

**THE ROCHE SCHOOL**  
**Educational Visits & Ratio Policy**

*This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

<b>Information Sharing Category</b>	Public Domain / School Shared System (Public copy provided on request)
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## **Introduction**

Trips, visits and learning off-site comprise an essential part of the school curriculum at The Roche School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world. Just as with all other elements in course programmes, educational visits should have clear, relevant and achievable aims and objectives.

Within school, responsibility for educational visits rests with the Advisory Board and the Headteacher, however all school employees have a responsibility to:

- Take reasonable care of their own and others' health and safety
- Co-operate with their employer
- Carry out activities in accordance with training and instruction
- Inform the employer of any serious risk

This policy has been produced to offer school staff advice and support in the planning and organising of all off-site activities in order to ensure the health and safety of the pupils.

## **Definition**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

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- **Onsite:** where an educational visit is undertaken on site and during the school day
- **Local Visits:** within walking distance of the school
- **Day Visits:** generally over one hour from the school or where local/hired transport has been used and any trip where the group return to school before the end of the day
- **Residential Visits in UK:** trips where at least one night is spent sleeping away from home/school
- **Residential Visits Abroad:** trips where pupils are travelling outside of the UK

## **Aims and Expectations**

Most classes in the school will have one educational visit each term, although there may be fewer in the Reception and Nursery. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, music or language trips. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

## **Volunteers**

.Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Please refer to the Volunteer Policy alongside this policy.

Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 1 week ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks. At no point will volunteers on whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

## **Planning & Preparation for a Trip**

### Approval for Visits: In Principle

The group leader should obtain approval from the Deputy Head Teacher who acts as the school Educational Visits Co-ordinator as to the general suitability of arranging the proposed visit. This approval is only 'in principle' and must be obtained before any substantial arrangements are made. The Deputy Head Teacher must also be regularly informed of the progress of the planning of the visit. Thereafter, and as soon as possible, the group leader should complete the formal arrangements.

Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book transport as applicable.

### Approval for Visits: Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- Class teachers will book the entire trip on the agreed date. They will calculate a cost per pupil, inclusive of transport. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary.
- In cases where school lunches are affected, kitchen staff must be informed by the class teacher prior to the departure.
- Class teachers must complete a risk assessment for the proposed trip. Completed risk assessments are held in the School Office.
- Class teachers will inform the parents in advance of dates of school trips by email or newsletter with further specific details in a separate letter, giving at least 2 weeks' notice.
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- Payments will be made directly to the class teacher. Once all payments and consents are returned, the class teacher will give them to the School Office.

### Risk Assessments

A full risk assessment must be completed 2 weeks prior to a trip, which must be approved, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left for the Deputy Head Teacher and Head teacher. The Deputy Head Teacher or Head Teacher must sign off the paperwork created by the group leader.

### Parental Consent & Information

Parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required. Permission will be specifically requested from parents for all trips.

The parents or guardians must be fully informed about the visit in a circular from the school, drafted by the group leader, which should explain:

- Its nature and purpose (to include aims and objectives)
- Outline the programme/itinerary making reference to issues such as working near rivers or roads
- How and when pupils will be supervised – making special reference to any work not directly supervised
- Insurance arrangements where applicable

### Payments for Trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payments are made by way of cash, cheque or online transfer.

In the case of trips within London, the class teacher will always seek to use public transport unless there are good reasons not to. For residential off site visits where the costs are likely to be higher, payment plans are available, to spread out the cost.

### Residential Trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of insurance and payment plans. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

## Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Head teacher. This has been conservatively adapted from guidance from the HSE and Wandsworth Borough Council

<b>Trip Type</b>	<b>Pupil Age</b>	<b>Ratio</b>
Onsite	Nursery	Children who are 2-1:4  Children who are 3-1:8 or 1:13 with fully qualified teachers
	Reception & Year 1	1:10
	Years 2-4	1:20
	Years 5 & 6	1:20
Local Visits	Nursery	1:3
	Reception – Year 1	1:6
	Years 2-4	1:10
	Years 5 & 6	1:10
Day Visits	Nursery	1:3
	Reception – Year 1	1:6
	Years 2-4	1:10
	Years 5 & 6	1:10

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UK Residential	Nursery – Year 1	N/A
	Years 2-3	1:6
	Years 4, 5 & 6	1:10
Residential Abroad	Nursery – Year 1	N/A
	Years 2-4	N/A
	Years 5 & 6	1:8
	NB. Ratio of 1:5 for pupils under age of 10 if overnight trip	

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

### Explanation of Ratios Applied to Educational Visits

**Onsite:** due to the fact that pupils are familiar with this environment and they attend it on a daily basis there is no specific need to increase the number of staff where common sense and safety is able to be reasonably applied. This also includes use of Wandsworth Park but not walking to or from the park as there are a number of very busy roads that the children need help to cross.

**Local visits:** where trips are lead/attended by experienced members of staff and the children can reasonably walk the distance to and from the venues these ratios are applied. This may be the walking ratio for getting classes to/from the park but does not denote how many adults will be at the park with them. This ratio specifically applies to Year 5 & 6 when they go to tennis in the Summer Term.

**Day visits:** the majority of school visits are classed as day visits. These include trips to within London and outside where the school will book a coach/mini bus or may accept parental offer of a personal car, where the parent is accompanying the group and are bringing their own child/children.

**UK Residential:** due to the nature of these trips they will only apply to older pupils. Where a pupil's behaviour is deemed unacceptable for reasons of safety before a trip they may be excluded from the trip. If a pupil's behaviour is deemed unsafe while they are on a UK-based residential trip their parents will be called and the parent must collect their child immediately or the parents may choose to have the school accompany the pupil home and they will then be financially liable for the costs associated with bringing the pupil back. This will include both the costs of the pupil and the member of staff accompanying them.

**Residential Abroad:** due to the nature of these trips they will only apply to older pupils. Where a pupil's behaviour is deemed unacceptable for reasons of safety before a trip they may be excluded from the trip. If a pupil's behaviour is deemed unsafe while they are on a residential trip abroad their

parents will be called and the child may be excluded from any/all activities with the main group and they will be required to stay back at the hotel/residential centre with a member of staff. If this then impacts on the ratio of safety for the other pupils the school may decide at its discretion to bring the child along but limit participation in events.

#### Transport: Key Issues

The group leader must be satisfied that the vehicle and the operators comply with the statutory requirements and with any other requirements laid down by the school. The group leader must liaise with the travel company and request any relevant insurance or first aid documentation prior to departure.

#### Transport: Public Transport

Staff planning to use public transport should apply for tickets at least 2 weeks ahead. They will be free for trips leaving after 9.30am. Journeys for Key Stage 1 children should be kept simple and short; complicated changing trains should be avoided. Security issues should be taken into consideration if travelling during rush hour into Central London. In all cases London Transport staff should be warned in advance that a school party will be boarding a train or bus and will usually be very helpful to the group leader.

#### Transport: Coach Hire

When transporting children by coach, points to consider include the following:

- The group leader should ensure that the vehicle is hired from a reputable company that has the appropriate public service vehicle (PSV) operator's licence.
- All minibuses and coaches that carry groups of three or more children between the ages of 3 and 15 inclusive must be fitted with a seat belt for each child. The seats must face forward and the restraints must comply with legal requirements. It is the responsibility of the supervisor and not the driver of the hired vehicle to ensure that the children's seat belts are correctly fastened.
- When a UK vehicle is used abroad extra care should be taken when getting on and getting off.
- When a double-decker vehicle is used abroad extra care should be taken when getting on and getting off.
- The driver is responsible for the vehicle during the visit.

#### Transport: Minibuses

The following points should be considered when using minibuses to transport children:

- Children should always wear a seat belt.

- Schools running or hiring their own minibuses where any payment is made towards the cost of the pupils being carried require a public service vehicle (PSV) licence.
- Drivers should not be expected to supervise children during breaks.

#### Transport: Ferries

When using ferries and boats the group leader should try to ensure a dedicated area for the group. The group leader should make it clear to pupils how much or how little freedom they have to roam and what areas are out of bounds. It is important that appropriate supervision and discipline should be maintained at all times since misbehaviour is a major cause of accidents.

One of the main causes of misbehaviour on ferries is boredom. Supervisors should ensure that there are plenty of activities to occupy and interest pupils during the crossing. Appropriate medication should be available for those liable to seasickness, but it should be remembered that such medication can only be administered with the parents' written consent. As part of the pre-visit preparation pupils should be made aware of what to do in the event of an emergency.

#### Transport: Aircraft

Travelling by plane can be a more costly option, but it can make significant savings in the amount of time taken to arrive at a distant destination.

Team leaders should:

- make every effort to ensure that members of the party are seated together and not dispersed
- notify the airline if any members of the party have disabilities
- remember that freedom of movement is restricted, but supervision is still an issue and so adults should be seated among the group and not together
- ensure, as part of the pre-visit briefing, pupils are made aware of emergency procedures

#### Other Considerations

Other factors to be considered during the initial planning include:

- the facilities/equipment/clothing to be provided by parents for the visit or by the school or by the education centre
- identify the need for and provide staff training
- the designation of someone to record the details of the visit and to carry accident forms etc.



- insurance arrangements
- information for the provider e.g. names, ages, group size, genders, dietary requirements
- contingency measures for enforced change of plan, late return, sending pupils home early and emergency arrangements
- measures to keep parents fully informed
- the preparation of pupils – to include knowledge and learning skills, safety awareness, behaviour expectations
- briefings for the all adults involved in the trip, including parents

### **Behaviour on School Trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

### **First Aid and Trip Safety**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be aware of the duty of care which is placed upon them. The school's Child Protection & Safeguarding Policy will be implemented during all off-site activities.

First aid provision must be available at all times. There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage for children aged 0-5. As far as possible, this will apply to trips involving children aged 6-11. If this is not possible, we will always ensure through risk assessments that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visit. Staff will familiarise themselves with the exact location of first aid provision when off site e.g. a Maths competition at another school, staff to check they have first aiders available.

The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible

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- Early career teachers (ECTs) to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults must know of any special medication details relevant to any pupil
- First aid kits must be checked and replenished for every trip
- Any individual medicines must be taken on every trip
- Children to be briefed about the importance of staying with their group/partner/adult
- Any adult who has not been DBS checked should never be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, with names of children in their group, expectations and responsibilities, and mobile numbers of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken
- Check the distance to the nearest hospital and availability of transport NB. All adults in the group must know how to contact the emergency services

## **During the Visit**

Staff should make frequent references to the rules and procedures applicable to the visit or particular activity.

- Staff should insist that pupils are inducted into a real sense of safety awareness and good practice. Pupils are also expected to use the correct names of equipment when talking to staff and peers and they should be aware of the storage location of equipment.
- Pupils should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures. Pupils must heed the staff's advice on how to avoid any potential risks when using particular equipment. They are required to behave sensibly at all times, and should be reminded regularly of the dangers of running.
- Doors to sleeping accommodation must be locked at night.
- Tidying/clearing up at the end of a day or the visit should be an accepted part of the visit and time always needs to be allowed for this to take place safely and effectively. Various factors will dictate the time that is needed, but clearing up should never be left until the very last minute. The major safety consideration is that equipment is stored in its designated locations so that the next session is not compromised, and equipment will not be found by subsequent groups in an unsafe condition, or in locations which might cause injury.
- On residential trips the trip leader should keep in regular contact with the Headteacher so that she or the school office can issue bulletins by email or SMS to the parents.

## **Emergency Procedures**

The trip leader must always have read The Roche School Policy on Missing Children and be familiar with the procedure to follow:

### **Action to be followed if a child goes missing on a trip:**

- An immediate head count would be carried out in order to ensure that all other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be taken back to school where reasonably practical.
- Inform the Headteacher or another member of the Senior Leadership Team by mobile phone as soon as possible.
- The Headteacher or alternative member of the SLT must ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue of the school at once.

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- Contact the venue Manager and arrange a search (if applicable).
- If the child is not found after 30 minutes then Police will be called by the trip leader.
- The Designated Safeguarding Lead/Headteacher would inform the Local Children Safeguarding Board.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Advisory Board will be informed.
- The Insurers will be informed.
- If the child is injured a report would be made under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive.

**Actions to be taken once the child is found:**

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Headteacher will speak to the parents to discuss the events and give an account of the incident.
- The Headteacher will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- Media queries should be referred to the Headteacher. No member of staff should communicate with the press without the prior approval of the Headteacher.
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.
- Once a full investigation has taken place, the Headteacher should reflect upon possible reasons for the incident having happened and review current practice, putting measures in place to prevent any future re-occurrence.

- Where a child goes missing but is discovered within the school within the 15 minute search period, the circumstances of the incident must be reviewed and minuted at the next SLT meeting.

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times and they in turn will notify the parents. All accidents, however minor, should be reported in the School Accident Book by the end of the day on which they occur. If the visit is abroad then the incident should be written up as soon as possible on return to the school. Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Pupils should be reminded at regular intervals about the course of action that they should take immediately following a personal injury.

### **After the Visit**

In general, work completed by pupils either during or subsequent to an educational visit, should be displayed as and when appropriate, in a public area in the school. The group leader may organise an assembly for the whole school to showcase the work completed in relation to the trip.

The group leader should ensure that the senior leadership team are informed of the conduct of the pupils so that appropriate comments/praise can be made in assemblies.