

## Educational Visits and Off Site Activities

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### Policy Statement

This document is reviewed annually by the SLT, or as events or legislation change requires. The next scheduled date for review is September 2022.

Banstead Prep School places a high value on educational visits, tours and fieldwork and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school mission of providing a first class education. Visits also play an important role in allowing the school to meet its aim of developing the confidence of the pupils to take appropriate risks and its aim of encouraging our pupils to become responsible citizens.

BPS ensures that all pupils can participate on a school visit regardless of ethnic origin or religion. The needs of pupils with a disability or SEN are taken into account during the planning of any trip.

The safety of pupils on visits is of paramount importance. BPS accepts that visits cannot be completely without risk but requires staff that lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils' health, safety and welfare.

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The types of trips organised by BPS include:

- Day trips
- Theatre productions
- Museum and gallery visits
- Local visits to community centres, such as local churches or the High Street
- Fieldwork and coursework visits (Geography; Art; History)
- Outdoor pursuits (climbing and water sports)

Residential visits

- Team-building
- Sports tours
- Cultural visits (History; MFL)

The BPS Educational Visits Policy and Procedure is informed by:

- *OEAP NG guidance document 5.3b - Writing an Establishment Visit Policy*
- *Group Health and Safety policy page 11*
- *DfE Health & Safety Advice on legal duties and powers (February 2014)*
- *Standards for local Health and Safety of Pupils on Educational Visits (HASPEV), (2001)*
- *Standards for LEAs in Overseeing Educational Visits (2002)*
- *Standards for Adventure (2002)*
- *A Handbook for Group Leaders*
- *Group Safety at Water Margins*
- *Adventure Activities Licensing Regulations (2004) (for England, Scotland and Wales)*

This policy applies to all sections of the school, including the EYFS setting. Banstead Prep School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Banstead Prep School is fully committed to ensuring that the application of the Educational Visits Policy is non-discriminatory, in line with the UK Equality Act (2010). Full details are available in the school's Equal Opportunities Policy document.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- Curriculum Policy
- Special Educational Needs and Disabilities Policy
- Admissions Policy
- First Aid Policy and associated documents on specific medical conditions
- Behaviour for Learning Policy
- Supervision Policy
- Care and Consideration: Anti-Bullying Policy

## **Procedures**

## Management Structure and Responsibilities

**Approval:** Final authorisation for each visit, including approval of the risk assessments, must be made by the Headteacher or the Educational Visits Coordinator (EVC), who acts on behalf of the Headteacher in their absence.

**Monitoring:** The monitoring, review and management of visits is the duty of the Health and Safety Committee, which is chaired by the School Business Manager and meets once a term.

**Pupil Behaviour:** The responsibility of the behaviour of pupils on any visit lies with the party leader.

## Educational Visits Co-ordinator

The main functions of the EVC are to:

- Ensure their own training is up to date; EVCs must complete an OEAP EVC training course and have this refreshed every three years.
- Support the Headteacher in ensuring that all visits follow regulations and guidelines, together with the school's relevant policies and procedures
- Liaise with United Learning to ensure that all educational visits meet the group's requirements, including those of risk assessment
- Approve educational visits as agreed by the Headteacher
- Ensure that staff are adequately prepared to organise and run a visit safely and assign competent people to lead or otherwise supervise a visit. Assess the competence of leaders and other adults proposed for the supervision of visits. They may need accreditations from an awarding body.
- Ensure that any necessary DBS checks are in place e.g. for parent volunteers on overnight stays (though this is very rare at BPS).
- Check letters sent home to parents and work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Assist with writing risk assessments and, where necessary, to arrange appropriate training to ensure appropriate safety measures are in place
- Ensure visits have appropriate support ratios and adequate cover for first aid and pupil supervision to adequately safeguard all party members
- Organise emergency arrangements and ensure there is an emergency contact for each visit
- Keep records and monitor individual visits through the completion of trip evaluation forms, including written reports of accidents and near misses, to review in association with the EVC and the Health and Safety Committee. Reports of medication given should also be kept on the paper log of medicines administered provided with every first aid kit.
- Review systems and, on occasion, monitor practice

## Proposing and Planning a Visit

1. Complete the 'Planning a School Trip' form (Teams>BPS All Staff>School Excursions>Master Forms). This form has three tabs, and all information should be completed where possible.
2. Ensure adequate supervision. Check with the venue and school regarding teacher/student ratios and request additional support (i.e. teaching assistants, parent volunteers) if necessary.
3. Organise a meeting with the Business Manager and to discuss logistics and costings. We will use your 'Planning a School Trip' form to scaffold the discussion so please ensure it is completed and accessible at the meeting.
4. Once you have met with Business Manager and, you can now book the trip directly with the venue. All invoices should be directed to the Business Manager.
5. Input the trip details (including minibus booking if appropriate) on the iSAMS Calendar for approval, ensuring no clashes
6. Arrange appropriate transportation at least **one month in advance**
7. Check that parental consent for off site visits has been obtained
8. Write your trip letter. You will need to consider the following:
  - a. Where you are going and why
  - b. What activities the children will be participating in
  - c. Date and times of the trip
  - d. What the children are required to bring with them
  - e. What the children are required to wear
  - f. What food will be provided or required, if necessary
  - g. A reminder for all medical/dietary information to be up-to-date on school records
9. Forward a copy of the trip letter to parents to School Office (for distribution to parents), to the Business Manager (to set up payments in Parentmail) and to the Educational Visits Co-ordinator (for records)
10. Risk Assessment:
  - a. Obtain a Health and Safety Risk Assessment from the venue
  - b. Carry out your own risk assessment by visiting the venue prior to the trip
  - c. Complete the BPS Risk Assessment form. File the completed risk assessment on Teams – All Staff – Educational Visits – Folder for Specific Visit Leave a copy in the office,

along with a list of the students going off-site (see Off Site Activities and Critical Incident Policies).

11. Risk assessments must be signed off as satisfactory by the EVC
12. Inform the School Office of all the pupils and staff who are due to attend prior to the trip. The School Office will sign those pupils and staff out using the InVentry console. Staff should advise if any children are not attending on the day.
13. Inform the catering staff if you are going to be away for lunch and complete a catering request form, if necessary
14. Day of trip: take a copy of the risk assessment, off-site register, trips, mobile phone, critical incident contact list and first-aid kit when you go off-site
15. On your return, you MUST meet with the Educational Visits Coordinator to evaluate the trip and submit a news report with photos to Adrienne Forster

## **Planning a Visit continued.**

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is advisable, where practical, to enable the party leader to identify any potential hazards.

Once it is known who will be going on the trip, the trip organiser is responsible for informing other staff of pupils who will be missing lessons, including peripatetic music lessons.

There must be provision, either in lesson time or in a meeting, for staff to discuss the visit with pupils. This allows expectations with regards to behaviour, uniform and specific information regarding the visit to be discussed. Any pupil with special or medical needs must be spoken to before the visit to ensure that they are aware of any special provision that is being made for them

## **Risk Assessment and First Aid**

The objective of risk assessment is to enable the staff undertaking a visit to adopt proactive procedures to managing identified risks. The risk assessment and arrangement for a visit must include consideration of matters such as:

- Hazardous activities
- Fire precautions and fire procedures, and other emergency procedures
- Pupil supervision, including remote supervision
- Transport
- First aid and the administration of medicines
- Pupil medical conditions, including serious allergies
- Safeguarding and welfare of pupils
- 'Plan B' procedures
- Insurance
- Clothing and equipment
- Inclement weather

Before the visit, staff must be reminded to remain vigilant for new or emerging risks during the visit. The party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of a visit, bearing in mind the nature and purpose of the visit set out by the party leader during the planning of the visit.

First aid provision must be considered when assessing the risks inherent on a visit. For adventurous activities, visits that involve overnight stays, or visits abroad, it is compulsory that there must be at least one trained First Aider in the group, and at least one member of staff with paediatric first aid training for an EYFS visit. When a trained First Aider is not accompanying a visit, the provision for First Aid must be addressed in the risk assessment. All staff should know how to contact the emergency services, including on visits abroad. The party leader must carry a mobile phone, (which also work abroad for overseas trips). First aid kits must be available on a visit and can be collected from the School Office.

Prior to departure the medical conditions of the pupils (available through iSAMS) accompanying the visit must be assessed and taken into account when risk assessing the visit and arranging adequate supervision. The medical notes, which must be given to all staff going on the visit, can refer to Individual Healthcare Plans for certain pupils; the Party Leader must liaise with the Assistant Head – Wellbeing and SENCO when this is the case to ensure that the medical needs of the stated individuals are cared for on the visit. Pupils with any special medical needs and/or physical disability must understand before the trip departure the nature of any special provision that is being made for them. Parental consent must be sought for staff on the trip to authorise necessary emergency medical treatment if parents cannot be contacted.

All staff accompanying a visit must be aware of how to administer an epipen.

## Approval

Risk assessments are compulsory for all visits and must be approved by the Headteacher or EVC. The party leader must email the risk assessment to the EVC. The EVC will check the risk assessment, make any amendments necessary, print a copy, ask the Headteacher to sign it or sign it themselves in her absence and return it to the party leader. The party leader, if satisfied with the risk assessment, must then sign it and make copies for the School Office, all staff accompanying the visit and the SLT contact, if the visit includes time outside of BPS School Office hours.

All staff on a trip must be issued with a copy of the risk assessment, which they must comply with.

## Supervision

In all circumstances staff must be aware that they have a duty of care to make sure that the pupils are safe and a common law duty to act as a reasonably prudent parent would. Each member of staff must receive written or oral instructions specifying her or his duties for the duration of the visit, although ultimate responsibility for ensuring these duties are fulfilled rests with the party leader.

The staffing ratio and relevant experience of staff on the visit will be considered by the party leader and the EVC when planning the visit. The party leader should also take into account the following points when determining the staff/ pupil ratio and these points must be reflected in the visit's risk assessment:

- The ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether or not any hazardous activities are involved
- Any special needs of any pupils taking part

Other points to consider:

- Trip 'supervisors' being accompanied by their husband/partner and/or children must be discouraged and not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole. Exceptions may only occur with the permission of the Headteacher and must be reflected in the visit's risk assessment.
- If a joint visit is arranged with another school, so that both schools share supervision, staff of the other school may be included in calculating the appropriate ratio. The party leader and EVC must be satisfied that the staff of the other school have been appointed in line with our own Safer Recruitment Policy, and this must be reflected in the visit risk assessment.
- Male staff should usually be accompanied by a female member of staff (and vice versa). However, if compliance would result in difficulties for small groups of pupils, the Headteacher has discretion in this matter. The nature and duration of the proposed visit and the ages of the pupils concerned will be taken into account in making a decision and the situation must be reflected in the visit's risk assessment.

## Nursery

Age dependent of the children and qualification of staff

## EYFS

1:6 (EYFS regulations must be adhered to in this area)

## KS1

1:8

## KS2

1:10

Final ratios will depend upon risk assessment and the Headteacher may make exceptions to the above ratios, for instance, for games matches.

On coaches there should be at least two members of staff per coach but in some circumstances the EVC will make a final decision, based on a risk assessment of the visit. This will be reflected in the visit's risk assessment.

### **Remote Supervision**

- **Pupils must not be given unsupervised time, pupils must always be supervised by an adult**
- Pupils should be given a clear rendez-vous location in the event of them being separated from the group
- The risk assessment should address supervision

### **Shared Responsibilities**

#### *External Providers*

The Provider's safety policy and risk assessments must be obtained in writing and checked at the initial planning stage.

It is likely that there will be times when the External Provider's staff will be responsible for the pupils and in accordance with DfE guidance these times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Headteacher must be satisfied with the safety procedures.

### **Joint Trips with other Schools**

There must be one overall party leader and the Headteacher must be satisfied with the procedures in place for the partner school. The responsibility of staff of each school for the pupils of the other must be agreed and made clear to the pupils.

### **Hazardous Activities**

Hazardous and adventurous activities will require fully trained staff to accompany the visit. The party leader and the EVC must ensure that these staff have been vetted, either by BPS or by the company providing the staff, in accordance with our own Safer Recruitment Policy, and this must be reflected in the visit's risk assessment.

Staff accompanying the visit must be qualified<sup>1</sup> and competent. The party leader and EVC must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence<sup>2</sup>, and must be provided with a copy of the centre's Health and Safety Policy.

All BPS equipment used must meet the appropriate safety standards and be properly maintained. It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when completing the visit's risk assessment.

Any visits involving water based activities, including a hotel swimming pool, must be risk assessed with the party leader before the visit and discussed with the EVC at the planning stage. Consideration should be given to whether supervision by lifeguards will be available on the visit.

When planning an activity involving caving, climbing, trekking, skiing or watersports, a check is made that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

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<sup>1</sup>Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education'. Qualifications must be checked in advance by the party leader.

<sup>2</sup>Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.



## Parent and other Adult Helpers

Whilst BPS accepts that other suitable adults may play a useful role in accompanying school visits, they must not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Headteacher may, however, make exceptions to this general rule for instance for -

Groups of 20 or more pupils where there are at least two staff accompanying the group

Parents or other suitable adults must only be allowed to accompany the visit if:

Their inclusion is expressly approved by the Headteacher who must reserve the right to refuse any offer of help.

They have been DBS checked if they will have unsupervised access to pupils on the visit or if the visit includes an overnight stay, and their names are held in a Single Central Register, administered by the BPS HR manager.

They have been informed of the nature of the visit and made aware of their duties and responsibilities. They have been provided with a copy of the visit's risk assessment.

## Staff and the consumption of alcohol

All adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit and so one member of staff must remain 'dry' at all times and, for all staff, the excessive consumption of alcohol is prohibited.

## Transport

### Staff Conveying Pupils in Minibuses or Private Cars

**(see the separate 'Minibuses in the UK' section of the UCST Health and Safety handbook before booking a minibus). Please also see the BPS Use of Vehicles Policy.**

The use of private cars is discouraged but BPS accepts that in some circumstances the use of private cars is unavoidable. When it does occur the situation is risk assessed. Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the School Business Manager must check that the member of staff:

- Has a satisfactory driving licence (staff must bring any endorsements to the attention of the Headteacher). Licences need to be checked annually by the School Business Manager.
- Has fully comprehensive insurance **[which covers use for the purposes of his/her employer's business]**. Insurance policies need to be checked annually by the School Business Manager.
- Has passed a minibus familiarisation course, organised by the School Business Manager.

Whenever staff are driving, the risk assessment relevant to the trip must assess the impact of driver fatigue and include reasonable measures to stop this occurring.

## Coach

The party leader must ensure that any coaches provided meet health and safety requirements. In addition, where the coach driver will have unsupervised access to pupils or accompanying an overnight visit, the party leader must ensure that the driver has been DBS checked in accordance with BPS Safer Recruitment Policy. To facilitate this, it is recommended that staff only use one of the

approved coach companies. Where more than one coach is used on a visit, staff accompanying the visit must be able to be in mobile phone contact with each of the coaches.

### **Approved Coach Companies**

Cruisers

Edward Thomas

Banstead Coaches

Haines – Ashtead

Hardings

### **Air Travel**

The staff organiser must liaise with the tour company or airline to plan meeting pupils at the airport, or organise travel arrangements to and from the airport. It is recommended the budget airlines, such as Ryanair and Easyjet, are not routinely used, as they do not offer alternative travel arrangements if the original flight is cancelled. However, where risk assessments indicate that such airlines are acceptable then permission to use them must be sought from the EVC.

### **Finances and Insurance**

Unless the party leader receives permission from the Headteacher, the visit must be self-financing. Parents should be asked for full payment of the cost of the visit to be made using ParentMail at least two weeks prior to departure. For residential visits, parents can be given the opportunity to spread the cost of the visit over a number of instalments over a number of months. This requires expensive residential visits to be proposed to parents well ahead of the departure date and instalment arrangements agreed with the School Business Manager. The party leader is responsible for ensuring that all participants have made full online payment by the due date.

Visits are covered by the United Learning Group Travel Insurance policy. Details are held by the School Business Manager. If a Hazardous activity is planned this must be discussed with the School Business Manager to ensure that it is covered under this policy.

If a tour operator is used then its insurance policy must be obtained by the party leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

### **Emergency Procedures**

Part of the written arrangements and risk assessments for the visit must include details on how to contact the school during office hours or a designated member of SLT out of office hours. This member of SLT must agree to being the 'contact' and must be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information must also be lodged with the school office and held by the party leader.

It is necessary to contact school or the designated member of staff or parents as appropriate if there is "no show" by any pupil.

Careful estimates must be made of the need for cash (if going abroad, in the currency of the country to be visited). Staff must have sufficient funds available in appropriate form to provide for all anticipated needs plus the ability to contact the School Business Manager, who can 'wire' funds in an emergency.

### **Serious or Fatal Injury – Emergency Procedures Whilst on a Trip**

All staff accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the procedures must be taken on each visit.

The party leader (or the most senior person in charge of small sub-group if out of contact with the party leader until party leader can be contacted) must:

1. Establish the nature and extent of the emergency.
2. Call the appropriate emergency services if required.
3. Make sure all other members of the party are accounted for and are safe. Control pupil access to telephones until given permission to relax controls by BPS SLT.
4. If there are injuries, establish their extent and administer appropriate first aid if trained. Be aware of consequences that might follow if incorrect treatment is administered. Have regard to own safety regarding blood contact.
5. Advise other staff on the visit of the incident and of actions taken. Decide responsibilities to be undertaken by each adult member of the group.
6. If possible, ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available, make a decision as to the best course of action.
7. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
8. Contact the member of SLT on call. Give full details of the incident including:-
  - a. nature, date, location and time of the incident
  - b. details of injuries, etc.
  - c. names and home telephone numbers of those involved
  - d. action taken so far
  - e. telephone numbers for future communication.
9. Do not discuss matters with the media and do not discuss legal liability with anyone.
10. The member SLT on call must contact the Headteacher and establish who will take charge of the situation at BPS and what immediate action will be taken. The Head will advise the chairperson of the Local Governing Board and the Deputy Chief Executive of UCST. SLT will inform parents of any delays that will be necessitated.
11. The party leader must, at the first opportunity, make notes on the incident, as must other people involved. A record must be kept of the names and addresses of any witnesses or people involved.
12. Ensure accident forms are completed as soon as possible. The First Aid Policy outlines in detail how accidents should be reported, including accidents requiring a RIDDOR form.

### **Procedures for Other Accidents/Incidents Whilst on a Trip**

In line with BPS First Aid policy, complete the school accident/incident report form or commit to writing full details as above. Complete the Visit Evaluation Form on return to BPS and submit to the EVC.

## Communication with Parents

It is important that parents are given full and complete written details regarding the organisation of a visit. A **blanket consent form** is used to gain parental consent for participation in off-site sports fixtures and routine visits that involve no more than an everyday level of risk, for example a walk up to the High Street or a coach trip to a museum. The visit organiser/PE Department is responsible for being aware of any new medical conditions affecting the pupils attending trips/fixtures.

**Additional consent** from parents is required for:

- all visits organised by establishments other than schools
- visits taking place outside school hours, including residential
- activities perceived to involve a higher level of risk, such as a visit involving a long journey or adventurous activities such as climbing or watersports

**For all visits off-site**, a letter specific to that visit must be sent to the parents via iSAMS or Parent Mail, informing them of the visit.

Parents are asked to complete a residential trips medical form for each residential trip.

For residential visits, parents and pupils must be invited to the school to discuss details of the visit with the organisers.

Written information to parents must include the following:

- Meal arrangements
- Travel arrangements including time of departure and return
- Activities in which pupils will be allowed to participate
- Name of party leader
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money

If the visit includes a residential stay the letter to parents must also include:

- Accommodation type
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Address and telephone number of party leader at destination
- Insurance cover and name and address of insurers

It may also be appropriate to remind parents in writing that the Headteacher reserves the right to exclude pupils from a trip (residential or otherwise) on behavioural or medical grounds.

## Preparing Pupils

Before a visit pupils must be aware of:

- Who is in charge of the visit
- How to behave
- What to do if they get lost or into difficulties

During a visit pupils must always know how to contact a member of staff in the event of getting separated from the group. On a residential visit pupils need to know the location of staff rooms.

The party leader is responsible for the behaviour of pupils on a visit. The party leader and other accompanying staff must ensure that pupils conform to the following: the BPS Care and Consideration policy (Anti-Bullying); the BPS Behaviour Management policy, for the duration of any

visit. The Headteacher reserves the right to exclude a student from a trip on behavioural or medical grounds.

To ensure that both pupils and staff have an opportunity to discuss expectations, it is essential that the party leader arranges to meet with staff prior to the visit and that the party leader or staff discuss the visit with pupils, either at a pre-arranged meeting or in lesson time. The party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit, always bearing in mind the nature and purpose of the visit set out by the party leader.

If the party leader deems it to be necessary, based upon the age and temperament of the pupils accompanying the visit, a behaviour agreement may be drawn up before the visit, to be signed by both parents and pupils. This agreement will inform parents that any instance of severely unacceptable behaviour will lead to the pupil concerned being sent home as soon as possible and that the responsibility for paying for this, including the cost of sending staff to accompany the pupil, will lie with the parents.

### **Residential and Foreign Visits**

Residential visits must be discussed with the EVC well in advance of the visit, preferably 12 months before the visit departs. The following guidelines must be discussed with the EVC:

- A staffing ratio of at least 1:10 is expected on residential visits.
- If possible, the visit should be accompanied by a member of staff who speaks the language of the country being visited.
- A first aid trained member of staff must accompany the visit.
- Identify areas of responsibility with an external provider; establish who is responsible for settling insurance matters and liaising with emergency/ medical services.
- Travel and accommodation details must be checked to ensure that they conform to acceptable BPS standards (see earlier Transport section on budget airlines).
- Whenever possible residential visits must be arranged through an established tour operator, which must provide evidence that the accommodation meets fire safety standards. On arrival at a residential accommodation, the Party Leader must check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures.
- When staying overnight in a hotel or a hostel one or more members of staff must be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights out.
- Pupils must be reminded to keep their room locked during the night, but with any keys close to hand in case of fire.
- On all visits abroad, pupils' parents must be asked for photocopies of pupils' passports (which must be checked to ensure they are valid) and European Health Insurance cards (EHIC), if travel is to a country where the card is valid. Passports must be carried in hand luggage on a flight by the member of staff supervising the pupils.
- Staff must carry pupils' detailed medical records and contact details of parents. These are stored on the iSAMS but staff must confirm details are up-to-date with pupils and parents before the visit departs.
- For foreign visits, the party leader must research the location and phone number of the nearest British Embassy or Consulate.

### **Information for pupils travelling abroad**

Pupils must be given clear safety instructions before the visit:

On risks associated with the particular type of travel to be used.

On any local customs they may meet which might surprise them and warned of the possibility of giving offence.

That tap water abroad is not always safe to drink.

They must have a valid EHIC to accompany the visit, if it is taking place within the EU.

In some localities abroad, that salads may need to be avoided and fruit must be carefully washed in purified water or peeled.

That the strength of the sun must never be underestimated, especially at high altitudes, and pupils must use sun protection cream and may need a hat.

### **After the visit**

It is very important that after the visit, any necessary paperwork is properly completed. This final stage can be the most easily forgotten but it is a critical part of any visit. Staff must meet the EVC to complete the Trip Evaluation form within **48 hours**. On this form they should clearly highlight any specific areas for improvement, including in matters of health & safety. Any serious incidents should be discussed. It is vital that the EVC is made aware of any critical issues as soon as they arise so that he has all the necessary information to hand.

This policy applies to all members of our school community, including those in our EYFS setting. Banstead Prep School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Banstead Prep School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the School Office and should be read in conjunction with the following documents: Curriculum, Supervision, First Aid, SEND, Equal Opportunities, Behaviour for Learning, Missing Child, Attendance, Health and Safety Policies alongside the Staff Code of Conduct.

**Off-Site Activities Risk Assessment Form**



**Date of trip:** .....

<b>Trip Leader:</b>		<b>Trip Leader's Contact Number:</b>	
<b>Names of supervising adults:</b>			
<b>Year group/No. of pupils:</b>		<b>Ratio: Adults:Pupils</b>	
<b>Trip Venue:</b>		<b>Trip Venue's Contact Number:</b>	
<b>Coach Company:</b>		<b>Coach Company's Contact Number:</b>	
<b>Time depart school:</b>	<b>Time arrive at destination:</b>	<b>Time leave destination:</b>	<b>Time arrive at school:</b>
<b>Risk Assessment Completed By:</b> <i>(signature)</i>		<b>Date Risk Assessment Completed:</b>	
<b>Risk Assessment Checked By:</b> <i>(signature)</i>		<b>Date Risk Assessment Checked:</b>	

<b>Significant Hazards</b> <i>List what could cause harm</i>	<b>Who Might be Harmed/at Risk</b> <i>e.g. staff, children, certain groups</i>	<b>Likelihood of Harm/Risk</b> <i>Remote, Very Unlikely, Unlikely, Possible, Very Likely</i>	<b>Control Measures</b> <i>How will the risk be minimised?</i>	<b>Residual Risk</b> <i>After controls are implemented, (Remote to Very Likely scale)</i>

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Preliminary visit undertaken:	By:	Date:
If not, why not?		
In the absence of the trip leader:		
In the event of adverse weather:		
Plan B		
Arrangements for lunch		
Pupils or staff with identified medical needs:	Pupil and medical need:	Medication to be carried and staff member responsible:

Ensure you have:

- Completed the risk assessment, got it signed by the Headteacher and left a copy in the School Office
- First aid kit
- Critical incident list
- Mobile phone
- List of children and staff
- Medication
- Snacks and lunches (if necessary)





**BANSTEAD**  
PREPARATORY  
SCHOOL  
**Trip Evaluation Form**

*To be completed with the Educational Visits Coordinator.*

Trip leader:

Venue:

Date(s):

Year groups(s):

Educational benefit:
Suitability of activities for the group:
Standard of centre staff:
Standard of food and catering:
Transport arrangements:
Standard of accommodation (if relevant):
Risk Assessment Review – changes/additions for future visits:
Other recommended changes for future visits: