

Parents are required to accept responsibility for any damage or costs incurred by their child due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a pupil, or the School, as a result of his/her actions must be met by the parents in the event that they are not covered by insurance.

All staff and supervising adults are expected to act in accordance with the terms and conditions in the WISF Employee Handbook.

6. CHARGING

The Group Leader ensures that parents have early written information about the costs of the educational visit/trip and how much each parent is expected to pay. All costs for educational visits/trips are added to termly fee bills with the exception of residential trips.

Where there is genuine hardship and a parent is unable to meet the cost of a school trip, the Head may, at her discretion, provide appropriate funding to ensure the pupil concerned is able to participate in the planned visit or trip.

Normally, in the event of a pupil being unwell and unable to attend a day trip, a charge is not made to parents. However, this is at the discretion of the school.

In the event of a pupil withdrawing from a residential trip, monies (excluding the non-refundable deposit) will only be refunded if the place is filled by another pupil. However, if withdrawal is for a valid reason, a claim can be made against the Foundation's Travel Cover for schools' insurance policy. Where such an occasion arises, the school will communicate fully with parents.

7. PLANNING PROCEDURES

When planning a day visit or residential trip, the Group Leader is asked to complete the appropriate *Educational Visits Planning Form*, **Form EV1D or EV1R**. It is the Group Leader's responsibility to complete this and keep it up to date. A completed copy of the document must be shown to the EVC prior to the commencement of the visit/trip. A planning checklist is available to assist with the planning of a trip.

There is a separate planning form in place for Local Studies visits and visits to other Foundation Schools (EV1LS).

Day Visits

Form EV2D is completed before final information is issued to parents and is used in conjunction with EV1D for final planning.

Form EV3D informs parents of trip arrangements and asks for consent.

Form EV4D information 'on the day' – a copy must be left in the office.

Form EV5D this is the trip evaluation form and must be completed and sent to the EVC within 1 week of the trip.

Residential Visits

Form EV2R is completed before final information is issued to parents and is used in conjunction with EV1R for final planning.

Form EV3R informs parents of trip arrangements and asks for the child's personal information, medical information, contact details and consent.

Form EV3aR must be completed by any adult accompanying the trip.

Form EV4R outlines information for 'on the day' – a copy must be left in the office.

Form EV5R this is the trip evaluation form. The Group Leader should meet with the EVC to debrief and complete the evaluation form within 1 week of the trip.

Sporting Fixtures

Form EV1S is completed by the teacher in charge of the sporting fixture and provides all the details required by parents of children chosen for the fixture.

Form EV2S Sporting Fixtures Parental Consent Form for each pupil.

Form EV3S contains information and details any last minute, unexpected changes, including pupils / staff absentees etc. It is completed, only if necessary, prior to the departure of the fixture and kept in the School Office with all other fixture related information.

8. RISK ASSESSMENTS

A risk assessment is the systematic identification of hazards associated with an activity and the evaluation of the risk associated with those hazards. Prior to the commencement of any educational visit/trip, the Group Leader must complete a risk assessment. It is advisable for the Group Leader to visit the site before taking children.

When writing a risk assessment, the following elements should be considered:

- the site and its environment
- the group
- the activity and the leaders
- the transport
- first aid provision
- emergency procedures
- 'Plan B'

Completed risk assessments are signed by the EVC. A copy of risk assessments for all overseas or residential trips must be shown to the Foundation Head of Health & Safety.

Professionally operated licensed activity centres and tour operators (e.g. PGL) specialising in school visits/trips conduct their own risk assessments. The Group Leader asks for copies of the following documentation:

- copy of public liability insurance
- copies of risk assessments and or risk management plans (including for any activities that are planned for)¹
- evidence of the competencies of group leaders (e.g. ski instructors etc.)
- when planning an activity involving caving, climbing, trekking, skiing or water sports (in English, Scotland or Wales) check that the provider holds a license as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

When a provider holds the LOTC Quality Badge or an AALA (adventure activities licensing authority) licence, there is normally no need to seek further assurances about the safety of provision. **Legislation now states that it is the responsibility of the school to ensure the provider is reputable and safe before they book a trip.**

Staff are required to plan their own risk assessment for travel to/from the venue.

Prior to the commencement of any visit/trip, all staff and accompanying adults are briefed by the Group Leader and given a Visit/Trip Pack detailing organisation and associated risks of the visit/trip. All attending adults must sign the risk assessments. On residential trips, regular briefings with staff and accompanying adults take place at least daily so that the assessment of risk is ongoing.

After an educational visit, the risk assessment is reviewed. In the evaluation process, consideration should be given to the arrangements in place, the provider and the transport.

9. COMMUNICATION

Communication with Parents Prior to Visit/Trip

On the contact details form that is issued to parents of pupils in Year 1 upwards, prior to the start of each academic year, a blanket consent for local visits is acquired annually from parents. This covers pupils visiting events at Warwick School, King's High School and St Mary's Church, Warwick, within the hours of a

¹ Where the school is happy to use a provider (and therefore that they meet a necessary standard of provision), there is no need to request a risk assessment / risk management summary. The provider will already have a legal obligation to ensure that such a document is in place.

When planning trips consideration needs to be given to reducing bureaucracy, but having sufficient evidence 'for the worst case scenario'.

normal school day. It may also cover trips to other schools within the region or up to two hours' drive.

Parental consent is required before a pupil is able to participate in an educational visit/trip that:

- extends beyond the school day
- involves an overnight stay
- involves collection from a different venue
- is an overseas visit
- incurs a cost to parents
- is an off-site sporting fixture
- includes swimming

Consent forms are sent to parents well in advance of planned educational visits/trips. The date the consent form should be returned to school by is always clearly visible. **The child of any parent who does not provide consent (with up to date details of emergency contact details) is never taken off the school site.**

Before a residential trip, the Group Leader invites all parents into school for a full briefing.

Group Leaders should remember parents give 'informed' consent for trips/visits based on the details of planned activities that are shared with them. Any significant deviation may leave Group Leaders open to significant risk, particularly if an accident occurs.

Mobile phones

The use of mobile phones by pupils is strictly forbidden on educational visits/trips. Electronic devices of any description are not permitted on day or residential trips.

As appropriate, contact can be made with parents through the school's text messaging service, Twitter or via the School's website.

Photographs

By providing consent for their child to go on a day visit or residential trip, parents are providing consent which acknowledges that images may be captured by photography/videoing for the trip and that they will be used for school publications and could be used by the company/organiser. This follows guidance in the Foundations Policy for 'Use of Images'. In exceptional circumstance, some pupils may not be allowed to be photographed and their images must not be uploaded to the website or social media platforms. It is the responsibility of the Trip Leader to identify children who must not be photographed and inform the other adults.

10. SPORTING FIXTURES

The school calendar lists all planned home and away sporting fixtures.

Parents are always notified in advance if their child has been selected for a sports team and are asked to provide consent by responding to emails issued through CHQ **Form EV2S Sporting Fixtures Parental Consent Form**. If a parent does not provide electronic consent, verbal permission to attend the away fixture can be sought; the Head has agreed that this is appropriate, so long as a written record of the conversation is kept (email consent).

Family members are welcome to attend any sporting fixture, both home or away, if there is sufficient viewing capacity. This may at times be restricted and is at the discretion of the organisers.

11. EMERGENCY PROCEDURES

Emergency Details for Pupils

Emergency contact details for all pupils are held on iSAMs. Parents are regularly reminded to update information; at the point of providing consent for each trip, parents are asked to confirm if there are any changes to their child's details or for emergency contacts on the day of the trip.

Emergency contact details for residential trips are included on the hard copy consent form (EV3R).

Emergency Details for Accompanying Adults

All emergency details for accompanying adults for residential trips are completed prior to departure and a copy kept in school. The Group Leader / Deputy Group Leader take copies off site.

Communication with Parents on Day Trips / Use of text messaging

In the event of a trip returning to school late, the Group Leader should contact the school so that parents of children involved with the trip can be contacted using the school's texting service.

Loss of Communication with the School Party

In the event of a party being overdue and without contact by more than one hour, the school, or the home contact, must investigate the reason and where appropriate may need to involve the police.

Emergency – Illness or Minor Incident

If an attending participant has a minor accident or becomes ill and requires medical attention beyond that of the qualified first aider, the Group Leader or another member of staff will take him/her to the local hospital or clinic for medical treatment. Parents will be notified at the earliest convenience.

If the visit is outside the UK, the Group Leader should notify the school's insurance company and follow instructions issued by them. A record of all actions taken should be made. Pupils who travel with the school must either have a valid EHIC (European Health Insurance Card) or a new GHIC (UK Global Health Insurance Card). Neither are a replacement for travel insurance.

If an accident / illness requires the participant to be treated at a hospital, the Group Leader should contact the next of kin / parents of the pupil to inform them of the situation. The Group Leader should also contact the Head or Deputy Head to notify them of the situation.

Emergency – Major Incident

If the incident is very serious (e.g. involves a disabling or life-threatening accident or a fatality) then the Critical Incident Procedure comes into action. Every member of staff or accompanying adult should be issued with a *Critical Incident Procedure Card*, which they should carry with them at all times.

Critical Incident Procedure

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader should maintain or resume control of the overall group. If the Group Leader is unable to do this, the Deputy Group Leader should take charge. Failing this, any other accompanying adult who is an employee of the Foundation, should take on the role of the Group Leader. A summary can be found in Appendix 4 and should be printed off and taken on all off-site trips.

As far as is practically possible, the following guidelines should be followed.

Immediate Action

- Establish the nature and extent of the emergency as quickly as possible.
- Summon emergency services and arrange for medical attention for the injured.
- Account for all the group (pupils and staff) who are uninjured and ensure they are removed from immediate danger and looked after.
- Allocate roles to uninjured staff to help gather information as quickly and efficiently as possible:
 - Staff to supervise uninjured pupils
 - Staff to establish casualties and/or fatalities (pupils and staff)
 - Staff to accompany casualties to hospital with consent forms containing relevant medical information
 - A member of staff (probably Group Leader) to liaise with emergency services
- Establish the names of all casualties or fatalities (pupils and staff).
- Ensure that a supervising adult accompanies casualties to hospital with any relevant medical information.

- Ensure that all group members who need to know are aware of the incident.
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and reallocate roles as necessary.

Once Immediate Emergency is under control

- Head / Deputy Head to be informed of incident by Group Leader, giving as full and factual account as the circumstances permit. Contact telephone numbers for future contact to be agreed.
- Group Leader to notify the Head / Deputy Head of:
 - Nature, date and time of incident
 - Location of incident
 - Names of fatalities
 - Names of casualties and details of their injuries
 - Names of others involved so that parents can be reassured
 - Actions taken so far
 - Action yet to be taken (and by whom)
- Group Leader to notify the provider / tour operator (as appropriate)
- Group Leader and other supervising staff should keep a full record of the incident, the injuries and the actions taken.

Actions to be taken by the school (normally the Head)

- Head to implement Crisis Management Policy
- Head to arrange for Foundation Head of Health & Safety to be notified, the school's insurers to be contacted as quickly as possible together with the British Consul if the accident has happened overseas.
- Depending on the nature of the incident, Head / Deputy Head should act as swiftly as possible to notify both the families of the injured and the families of those who are unhurt.
- **In the case of a fatality, police must inform the parents or next of kin.**

The school recognises that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap.

The school will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected. Where possible, communication with the media should be left to the Head or other media trained representative of the school.

The Group Leader should refer the media to the school. The names of those involved in the incident should not be disclosed. Pupils should be not allowed to talk to the media.

In the immediate aftermath of the incident, pupils should not be allowed to contact their parents directly.

No-one in the group should discuss legal liability with other parties, nor sign anything related to the accident or accident liability without clear advice from the school.

Receipts for any expenses incurred should be kept as they will be required by insurers.

Appropriate measures should be put in place to ensure RIDDOR reportable accidents are reported within the necessary timescale.

12. RECORD KEEPING

After an educational visit/trip, documentation including copies of the parental consent forms, risk assessments and all planning documentation, is kept and passed to the administrative assistant.

Where there has been a major accident on a trip, all documentation should be kept until the pupils involved in the incident reaches / would have reached his/her 25th birthday. Parental consent forms for all pupils should be kept.

Records created by the school to obtain approval to run an educational visit/trip outside the classroom should be kept for 14 years after the date of the visit/trip.

All documentation relating to educational visits is held in the school office, until it is archived.

13. MONITORING AND EVALUATION

At Warwick Preparatory School, the Senior Leadership Team will monitor the procedures and their effectiveness and make changes as appropriate. It will be reviewed regularly.

All school staff are made aware of the requirements of the Foundation Policy and these Prep School Procedures and any changes that are made when review takes place.

Procedure Reviewed: September 2022
Date of next Review: September 2023

DA 13.09.22

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AGE OF PUPILS:		VENUES AND ACTIVITIES	
	Mainly static indoor based activities	Outdoor visits, well populated venues (including foreign travel) e.g. Zoo visit, Open air Museum Shopping Survey	High Risk Activities Difficult terrain (including foreign travel) e.g. fell walking, skiing, day at sea, sightseeing in large cities
Nursery	1:3 Minimum 1 teacher per class	N/A	N/A
Reception and Year 1	1: 4 depending on age and activity Minimum 1 teacher per class	1: 3-4 depending on age and activity Minimum 1 teacher per class	N/A
Years 2, 3 and 4	1: 10 Minimum 1 teacher per class	I: 8-10 Minimum 1 teacher per class Residential - 1: 8 Minimum 1 teacher per 15 pupils	1: 6-8 Minimum 1 teacher per 15 pupils Residential - 1: 6 Minimum 1 teacher per 15 pupils
Years 5 & 6	1:10 Minimum 1 teacher per class	I: 10 Minimum 1 teacher per class Residential - 1: 8-10 Minimum 1 teacher per 15 pupils	1: 8 Minimum 1 teacher per 15 pupils Residential - 1: 7-8 Minimum 1 teacher per 15 pupils

Warwick Preparatory School

Educational Visits Code of Conduct

All pupils are expected to adhere to the following simple rules to keep them safe on any off-site activities or visits.

The Group Leader is required to go through this with pupils, before leaving the school site. A copy of this will be passed to all parents of children attending residential trips.

Pupils will be expected to:

1. Listen carefully and follow the instructions of staff and supervising adults.
2. Do nothing to endanger themselves or others.
3. Report all accidents or damage to an adult on the trip, as soon as possible.
4. Show respect and courtesy towards others, including the general public.
5. Never wander off or alone, or with any person unknown to the individual.
6. Dress appropriately.
7. Not possess or consume alcohol, tobacco or any other illegal substance.
8. Observe and respect the rules, traditions and laws of foreign countries.
9. Remember that all normal school rules for treating each other kindly and 'being the best that you can be', apply on school trips.

When travelling all pupils will be expected:

1. To stay seated and face forward.
2. To wear seat belts, wherever provided.
3. To follow instructions for getting on / off transport.
4. Not to eat or drink on the transport without the permission of the Group Leader.
5. Not to leave any litter behind.

All pupils are expected to adhere to the school's Educational Visits' Code of Conduct.

A serious breach of the Code of Conduct or of the normal rules of acceptable behaviour may result in the pupil being sent home at their parents' expense. Where this is considered, the Group Leader will consult with the Head or in his/her absence, the Deputy Head first. There is no appeal against this decision. Parents are required to accept responsibility for any damage or costs incurred by their child due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a pupil, or the School as a result of his/her actions, must be met by the parents in the event that they are not covered by insurance.

Warwick Preparatory School

During the Visit - Educational Visits Guidelines for Staff

The primary responsibility for the visit/trip rests with the Group Leader, but staff and on Educational Visits are expected to do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would in the same circumstances. The Group Leader has sole responsibility for amending the itinerary in the event of unforeseen delay or a sudden deterioration in weather conditions.

Each member of staff attending the educational visit/trip has a duty to:

1. Consent and agree that the Group Leader has full authority to reasonably direct their supervision of the pupils.
2. Take organisational responsibility for a group of children, but work under the directive of the Group Leader.
3. Ensure that if they have not been DBS checked, they do not supervise children alone, or supervise children visiting the toilet.
4. When abroad, abide by all laws and be aware that there may be local customs that should be considered.

The Group Leader may delegate any area of responsibility as appropriate, but all adults should be aware of the need to:

1. Register pupils when getting on each form of transport.
2. Carry out a head count when getting on/off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
3. Check pupils wear seatbelts.
4. Enforce expected standards of behaviour.
5. Look after, or reminding pupils to look after valuables etc.
6. Record all accidents and near misses.

On residential trips

1. Check fire exits and escape route at each hotel, hostel, ensuring every pupil walks through the emergency escape route at each hotel.
2. Ensure that sleeping accommodation is suitable and located together.
3. Set times for pupils to be in the rooms at night and conduct (with other staff, regular checks).

All staff must be aware that general supervision is not adequate

Critical Incident Procedure Card

Immediate Action

- Establish the nature and extent of the emergency as quickly as possible.
- Summon emergency services and arrange for medical attention for the injured.
- Account for all the group (pupils and staff) who are uninjured and ensure they are removed from immediate danger and looked after.
- Allocate roles to uninjured staff to help gather information as quickly and efficiently as possible:
 - Staff to supervise uninjured pupils
 - Staff to establish casualties and/or fatalities (pupils and staff)
 - Staff to accompany casualties to hospital **with consent forms containing relevant medical information**
 - A member of staff (probably Group Leader) to liaise with emergency services
- Establish the names of all casualties or fatalities (pupils and staff).
- Ensure that a supervising adult accompanies casualties to hospital with any relevant medical information.
- Ensure that all group members who need to know are aware of the incident.
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and reallocate roles as necessary.

Once Immediate Emergency is under control

- Head / Deputy Head to be informed (phone numbers on reverse of this sheet) of incident by Group Leader, giving as full and factual account as the circumstances permit. Contact telephone numbers for future communication to be agreed.
- Group Leader to notify the Head / Deputy Head of:
 - Nature, date and time of incident
 - Location of incident
 - Names of fatalities
 - Names of casualties and details of their injuries
 - Names of others involved so that parents can be reassured
 - Actions taken so far
 - Action yet to be taken (and by whom)
- Group Leader to notify the provider / tour operator (as appropriate)
- Group Leader and other supervising staff should keep a full record of the incident, the injuries and the actions taken.

REMEMBER
<ol style="list-style-type: none"> 1. No one, including pupils, should speak to the media – refer them to the school. 2. The names of those involved in the incident should not be disclosed to any third party. 3. Staff who are parents, should act as staff, not parents. 4. Pupils must not be allowed to contact their parents – the school will do this. 5. Do not sign anything. 6. In the event of a fatality, do not notify the parents / next of kin. The police must do this. 7. Receipts for any expenses incurred should be kept as they will be required by insurers.

PTO...

-THIS CARD MUST BE TAKEN ON ALL OFF-SITE VISITS-

Warwick Preparatory School
Bridge Field
Banbury Rd, Warwick CV34 6PL
Telephone: 01926 491 545

Head – Mrs H Dodsworth

Home: / School Mobile: / Personal Mobile:

Deputy Head – Mrs D Alder

Home /School Mobile: /Personal Mobile:

In the event of an accident:

1. Establish your own safety
2. Ensure the safety of the group
3. Get help
4. Attend to any casualties if this does not endanger you or any other member of the group

Aim to:

1. Preserve life
2. Prevent the condition worsening

First aid check:

1. Breathing Clear the airway – artificial ventilation
2. Beating Check circulation – external chest compression
3. Bleeding Look and feel – pressure & elevation
4. Breaks Look and feel for irregularities – support
5. **NOTE:** **Do not move a casualty if you suspect serious neck or back injury**

Essentials:

1. Monitor – record all events and details - witnesses
2. Treat for shock – reassure and keep warm
3. Remember the rest of the group – safety, comfort, shock
4. Do not split the group – unless it is the only way to get help – leave nobody on their own
5. Ban the use of mobile phones

Action:

1. Get qualified help asap – note your location accurately
2. Contact School, or Centre, or Base – you may be in shock and need support
3. Do not admit anything
4. Do not sign anything
5. Do not talk to the press