

# **FALKNER HOUSE EDUCATIONAL VISITS POLICY: NURSERY to YEAR 6 including EYFS**

## **PART 1: GENERAL INFORMATION**

### INTRODUCTION

At Falkner House School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to your child's development and education in the broadest sense of the word.

### TRIPS AND VISITS

Falkner House regularly take pupils on day trips to: historic sites, museums, galleries, natural features and farms to support the curriculum in History, Art History, Geography, English Biology and Classics. There are trips for older pupils which can include PG, and visits to Itchenor / France / Italy.

### INFORMATION ON PLANNED TRIPS AND ACTIVITIES

Details of trips and visits that are due to take place over the coming term, together with a list of planned home and away sporting fixtures, are published at the start of each term. Parents will always be notified in advance:

- If their child has been selected for a sports team – support from family and friends is welcomed at all matches.
- If their child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site.
- if the visit involves supplying a packed lunch or late return to school or collection from another place, such as a theatre.

### CONSENT

Permission for visit forms (covering all trips that take place within the school or extended school day) are sent out to parents in advance. This form needs to be signed and completed and returned to the office before a child starts at Falkner House. Falkner House will require a further specific, individual written consent from parents before taking a pupil on a trip or visit that involves an overnight stay, an overseas visit or extra cost to parents.

### SAFETY

Safety is top priority for us. Falkner House expects parents to support the school in ensuring that children follow the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. Falkner House reserves the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the school's behavioral code.

## **PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS**

### INTRODUCTION

Falkner House arranges a large number of trips, out of school activities and visits which are an important part of our educational ethos. Every member of our staff endorses the educational value of activities outside the classroom and are encouraged to participate in them, and to help with the arrangements.

### ORGANISATION AND PLANNING

Any member of staff wishing to organise an off-site visit should seek written permission from the Headteacher before any arrangements are made. The senior teacher accompanying the visit will be designated the Group Leader.

Wherever possible, prior knowledge of the location or a preliminary reconnaissance by the organiser is highly desirable – and essential if a visit is being made to areas of a more hazardous nature.

Once the Headteacher has given permission for the trip, the organiser should inform the school secretary of the following information to be given to parents as appropriate:

- Dates and venue(s)
- Purpose of the visit, suggested activities etc.
- Year group for whom the visit is planned.
- Transport arrangements.
- Details of supervision.
- Suitable clothing or equipment.

Parents have all given consent in advance but, out of courtesy, they are informed as to the details of a trip. Very local and short trips may, however, take place without informing parents in advance.

A mobile phone, first aid kit and class contact details must be taken by teachers on all off-site visits and a paediatric first aider must accompany all Nursery and Reception trips outside school. Additionally it is essential that medication (auto-injector, puffers etc) is taken by staff if used by any pupil going off site. In all cases organising staff should inform the office when students leave and return to the premises.

### PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader “in loco parentis” and as such it is their responsibility to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Falkner House School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

Falkner House School has £10M of Employers’ Liability Insurance and £20M of public liability insurance, as well as a group travel policy that covers visits inside the UK and overseas. Cover

includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The Group Leader should ensure that they take a copy of the school's travel insurance with them on all but the shortest of visits. The school does not have its own motor vehicle insurance, therefore all journeys are made by hired coach, London Underground or on foot. Any vehicle in which children are being transported, and the driver of that vehicle, must be adequately insured.

### THE RISK ASSESSMENT

All Group Leaders are to conduct a risk assessment (not necessarily in writing) on the potential hazards involved in a visit, trip or activity that they are planning. They are asked to see the bursar (who is the Educational Visits Coordinator (the EVC)) for the relevant documents. They should use the template held in the school office and consider the following when completing the risk assessment:

- Identify the potential hazards of the place being visited.
- Identify the steps to be taken to remove, minimise and manage those risks and hazards. List the groups of people that are especially at risk from the significant hazards.
- Consider how best to make the journey and evaluate the risks therein
- List existing controls or notifying where the information may be found.
- Consider how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carry out continual monitoring of hazards throughout the visit.
- Consider the adult/ student ratio. The visit organiser, in consultation with the Headteacher, is responsible for ensuring that there is adequate supervision for the particular group and the particular activity. The term 'adult' will normally refer to teachers currently employed by the school. However, parents are asked on occasions to accompany school trips, in which case the organiser is to ensure that they are fully acquainted with the terms of this policy and any duties of supervision which they may be asked to bear.

Professionally operated establishments will conduct their own risk assessments and the Group Leader should ask for copies prior to trip. Provided that he/she is satisfied, this will meet the requirements of school for the activity part of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. The Bursar maintains a file of generic risk assessments that cover sports fixtures, travel by hired coach and public transport, museum visits and most of our regular outings.

### DURING THE VISIT OR ACTIVITY

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

- Carrying out a head count on getting on and off each form of transport, entering or leaving the venue.
- Checking that all pupils wear their seat belts.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Enforcing expected standards of behavior.
- Looking after – or reminding pupils to look after – passports and valuables
- Keeping an account of all expenditure.
- Recording all accidents and near misses.
- Discourage members of the public from taking photos/ video of the children

### LOST CHILDREN

If a child were lost whilst offsite the teacher in charge would call the school and the authorities at the venue immediately. The Headteacher and in her absence the Bursar, would advise on the appropriate course of action. As required they would suggest how best to arrange a search and they would be in charge of contacting the Police and local Social Services as well as the parents and the school's insurers. The Police and parents would be called by the school within 15 minutes. In 60 years of operation no child has ever gone missing.

### ILLNESS OR MINOR ACCIDENTS

If a Pupil has a minor accident or becomes ill, the Group leader will contact the school immediately and a decision will be taken whether the child should return early or be collected by their parents. All contact with the parents will be made by the Headteacher or in her absence a member of the Senior Management Team.

### EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, the Group Leader should contact the Headteacher and give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headteacher are maintained. A full record should be kept of the incident, the injuries and of the actions taken.

### DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

**FALKNER HOUSE SCHOOL – NURSERY to YEAR 6**
**RISK ASSESSMENT**
**Area** TRAVEL - HIRED COACH

**Subject** JOURNEY TO ACTIVITY LOCATION

Identified Hazards	Risk			Controls in place	Responsibility
	L	M	H		
1 Vehicle involved in road traffic accident		✓		Professional driver with reputable company. Licences & insurance regularly checked. Coach fitted with regulation seat belts. Teachers to ensure pupils wear them. Teacher maintains calm. Liaise with authorities. Advise school. Emergency evacuation procedure implemented Contact appropriate authorities advise school Teacher maintains calm. Liaise with authorities. Advise school. Teacher's mobile phone available to contact school. Company assurance that coaches are serviced and roadworthy Doors checked before starting journey School kept advised. Parents/destination advised accordingly Assurance that drivers have comprehensive route knowledge Adequate supervision on/off coach & during journey Accurate register to be taken when class teacher hands pupils to Sports teachers Constant supervision by teachers at front & rear of the group.	Coach Co Bursar
• Child / Teacher injured	✓				Coach Co.
• Member of public injured	✓				Teacher
2 Vehicle fire	✓				Driver / Teacher
• Child / Teacher injured	✓				Teacher
• Member of public injured	✓				Teacher
3 Vehicle breakdown		✓			Driver
4 Attempted boarding of bus by stranger	✓				Teacher
5 Severe traffic delays		✓		Driver / Teacher	
6 Poor pupil behaviour	✓			Coach driver	
7 Pupils left behind in school	✓			Teacher	
8 Pupils leaving group when walking to coach	✓			Teachers	
				Teachers & Sports teachers	
				Sports teachers	

**First Aid, Fire & Evacuation Procedures, Health & Safety, School Security – All staff should refer to the General Policy Documents in the Staff Handbook**

Those at risk	Risk			Special considerations
	L	M	H	
1 Pupils	✓			Those at risk from any sudden attack –asthma, travel fears In hot weather take supply of water
2 Staff	✓			
3 Coach driver	✓			

Date drawn up

10/02/07

Date revised

01/09/16

Originator

Bursar

<b>FALKNER HOUSE SCHOOL – NURSERY to YEAR 6</b>	<b>RISK ASSESSMENT</b>
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<b>Area</b> TRAVEL – PUBLIC TRANSPORT	<b>Subject</b> JOURNEY TO OUTING VENUE
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<u>Identified Hazards</u>	<u>Risk</u> L M H	<u>Controls in place</u>	<u>Responsibility</u>
1 Pupils becomes detached from party <ul style="list-style-type: none"> <li>• Walking to / from arrival / departure stations</li> <li>• Prior to boarding tube/train/bus</li> <li>• During journey</li> </ul>	✓ ✓	Staff to maintain control at all times. Correct ratio staff/pupils Staff carry mobile phones & pupil contact details Advise pupils to contact member of Underground staff	Nominated Leader
2 Pupil experiences panic attack	✓	Ask member of public to assist	
3 Pupil feels faint / feels ill	✓	Staff awareness. Contact school/parent	Nominated Leader
4 General emergency situation	✓	Staff respond to Transport Officials instructions	
<ul style="list-style-type: none"> <li>• Physical attack on pupil / staff</li> <li>• Train breakdown</li> <li>• Station evacuation</li> <li>• Being in unfamiliar / unknown location</li> </ul>	✓	Ask fellow passengers for assistance Staff respond to Transport Officials instructions Staff respond to Transport Officials instructions	
5 Pupil injured by collision with permanent fixture	✓	Leader assess journey beforehand and carries tube / bus map Leader to report to Authorities immediately Leader to advise school who in turn advise parents.	Nominated Leader

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<u>Those at risk</u>	<u>L</u> <u>M</u> <u>H</u>	<u>Special considerations</u>	
1 Pupils	✓	Those with any physical disability –e.g. asthma, travel fears	
2 Staff	✓	Staff unfamiliar with local transport networks	
3 Pupils & Staff	✓	In hot weather, take a supply of water	

Date drawn up	10/02/07	Date revised	01/09/16	Originator	Bursar
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