



St John's Church of England Primary School

Off-Site and Residential Policy

Date Approved:	May 2022
Headteacher:	Mrs Samantha Da Costa
Chair of Governors:	Mr Robin Davis
Review Date:	May 2025

Love, Respect, Value

St John's Church of England Primary School is committed to high expectations for all and to embracing equality

Church schools should be places of delight in the discovery of knowledge - places where boundaries of understanding are ever expanding and the implications of our knowledge are also examined

– John Cox (page 70, 'More than Caring and Sharing')

Purpose:

The purpose of the policy is to ensure the highest regard to safeguarding for the community of St John's when on educational visits and on residential trips.

Aims:

We believe that educational visits are an integral part of the enriched curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve progress, and so form a key part of what makes St John's Church of England School an engaging and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Creating new opportunities for learning outside of the classroom environment
- Enhancing and embedding learning
- Increasing critical curiosity and resilience
- Providing opportunities for making sense of the world, creativity, developing learning relationships and practising strategic awareness
- Developing personal relationships and levels of trust
- Improving achievement and attainment across a range of curricular subjects
- Enhancing opportunities for 'real world', 'learning in context' and the development of the social and emotional aspects of intelligence
- Possibilities for genuine team working, including enhanced communication skills
- Improving environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Physical skill acquisition and the development of a fit and healthy lifestyle.

As always our priority at St John's is to ensure that all visits are Safe, Educational and Engaging for all.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, St John's School:

1. adopts National Guidance www.oeapng.info

The Educational Visits Coordinator is referred to as the EVC in this policy. All staff are required to plan and execute visits in line with this school policy and national guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere to them.

Types of Visit and Approval

There are three 'types' of visit:

- visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day; these will include St John's Church, neighbouring streets, parks and localities of Watford
- other non-residential visits within the UK that do not involve an adventurous activity; e.g. visits to museums, farms, theme parks, theatres, etc, which are written onto a risk assessment for approval
- visits that are overseas, residential, or involve an adventurous activity; these follow point 2 above, but the Headteacher then submits the visit to the Trust for approval

School Sleepovers

Any school facility used for sleeping must be equipped with an automatic fire alarm system with smoke detectors and manual call points. This includes school halls and classrooms that will only occasionally be used for sleeping.

There should be a meeting with parents to inform them of the plan so they feel comfortable and well informed.

During the sleepover an EVC must accompany the lead teacher. There must also be one paediatric first aider due to Health and Safety.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on Risk Assessment 21 days prior to the visit. They should obtain outline permission for a visit from the Headteacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. All risk assessments must be seen by the EVC and the Headteacher three weeks before the visit to check all risks are actioned.

All teachers in the year group must carry out the risk assessments together.

The visit leader is responsible for ensuring a risk assessment is carried out and that the risk assessment is signed by the EVC and Headteacher at least 14 days in advance of the visit. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person/s needed. The visit leader will share information with all staff involved in the visit. The visit leader alongside the class teacher must complete specific risk assessments for any individual children that require them and consider our inclusion statement.

The visit leader is responsible for ensuring the mobile phone, first aid kit, high-vis jackets and pupil medication are taken on the visit.

It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed

to inform the Headteacher, EVC and parents.

After the visit, leaders must ensure they give a verbal debrief to the EVC and Headteacher of how the trip went. A record should be made if there is something specific we may need to know for the future. If this is child specific please put on CPOMs or Scholar Pack as relevant.

A record of educational visits is kept on the drive, where notes can be included about the venue.

The **Educational Visits Coordinator (EVC)** will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice, on visit related matters and will check final visit plans alongside the Headteacher.

The **Headteacher** has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the school's insurers to gain approval.

The **Governing Board** will approve the Educational Visits policy and will ensure it is reviewed. They will also approve residential visits.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

Emergency plans must be made for every group making an off-site visit. Detailed guidance on this is provided in the procedures Appendix A to this policy.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from St Albans Diocese Director of Education and the DfE.

Food

The school will provide a packed lunch for children. Unless previously agreed as part of their dietary needs.

Food should not be shared with other children due to health and safety and allergies.

Supervision

The teacher who leads the trip must not have his or her own group of children. It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children should be used:

Nursery	1:2
Reception	1:4 (7 adults for 30 children) 1:6 (on local familiar trips : Church, park, library, etc)
Key Stage One	1:6 (5 adults for 30 children)
Key Stage Two	1:8 (4 adults for 30 children)
Children who need support*	1:1

(*i.e. children with Special Educational Needs)

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

Additional Support:

Parent helpers are welcome on offsite visits and will attend a briefing with the teacher before the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times. All parent volunteers will be given an 'Educational Visits' briefing to ensure what they understand their roles and responsibilities are during any visit. See Appendix B

First Aid

First aid provision should be considered when assessing the risks of the visit. St John's will have travel first aid kits available. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.

Individual medicines, EpiPens and inhalers for example, must be accounted for and provision made for access whilst securing the medicine to only the named person.

Trips for the Early Years must have at least one qualified paediatric first aider.

For adventurous activities, there should be at least one trained first aider in the group.

Parental Consent

Parents should be given information about the purpose and details of the visit at least two weeks in advance. Consent is not required for activities within the School Learning Area that

are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents – via letters, meetings, etc. so that consent is given on a ‘fully informed’ basis.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At St John’s we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend offsite visits; this may involve support from families, particularly if a risk assessment exists for a child.

Farm/Animal Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to: Farming & Countryside Education: www.face-online.org.uk

‘Farm Visits’ in National Guidance www.oeapng.info

Charging/Funding for Visits

Parents will also be asked for a voluntary contribution for all off-site visits that incur costs to the school. Please refer to the Charging and Remissions Policy.

Transport

St John’s will only use a reputable company for coach hire and will insist on their employees holding a relevant DBS check. All will wear seatbelts and remain seated whilst the coach is moving.

St John’s staff (as when in school) will never use their own transport to take a child to hospital whilst on a trip. Should the medical need arise an ambulance will be called using 999.

Travelling on Public Transport

When travelling via public transport the leader must contact a member of staff at the station to inform them that they are on a school trip and ask to escort them to the correct platform and to inform them of their destination. Leaders must ensure all children and staff are on the public transport and board once it is safe.

Once the children have boarded the transport they must be seated wherever possible, all staff and volunteers will give priority to the children.

If at any point whilst using the transport, a group of children are left behind with an adult, the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school immediately or whenever possible.

Use of staff cars to transport pupils – St John's do not use private cars to transport pupils.

Insurance

The school will hold insurance for trips through the RPA. For adventurous trips or trips abroad or residential, the school will ensure that sufficient insurance is in place.

Monitoring and Evaluation

This policy will be reviewed every three years by Trustees or more frequently if an earlier review is deemed appropriate.

Legislation

Health and safety: advice for schools – Ref: DFE-00035-2014 PDF, 254KB, 11 pages

Appendix A – Emergency Plans

1. Emergency action

Should an incident occur, action must be taken to retrieve any situation using the appropriate rescue services. When an emergency occurs, the teacher in charge should follow set procedures which will include:

1. Taking steps to safeguard against further incidents by isolating the group from the scene;
2. Administering first aid or immediate action to prevent further injury or trauma;
3. Accounting for all members of the party, by checking the group list;
4. Sending for immediate help;
5. Ensuring that all accompanying adults are informed of the accident and the action that has been taken;
6. Ensuring any injured student is accompanied to hospital by a responsible adult who has the authority to agree to treatment;
7. Making appropriate arrangements for the other students.

2. Emergency procedures framework during the visit

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

1. Establish the nature and extent of the emergency as quickly as possible;
2. Ensure that all the group are safe and looked after;
3. Establish any casualties' names and get immediate medical attention;
4. Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
5. Notify the police if necessary;
6. Ensure all group members who need to know are aware of the incident;
7. Ensure all group members follow the emergency procedures and the roles allocated to them, revise procedures and re-allocate roles as necessary;

3. Communication

1. Inform the Headteacher and provider/tour operator. The school contact number should be accessible at all times during the visit;
2. Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries' names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
3. The School should notify parents, providing as full a factual account of the incident as possible.
4. Notify insurers, especially if medical assistance is required (this may be done by the school);
5. Notify the British Embassy/Consulate if an emergency occurs abroad.

Record Keeping

- Write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- Keep a written account of all events, times and contacts after the incident;
- Complete an accident report form as soon as possible;

Media

- No-one in the group should speak to the media. The School details can be provided to anyone who enquires. The Headteacher will then follow policy.

Appendix B

Guidance for Volunteers on School Visits

Thank you for your time and assistance with the supervision of the children during their trip.

Our main priority is the safety and welfare of all children during every aspect of the visit from leaving school to their safe return.

We try to minimise risk to children from harm by accidents as well as reducing the risk of harmful behaviours of the public and other adults.

We have a series of measures /expectations and rules to follow for the safety of the children.

1. Transport – We encourage children to get on/off the bus with caution paying attention to the steps and the pathway. Whilst on the bus this sociable time is to be enjoyable for all children but they must remain seated and not lean on any of the seats in front, a reasonable sound level of chatting is expected but no shouting. Unless we say otherwise there is to be no eating or drinking. Please ensure no food is shared.

2. Supervising Children - You may be asked to supervise a small group of children. Please listen to any instructions you are given either from our teachers or the leaders at the place you are visiting. Make sure you know the children's names in your group and how many you are looking after. If you are concerned about any member of the public, please speak to a member of staff.

3. Toileting - Whenever possible, a member of school staff should accompany children to the toilet. If this isn't possible, or in an emergency, please follow instructions from school staff as to how you should help.

5. Mobile phones- We are really grateful for your support and we appreciate that you may have your mobile phone for personal use. Please do not use your mobile phone at any time during the school visit when supervising the children. It is preferable that mobile phones are switched off but if this isn't possible, they should be on silent. No pictures should be taken while on the visit. Sorry for this rule but it is in place to protect children as well as preventing false allegations which could cause upset and distress.

- Under no circumstances should any adult responsible for children use their mobile phone to take photographs or make phone calls, unless the call is to the school or emergency services
- If you need to make an emergency call please speak to the Lead teacher who will support you in anyway possible No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp' through a mobile phone
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Headteacher

6. No Smoking at any time around the children

Watford St John's Church of England School – Event Risk Assessment Template

Event Name:		Date:		Venue:	
--------------------	--	--------------	--	---------------	--

Severity of hazard / outcome

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Severity of Hazard

<p><u>Severity:</u></p> <ol style="list-style-type: none"> 1. Minor injury/illness to 1 person 2. minor injury / illness to more than 1 person 3. Major injury/illness to 1 person 4. Major injury/ illness to more than 1 person 5. Fatality 	<p style="color: red;">25</p> <p style="color: red;">10-20</p>	<p>Unacceptable</p> <p>High Priority Must receive immediate attention to remove/reduce risk/hazard</p>	<p><i>Death or major injury (as defined by RIDDOR)</i></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

<u>Likelihood:</u> 1. Not likely to happen 2. Rarely happen 3. Likely to happen 4. Very Likely to happen 5. Certain to happen	5-9	Medium Priority Receive attention to further reduce of risk/hazard	<i>7 day injury or illness (as defined by RIDDOR)</i>
	1-4	Low Priority	<i>All other injuries or illnesses</i>

Likelihood of this event occurring

<p>(1) Activity / Area of Concern</p> <p>ie: what is taking place as part of the event?</p>	<p>(2) Hazards Identified</p> <p>ie: what can cause harm?</p>	<p>(3) Persons at Risk</p> <p>ie: who could be harmed by the hazard?</p>	<p>(4) Current Risk Factor (high, medium or low)</p> <p>ie: determine the level of risk</p>	<p>(5) Actions to be Taken to Minimise each Risk</p> <p>ie: what action can you take to lower the level of risk</p>	<p>(6) New Risk Factor (high, medium or low)</p> <p>ie: risk factor after action taken to minimise the risk</p>

Name of person completing Risk Assessment (printed):

Signature: Date: