



Falkner House Educational Visits Policy

Nursery - Year 6 including EYFS

General Information

At Falkner House, 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.

Permission for visit forms (covering all trips that take place within the school or extended school day) are sent out to parents before a child starts at the school. This form needs to be signed and completed and returned to the office before a child starts at Falkner House. A further specific, individual written consent from parents is required before taking a pupil on a trip or visit that involves an overnight stay, an overseas visit or extra cost to parents. 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 on the school calendar at the start of each term and updated as necessary. Parents will always be notified in advance; for further details please see Parent Go to Guide - logistics.

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.

Safety

Safety is the top priority. 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 use 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 behavioural code.

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 generally 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 appropriate 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 is 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 £30M 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 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 (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 (taking account of the needs of any SEN children) and the particular activity. The term 'adult' will normally refer to teachers currently employed by the school. If parents are asked to accompany school trips, the organiser is to ensure that they are fully acquainted with the terms of this policy and any required duties of supervision.
- Professionally operated establishments 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.
- 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.
- All risk assessments are reviewed on a continuous basis as a result of experience.

During the Visit or Activity

Primary responsibility for the safe conduct of the visit rests with the 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.
- Enforcing expected standards of behaviour.
- Looking after passports and valuables (if applicable)
- Keeping an account of all expenditure.
- Recording all accidents and near misses.
- Discourage members of the public from taking photos/ video of the children
- Ensuring that sleeping accommodation is suitable and located together
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).



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 over 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 who will decide as to 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 senior member of staff.

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 would accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, the Group Leader would 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 Co Bursar
	• Child / Teacher injured	✓			Coach fitted with regulation seat belts. Teachers to ensure pupils wear them.	Coach Co.
	• Member of public injured	✓			Teacher maintains calm. Liaise with authorities. Advise school.	Teacher
2	Vehicle fire	✓			Emergency evacuation procedure implemented	Driver / Teacher
	• Child / Teacher injured	✓			Contact appropriate authorities advise school	Teacher
	• Member of public injured	✓			Teacher maintains calm. Liaise with authorities. Advise school.	Teacher
3	Vehicle breakdown		✓		Teacher's mobile phone available to contact school. Company assurance that coaches are serviced and roadworthy	Driver Teacher
4	Attempted boarding of bus by stranger	✓			Doors checked before starting journey	Driver / Teacher
5	Severe traffic delays		✓		School kept advised. Parents/destination advised accordingly Assurance that drivers have comprehensive route knowledge	Coach driver Teacher
6	Poor pupil behaviour	✓			Adequate supervision on/off coach & during journey	Teachers
7	Pupils left behind in school	✓			Accurate register to be taken when class teacher hands pupils to Sports teachers	Teachers & Sports teachers
8	Pupils leaving group when walking to coach				Constant supervision by teachers at front & rear of the group.	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				Special considerations	
	L	M	H		

Mrs Anita Griggs Principal reviewed 7th September 2026. Date of next review - no later than 7th September 2027



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

Date drawn up	10/02/07	Date revised	01/09/16	Originator	Bursar
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FALKNER HOUSE SCHOOL – NURSERY to YEAR 6										RISK ASSESSMENT									
Area TRAVEL – PUBLIC TRANSPORT										Subject JOURNEY TO OUTING VENUE									

<u>Identified Hazards</u>		<u>Risk</u> L M H			<u>Controls in place</u>	<u>Responsibility</u>
1	Pupils becomes detached from party				Staff to maintain control at all times. Correct ratio staff/pupils	Nominated Leader
	• Walking to / from arrival / departure stations	✓			Staff carry mobile phones & pupil contact details	
	• Prior to boarding tube/train/bus	✓			Advise pupils to contact member of Underground staff	
	• During journey		✓		Ask member of public to assist	
2	Pupil experiences panic attack		✓		Staff awareness. Contact school/parent	
3	Pupil feels faint / feels ill		✓		Staff awareness. Contact school/parent	
4	General emergency situation		✓		Staff respond to Transport Officials instructions	Nominated Leader
	• Physical attack on pupil / staff	✓			Ask fellow passengers for assistance	
	• Train breakdown		✓		Staff respond to Transport Officials instructions	
	• Station evacuation		✓		Staff respond to Transport Officials instructions	
	• Being in unfamiliar / unknown location		✓		Leader assess journey beforehand and carries tube / bus map	Nominated Leader
5	Pupil injured by collision with permanent fixture	✓			Leader to report to Authorities immediately	
					Leader to advise school who in turn advise parents.	

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<u>Those at risk</u>		L	M	H	<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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