



Off-site Visits, Residential Trips and Risk Assessments Practice and Policy

Dormer House School provides a number of visits and annual residential trips related to the school's curriculum. As well as providing lasting memories, these visits will:

- enhance curricular and recreational opportunities for pupils;
- enable pupils to share experiences and activities which enrich the curriculum;
- provide a wider range of experiences than could be provided on site;
- promote independence and resilience in new learning environments.

In this policy we seek to establish a clear and coherent structure for the planning of our off-site visits. This policy should be read in conjunction with all Health and Safety policies and the **Safeguarding Policy** (including **Safer Working Practice** guidance) to ensure that any risks are managed and kept to a minimum.

See also:

- *Health and Safety of Pupils on Educational Visits: A Good Practice Guide* – (DfES 1998) and its supplements:
 - *A Handbook for Group Leaders* (DfES 2002)
 - *Group Safety at Water Margins* (DfES 2002)
 - and the school documentation on residential trips.

Parents will receive details of arrangements at the time of each visit. Parental consent covering all day trips is given at time of enrolment. For overnight trips parental consent must be given in advance.

RATIOS (Government Guidelines)

- Early Years Foundation Stage (nursery): one adult to every four children
- Reception, Years 1 to 3: one adult to every six children
- Years 4 to 6: one adult to every 10 - 15 children

RISK ASSESSMENTS

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?

- What steps will be taken in an emergency?

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will double-check that all adults helping to supervise the trip have been subject to police checks or are supervised and that they are aware of all other risk assessments related to the trip.

OFF- SITE - LOCAL 'WALKS' TRIPS

- Upon admission parents are asked to complete a 'permission slip'. If any parent declines, then their child will be left with the remaining classes for the duration of the outing.
- For Nursery classes the safety rope will be used.
- For walking along the road, Nursery ratios will be 1:4 (2 year olds), or 1:6 (3/4 year olds), Lower School ratios will be 1:6 and Upper School ratios will be 1:10.

OFF-SITE DAY TRIPS

- Written information by letter, text or email will be provided for parents prior to the trip stating: destination, food and drink requirements, transport arrangements, appropriate clothing, timings and costs.
- We will adhere to the adult: child ratios specified in this policy.
- All trips off site (including sports fixtures) require a risk assessment and must have prior approval from the Head Teacher (See trip form).
- Where possible staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment.
- First Aid equipment will always be taken, along with epipens and inhalers.
- All adults will be issued with a list of the children in their care.
- The registers will be taken at the beginning of the trip, the children head counted continually throughout and the register taken before leaving.
- It is the class teacher's responsibility to take all emergency contact numbers for the children with them (these are kept in medical bags).
- The class teacher will be required to take a mobile phone and ensure that the number is left in the Nursery and Main School Office.
- It is the class teacher's responsibility to ring the main school office should there be any change in the day's schedule.

OFF-SITE RESIDENTIAL TRIPS

Children in Years Four to Six have the opportunity to take part residential visits. Such visits enable children to take part in outdoor and adventure activities as part of their curriculum.

How visits may be authorised

The Headteacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school. The school's educational visits co-ordinator, who may be the Headteacher, will be involved in the planning and management of off-site visits to:

- ensure that risk assessments are completed;
- assign competent staff to lead and help with trips;
- make a preliminary visit to the venue, in order to carry out an on-site risk assessment
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity. The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times. The Local Authority should be notified of educational visits abroad.

Visit plan

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and Headteacher;
- medical questionnaire returns;
- first-aid boxes.

This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.

Signed

Date: