



Ravenscourt Park Preparatory School

Educational Visits Policy

1. Introduction

School trips form an important dimension of a child's educational experience, bringing the classroom into the "real world" enhancing learning and bring aspects of the curriculum a life. Planned visits are known to give children a greater sense of personal responsibility, encourage independence and teamwork and boost self-esteem. There are opportunities to learn new skills as well as reinforcing existing skills and knowledge by putting theory into practice. Child will enjoy these experiences as well as learning, forming life long memories.

However given the potential for tragic mishap, it is important that planning and documentation is thorough, not only for the children and staff, but also for the legal implications if something goes wrong. If all the necessary procedures and documentation are in place there should be no need for apprehension about leading a school visit, whether it is a trip to a museum, residential week or a tour abroad.

The value of off-site education is well recognised by the School's Directors and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to formal procedures. Off-site educational visits must be well managed, information communicated and responsibilities understood.

This document outlines the specific policies and procedures for Ravenscourt Park Preparatory School. It supplements and follows the advice and guidance contained within the following significant publications:

- The DfES document 'Health and Safety of Pupils on Educational Visits' (HASPEV)
- DfES/CCPR 'Group Safety at Water Margins'
- The Health and Safety Executive in conjunction with the Department of Education and Skills (DfES) published 'Health and Safety Responsibilities and Powers' Statutory document.
- In addition to this Educational Visits Policy, RPPS adopts National Guidance <http://oeapng.info/>

2. Roles and Responsibilities

The Board of Directors satisfies itself that this policy is comprehensive and ensures that appropriate procedures, risk assessments, and control measures are being followed. All new off-site visits that are residential, abroad, or hazardous need to be approved by the Board.

The Head Teacher satisfies himself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed.

The Educational Visits Coordinator (EVC) is delegated by the Board and Head Teacher to approve all off-site educational visits of a perceived low risk, local daily or regular basis. The EVC ensures that all off-site activities follow the correct procedures outlined in this policy. The person with these responsibilities will approve the Group Leader for each visit and monitor the risk assessments to ensure good practice. The EVC will keep records and make sure reports of accidents and 'near accidents' are recorded in line with school policy, as well as review and regularly monitor procedures.

In addition, the following responsibilities and duties are undertaken by the EVC:

- support the Group Leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers;



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- ensure that the DBS disclosures are in place as necessary;
- arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event; and
- provide training and guidance for planning and leading a trip. This will be offered to all new staff as part of their induction programme and as a 'refresher' for other staff. A [step-by-step guidance sheet](#) is available for all staff on the intranet. Training for Group Leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including preparedness to stop an activity that has become too hazardous) and how to deal with an emergency.

The Group Leader is responsible for identifying the purpose of the visit and following the School's procedures. If the visit is of a specific nature, for example, Residential Week, the group leader will be in overall control but will delegate to other staff the leadership of particular activities. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC. Any member of teaching staff may organise/lead a school visit (with prior consultation with the EVC and Head), accompanied by other members of staff and parents.

Staff / helpers should be briefed before any visit, whether it be a day trip or a residential trip, and must be aware of the risk assessment and know exactly what is required of them during the visit. All staff/helpers should be provided with the respective roles and responsibilities guidelines.

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

3. Procedures and good practice

To ensure proper good practice and compliance with the necessary regulations it is expected that all procedures are followed:

1. **Application for Visit.** In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches also need to be planned in advance. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved. Staff wishing to plan and undertake a visit (prospective Group Leaders) should apply verbally to the EVC for outline permission to plan the visit. The [Trips Application Form](#) should then be completed and handed to the EVC or Head who will then sign the form to approve the visit.
2. **Outline permission** will be granted when all the requirements of this policy and guidelines have been considered: ie the visit can be accommodated within the school timetable, the educational objectives meet curriculum requirements and the ethos of the visit is one with which the school wishes to be associated. Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.
3. The **details of the visit/workshop should be entered on the [trips booking sheet](#)** on the intranet by the end of the trips deadline, specified at the beginning of each term.
4. Once outline permission has been received, the **Group Leader can complete the planning organisation and bookings for the visit.** When all details, including the risk assessment, are



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complete they must be submitted for final written approval. This should be a *minimum of two weeks* before the visit.

5. **Risk Assessments should be completed** following a pre-visit and lodged with the EVC one week prior to the trip. Copies of external providers own risk assessment documents should be requested and these should be incorporated within the main document to ensure a seamless risk assessment for the trip.
6. **Emergency Contacts and Photographs of children** must be taken on the trip for every child. Staff should carry **mobile phones** and the contact list should include all group leaders as well as a named person back at school.
7. **Parental Consent:** The group leader must inform parents, via letter by hand, email or Pupil Post, of the trip, its nature, activities and approximate charge which their child will be involved in and ensure that they have completed the [annual permission slip](#). [See trip letter template](#).
8. **Trip Evaluation:** Following each visit the Group Leader will undertake a review. The Group Leader must report to the EVC and complete a trip evaluation form. This form will evaluate the travel and transport, facilities, quality of any providers and the success and value of the visit. If necessary, [accident report forms](#) should be completed and any 'near miss' should be logged. (If such a form was completed at the venue, **this does not remove the need to place such an occurrence on the school record**). A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessment undertaken.
9. **School Trips Information for Bursar.** Following the trip, School Trips Information for Bursar should be completed and send to the Bursar.
10. **Access to the Trip:** All children should be able to access the trip venue and activities. The Group Leader will carry out the necessary site visit to make sure that all children, including those in a wheelchair (if relevant), are able to access the venue. The appropriate travel arrangements will be made, in conjunction with the parents, to ensure that all children can reach the venue.
11. **All school staff will be made aware of the requirements of this policy** and any changes that are made when this policy is reviewed.

4. Staff to Pupil Ratios

Any school visit must be led by a member of the teaching staff. The Deputy Head and EVC will decide which staff will accompany a visit.

The required staffing levels will vary depending on the activity, age of participants, group size, location and nature of the visit and the efficient use of resources. There will be a minimum of 2 members of staff on all trips (other than away fixtures when a parent helper, with a DBS check, may accompany the team along with a member of teaching staff).

Parents and volunteers may be asked to supplement the supervision ratio. They should be carefully selected and, ideally, they should be well known to the school. Whenever parents may have substantial, unrestricted access to children, they must have a DBS check. Teachers, staff and other adult supervisors should ensure that whenever possible they are not alone with a pupil. This serves as protection for all parties.



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There are no statutory guidelines on supervision ratios. As a general guide for visits to low risk sites, for example, a museum under normal circumstances, the policy at RPPS is:

- 1 adult for every 6 pupils in Lower School (under 5 year olds should have a higher ratio, as set out in The Early Years Foundation Stage Statutory Framework document).
- 1 adult for every 10 pupils in Upper School.
- Overseas Visits/ Residential Visits 1 adult for every 8 pupils (although this may vary depending upon the age of the group the nature of the trip but must not be less than 1 adult for every 10 pupils).
- The ratios and supervision strategies outlined should provide adequate supervision, but any strategy needs to be complemented by clear knowledge of the quality of those supervisors, volunteers and other responsible adults.

The need for a Higher Level of Supervision

Aside from the generic advice given on ratios within this section, the Visit Risk Assessment, having due regard to the visit venue, its environment, the Group Leader's and Supervisors' qualifications, competencies and experience, as well as those of the Group itself should identify a suitable Staff/Group ratio.

The number of staff should be increased if:

- It is found that the environment or location of the visit site or activity presents particular hazards; e.g. poor visibility, poor security or prevailing physical hazards; or
- It is known that a group or an individual child's behaviour or needs (education, physical or medical), requires particular management. This could mean a ratio as low as 1:1 in some circumstances with additional staff not being tied into other agreed staffing ratios.

5. Food Preparation

For any school visit, it is the party leader's responsibility to ensure that pupils receive proper meals and that individual pupils with dietary complaints, allergies and needs (including vegetarians) are catered for.

For a day visit, packed lunches need to be ordered for every member of the party including accompanying adults. This must be done at least 7 working days in advance, using the [Picnic Lunch Order form](#) and collected on the day. It is advisable to discuss your trip with the school caterer when ordering lunches.

Meals should be taken at regular times on visits abroad or when the visit involves travelling unusual hours. It is the party leader's responsibility to contact hotels, venues and tour companies to arrange meal times.

6. Transport

Coach Transport

Head counts, by the group leader or delegated teacher, should always be carried out when the group is getting onto or off a vehicle.

The driver(s) of the vehicle should not be responsible for supervision. The group leader is responsible for the party and should maintain good discipline.



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Coaches should be booked through the school secretary. All coaches carrying groups of three or more children aged between 3 and 15 years must be fitted with a seatbelt for each child.

The group leader and staff must ensure that:

- All pupils stay seated whilst on the coach
- No pupils should sit on the front seat
- All occupants must wear a seat belt at all times.
- Pupils are informed of the rules concerning eating food and having drinks on the coach. No chewing gum is permitted at any time on the trip.
- The coach is left in the same condition in which it was boarded.
- They take the following on the journey: rubbish bags, tissues, toilet roll, wet wipes, and travel sickness bags.
- They carry a mobile phone and first aid kit.

For Reception pupils, records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. The registration number of the coach used and the driver's full name should be hand written on the risk assessment, and on the trip evaluation from handed to the EVC

Gardener Group Minibus

The minibus should be booked through the Domestic bursar. Members of staff wishing to drive the School Minibus must have the relevant qualification or license and all paperwork must have been given to the bursar's office.

Head counts, by the group leader or delegated teacher, should always be carried out when the group is getting onto or off a vehicle.

The driver(s) of the vehicle should not be responsible for supervision and an additional adult who is DBS checked must accompany the group. The group leader is responsible for the party and should ensure good discipline.

Use of Public Transport

Where public transport is to be used, the teacher must go on a pre-visit in order to risk assess the journey. There needs to be an increased supervision ratio so that there is a minimum of 1 adult to 6 children for the Upper School. It is unlikely that public transport would be a sensible option for Lower School Children. The risk assessment must clearly state the need for frequent head counts and rendezvous points should the groups become separated on the journey.

Public transport should be pre booked and tickets can be applied for from 3 months to 14 days in advance of the journey.

Instructions are available on the TFL website: <https://tfl.gov.uk/fares-and-payments/travel-for-under-18s/school-parties>

The log-in page: <https://schoolparty.tfl.gov.uk/Login.aspx>

Username: Ravenscourt59W6

Password: Ravenscourt!



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Use of Private Vehicles

Members of staff using their own transport should have adequate insurance cover and written permission from the Head Teacher.

Children may only travel in other parents' cars with written or verbal permission from their own parents.

7. Behaviour

On all visits pupils should be given clear guidelines concerning their conduct. All pupils should know what behaviour is expected of them on a visit whether it is to the theatre, a shopping centre or a field study centre. Parents should also be informed of the behaviour expected and the general consequences of unacceptable behaviour (exclusion from visit or activities). The RPPS behaviour policy should always be followed.

It is the leader's responsibility to remind pupils of the expected behaviour and to maintain standards.

Some general points to remember:

- Appearance: smart at all times (except when an activity requires otherwise)
- Noise level: to be appropriate to the location and other members of the public
- Manners: pleasant and polite to staff, students and local residents (no bad language)
- Respectful of each other and property/belongings
- Listen to and obey instructions given
- Pupils should know the timetable for the day
- Remember that the place you are staying or visiting will have their own set of rules/standards.

In addition, for residential trips, pupils should be made aware of:

- sleeping arrangements
- personal hygiene
- domestic responsibilities (rotas)
- responsibility for personal property
- emergency procedures (fire drill, etc)
- arrangements for free time

It is also important during remote supervision that pupils know what to do if separated from the group (rendezvous procedures) and have knowledge of how to summon help (emergency contact cards in both English and the local language where appropriate).

8. Health and Medical Procedures

A first aid kit is to be taken on all visits.

On EYFS trips one member of staff must hold a current Paediatric First Aid Certificate. Administration of medicine must be in line with RPPS medical policy.



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Parents must complete the medical form to give permission for staff to administer medicine.

Check medical procedures on arrival at the centre or hotel.

In the event of an incident involving injury or illness of one of the group:

- Seek medical attention if the incident requires it and keep SLT, EVC and parents informed.
- If the incident is serious or an operation is needed, telephone a member of SLT as soon as possible. This SLT member will inform the parents or, if you wish, you may contact them.
- Keep the Head informed of any developments
- A member of staff should stay with injured / unwell child at all times.
- In law, the interest of the child is paramount and it follows that, in a crisis, a teacher has the right to authorise medical treatment in the child's interest. In such situations, parental consent is not legally required although every effort should be made to contact the parents.

9. Day Trip Emergency Procedures including serious injury and fatality

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day, this includes designating a home contact from the school who may be needed as a link between the visit group, the parents, the school and Head Teacher in the event of an emergency.

In the event of a delay to the return to school of more than one hour, or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Head Teacher or designated deputy so that they can decide on the appropriate course of action.

Response to a minor incident (eg broken arm, vehicle involved in an accident where no one is injured)

If the incident is of a less serious nature then the parents of those affected will be informed about what has happened (e.g. that the visit party will be returning late or that an accident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Group Leader will be designated to undertake this task. A message will be communicated to the parents of the whole group so that they are aware that an incident has taken place, that it is being dealt with and that there will be a delay to the return journey back to school.

Response to a serious incident (eg vehicle involved in accident where someone is injured, group party caught up in a terrorist incident)

If the incident is serious (e.g. involves a disabling or life threatening accident) then the Head will instigate an appropriate critical response and maintain contact with Directors, parents, staff, the school's insurers and others. Consideration will be given as part of this response to media relations. Under no circumstances should the party leader speak directly to the media until the Head and Directors have been informed. Please refer to the [Critical Incident Policy](#) for further details.

Response to a fatal incident

In the event of the death of a group member, the Head Teacher or a member of the SLT will make every effort to join the trip as soon as possible and relieve the trip leader of the associated responsibility. The trip leader must inform the SLT at school immediately, who will then inform the family and the Directors. The school's insurers will be notified by the Directors. No one should discuss legal liabilities with other



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parties – this will be left to the insurers and subsequent investigation by the appropriate authorities. All actions taken should be in accordance with the Critical Incident Policy.

Emergency arrangements should be put in place to return the group to school to be collected by their parents. Be mindful of the duty of care to the rest of the group. It is not always possible to assess whether group members have been traumatised by the incident. In some cases, reactions do not surface immediately. Consideration should be made for counselling services to be available within school over the forthcoming days.

The Domestic Bursar and Directors should be consulted on a regular basis to ensure that all appropriate authorities are kept informed about the incident.

Exemplar scenarios

See Appendix P for exemplar scenarios that may be adapted to meet the requirements of a particular incident.

10. Residential and Overseas Visits

The party leader should liaise with the EVC and Head Teacher (if the trip has not run before). All letters and forms going home to parents should be prepared and checked by the EVC, Head or Head of Section.

All parents should be informed by letter (by hand or Pupil Post) about the visit and any an information in further letters. The Information can be issued in stages depending on the nature of the trip via letters, email and meetings.

For residential trips, an initial letter outlining the visit with main details and a permission slip should be sent including as much detail as possible, including aims and objectives, dates, travel arrangements, planned activities, clothing list, recommend spending money and Insurance details (if applicable) and cost.

There should also be a meeting for parents and pupils prior to trip departure. This has great benefits and is very reassuring for parents.

It is essential that party leaders obtain parental consent for every aspect of a visit and medical treatment to be carried out, especially emergency operations, if it is not possible to contact parents. For this reason, the organising of a visit must consider all activities that the pupils will undertake. Parental consent is essential. Parents or guardians are entitled to be as fully informed as possible, not only on the practical details but also on the aims and objectives of the proposed trip and its value to their child's education.

Consent Forms: One of the following forms must be handed to the Group leader:

- [Medical Information and Parental Consent](#) – Residential in UK
- [Medical Information and Parental Consent](#) - Outside UK (Europe)

Residential Visits Information

Packs for staff should include:



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- An information sheet which should contain address/telephone numbers, details of accommodation, Travel arrangements, contact person at base, places on itinerary, registers and risk assessments.
- Pupil information. List pupils on the visit with contact numbers and children's photographs.
- All medical and dietary information

If access to the residential visit could be limited due to wheelchair access, the EVC and Group Leader will meet with the parents prior to the trip to talk through arrangements for the trip.

Information and Documents from Parents

The nature and destination of the visit will determine the amount of information required from parents. All children must have a completed and signed Medical Information and Parental Consent form. For Overseas Trips, children must also have a Passport, EHIC (for trips to Europe) and visas (if required).

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Updated: September 2017 Review date: September 2018



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APPENDICES

All Appendices are available in <S:\Trips\RPPS TRIP Organisation>

Appendix A – Planning an off-site visit

Appendix B – Application for visit

Appendix C – Blank Risk Assessment

Appendix D - Trips letter template

Appendix E – Off-site Accident Form

Appendix F – Picnic lunch order form

Appendix G– Emergency Action Plan 2016-17

Appendix H – Trips Evaluation

Appendix I – School Trips Information for Bursar

Appendix J – Residential Visits Information Form (Form 10)

Appendix K - Checklist for Group Leaders (Form 11)

Appendix L - Medical Information and Parental Consent - Residential

Appendix M Medical Information and Parental Consent - Outside UK (Europe)

Appendix N - Medical permissions form template

Appendix O – Roles and responsibilities on off-site visits