

School Policy on Educational Visits

Name of school: The Grange School

Date of Policy: 17TH November 2011

Member(s) of staff

Responsible: Mr K Dobson

Review Date: November 2013

School visits and journeys provide opportunities for learning through direct experiences and are an integral part of our curriculum.

We hope to provide pupils with the opportunity to undergo experiences not available in the classroom. Any visit we organise could help to develop a pupil's investigative skills and we hope that the longer (residential) visits encourage greater independence.

The safety of pupils is our first priority.

The designated party leader for a visit gives careful consideration to the organisation and management of any visit or journey. Special attention is given by the party leader to assessing the risk for both day and residential visits before any visits take place.

A Risk Assessment is a necessary part of our school's Health and Safety Policy.

- ALL Educational Visits and Journeys are risk assessed
- A visit risk assessment is produced and retained for future reference
- Copies are given to the Head Teacher, EVC, all staff on the visit and the administrative member of staff responsible for their safekeeping

Assessing the degree and type of risk is carefully considered. The degree of risk on an activity can be limited (e.g. the journey) or it can be inherently dangerous, e.g. climbing. Risks may only be seen as an acceptable part of an activity if:

- Every precaution has been taken to minimise the risk
- Staff involved in activities are suitably experienced and qualified

Outdoor and Adventurous Activities (OAA) and visits to relatively high-risk areas require competence and qualifications at the levels specified in Appendix V of Shropshire County Council's Educational Visits Policy document. To comply with this we use

- additional training and assessment (at Arthog) is provided by the Local Authority
- suitably qualified staff, approved by the Local Authority, can be employed
- Local Authority approved OAA centres with appropriate safety policies can be used.

Approval for Foreign and High Risk Visits is gained from The Local Authority's Outdoor Education Advisor well in advance of the visit. Such approval is logged with the relevant risk assessment.

Incidents and Accidents

Most of our school visits take place without incident. Good planning and attention to safety measures reduce the number of incidents and accidents and lessen the seriousness of those that do happen. We report and record any accidents, incidents and/or near misses. We follow any advice given by the Local Authority. We ensure that there is a First Aider on every trip and that we know the location of a doctor or hospital. There are identified lines of communication in cases of emergency. Staff accompanying pupils on visits from our school are generally the teaching staff, Teaching Assistants and adults with qualifications specific to an activity. All staff are CRB checked. We discourage non-CRB checked adults in the party.

Areas of responsibility are well defined and decided in advance of the visit:

- The party leader has overall responsibility
- An instructor will assume responsibility for an activity and instruct other adults on their roles
- All adults on the visit assume they also have a responsibility to monitor conduct and behaviour of pupils as well as any safety elements.

Duty of Care

We expect our teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do.

The School's Legal Responsibilities

Our out of school activities are an extension of school and it is expected that we make proper and reasonable arrangements for the care and safety of our pupils. This responsibility rests with party leaders and, ultimately, the Headteacher.

Parents' Consent

We already have parental consent (on the pupil's admission to the school) for educational visits and any action we might take. However, we might ask for specific consent for individual non-routine visits and activities as and when they arise.

Insurance Cover

We do take out basic insurance cover for injury for pupils. The Local Authority also has third party liability cover for anything arising as a result of negligence. Copies can be made available on request. We do not cover damage to or loss of personal effects and we advise that parents check their own cover for this.

Transport

We use transport from local firms or from the Local Authority. This can be:

- Coaches
- Hired minibuses with a hired driver
- Hired minibuses driven by school staff.

There are a number of conditions we insist upon:

- All vehicles we use have seatbelts fitted for every passenger
- Pupils are fastened in and seated at all times on a journey
- Staff drivers of minibuses take the Local Authority's MIDAS minibus test every 3 years
- Staff drivers are comply with the transport regulations for minibuses.

Charging for visits

We do not charge for the education received by a pupil on a visit. However, trips may have to be cancelled if the full cost of a visit cannot be met by contributions.

Signed... I Walshaw..... on behalf of the Governing Body

Date.....17.11.11.....

Signed... J M Thomas..... on behalf of the School

Date.....17.11.11.....