

Pownall Hall School

'Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise their academic, sporting, musical and creative potential. The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.'

4b POLICY ON EDUCATIONAL VISITS FOR EYFS CHILDREN

-to Safeguard and Promote the Health and Safety of our Youngest Pupils on Visits outside the School

This policy has been prepared having regard to the DfE 'Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies', ISI Regulatory Standards for Independent Schools (January 2017), DCSF guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide" and the EYFS Statutory Framework. Copies of the policy are available to parents and prospective parents on request.

INTRODUCTION

Pownall Hall School recognises that learning outside the classroom is an essential component in the education and development of our EYFS pupils. We believe that educational visits provide unique opportunities to enhance the early learning goals, extend the knowledge and understanding and support the personal and social development of our youngest pupils. Many visits for this age group are local and most last only half a day. The children are given ample time to settle into the school and their particular class before being taken outside the school.

OUR VISITS

We take great care to plan the out-of-school experiences for our EYFS children and take their age and stage of development into account. There are walks in the school grounds, visits to the theatre, to a local activity farm and a safari park. Children in the Nursery, Kindergarten and Reception are all given the opportunity to be involved in an educational visit outside the school.

RESPONSIBILITIES

Role of the Governors:

The Governing Body is responsible for the safety of the pupils who take part in school visits. In order to authorise the visits, they delegate the following responsibilities to the Headmaster:

- To ensure that the visit has a specific objective that is appropriate to the age and abilities of the pupils concerned.
- To ensure that plans are in place for the safety of pupils, including risk assessments and have been seen by him.
- To ensure that guidance is given in the policy for the practices and procedures relating to health and safety on these visits.
- To be satisfied that necessary assurances have been obtained from external contractors re insurance cover and risk assessment.
- To ensure, as far as it is possible, that the visits are accessible and inclusive for all pupils.

Role of the Headmaster:

- Ensure that the Group Leader is suitably trained, experienced and competent to take on the responsibility.
- Ensure that a fully trained paediatric first aider accompanies the trip.

- Satisfy himself that safety arrangements, including risk assessments, competence and insurance of external contractors are in place.
- Ensure that all staff and others involved on the trip are competent and appropriate to be on the trip.
- Ensure that staffing to pupil ratios are appropriate – 1:4/6 for Reception (according to age); 1:2/3 for Nursery and Kindergarten (according to age).
- Ensure that parents are fully informed and have given their consent and contact information for the duration of the trip.
- Give staff time for any pre-visits, as necessary and provide any training required well in advance.
- Ensure that emergency procedures are in place in the event of a major incident/accident.
- Receive a report of each visit outside the school and review practice and systems if necessary.

Role of the Group Leader/ Teacher in Charge:

- Prepare a plan outlining the nature of the visit and its benefits to the pupils for the Headmaster's authorisation.
- Discuss and decide on the staffing for the visit with the Headmaster and EYFS Co-ordinator and allocate supervisory responsibility to each adult for named pupils.
- Nominate a Deputy Group Leader.
- Ensure that each pupil knows which adult is responsible for them and is prepared for the visit.
- Ensure that all adults and pupils are aware of the expected standards of behaviour.
- Ensure that a member of staff, who is fully trained in paediatric first aid, will accompany the visit.
- Be familiar with the school's first aid policy.
- Ensure that a First Aid Kit is taken.
- Ensure that the school mobile phone is taken and encourage other supervisors to take their own mobile phones.
- Consult the chairman of the Health and Safety Committee, who monitors the Health and Safety in the school, if she/he feels further training is necessary.
- Inform the parents about the visit, the equipment/clothing required and obtain their written consent and contact information.
- Ensure that everyone accompanying the trip, including any parent, has an appropriate DBS disclosure.
- Have prior knowledge of the pupils, including any special educational needs, medical needs or disabilities. Discuss any concerns with the Headmaster/ EYFS Co-ordinator.
- Complete all relevant risk assessments.
- Provide a brief report at the end of the trip, reporting any accidents/incidents or near accidents/incidents and the action taken at the time plus recommendations for any changes to procedures and systems to further improve safety.

SEE APPENDIX 1 FOR GUIDANCE WHEN ARRANGING AN EDUCATIONAL VISIT OUT OF SCHOOL

SUPERVISION

- Every trip out of school must have a Group Leader and a Deputy Group Leader.
- Every visit must include a member of staff who has a full paediatric qualification in First Aid.
- Staff/adult : Our considered recommended ratios for off-site visits and remote supervision:
Nursery and Kindergarten 1:4 according to age; Reception 1:4/6.
- Staff must be clear about their personal supervisory responsibilities – a briefing meeting must be held before the day of the visit and include what must be done if a child goes missing and in case of other emergencies, for example delayed return, an injured child/adult.
- Parents who accompany the children must have an appropriate DBS check and be well briefed on their roles before the visit.
- Staff must carry lists of the pupils on the visit, medical information and school and parent contact numbers.
- The Group Leader/Teacher in Charge and other staff carry mobile phones.
- Pupils must be readily identifiable (school uniform) and have a badge which gives the name of the school and a contact telephone number.

For all walks within the enclosed school grounds, the children will be supervised by their Teacher and a

Teaching Assistant who holds a level 3 statutory qualification (as defined by the Children's Workforce Development Council). The children will be briefed in advance about the visit and of the standards of behaviour expected. A paediatric first aider is always on site in school.

PUPILS

Each pupil should:

- know who their supervisor is,
- have been given clear, understandable, appropriate instructions and information in line with their age and understanding,
- never be on their own.

SAFETY

Safety Is Always Our Top Priority

Even the shortest of visits needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly by the Group Leader before a repeat visit is made should this venue be used in the future.

The Group Leader/ Teacher in Charge must ensure that supervisors conduct head counts:

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- On leaving the destination
- On arrival back at the school

Where we walk, the children must walk in pairs, with one adult at the front, one in the middle and one at the back. Children must be reminded about basic road safety and of the expected standards of behaviour.

When we travel by coach, supervisors must check that the pupils are sitting properly and wearing their seat belts.

Staff must take a school mobile phone that must be charged and switched on at all times. Use of personal devices is not permitted unless prior permission is given by the Headmaster. Parents are not permitted to bring or use mobile devices.

Missing Child Policy

If, despite the school's attention to safety, a child goes missing – either from school, or on a visit, we follow the procedures set out in our Missing Child Policy, which are attached to this policy, **SEE APPENDIX 2**, and must be taken on the visit by the Group Leader.

Illness or Minor Accidents

If a pupil has a minor accident or becomes ill, the Group Leader, or Deputy Leader will phone the parent's emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the Group Leader will designate the Deputy Leader to take him/her to the local hospital or, if the illness is more minor, back to the School. The Deputy Leader will remain with the child at the hospital or Medical Centre until a parent or carer arrives. The school must be informed.

TRANSPORT

The Group Leader will liaise with the Bursar/Office Manager to:

- Ensure that the coach company is reputable and has the right insurance cover and risk assessments in place. [It is our regular practice to hire a local, well known coach company, whose coaches are fitted with front-facing seats and seat belts and conforms to our standards and conditions.]
- Ensure that the level of supervision is in line with or better than DfE recommended ratios.
- Conduct a travel risk assessment and check the insurance cover.
- Ensure that First Aid Kit and mobile phone are available at all times.

The Group Leader and supervisors must occupy seats which allow them to supervise properly and take extra care when pupils are boarding and leaving the coach.

Delayed Return

The Group Leader/Teacher in Charge must ring the school if there is any delay, for example, if there is heavy traffic or the coach breaks down. The School Office has copies of all permission slips and will phone the parents to warn them of a delay.

SCHOOL MINIBUS

No one is allowed to drive the school minibus unless she/he has qualified as a minibus driver.

For any minibus journey that involves EYFS pupils, supervisory ratios should be in accordance with DfE recommendations or better, excluding the driver.

The school will arrange and fund First Aid courses, as well as training in driving the minibus for all staff who are involved in visits.

Pownall Hall School's policy is to discourage staff from transporting pupils in their private cars. If this is absolutely necessary, then staff must contact their own insurance company to inform them of 'business use' and must ensure that they have the correct seating arrangements to comply with the law.

If, for good reason, and with the permission of the Headmaster, parents use their cars to transport pupils other than their own son/daughter in connection with a school visit, their cars must be equipped with the appropriate seats for the age group.

Consent must be given by parents for their child to travel in a private car belonging to a member of staff or another parent.

PARENTAL INVOLVEMENT AND CONSENT REQUIRED

- All parents will be told briefly at the annual curriculum meeting in the autumn term that the curriculum will be enhanced through a range of outdoor activities and educational visits during the year. They will be informed fully of these activities and visits well in advance. All visits for EYFS children are optional.
- All draft letters must be given to the Headmaster for his approval before being sent to parents.
- Parents must be informed of any special requirements for the visit including clothing and equipment, time of leaving and return and the full itinerary.
- A medical form, which includes emergency contact numbers for the duration of the visit, and a consent form for emergency treatment to be given in the unlikely event that they cannot be contacted, must be sent to parents. These forms must be completed, signed and returned to the Group Leader by the date given.
- Charges must be made clear and adhered to. Any surplus must be reimbursed after the trip.

NB

We do require parents' written consent if we are to take their son/daughter on any visit out of school. Please note that we are unable to take pupils without the required consent forms. We will always send the forms well in advance and require them back as soon as possible and at least 5 days before the start of the visit.

INSURANCE

- Parents must be made aware of the insurance cover and copies sent to them, if requested.
- Where any external contractors are used the Headmaster/Bursar/Group Leader must satisfy themselves that the insurance is adequate.

The school has Employers' Liability Insurance and Public Liability Insurance and the Bursar ensures that there is valid insurance to cover all visits for the EYFS. The Group Leader must take details of the insurance company on any visit

outside the school.

Coach operators' insurance must be checked by the Bursar/ Office Manager before the visit takes place.

The law places the Group Leader in 'loco parentis'. The DfE 'Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' should be read by all Group Leaders. It explains that their responsibility is to 'act as any reasonable parents would do in the same circumstances'. Staff who take part in visits and activities outside the school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Pownall Hall School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines and policy.

EMERGENCY PROCEDURES

- 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's first priority must be to summon the emergency services, and to arrange for medical attention for the injured and contact the parents and the school.
- One of the accompanying members of staff should accompany the injured pupil(s) to hospital and would remain with the child/children until their parents arrived.
- The Deputy Leader must ensure the rest of the group are safe and well looked after whilst the Group Leader attends to the other priorities.
- The Group Leader would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headmaster are maintained. He/she would also need to arrange for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the school, depending upon the circumstances.
- The School Office would notify the insurers as quickly as possible. A full record of the incident and the actions taken should be written by the Group Leader.
- The school, depending on the nature of the incident, will implement its own communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible.
- We recognise 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.
- We will use mass communication methods (email, messages on our web, local radio) for communicating with those whose children are not affected.
- Where possible, communication with the media must be left to the Headmaster. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge
- The media must not be allowed any access to the children.

SEE ALSO APPENDIX 3 – ACTION TO BE TAKEN IF A CHILD GOES MISSING.

EQUAL OPPORTUNITIES

The school operates an Equal Opportunities Policy. All pupils are entitled to take part in educational visits and will not be prevented from doing so because of equal opportunities issues.

COMPLAINTS PROCEDURE

The school has a Complaints Procedure. It is available if anyone is unhappy with any aspect of an educational visit, although the EYFS Coordinator would be the first point of contact.

MONITORING AND REVIEW

This policy will be monitored by the Headmaster and the EYFS Coordinator. It will be reviewed annually in line with new guidance, updated regulations and the reports of Group Leaders and accompanying staff who feel the procedures may need to be improved.

Approved by the Governors
(Including Appendices 1 and 2 and all forms for parents)

February 2018

Signed: *Mrs. Eileen MacAulay, Chair of Governors*

February 2018

Review Date: February 2019

References:

- A: The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, January 2017 version. (www.isi.net).
- B: "Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies" DfE (www.education.gov.uk)
- C: "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," DCSF guidance, 2004 (www.teachernet.gov.uk) HASPEV
- D: "School Trips" and "Minibus Safety", ROSPA guidance documents (www.rospa.com)
- E: "Taking Students Offsite" ATL guidance document (www.atl.org.uk)
- F: "School Trips and Outdoor Learning Activities" HSE (www.hse.gov.uk)

Appendices:

1. USEFUL GUIDANCE FOR EYFS GROUP LEADERS
2. Important Information and Emergency Procedures for Group Leaders and Staff who accompany Pupils on Educational Visits

APPENDIX 1 - USEFUL GUIDANCE FOR EYFS GROUP LEADERS

PREPARATORY ARRANGEMENTS

Visits made by the EYFS pupils need to be planned well in advance, as dates need to be agreed with the Headmaster. Parents will be made aware of possible visits which enhance the curriculum at the annual information meeting at the beginning of the autumn term. At that stage, it will probably not be necessary to finalise the dates of all of the short, local visits planned for the spring and summer terms; but a general indication should be given.

Actions for the Group Leader/Teacher in Charge

Planning and initial arrangements:

- **Dates need to be fixed well in advance/ as soon as is practicable** for the following visits, where there may be a need to draw upon accompanying staff from other parts of the school, or where parent volunteers (who may need DBS checks) are used.
- **Permission for the visit should be sought from the Headmaster.**
- **Bookings should be made for the venue and transport.**
- **Pre-inspection visits should be carried out and risk assessments should be prepared/obtained.**
- **Costings should be agreed with the Bursar.**
- **Parents should be informed in writing** of the nature of the visit, the date, provisional costing and any advice, where necessary, regarding food and clothing. The consent form should be attached.

Prior to the visit:

- Bookings should be finalised and tickets should be checked as they arrive.
- Check that all required details about the coach have been received.
- Check that all consent forms have been received.
- The Group Leader must prepare a file containing: booking details, telephone numbers of all locations to be visited, risk assessments, parental consent forms (these forms include all medical details and emergency contact numbers), emergency contact numbers for school, a copy of this policy and the school's first aid policy and details of the coach company.
- Accompanying staff and adults should be briefed about the visit, including the itinerary, contact details, their roles and responsibilities, the group of children which they will be supervising, the risk assessments and emergency procedures. They should be provided with written copies of all relevant information.

Prior to Departure:

- Remind the children of the aim of the visit and of the expected standards of behaviour
- The travelling first aid kit should be collected and checked.
- Collect school mobile phone (check that it is charged) and camera
- Collect bottled water if applicable

During the visit:

Primary responsibility for the safe conduct of the visit rests with the Group Leader. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. She/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
- Checking that all pupils wear their seat belts
- Enforcing expected standards of behaviour
- Keeping account of all expenditure
- Recording any accidents or near misses

CONSENT FORM FOR EYFS VISITS

VISIT to:.....On:.....

Teacher in Charge/Group Leader.....

Departing from the school athours

Returning to the school athours

Nature of Activity:

Equipment Needed by your son or daughter:

- Wellington Boots
- Waterproof Coat/Suit
- Warm hat and gloves
- Sun Hat
- Sun cream

Maximum number of pupils, who will be accompanied by members of the teaching staff andVolunteers.

Any parent who is interested in volunteering to help on this visit should contact.....

[S/he will normally be asked to consent to the school obtaining a DBS disclosure].

Transport:

The children will walk.....

Coach to and from

We only book coaches fitted with seat belts, from a company well- known to us, whose drivers have been cleared with the DBS

School Minibus, with booster seats, driven by a member of staff,

Cost.....to be added to your bill for the next term

Medical Information

Does your child have any allergies or sensitivities to food, pets or to insect stings? Please give details:

Does your child have any chronic or recurring medical conditions needing regular or occasional medication or treatment? Please give details:

Does s/he require any special arrangements to be made? If so, please describe them briefly below:

Does your child suffer from travel sickness? [If so, may we have your permission to give him/her a travel sickness tablet, of your choice and supply, that is suitable for children aged 3 and over?]
Does your child suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities? Please give details:
Date of last tetanus injection?

CONSENT TO EMERGENCY TREATMENT

I/ We authorise the Teacher in Charge, or an authorised deputy acting on his/her behalf to *consent* on the advice of an appropriately qualified medical specialist to *my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure* under the NHS if he/she is unable to contact me/us time.

Signature of both parents: _____
or Guardian

Emergency Contact Details for the period covered by the visit:

NAME:.....Tel.no:.....Mobile:

Email:Work.no:.....

NAME:.....Tel.no:.....Mobile:

Email:Work no:

FAMILY DOCTOR:.....Tel .no:.....

Address:

.....

POWNALL HALL SCHOOL

Behaviour code form:

I/We understand that my/our son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given by a member of staff or by an Instructor at a centre at all times.

Signed: Signed.....

Name: Name:

Date: Date:

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to Pownall Hall School by.....

Appendix 2

Important Information and Emergency Procedures for Group Leaders and Staff who accompany Pupils on Educational Visits

General:

Pupils should not be allowed to take part in dangerous activities without prior training and parental permission and must always be accompanied by a trained instructor or member of staff.

River walking is forbidden.

Pupils should be closely supervised at all times. The responsibility on the staff is huge and they must be professional at all times to lead by example and ensure the safety of the pupils in their care.

All staff must accept that they are on duty 24 hours a day throughout the length of the visit.

Staff relations with each other and their behaviour on such trips should set an example to the pupils and be above reproach in all circumstances.

In the evening, staff must remain in the accommodation with the pupils unless the whole party goes out together.

In case of serious incident/accident:

1. Establish the nature and extent of the emergency.
2. Establish that all members of the party are accounted for and safe.
3. Establish the extent of any injuries and administer first aid if qualified to do so.
4. Establish the name(s) of the injured and call the appropriate emergency service(s).
5. Advise other staff of the accident and the procedures in operation.
6. Ensure that an adult in the party accompanies the casualty/casualties to hospital.

7. Ensure adequate supervision for the rest of the party and arrange for their return to base – all must be cared for and protected from the media.
8. Arrange for one adult to liaise with the emergency service(s), control access to telephones by others until the Headmaster has been contacted and all relevant information given out.

The staff emergency contact should inform parents, guardians and relations of:

- pupils who have been involved in the incident
- pupils who have been involved, but not hurt or directly affected
- teachers who have been involved.

9. Do not discuss the incident with the media. This will be done by the Headmaster or his representative if appropriate.
10. Record relevant details of the incident as soon as possible – including names and addresses of witnesses and be sure to keep any associated equipment in its original condition.
11. It may be necessary to arrange for interviews to record statements from all involved in the incident (with parents/guardians present if needed).
12. Accident forms will need to be completed on return. Contact may need to be made with the insurers, the police and the Health and Safety Executive. Discuss with the Headmaster before any contact is made.
13. If a pupil needs to go to the police station, they should be accompanied by a member of staff at all times. His/her parents/guardians and the Headmaster should be informed immediately.
14. It is essential to carry lists of pupils and staff, their telephone numbers, addresses and details of their medical condition where relevant. Duplicate lists must be left within school and with the staff contact during out-of-school hours.

In case of medical illness:

1. If a pupil becomes ill, or has an accident, the doctor should be called. His/her parents/guardians should be contacted and advised of this.
2. If a pupil has to go to hospital, the pupil's parents/guardians should be informed by telephone immediately. A member of staff should accompany him/her to the hospital and stay until the parent/guardian arrives. The Headmaster should also be informed.
3. Record all relevant details as soon as possible.
4. Points 9 to 12 above may apply in some cases of hospitalisation.

Guidance if a Child goes missing on an Educational Visit

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count must be carried out in order to ensure that all the other children are present
- The Group Leader must coordinate a search of the immediate vicinity
- If the child is not found immediately then the police must be contacted
- Inform the Headmaster by mobile phone
- The Deputy Leader and support staff must take full responsibility for the safety of the remaining group.
- Contact the Police
- Where it proves necessary, the school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care and:

- The DP/DDP will inform the Chairman of Governors
- The DP/DDP will inform Ofsted
- The Insurers will be informed
- If the child is injured a report will be made under RIDDOR to the HSE
- The DP/DDP will inform the Local Children Safeguarding Board

The incident report will contain a full written record of all events up to the stage when the child was found. Procedures will be examined and adjusted as necessary.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and comfort the child and other children in the group
- The Headmaster will speak to the parents and other agencies, as appropriate, to discuss events and give an account of the incident
- Media queries should be referred to the Headmaster
- There must be a full written incident report and procedures must be adjusted where necessary.