



Educational Visits

Responsibility: Head Teacher

Reviewed: 8th August 2016

Next Review: August 2017

What is the Legal Framework?

The Chief Executive and Trustees establish the overall Health and Safety Policy of the Licensed Trade Charity. This policy sets out the Trade Charity's approach to provide a high level of health, safety and welfare for all participants during education visits

The Trade Charity is committed to complying with all relevant legislation in particular the:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Health & Safety: Department for education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies 2013

The Responsibility of the Employer

The Trade Charity as the employer is required by law to:

- assess the risks of activities, introduce measures to control the risk, and to tell their employees of these measure

The Trade Charity will take practical steps to meet it's responsibilities by:

- providing written guidelines for all staff including guidance on risk assessment
- ensuring that emergency telephone numbers are available for the duration of the visit
- ensuring that training requirements have been met and that named qualified staff have been available for advice
- ensuring that maintained insurance cover is appropriate
- having procedures to monitor and review safety during and after the proposed visit

- ensuring that the visit has specific and stated objectives
- ensuring that the plans for the visit meet regulations and guidelines including the Health and Safety Policy
- ensuring that visits are planned one term in advance, or for exceptional cases, two weeks in advance

The Responsibility of the Head Teacher

The Headteacher will ensure that:

- all necessary actions have been completed by the group leader
- risk assessments and safety measures are in place
- the training needs for all participants have been met
- the group leader is suitably experienced and qualified in both the activity and the management of the particular group on the proposed visit
- the group leader is given sufficient time to organise the visit properly
- the ratio of staff to learners is appropriate
- volunteer staff are informed of school policy/guidelines
- parents have signed a consent form
- arrangements for all special, medical, and first aid needs have been made
- there is a list of all participants with emergency contact numbers for parents or next of kin
- emergency procedures are produced by the group leader and agreed by the Headteacher and Trade Charity
- times and mode of travel are agreed and published
- there is a contingency plan for any delays
- a member of non participating staff will be nominated as the school contact

The Responsibility of the group leader

The group leader will have:

- overall responsibility for the supervision of the visit
- regard for the health and safety of the group
- been appointed and approved by the Headteacher, Chief Executive and trustees



The tasks for a group leader

The group leader should:

1. obtain the Headteacher's written agreement well in advance of the planned visit
2. follow existing policies, regulations and guidelines that pertain to the visit
3. define the role of the leader and supervisory staff
4. appoint a deputy competent in both the management of the learners and the skills involved in the activity. (Adventure Centre Activities to meet criteria agreed with Headteacher)
5. ensure that a comprehensive risk assessment (using DfE guidelines) are completed
6. ensure that ratios of staff to pupils meet current DfE guidelines
7. ensure that all participants are clear as to the nature of the activity and their various roles during the activity
8. ensure that group supervisors have:
 - details of the school contact
 - copy of emergency procedures
 - details of any special, educational or medical needs
9. meet with staff and visually check that all pupils have a personal programme that supports their understanding of the purpose, rules, and behaviour of the visit



The responsibility of teachers

Staff act as representatives of the Licensed Trade Charity. This means that during the visit all staff are required to:

- promote a positive image
- ensure the health and safety of every member of the group
- behave in the manner of a prudent parent
- follow the instructions of the group leader
- stop the activity, and report to the group leader if they consider an activity is compromising a learner's health and safety

The responsibility of adult volunteers

Non teaching adults on a visit have an important role to play, in order to respect this role and to have the adult make a positive contribution it is reasonable to clarify their role and responsibilities.

Non teaching adults acting as volunteers must:

- do their best to ensure the health and safety of everyone in the group
- follow the instructions of the group leader and teaching supervisors
- conform to the role model required by the group leader
- raise any concerns regarding welfare, health and safety of learners with the group leader
- assist with control and discipline as required by the group leader
- not be left in sole charge of learners except where previously agreed as part of a risk assessment



The responsibility of learners

Within the planning process it will be necessary for the group leader to be confident of the learners that are going on a visit. It will therefore be incumbent on the group leader to inform all learners of their responsibilities. The responsibilities that will be conveyed must make it clear to learners:

- not to take unnecessary risks
- to follow instructions from the group leader and other supervisors
- to follow the stated dress code
- in different environments to respond sensitively to local codes of behaviour
- to be aware of potential endangering situations and report immediately to the group leader or supervisors
- that behaviour that does not follow the stated codes and expectations will possibly result in the visit being stopped or the individual returned to school
- rehearse aspects of the event
- practice asking for help if this is a recognised difficulty
- practice calming behaviour

The responsibility of parents

It is anticipated that parents will support their children on a school visit and in order to do this the group leader should have given them:

- written information and briefings that allow an informed decision of acceptance to be made
- details of the visit's code of conduct, including the responsibility for a returning learner

How does the curriculum reflect the off-site visit policy?



Learners with a diagnosis on the autism spectrum have learning needs that must be addressed. Staff will make sure that learners are confident learners and aware that visits can cause both excitement and distress.

Learners should practice

- walking
- talking
- asking for help
- expressing concerns
- stranger danger