

KINGSDOWN SECONDARY SCHOOL

POLICY ON VISITS OUT OF SCHOOL

February 2014

Reviewed: January 2016

Review Jan 2019

1. Principles

Kingsdown Secondary School recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases motivation and self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. We aim to enable all pupils to benefit from out of school/class learning experiences. We acknowledge that our pupils’ difficulties often make them more vulnerable outside school but we do not wish to further disadvantage and exclude them from normal society by keeping them inside the school buildings. No activity is without risk, we aim to properly assess risk and manage risk rather than eliminate it altogether.

This document contains Kingsdown Secondary School’s policy and guidelines for the conduct of educational visits. Its aim is to both protect the health and safety of the workforce and that of our pupils. Employees have a responsibility to follow the guidance provided and to seek advice as the need arises This policy does not cover international travel.

Duty of care

When teachers and other staff are responsible for the children of others they are said to be *in loco parentis*. This means that they have a common law duty to take the same care that a reasonably prudent parent would take in similar circumstances

2. Roles and Responsibilities

An educational visit is any off-site visit sanctioned by the school which takes place under the direct or indirect supervision of staff. This guidance document applies to all educational visits within the UK

The Employer

The MCRS is the employer of The Kingsdown Secondary School workforce and as such holds responsibility under the health and Safety Act.

Head of School Approved Visits

Head of School approval is required for all off-site educational visits. For educational visits and activities that are routinely conducted as part of the regular curriculum and life of the school, which take place locally by walking or a short vehicle journey and which do not require remote supervision and do not involve significant hazards, approval for the visit normally rests with the Head of School only. These visits do not usually need to be notified to the Governing Body. The Head of School must satisfy him/herself that the visit is of sound educational value; that appropriate supervision, risk management and emergency procedures are in place. (see attached HT approval doc)

Governing Body Approved Visits

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For all non-routine visits, including residential visits, visits which involve adventure activities (whether licensable or not), and visits where there may be significant hazards, whether local or further afield, Governing Body approval is required for the visit to take place. The governors will need to be satisfied that the visit is of sound educational value and that appropriate supervision, risk management and emergency procedures are in place.

Visit Leader

The person holding overall responsibility for organising and conducting the visit or activity is responsible for checking the generic risk assessments (eg for minibus travel, regular venues etc); undertaking new specific risk assessments for new venues; arranging appropriate supervision and emergency procedures (including taking account of individual pupil risk assessments); paying any fees or charges.

Accompanying staff

All staff on the visit/trip are responsible for their own health and safety and that of the pupils. They may not consume alcohol or take any medication which may mean they are not alert enough to properly supervise pupils and manage risks. Staff are expected to model appropriate behaviour at all times and to adhere to the Staff Code of Conduct.

Pupils

Pupils have a responsibility to behave sensibly and appropriately. The visit leader must make this clear to pupils. Pupils should be told that they must follow instructions, not take unnecessary risks and that they should tell one of the leaders about anything that worries or concerns them.

A pupil whose behaviour may put themselves or others at risk may be stopped from going on a visit or, if already on a visit, their activities may be curtailed and arrangements may be made to return them home. The curricular aims of the visit should be fulfilled in other ways where possible.

Parents/carers

Parents/carers are asked to give permission for routine trips and visits during school hours on admission to the school. They will always be asked for permission (written or verbal) for non-routine visits including those that will take place out of school hours. Parents/carers have a responsibility to keep the school informed about any medical conditions a pupil may have and to support the school in implementing its behaviour policy when pupils are out of school on a visit/trip.

3. Related Policies

- Health and Safety Policy
- Equalities Policy
- Behaviour management Policy
- Positive handling Policy
- Screening and Searching Policy
- Drugs and Alcohol Policy
- First Aid and Administration of Medicines
- Critical Incident
- Risk Assessment

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4. Legal liability

School visits, authorised by the Governing Body and Head of School, whether in term time or holiday time, will generally be regarded as an extension of the school situation and the same legal liability on the part of the Head of School, teachers and the local education authority to act *in loco parentis* applies. Pupils remain subject to Kingsdown’s rules and regulations and all Kingsdown policies apply.

It is possible that a Head of School or teacher may be found to be negligent as a result of their own actions. However, MRCS will hold vicarious liability in those cases where the employee is acting in the course of their employment.

Most teachers will be aware of the type of incident which can give rise to a claim, the most common being lack of proper or adequate supervision.

5. Insurance

The school insurance policies cover all employees and pupils when they are off site on approved educational visits. The Visit leader should check with the Principal in good time if they are concerned in any way that the nature of the visit may require additional cover.

6. Other agencies

Where an activity involves the use of the resources or expertise of another organisation, Kingsdown Secondary School will take reasonable steps to be sure that the agency involved is reputable, competent and that the provision is safe.

7. Visit Notification And Approval

Early visit notification

An important key principle in planning and conducting a successful visit is to notify others about the intention to conduct a visit as early as possible in the planning process. Early notification means that support, advice and guidance may be provided and acted upon well before the visit takes place, should this be necessary.

For routine visits and activities leaders must: refer to the relevant generic risk assessments. With reference to these, complete a specific risk assessment for each type of activity and review this annually or when a significant change in circumstances occurs;

- make it clear to parents at induction or during parent/teacher events or by letter/phonecall that these regular activities take place;
- if the activity takes place after school hours, parents should normally be informed in writing of the specific dates and times of each activity. If transport is involved, details of this should be made clear
- decide as part of the specific risk assessment whether the general parental consent is sufficient or whether explicit consent is required
- follow advice, (e.g. for physical education activities), and develop and follow any school policies and codes of practice considered necessary in respect of these types of visit;
- ensure that competent staff are appointed to lead and provide supervision during the visit;

Governing Body Approval

Visits requiring governing body approval, *in addition to Head of School approval*, include local visits which are not routinely conducted by the school, which involve remote supervision or which are not part of the normal arrangements at school, as well as all other educational visits, including all residential visits, international visits and visits involving adventure

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activities or hazardous environments. For all educational visits and activities requiring governing body approval, the leader must:

- seek approval from the governors about the visit or programme of visits using the visit approval form (see Visit Approval Form) as soon as is reasonably possible and at least 6 weeks before the visit is due to take place. One copy of the approval form may be used to cover an on-going programme of similar visits for the term or for the year, there is no need to complete a separate form for each visit;
- refer to the relevant generic risk assessments and complete an event-specific risk assessment;
- if a visit is one of a programme of similar visits, one risk assessment may be completed (generic and specific). This risk assessment must then be referred to before each visit and any amendments made as necessary. It may often be appropriate for the visit leader to take with them on the visit a copy of the risk assessment(s) for reference;
- provide specific information to parents and obtain written parental consent;
- arrange for the Head of School to consider the approval form together with the risk assessments, details of the proposed programme and all other relevant information and, if satisfied with the arrangements, sign to give the visit their approval.
- After Head of School approval, copy the visit approval form to the governing body

8. Planning Visits

Educational aims of the visit

All visits must have clear educational aims. Visits may have a particular curriculum focus, e.g. field work, or may contribute to pupils personal, social and health education and/or cultural awareness. All involved, including leaders, parents and pupils should understand the aims of the visit.

Researching locations

In choosing the venue for a visit, leaders should consider the age of the pupils and their ability to cope with the length and type of travel. Consideration should also be given to staff experience and knowledge of the environment to be visited. Through the process of risk assessment, consideration should be given to the risks associated with the proposed location and journey.

Using a specialist provider or tour operator

The majority of our educational visits are self-organised, ensuring that the programme can be planned to meet the particular educational, social and behavioural needs of our pupils. However, in certain cases, we may wish to arrange visits through specialist providers or tour operators. In such cases Kingsdown Secondary School will always choose a reputable provider or operator experienced in providing for school groups, with-if possible experience in meeting the needs of similar pupils. Reputable operators should be able to demonstrate their awareness of the health and safety requirements of our school, and should provide activities that meet UK safety standards.

Exploratory visits (pre-visits)

It is good practice for an exploratory visit to be made by the visit leader to become familiar with the venue, plan activities and undertake a suitable and sufficient risk assessment. If the school is leading part or the entire programme, and/or is organising its own accommodation, an exploratory visit is usually essential. If the entire venture, including any recreational time

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or evening activities, is arranged through a known and reputable provider or tour operator, , who is leading all activities, has undertaken risk assessments and can provide appropriate assurances, a pre-visit by the leader may not be necessary, If for any reason an exploratory visit does not take place, the visit leader must obtain sufficient information to complete a suitable and sufficient risk assessment and plan the visit properly.

Should Kingsdown Secondary School use the same venue on a regular or an annual basis we should avoid making assumptions from previous visits as some factors, e.g. the management of facilities and staffing change over time. It is essential to review the risk assessment, location and programme before each visit.

Accommodation checks

We will take all reasonable steps to ensure that accommodation and other facilities used on the visit are suitable and safe Information provided by a provider or tour operator should be considered carefully during the risk assessment process. If a school is independently arranging accommodation, a pre-visit should normally be made.

On arrival at the accommodation, leaders should check the nearest fire escapes and fire alarm point and the availability of any fire equipment, as well as noting any obvious health and safety hazards. Any problems, such as obstructed escape routes or locked doors, should be reported to the management and satisfactorily resolved.

Leaders must ensure that every member of the party knows what to do in the event of fire or other emergency including the location of an agreed assembly point

10 Risk Assessment & Risk Management

As with any other aspect of school activity, we will give careful consideration to the hazards involved in the visit and ensure that risks are managed at acceptable levels. **Risk assessments are a legal requirement and must be ‘suitable and sufficient’**. They need not be complex but should be comprehensive.

Four levels of risk assessment

The three following levels of risk assessment, taken together, constitute a sound risk assessment process. They must all be undertaken for educational visits.

- A written **generic risk assessment** of the common risks of the activity eg using the minibus/public transport
- A written **specific risk assessment** of the activity, including the particular risks of the venue and programme, the medical and behavioural needs of the group and the expected environmental conditions during the visit,
- An **individual pupil risk assessment** which identifies particular risks pertaining to an individual
- **On-going risk assessment** is the continuous process of sound judgments made by competent people before and during the activity. This is the responsibility of the visit leader and all other staff on the visit. This should, in all cases incorporate specific information held on individual pupil files and or other risk assessment profiles.

To control on-going risks, it is good practice for leaders to:

- think ahead;
- seek local knowledge;
- not make promises they may not be able to keep;
- have an alternative activity available - Plan B;

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- be prepared to say “no”;
- have effective emergency procedures in place.

Risk Assessment pro formas for activities and individuals are available in the staff shared area. Risk Assessment for off site activities are stored in the office.

11 Supervision

Effective supervision means being in a position of awareness of what is taking place in a given situation and being able to act appropriately should the need arise. It does not always mean direct visual contact, but it does mean retaining the ability to anticipate potential problems and to take relevant action. Successful supervision depends on the application of sound judgment made by competent leaders.

Nature of Supervision

Supervision can be close or remote but must always be in place and active. We know that our pupils will nearly always need close supervision and that we must have very high staff/pupil ratios in place to cope with every eventuality.

- **close supervision** is when pupils are within sight and/or contact of the supervisor;
- **remote supervision** occurs when, as part of planned activities, a group works away from the supervisors but is subject to stated controls (e.g. during souvenir shopping in a town centre or on a Duke of Edinburgh’s Award expedition). The supervisor is present, though not necessarily near or in sight; they are able to monitor the group, the supervisor’s location is known to the group and they have a planned means of contacting the supervisor;
- **down-time or recreational time**, for example during the evenings, may involve close or remote supervision, but should **never** be unsupervised - the supervisors continue to be in charge and owe a duty of care to pupils and should retain the ability to manage the conduct of the group.

Factors influencing the nature of supervision

The nature of supervision, the size of party and the teacher and adult/pupil ratios will be dictated by the age and experience of pupils, their associated risk assessment(s) the competence of staff, the nature of the activities, and the venue. If an individual’s risk assessment indicates that it is not safe for them to have anything other than close supervision it may not be appropriate to include them in a trip where close supervision 24/7 cannot be guaranteed. It is important to ensure that there are sufficient, competent staff to deal with an incident. In an emergency, safe and efficient action may be necessary with one or more pupils whilst adequate supervision is maintained for the rest of the group.

Leader competence

Leader competence derives from:

- experience of the environment to be visited and activities involved;
- leading similar educational visits;
- knowledge of the pupils involved;
- appropriate training in activities and environments;
- leadership skills and other personal qualities.

Supervision Ratios

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Given the nature of our pupils, it is important to have a high enough ratio of competent adult supervisors to pupils for all visits. Suitable ratios are a matter of judgment for the Head of School after consultation with the visit leader and as part of the risk assessment. There must always be adults present of the same gender as the pupils.

Does there always have to be a teacher present?

There is a general expectation that there will always be a teacher in charge of every educational visit: in most circumstances this will mean leading and accompanying the group off the school premises. However, there may be limited specific circumstances, approved by the Head of School where an adult employed by the school, other than a teacher, may accompany a small group of pupils away from the school premises during an educational visit.

Planning supervision

Supervision arrangements for the visit and detailed responsibilities should be organised in advance. Whilst duty rotas may be established, all adult supervisors must accept that they share responsibility for the health and safety of the whole party throughout the visit and their primary duty is to all the pupils in the group.

Leaders should

- carry a list/register of all group members' details
- understand and carry information about emergency procedures and arrangements both for the group and individuals participating in the visit..
- Ensure they have access to a mobile phone

Leaders must regularly check that the entire group (or their sub-group) is present, especially when leaving a venue or after a break during a journey. Meeting points should be pre arranged in the event of someone becoming separated.

Remote supervision

During visits, some remote supervision may be integral to the visit; on others there will be occasions when it is usual for pupils to experience some independence. In organising such activities, leaders retain responsibility and owe the same duty of care to pupils and must follow all relevant advice in this document in relation to risk assessment, planning, preparation and supervision. Leaders must assess the risks of the particular location, situation or activities proposed and the competence of the pupils to act sensibly and take responsibility for themselves.

First aid

See First Aid Policy. A First Aid kit should always be taken on a visit and wherever possible a qualified First Aider should be available.

Medication and drugs

Teachers should be aware that no drugs, other than those prescribed by a physician, may be administered to a learner. During educational visits, arrangements should be made for the control and administration of prescribed drugs to pupils on the basis of signed written information and consent from parents and agreement on appropriate action by the staff responsible for pupils. Leaders should refer to our “Administration of Medicines Policy.”

Protection of Young People

We will take measures on all visits to protect all pupils from all forms of abuse including racial, physical or sexual abuse. We need to consider the possibility of abuse from someone

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within the group, or with access to the group, or from an intruder entering accommodation and should ensure adequate control measures are in place.

For the protection of both adults and pupils, all adult supervisors should avoid being alone with a learner wherever possible. **Staff should avoid sleeping in the same room or tent as pupils and never directly next to pupils.** Staff accommodation should, however, be in close proximity.

Leaders should be aware of the Safeguarding Children Policy and procedures and Guidance for Safer Working Practice.

12 PREPARING PUPILS

Involving pupils in planning and preparation

Pupils who are involved in a visit's planning and organisation, and who are well prepared, will make better informed decisions and will be less at risk. We believe that providing information and guidance to pupils is an important part of preparing for a visit.

Pupils should also be involved in planning, implementing and evaluating their own work and should be included in considering relevant health and safety issues.

Ensure activities are suitable

The visit leader should ensure that pupils are capable of undertaking the proposed activity. They should be encouraged to take on challenges but should not be pressured into unsuitable activities or activities for which they have a genuine fear.

Information to pupils

The visit leader should ensure that pupils understand key information about the visit or activity, including:

- the aims of the visit/activity;
- background information about the activities/venue;
- how to avoid specific dangers and why they should follow rules;
- expected standard of behaviour and why safety measures are in place;
- who is responsible for the group or sub-group;
- what items of clothing or equipment they need;
- meeting procedures;
- what to do if separated from the group;
- emergency procedures;

If there is a change to the planned programme, new activities/venues should be assessed and pupils provided with relevant information.

Preparing pupils for remote supervision

During any time that remote supervision takes place, the visit leader must ensure that pupils are aware of the supervision and contact arrangements and are adequately equipped to operate in an appropriately sized group. Pupils should have the following:

- telephone numbers and emergency contact details;
- money (if appropriate)
- relevant maps and plans;

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- knowledge of how to summon help;
- knowledge of out of bounds areas or prohibited activities;
- meeting point information.

It is important that pupils are told not to go off on their own, are given clear instructions about permitted remotely supervised activities and understand and accept supervision arrangements.

Briefing pupils on transport arrangements

Pupils should be aware of the Code of Conduct for minibus travel and discuss expected behaviours when using public transport.

The visit leader should ensure that pupils know what to do if they miss the scheduled departure time.

Pupils with medical needs

Additional measures to those already in place in school may be necessary to support pupils with medical needs during visits, including arrangements for taking medication and ensuring sufficient supplies for residential visits. The school policy on supporting pupils with medical needs should include provision for educational visits.

Teachers supervising visits should be aware of a learner’s medical needs and any medical emergency procedures. If appropriate, a volunteer member of staff should be trained in administering medication and should take responsibility in a medical emergency. If the learner’s safety cannot be guaranteed, it may be appropriate to ask a parent or a care assistant to accompany a particular learner.

13 COMMUNICATING WITH PARENTS.

Routine local visits

Routine local visits form part of the curriculum and normal everyday life of the school. Parents consent in writing to their child/ward taking part in these visits on induction to the school. Parents will always be informed in advance of any ‘special trips’ (eg end of term rewards etc) and offered the opportunity to withdraw their son/ward.

Non-routine visits

Non-routine visits include:

- visits which involve remote supervision;
- visits which are not part of the normal arrangements at school;
- residential visits;
- visits involving adventurous activities or hazardous environments.

(Approval is normally gained from the governors)

For these visits and activities visit leaders must provide:

- event-specific information to parents and gain written parental consent (including dates, times, leaders, supervision, nature of accommodation, activities to be undertaken etc

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- if plans for the visit or activity change significantly after parental consent has been obtained, inform parents of such changes and provide them with the opportunity to respond.
- The Code of Conduct for pupils and arrangements for returning the pupil to school in the event of a breach
- information on how parents can contact staff in an emergency.

Medical consent

This should form part of the parental consent form. Parents must detail any medical conditions their child/ward may suffer from and detail treatment/medication. Parents should be asked to agree to the learner receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this the Head of School may decide to withdraw the child from the visit due to the additional responsibility this would entail for the group leader.

Consent for transporting pupils in private vehicles

Parental consent should be specifically obtained for transporting pupils in private vehicles of school staff..

Early return of learner due to misconduct

The group leader should tell parents if they will be expected to fund the early return of a learner whose conduct gives cause for concern on a visit. A written agreement may be necessary.

Arrangements for parents to contact pupils

Visit leaders should ensure that parents can contact their child via the school base contact and the visit leader in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home.

At Kingsdown School we are aware of the impact of mobile phones and SMS on communications between pupils and their families. We would ask parents not to contact pupils during the normal school day. Mobile phones will be safely stored with other personal items

Similarly, we will require pupils to follow our conventions on the use of mobile phones during the working day

14 OUTDOOR & ADVENTUROUS ACTIVITIES & HAZARDOUS ENVIRONMENTS:

Particular care needs to be taken where activities involve water or other hazards (eg caving, climbing etc). Parents must be informed if such activities form part of the planned programme and must give their explicit consent. All such activities will be led by appropriately qualified and licensed providers although Kingsdown staff will continue to hold the Duty of Care, will remain present throughout the activity and will stop the activity if they feel it is too dangerous either for an individual or the group.

Requests for headteacher and Governor approval must contain details of

- the activity leaders (as individuals or the company)
- arrangements for appropriate equipment to be supplied to pupils
- pupil details including individual risk assessments considering behavioural issues, phobias (eg claustrophobia, vertigo), physical ability eg swimming

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Remote supervision during adventurous activities

Some visits and activities - such as those within the Duke of Edinburgh's Award involve pupils working in small groups without direct supervision. Particular attention needs to be given to the training and information provided to pupils before direct supervision can be withdrawn. The visit/activity leader should be satisfied that the pupils have acquired the necessary skills, experience, confidence, physical ability judgement and inter-personal skills to be remotely supervised.

The withdrawal of direct supervision should be a gradual four stage process:

- training and accompanying the group;
- shadowing the group;
- checking regularly at agreed locations;
- checking occasionally at agreed locations.

Pupils should be familiar with all equipment used or taken when operating without direct supervision. Pupils **MUST NOT** be allowed to swim, paddle or undertake other hazardous activities unless closely supervised.

The visit leader should also be particularly aware:

- that many children who drown are strong swimmers;
- of the dangers of paddling, especially for pupils who are impulsive or easily distracted and unamenable to leader instructions

15 EMERGENCY PROCEDURES

General

The Kingsdown Workforce responsible for pupils during an educational visit have a duty of care to make sure that the pupils are safe and healthy and have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action should the situation require it.

If an accident happens, priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- if necessary, inform the emergency services and others who need to know of the incident.

Our critical incident plan can be implemented for a major emergency or critical incident. This

Arrangements must be made for 24-hour contact to and from the group and the Head of School or school base contact (who has the authority to make significant decisions).

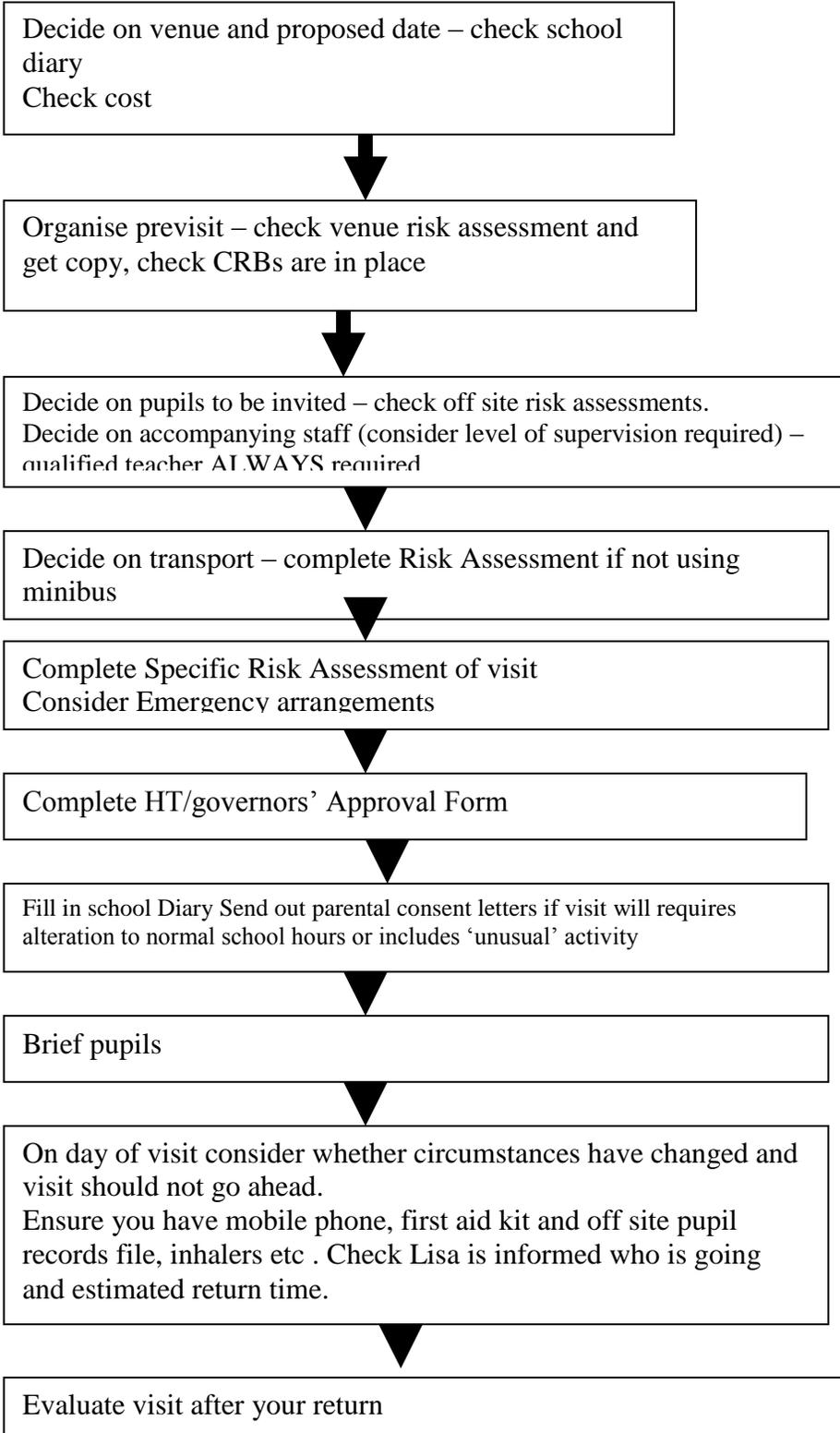
Leaders involved should prepare a written account of the incident as soon as possible, noting all events and times. Note the names and details of any witnesses and, if possible, obtain a written account from them.

After any major accident, we will undertake a review of the incident and the emergency procedures and should share our findings within our workforce and with support agencies who may be engaged with school as a result of the incident.

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VISIT PLANNING FLOWCHART



VISIT PLANNING CHECKLIST KINGSDOWN SECONDARY SCHOOL

Visit: Date(s):

Visit Leader:

CHECKLIST NOTES

Programme Planning

Programme planning and review, including group recruitment (on-going process which continues throughout the process of organising a visit).

Visit Proposal and Notification

Notify others in school about your visit proposal at the start of the planning process and, if appropriate, notify the “home” LA (for example, for overseas expeditions).

Guidelines

Read the our written guidelines for educational visits:.

Risk Assessment

Refer to the relevant generic risk assessments for your visit as part of the planning process.

Complete event specific risk assessments.

Ensure that on-going risk assessment is in place by regularly reviewing your planning and arrangements.

Share the outcomes of the risk assessment process with visit participants as appropriate.

Leader Competence and Supervision

Ensure that you have competent leaders and supervisors for the visit.

Develop a properly thought out and managed supervision plan for the visit.

Ask yourself the following questions about your staffing for the visit

- Have they been to the venue before (pre-visit)?
- Have they experience of the activity?
- Do they know the group?
- Have they undertaken training?
- Are qualifications needed?

First Aid

Consider what level of first aid provision is appropriate to your visit. This should form part of the risk assessment process.

Insurance

Well before your visit commences, you should consider carefully the insurance position in relation to your visit and ensure that adequate insurance arrangements are in place.(check with Principal)

Emergency Procedures

Discuss Emergency procedures with Lisa who will be the school base contact.

All those involved in the visit, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do.

You should ensure that you have ready access to all the relevant information you might require for the duration of the visit, including details provided on parental consent forms,.

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Safeguarding Children and Child Protection

- Give careful consideration to child protection issues when organising the staffing and supervision of your visit.

Special Educational Needs, Disabilities and Medical

Conditions

- Consider early in your planning process participants’ special educational needs, disabilities and medical conditions and how they may be accommodated.

Transport

- Consider carefully how the journey to and from the visit/activity will be made and make appropriate arrangements.
- Whether using transport or simply walking, ensure that generic and specific risk assessments have been completed and that a process of on-going risk assessment is in place (see risk assessment section of these notes).

Parental Consent

- Check your activity is covered by the general parental consent form
- If not and for non-routine visits you should always provide clear written information to parents and seek their consent.

Approval

- All educational visits need to be approved by the Head of School.
- Some visits also need to be approved by the governing body before they can take place. Visits requiring governing body approval include those which involve:
 - adventure activities;
 - visits abroad;
 - residential experience;
 - other hazardous environments or activities.
- The approval form should be used to seek approval for all visits. If you plan to conduct a programme of similar visits on a regular basis, you should indicate this on your form.

Conduct of Visit

- During the visit you should ensure that regular review sessions are built in to the programme to support the process of on-going risk assessment. This will allow you to make appropriate and considered changes to your arrangements should this be necessary.

Visit Review

- As well as ensuring that a visit review takes place to consider its planning and conduct, it is also useful to conduct an end of year review of a series of visits to look at what was successful and what could be altered for next time.
- Recording and discussing incidents and accidents which nearly occurred (sometimes referred to as ‘near misses’) should form an essential part of the review process.

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**KINGSDOWN SECONDARY SCHOOL
HEAD of SCHOOL APPROVAL FOR ROUTINE VISIT**

EDUCATIONAL AIM OF VISIT	
NAME OF VISIT ORGANISER	
ACCOMPANYING STAFF	
PUPILS	
DATE (s)	
TIME	
LOCATION	
RISK ASSESSMENT OF LOCATION ATTACHED	
IF NO WHY NOT	
METHOD OF TRANSPORT	
RISK ASSESSMENT ATTACHED	
ACTIVITIES TO BE UNDERTAKEN	
ADDITIONAL SUPERVISION AT VENUE	
ARRANGEMENTS IN CASE OF POOR BEHAVIOUR	
PARENTS/CARERS INFORMED	
ANY OTHER INFORMATION	

Please ensure that before you leave the premises

- Lisa is informed of exactly who is going
- You take a mobile phone
- You take the Visits file with emergency contact/medical details of all pupils and individual risk assessments where necessary

Signed:

Date:

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GOVERNORS’ VISIT APPROVAL FORM KINGSDOWN SECONDARY SCHOOL

For visits which require governing body approval, this form must be completed and a copy made available to the governors at least 6 weeks before the visit. This will allow any advice and guidance to be provided and acted upon before the visit takes place. To assist with approval for the visit, please ensure that all parts of this form are completed before submission, inserting n/a (not applicable) where appropriate. All supporting information relating to this visit must be held on file and be available for inspection if required.

Kingsdown Secondary School:

Tel: 020 8657 1200

Fax: 020 3252 2088

Email: admin@kingsdownsse.com

Visit Leader:

Deputy Leader:

Visit Location:

Aim/purpose of visit:

Date(s) of visit:

PROGRAMME OF ACTIVITIES (please provide details below or attach a copy of your programme of activities)

Day Venue and Activity

Has an exploratory visit been completed? Yes

Date:

No

If No, please outline how you have been able to complete a suitable and sufficient risk assessment for the

visit and make appropriate arrangements for the conduct of the visit:

LEARNER DETAILS

Number of Boys: Ages: Year group(s):

Teacher/learner ratio: Adult/learner ratio:

Any SEN or additional needs of boys in addition to SEBD

SCHOOL STAFF (including the visit leader and deputy leader)

Name - indicate role in school (teacher, teaching assistant etc)

Gender

M/F

Role During Visit Including Activity/Hazardous Environment Leadership Relevant Experience and Qualification(s)

OTHER ADULTS

Name -indicate

status (parent,

volunteer etc)

Gender

M/F

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CRB check

Role During Visit Including Activity/Hazardous Environment Leadership Relevant experience and Qualification(s)

FIRST AIDERS

Name Training and/or Qualifications Date gained Expiry date

EMERGENCY CONTACTS

School base contact 1 (name): Status:

Day time tel: After hrs tel Mobile tel:

School base contact 2 (name): Status:

Day time tel: After hrs tel: Mobile tel:

Visit leader’s telephone number(s) during visit:

ACCOMMODATION

Accommodation name: Telephone:

Address:

TRANSPORT

What method(s) of transport will be used for this visit?

Who is providing the transport?

Date of departure: Time of departure:

Date of return: Time of return:

Do you have qualified mini-bus driver(s) for this visit? Yes No Not applicable

If Yes, what are their names:

RISK ASSESSMENT

Relevant **generic risk assessments** have been referred to and will be followed for this visit? Yes

Names of **generic risk assessments** which have been referred to for this visit:

An **event-specific risk assessment**, which includes alternative arrangements in case plans need to be changed during the visit, has been completed and will be followed? Yes

On-going risk assessment: remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed. Do not hesitate to alter or abandon an activity if the risks on the day become unacceptable

INSURANCE

Public liability insurance for employees only (not pupils) will be in place when the visit has been approved.

Has additional insurance been taken out for this visit? Yes No

With who?

PROVIDER/TOUR OPERATOR DETAILS

Is an activity provider or tour operator being used for this visit? Yes written__No

If Yes, please provide the following details:

Name: Address:

Telephone:

What activities/services will they be providing?

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The relevant assurances specified on the **Provider Form** have been obtained: Yes Not applicable

VISIT LEADER REQUEST FOR APPROVAL

I have read and understood Kingsdown School’s guidelines for educational visits. Yes

This visit will be conducted in accordance with the guidelines. Yes

I will inform school of any significant changes to this visit. Yes

Signed (visit leader): Date:

HEAD OF SCHOOL APPROVAL

I have studied this application and I am satisfied that it follows our guidelines for educational visits. All supporting information relating to this visit is held on file and is available for inspection. My approval is given.

Signed: Date:

Governing Body is required for: residential visits, visits abroad, adventure activities or visits involving potentially hazardous environments.

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PROVIDER FORM – KINGSDOWN SECONDARY SCHOOL

FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS

When considering using an outside provider or tour operator for an educational visit, we must seek assurances that the provision complies with our guidelines.

School: Visit leader:

Nature of visit:

Date(s) of visit: Name of provider:

The provider or tour operator providing services to the school named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS , x or n/a

Health, Safety and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and written risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All staff who have access to young people are CRB checked for relevant criminal history and suitability for work with young people.

5. There are adequate and regular opportunities for liaison between school staff and the provider's staff. There is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to school staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

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Accommodation (if residential accommodation is provided)

7. The accommodation is covered by a current fire certificate, or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.

9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation.

11. Will the group have sole use of their accommodation?

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

Adventure Activities Licensing Authority (AALA) License

12. Do you hold an AALA License? Yes: No: Not applicable:

13. AALA reference No:

14. For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these specifications with respect to any activities or aspects of their provision to the school not covered by the licence.

Activity Management

15. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

16. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

17. Staff competences are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.

18. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.

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19. Participants will have access to a person with a current first aid qualification. Staff are practiced and competent in accident and emergency procedures.

20. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

21. All equipment used in activities is suited to the task. It is adequately maintained in accordance with statutory requirements and current good practice. Records are kept of maintenance checks where necessary.

SECTION C – TOUR OPERATORS

Where a tour operator provides services for schools using other providers e.g. ski schools ,transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.

23. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers’ monies.

24. ATOL, ABTA or other bonding body name and numbers:

DECLARATION

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation with national governing bodies, tourist boards etc:

Name in capitals: Position in organisation:

Signed: Date:

Name and address of provider or tour operator:

Telephone number:

Fax: Email:

Thank you for completing this form. Please return it to the teacher and school named on the front of the form.

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EVENT SPECIFIC RISK ASSESSMENT – KINGSDOWN SECONDARY SCHOOL

To be completed after referring to the relevant Generic Risk Assessments for the visit.

ACTIVITY/VISIT LOCATION:

DATE(S):

GENERIC RISK ASSESSMENT. Which generic risk assessment(s) have you referred to in respect of this visit/activity?

EVENT SPECIFIC RISK ASSESSMENT HAZARD

Consider the following factors:

Location, activities, the group (pupils and staff), time of year, climate/weather conditions, any other significant hazards and risks which may be particular to your visit.

WHO IS AT RISK?

Pupils, staff, other people?

CONTROL MEASURES

What are your arrangements for preventing the hazards you have identified from harming people? Include plans for supervision, including any remote supervision, indicating staff competence (and qualifications, if appropriate).

WHAT FURTHER ACTION IS NEEDED?

Does anything more need to be done? Who else needs to be informed or briefed?

ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s):

HAZARD

WHO IS AT RISK?

CONTROL MEASURES

WHAT FURTHER ACTION IS NEEDED?

ON-GOING RISK ASSESSMENT. Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING. What are your arrangements for dealing with an accident or serious incident?

SHARING RISK ASSESSMENT INFORMATION. How will you share risk assessment information with staff/pupils involved:

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PARENTAL CONSENT FOR AN EDUCATIONAL VISIT

(to be distributed with full details of the visit)

School/Group:

1. Details of visit to:

From (date/time): To (date/time):

I agree to (name) taking part in this visit and have read and understand the information provided. Yes

I understand the extent and limitations of the insurance cover provided. Yes

I agree to my child's participation in the activities described

(with the exception of those indicated below). Yes

Are there any activities which your child cannot participate in? Yes No

If yes, provide details here:

I acknowledge the need for my child to behave responsibly. Yes

2. For activities in or near water (swimming ability and water confidence)

Please describe your child's swimming ability:

Is your child water confident with regard to the proposed activity? Yes No

3. Medical information about your child

a) Date of birth of your child:

b) Does your child suffer from any conditions which the visit leader needs to be aware of for example: medical conditions, illness, allergies, night-time tendencies (sleepwalking, bedwetting, nightmares), travel sickness etc? Yes No

c) If yes, please provide details:

d) Does your child take medication? Yes No

e) If Yes, please give details, including how medication is administered, including details of medication, timing, dosage and any side effects:

f) Please outline any special dietary requirements of your child:

g) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? Yes No

h) If Yes, please give details:

i) Is your child allergic to any medication? Yes No

j) If Yes, please specify:

k) When did your child last have a tetanus injection?

l) I will inform the visit leader/Head of School as soon as possible of any changes in medical or other circumstances between now and the commencement of the visit.

Yes

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m) I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Yes No

4. Special educational needs and disabilities

If your child has any special educational needs and/or disabilities which the school needs to know about for this visit, please outline them here indicating how they may be supported for this visit:

4. Contact information

I can be contacted using the following telephone numbers:

Work: Home:

Home address:

Alternative contact (name): Telephone number:

Address:

Relationship to learner:

Name of family doctor: Telephone number:

Address:

5. I consent to my child taking part in this visit:

Signed: Date:

Full name (capitals):

Information contained in this form should be readily available to the leader throughout the visit. This normally means taking a copy of the completed form(s) on the visit. Copies should also be retained by the school.

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VOLUNTEER DRIVER FORM – KINGSDOWN SECONDARY SCHOOL

To the Head of School at Kingsdown Secondary School.

I confirm I am willing to use my own vehicle for transporting pupils on educational visits. I accept responsibility for maintaining appropriate insurance cover (school staff vehicles must be insured for business use). I have a current clean driving licence and will ensure my vehicle is roadworthy in all respects.

Signed:

Name:

Address:

Date:

Kingsdown Secondary School reserves the right at any time to request copies of any relevant documentation i.e. registration document, MOT, Insurance, Driving License.