**Mill Lane**

**Primary School**

Educational Visits

Policy

January 2018

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| Date updated: Jan 18 |
| Updated by: Judy Stanyard |
| Date adopted by Governors and Staff: Jan 18 |
| Review Date: Jan 20 |

**Educational Visits Co-ordinator:**  Mrs Sue Skillcorn

## RATIONALE

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of ‘real-life’ opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice.

## PURPOSE

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

## GUIDELINES

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

Stockton Education Visits Approval Panel (EVAP) meet twice each term – the dates of which are published on the Outdoor Education/Educational Visits website. The panel receives all Category C activity proposal and either approve or not approve them, based on the information supplied.

Types of visit

There are three types of visit:

1. Routine local visits – **Category A**

2. Day visits within the UK that do not involve an adventurous activity – **Category B**

3. Visit that are overseas, and/or residential, and/or involve an adventurous activity- **Category C**

The following guidelines support the planning and implementation of educational visits organised at Mill Lane Primary School.

## Head Teacher

The Head Teacher at Mill Lane Primary School will endeavour to ensure that:

* they have appointed a suitable group leader;
* all necessary actions have been completed before the visit begins. (This applies even when the head is not going on the visit);
* the risk assessment is complete and that it is safe to make the visit;
* training needs have been met;
* the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
* the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
* all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
* the governing body has approved the visit if necessary;
* parents have signed consent forms;
* arrangements have been made for all the medical needs and special educational needs of all the children;
* the mode of travel is appropriate;
* travel times out and back are known;
* there is adequate and relevant insurance cover;
* they have the address and phone number of the visit’s venue and have a contact name;
* that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff’s and volunteers’ next of kin.

## Group Leader

The Group Leader is the **key person** in the process of safe and successful delivery of off-site visits and activities. They are responsible overall for the supervision and conduct of the visit, and should have been appointed by the Head Teacher. The Group Leader should:

* be suitable qualified if instructing an activity and be conversant in the good practice for that activity if not;
* be able to control and lead pupils of the relevant age range;
* appoint a deputy;
* undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
* be aware of child protection policy and procedures;
* ensure all adults are aware of special needs or medical issues and know all the pupils proposed for the visit to assess their suitability;
* undertake and complete a comprehensive risk assessment, submitted to DHT at least 48 hours before the visit takes place;
* have regard to the health and safety of the group at all times;
* observe the guidance set out for teachers and other adults below;
* ensure that pupils understand their responsibilities (see responsibilities of pupils below);
* provide full written information to parents or carers and obtain their fully informed consent;
* determine the level of first aid provision required and appoint an adult to take that responsibility;
* any necessary medication should be carried by the group leader such as inhalers and ASHD medication, ensuring all medication should be correctly named;
* provide the Head Teacher/Educational Visits Co-ordinator and school office with all relevant documentation, especially if it is a Category B or C visit);
* carry all relevant documentation including emergency procedures;
* have an effective communication system with the designated member of staff from the school in the event of an emergency or delay;
* report and record any accident, incident or near miss in an appropriate manner;
* inform office staff of any requirements for school packed lunches at least 2 weeks prior to the visit;
* carry out a review of the visit or activity with the Headteacher or Deputy Head teacher.

## Other teachers and adults involved in a visit

Teachers on school-led visits act as employees of the LEA or of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head Teacher and Governors if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

* do their best to ensure the health and safety of everyone in the group;
* care for each individual pupil as any reasonable parent would;
* follow the instructions of the leader and help with control and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
* consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

**The Local Authority**

The LA is responsible for the final approval of all visits that are either overseas, residential, take place in a challenging environment (including London) and/or involve an adventurous activity for Local Authority maintained establishments. For establishments outside of Local Authority control, the Local Authority acts in an advisory and consultative role proving guidance for such establishments.

## Responsibilities of pupils

The group leader should make it clear to pupils that they must:

* not take unnecessary risks;
* follow the instructions of the leader and other adults;
* dress and behave sensibly and responsibly;
* look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
* should not undertake any task that they fear or that they think will be dangerous.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

## Parents

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit’s code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

* provide the group leader with emergency contact number(s);
* sign the consent form;
* give the group leader relevant information about their child’s health which might be relevant to the visit.

**Plan B**

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B. Not having a Plan B has been a common cause of accidents.

## Approval

## The approval process is as follows for each type of visit:

## 1. Local visits (Cat A) which involve transport purely by foot within the locality will be approved by the Head teacher on completion of an Educational Visit Request Form.

## 2. Day visits (Cat B) within the UK that do not involve an adventurous activity, are not within London and do not take place in a challenging environment will be approved by the Head teacher on completion of an Education Visit Request Form.

## Educational Visit Request forms must be submitted to the Head Teacher at least 14 days prior to the visit.

## 3.Visits that are overseas, residential, within London, take place in a challenging environment and/or involve an adventurous activity i.e residential, are checked by the Head teacher at least 6 weeks in advance, approved by the Governing Body and then require endorsement from Stockton Local Authority, at least 21 days prior to the visit.

## Planning off-site visits

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The Group Leader is responsible for planning all off-site visits, but the Head Teacher must be satisfied that the person planning the visit is qualified to do so and has the necessary experience.

The organiser / group leader must agree all plans with the Head Teacher.

## Risk Assessment

A risk assessment should always be carried out before setting off on a visit, using Mill Lane’s Risk Assessment form. The risk assessment will decide the adult: to child ratio for each visit. It is not expected that staff risk assess every minute detail, but that there is a focus on hazards that could result in loss, delay, severe or disabling injury or death (see Guidance under ‘Supervision’). The risk assessment should includes the following considerations:

* what are the risks?
* who is affected by them?
* what safety measures need to be in place to reduce risks to an acceptable level?
* can the group leader guarantee that these safety measures will be provided?
* what steps will be taken in an emergency?
* what is the acceptable ratio of adults to children for this visit? (see section on Supervision)

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

The group leader should take the following factors into consideration when assessing the risks:

* the type of activity and the level at which it is being undertaken;
* the location;
* the competence, experience and qualifications of supervisory staff;
* the group members’ age, competence, fitness and temperament;
* pupils with special educational or medical needs;
* the quality and suitability of available equipment;
* seasonal conditions, weather and timing;
* duration of the visit.

## Exploratory Visit

Wherever possible the group leader should undertake an exploratory visit to:

* ensure that the venue is suitable to meet the aims and objectives of the school visit;
* assess potential areas and levels of risk;
* ensure that the venue can cater for the needs of the staff and pupils in the group;
* ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue’s appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

## First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should be aware of the agreed accident and emergency procedures and know how to contact emergency services.

The minimum first-aid provision is:

* a suitably stocked first-aid box;
* a person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Head Teacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

## Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

* sex, age and ability of group;
* special needs pupils;
* nature of activities;
* experience of adults in off site supervision;
* duration and nature of the journey;
* type of any accommodation;
* Competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

**As general guidelines, the following ratio of adults to children should be used:**

 **EYFS, visits off-site may be as low as: 1:2 (generally 1:4)**

 **Year 1 – Year 3 1:6**

 **Year 4 – Year 6 1:10**

Regardless of these suggested ratios, each visit will be assessed individually through the school’s risk assessment procedure for educational visits. **At no point should a single member of staff take children on an educational visit.** Staff should try to keep below ratios whenever possible. These ratios do not include residential visits.

Where there is more than one adult supervisor a group leader, who has authority over the whole party, should be appointed.

Where a high adult to pupil ratio is required, it is not always feasible to use school staff alone. Parents with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil. It is the Group Leaders responsibility to ensure this does not happen.

If the school is leading an adventure activity, such as canoeing, the LEA or Governing Body must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

**Mobile phones and social network**

• Under no circumstances should any adult use their personal mobile phone to take photographs or make phone calls. These should remain in school.

• Photos and comments should be only posted on the school’s social media outlets such as ‘Facebook’ and ‘Twitter’. No other social media outlets should be used.

• Only the Lead teacher and class teachers will have school mobile phones switched on to communicate with the school or in case of any emergency.

• Any information about a child should only be passed onto the child’s parent or guardian through the class teacher or Head teacher.

• If you need to make an emergency call please speak to the Lead teacher who will support you in any way possible.

## Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other’s safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

## Participation

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or others’ safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils will return home early. In the event that this happens, parents should be made aware that they will be liable for any costs incurred to the school with regard to returning the pupil home.

## Information to pupils

It is for the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should understand:

* the aims and objectives of the visit / activity;
* background information about the place to be visited;
* how to avoid specific dangers and why they should follow rules;
* why safety precautions are in place;
* why special safety precautions are in place for anyone with disabilities;
* what standard of behaviour is expected from pupils;
* who is responsible for the group;
* what to do if approached by a stranger;
* what to do if separated from the group
* emergency procedures
* rendezvous procedures.

## Transport and pupils

The group leader must give careful thought to planning transport, taking into consideration the following:

* passenger safety;
* the type of journey – will the visit take place locally or will it include lond distance driving, ie, motorways;
* traffic conditions;
* contingency arrangements in case of breakdown/emergency;
* weather;
* journey time and distance;
* supervision,

Pupils using transport on a visit should be made aware of basic safety rules including:

* arrive on time and wait for the transport away from the road, track, etc.
* do not rush towards the transport when it arrives;
* wear your seatbelt and stay seated while travelling on transport;
* make sure your bags do not block aisles on the transport
* never attempt to get on or off the moving transport;
* never throw things out of the transport vehicle’s windows;
* never get off a vehicle held up by traffic lights or in traffic;
* never run about while transport is moving or pass someone on steps or stairs;
* never kneel or stand on seats or otherwise impede the driver’s vision
* never distract or disturb the driver;
* stay clear of automatic doors / manual doors after boarding or leaving the transport;
* after leaving the vehicle, always wait for it to move off before crossing the road;
* if you have to cross roads to get to the transport always use the Green Cross Code
* if you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

## Pupils with special educational and medical needs

The Head Teacher will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

## Communicating with Parents / Guardians

Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils’ health and safety is useful to parents, and will in included in letter to parents / guardians prior to a visit:

* dates of the visit;
* times of departure and return;
* mode(s) of travel including the name of any travel company;
* details of accommodation with security and supervisory arrangements on site;
* names of leader, or other staff and of other accompanying adults;
* visit’s objectives;
* details of the activities planned and of how the assessed risks will be managed;
* insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
* clothing and equipment to be taken;
* spending money is not allowed on educational visits. However, a maximum of £10 may be taken on a residential (anything more should be included in the cost of the residential);
* the information to be given by parents and what they will be asked to consent to.
* Parents should be made aware that financial support is available when discussing educational visits. A paragraph should be included at the end of letters sent home that states:

‘No child from this school will miss out on any key educational trips and opportunities because of money. If you are unable to pay for this trip by the date, please speak to Mrs Skillcorn.’

* Letters should explain that if students are eligible for free school meals than a packed lunch and drink will be provided;
* Do not state that there are limited places available and places are issued on a first come first served basis;

## Parental consent

Mill Lane Primary School will seek consent for:

* visits involving young children;
* adventure activities;
* visits abroad;
* other residential visits.

If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Head Teacher will need to consider whether the child may be taken on the visit or not. The School’s parental consent form should be completed for each pupil in the group (see Appendix A). Written consent is the only form of consent and should always be received. Verbal consent MUST not be accepted.

**Residential visits**

Adult to pupil ratio should be a minimum of 1:10. The Group Leader should bear in mind the following issues for Hostels and Hotels:

* the group leader should ideally have adjoining rooms with staff quarters next to the young people’s – we will endeavour to obtain a floor plan of the rooms reserved for the group’s use in advance;
* the immediate accommodation area should be exclusively for the use of the group;
* access by staff to student rooms must be available at all times;
* separate male and female sleeping areas for pupils and adults and at least one teacher from each sex for mixed groups;
* ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel;
* ensure there is appropriate and safe heating and ventilation;
* security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
* ensure that locks / shutters etc. work on all the rooms used by the group;
* storage of clothes, luggage, equipment etc., particularly safekeeping of valuables;
* adequate lighting – it is advisable to bring a torch;
* there should be drying facilities;
* provision for sick, disabled pupils or those with special needs;
* safety in rooms (electrical connections, secure balconies);
* where possible, pupils should not be lodged in ground floor rooms;
* the fire alarm must be audible throughout the accommodation;
* there should be recreational accommodation / facilities for the group;
* there should be an appropriate number of group supervisors on standby duty during the night.

After arrival at any accommodation, it is advisable to carry out a fire drill as soon as possible.

**Specific Venue and Activity Issues**

Key Stage 2 Curriculum Swimming

All swimming trips must be accompanied by a member of teaching staff who has overall responsibility for the group. Tasks or functions can be delegated to other adults present, but overall duty of care may not be delegated to anyone else:

* Safeguarding procedures to be adhered to at all times with particular reference to the transition times and changing areas.
* Children are appropriately supervised when changing.
* Pupils are under control at all times
* A head count is taken before, during and after sessions.
* Teachers/instructors have an overview of the teaching of their children and the conduct of the group.

After School Regular Sporting Fixtures

It is essential that all reasonable care is taken to ensure the safety and well-being of all participants in order to achieve their educational objectives.

Pupils:

* Adhere to the rules of the game at all times.
* Respect the officials and their decisions.
* Respect their fellow team mates
* Work together for the greater good on and off the field of play
* Be dignified in victory and defeat

## Work with the member of staff in charge to improve their skills

## Under no circumstances use foul, racist or abusive language

## Under no circumstances use physical violence towards another player or member of staff.

## Adhere to uniform rules in and off the pitch

## Only use media, iPads, if instructed to be a member of staff (including travelling to and from)

## Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. At Mill Lane, the group leader should bear the following points in mind in the risk assessment of a coastal activity:

* tides and sandbanks are potential hazards so timings and exit routes should be checked;
* ensure group members are aware of warning signs and flags;
* establish a base on the beach to which members of the group may return if separated;
* look out for hazards such as glass, barbed wire and sewage outflows etc;
* some of a group’s time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;
* cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

The local coastguard, harbour master, lifeguard or tourist information office can provide information and advice on the nature and location of hazards.

## Swimming in the sea or near natural waters

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group and parental consent MUST be obtained before the visit

Swimming in the sea on a coastal visit, will **not** be allowed for Mill Lane children. Paddling will only be allowed as part of a supervised activity, preferably in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Where paddling is to be allowed on a visit, a ratio of 1 adult to 4 children is a minimum. If the activity takes place in warm weather, safeguard against the effects of sunburn. All activities in water are classed as Category C activities and must be submitted to the LA for endorsement.

## Farm visits

Mill Lane Primary recognises that farms can be dangerous even for the people who work on them. Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E-coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.

The basis rules for a farm visit will be never to let pupils:

* place their faces against the animals or their hands in their mouths after feeding them;
* eat until they have washed their hands;
* sample any animal foodstuffs;
* drink from farm taps (other than in designated public facilities);
* ride on tractors or other machines;
* play in the farm area.

**Educational Visit Forms**

When a member of staff is considering organising an educational visit, the following documentation must be completed.

Form 1 Request for Educational Visit (at least 14 days prior to visit)

Form 2 Risk Assessment Form (at least 48 hours prior to visit)

Form 3 Educational Use of External Activity Providers (HASPEV form 4)

Form 4 Parent / Carer Consent for an Educational Visit (HASPV Form D yearly consent)

Form 5 Near Miss Report

Staff should always refer to the school’s Education Visits Resource Pack when organising a visit

**Additional Supporting Documents for Information:**

The Stockton Borough Council Statement of Policy on Health, Safety and Welfare and the Corporate accident reporting procedures incorporating the reporting of injuries diseases and dangerous occurrences (RIDDOR regulations 1995)

Guidance issued by the Department of Children and Families Services (DCFS), supplemented as appropriate by expert advice from national governing bodies of sports and professional associations and the Outdoor Education Advisors Panel (OEAP).

Health and Safety of Pupils on Educational Visits (HASLOC)

DfES/HSPV2, September 1998

Standards for LEAs in Overseeing Educational Visits

 DfES/0564/2002, July 2002

Standards for Adventure

DfES/0565/2002, July 2002

A Handbook for Group Leaders

 DfES/0566/2002, July 2002

Group Safety at Water Margins

DfES/CCPR/2002, Dec. 2002

Learning outside the classroom manifesto

 DfES 2006

Guidance on the Licensing Regulations

 AALS 2004

Safe Practice In Physical Education and School Sports

AFPE 2008

**Legal Framework**

Educational Visits and Outdoor Education are governed by the following legislation:

* Health and Safety at Work Act 1974
* Adventure Activities Licensing Scheme (AALS)

**SCHOOL TRIP REQUEST FORM**

|  |  |
| --- | --- |
| **Class/Year Group** |  |
| **Date of Visit** |  |
| **Time of Departure** |  |
| **Estimated time of return** |  |
| **Place of Visit** |  |
| **Number of children** |  |
| **Number of Adults** |  |
| **Coach Required** |  |
| **Cost of coach** |  |
| **Cost of Venue** |  |
| **Coach (Pick up/drop off time)** |  |
| **Contribution from parent required & amount** |  |
| **Packed lunch required** |  |
| **Cook Informed** |  |
| **Number and names of Staff Involved** |  |
| **Any other requirements** |  |

**Authorised by ………………………………………… Head Teacher**

Category A Category B\* Category C\* (please tick)

 \* Form 2 must also be completed.

STOCKTON BOROUGH COUNCIL

 RISK ASSESSMENT FOR EDUCATION VISITS

**As required by the Health and Safety at Work Regulations 1999**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Activity / Visit: |  | Department: |  |
| Date: |  | Assessment Carried out by: |  |
| Who is at Risk / describe group: |  | Number of children on trip: |  |
| Contact Number of Group Leader: |  | Staff/Child Ratio: |  |
| Contact number of coach driver (this may need to be completed on day of trip) |  | Contact number for place visited. |  |

|  |  |
| --- | --- |
| Time of Departure |  |
| Estimated Time of Return |  |
| Total Number of Adults attending: |  |
| Names of Teachers: |  |
| Names of Teaching Assistants: |  |
| Names of Additional Voluntary Helpers: |  |
| First Aid Arrangements: |  |
| Clothing and Other Equipment Required. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| HAZARD | **RISK (see attached matrix)** | CONTROL MEASURES |  |
| **Hazards** | **Who is Affected** | **Probability****L. M. H.** | **X** | **Severity** **L. M. H.** | **=** | **Risk Rating****L. M. H.** | **Actions Taken to Reduce Risk** | **Residual Risk****L. M. H.** |
|  |  |  | X |  | = |  |  |  |
|  |  |  | X |  | = |  |  |  |
|  |  |  | X |  | = |  |  |  |
|  |  |  | X |  | = |  |  |  |
|  |  |  | X |  | = |  |  |  |
|  |  |  | X |  | = |  |  |  |
| Further Controls : |
| Please note below any pupils who are on medication (including inhalers) and ensure all medication is taken with you. |
| **Probability Key:**L = No ChanceM = Medium ChanceH = High Chance, Very High Chance  | Severity KeyL = No injury/Minor first aidM = First aid treatment, Doctor or Hospital.H = Major injury/Reportable Accident. | **Key:** L X L = L L X M = M L X H = MM X M = MM X H = H H X H = H | Residual RiskLow = AcceptableMedium & HighRequires additionalAction to reduce risk  |
| At the time of producing this assessment, as far as I can foresee, the risks involved with this activity have been reduced as far as is reasonably practicable. The risk assessment should be reviewed when anything gets changed on the education visit or offsite activity and registered in the boxes below. |
|  | **Name** | **Date:** | **Position on trip:** | **Signature:** |
| **Signature group leader:** |  |  | GROUP LEADER |  |
| **Accompanying staff 1:** |  |  |  |  |
| **Accompanying staff 2** |  |  |  |  |
| **Accompanying staff 3:** |  |  |  |  |
| **Accompanying staff 4:** |  |  |  |  |
| **Accompanying staff 5:** |  |  |  |  |
| **Accompanying staff 6:** |  |  |  |  |
| **Reviewed by Sue Skillcorn/J Stanyard** |  |

HASPEV FORM 4

**EDUCATIONAL USE OF EXTERNAL ACTIVITY PROVIDERS**

**(Applicable to both Licensed and Unlicensed Providers)**

When considering the use of commercial, charitable or private providers of facilities or activities it is necessary to establish that the provider is competent to deliver the services to be used. This may include an assessment of the documentation, facilities and activities. The assessment will be based on statutory requirements and the policies, procedures and guidelines of the Local Authority, the DfES and the National Governing Bodies or professional associations of the activities involved.

This form is intended to assist schools and services in this assessment by gaining written assurances from a provider. These may be followed by further investigation.

* The school or service is to complete Section A and send this form to the provider at the time of making a provisional booking. Before confirming the booking the Group Leader should assess the completed form carefully and seek further confirmation where appropriate. This will include seeking advice and assistance from the Local Authority/Outdoor Education Adviser where necessary. The completed form and associated documentation is to be attached to the Application For Approval of an Educational Visit

**Section A: The Group Leader should complete this section:**

School/Service:

Address:

Group Leader:

Date of proposed visit:

**Section B: The Provider should complete this section:**

The following conditions are directed to providers and will form part of the contract of booking. The provider of facilities or activities to the school or education service named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided during the visit will meet the conditions listed. Please tick all specifications you can meet, and indicate by a cross any you cannot meet. Any statements which do not apply should be marked N/A (Not Applicable), with reasons where appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Licensing | **Yes** | **No** | **N/A** |
| A | Adventure Activity Licensing Authority (AALA) licence. |  |  |  |
|  | AALA Licence number: |  |  |  |
|  | If Yes, please list activities covered by the AALA licence which are relevant to this visit:If No or N/a explain why. |  |  |  |
| B | Maritime and Coastguard Agency Codes of Practice registered |  |  |  |
|  | Code:Small Commercial Vessel Certificate number:Category: |  |  |  |
|  | Activity Management |  |  |  |
| 1 | The provider operates a policy for staff recruitment, training and assessment which ensures that staff with a responsibility for participants are competent to undertake their duties. |  |  |  |
| 2 | The provider maintains written codes of practice for activities which are consistent with relevant National Governing Body (NGB) guidelines and which are available for inspection. |  |  |  |
| 3 | Staff competences are confirmed by possession of appropriate NGB qualifications at the level recommended by the NGB for the activities to be undertaken, or staff have individually had their competences ratified by an appropriately experienced and qualified technical adviser. |  |  |  |
| 4 | Where there is no NGB for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice. |  |  |  |
| 5 | Participants will at all times have access to a person with a current first aid qualification. Staff are practiced and competent in accident and emergency procedures. |  |  |  |
| 6 | There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants. |  |  |  |
| 7 | All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks. |  |  |  |
|  | Health, Safety and Emergency Policy |  |  |  |
| 8 | The provider complies with relevant safety regulations including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection. |  |  |  |
| 9 | Accident and emergency procedures are maintained and records are available for inspection. |  |  |  |
|  | Vehicles |  |  |  |
| 10 | All vehicles and trailers are roadworthy and meet the requirements of the law, as do drivers. |  |  |  |
|  | Staffing |  |  |  |
| 11 | All reasonable steps have been taken to check staff who have access to young people for relevant criminal history and suitability for working with young people. |  |  |  |
| 12 | There are adequate and regular opportunities for staff to liaise with the provider's staff. |  |  |  |
| 13 | There is sufficient flexibility to make radical changes to the programme if necessary and the reason for such changes will be made known to the school/service staff. |  |  |  |
|  | Insurance |  |  |  |
| 14 | The provider has public liability insurance to at least £2 million. |  |  |  |
|  | Accommodation (if residential accommodation is provided) |  |  |  |
| 15 | The premises are covered by a current fire certificate.The reason the premises are out of scope of fire regulations is:………………………………………………………………………Recent advice of the local Fire Authority has been sought and their recommendations adopted in full. |  |  |  |
| 16 | There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. |  |  |  |
| 17 | Separate male and female sleeping and washing facilities are provided, and staff accommodation is close to the young people's accommodation. |  |  |  |

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

Details of any other accreditation with National Governing Bodies, Tourist Boards etc:

Signed: Date:

Name (capitals)

Position in organisation:

Name and address of organisation:

Telephone: Fax:

Thank you for completing this form. Please return to the Group Leader named in section A.

Stockton Borough Council

#### HASPEV

Form D

Education Department

Health and Safety of Participants on Educational Visits

## PARENT/GUARDIAN CONSENT

## REGULAR OUT OF SCHOOL/ESTABLISHMENT VISITS OR ACTIVITIES

**School/Service: MILL LANE PRIMARY SCHOOL**

**Period of Consent:** **1 SEPTEMBER 20.. – 31 AUGUST 20..**.

I agree to **(Name of Participant:)**…………………………………………………………………..

taking part in recognised activities off the school/service site in the Borough or neighbouring area. These may include for example, local environmental studies, surveys, swimming, joint sporting activities and cultural visits.

**I understand that:**

* I will be informed of the dates of these visits prior to them taking place;
* (schools) such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return;
* (non school services) such activities will not often extend beyond the normal programme , but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return;
* my specific permission will be sought for any educational visits or activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
* all reasonable care will be taken of my child in respect of the visit or activity;
* my child will be under an obligation to obey all directions given, observe all rules and regulations governing the visit or activity and conform to normal codes of behaviour and discipline;
* any medical condition or special needs will be notified to the school/service now and as and when they arise;
* all participants are covered by the Council/Voluntary Aided School third party public liability insurance in respect of any claim arising from an accident attributable to the negligence of the Council/Voluntary Aided School. These arrangements do not provide personal accident cover.
* personal accident cover is provided by the School Journey Policy arranged through the Local Authority/School. I will ask for further details if I require them.

**Signature of Parent/Guardian:** ……………………………………… **Date:** …………………..

Full name(capitals):……………………….……………………………………………………………

**Home Address:** ……………………………………………………………………………………...

…………………………………………………………..………… **Post Code:** ……………………

Normal emergency contact numbers:

Home ………………………… Work ……………………… Mobile ………,,,,,,,,………………

HASPEV FORM **3**

**Adult and Children’s Services**

**Health & Safety of Participants on Educational Visits**

## PARENT/GUARDIAN CONSENT FOR AN EDUCATIONAL VISIT

**To be distributed with information giving full details of the visit.**

|  |  |
| --- | --- |
| **School/Service/Centre/Project:** | …...............................……………………………………………………………… |
| **Visit To:** | ……………………………………………………………………... ……………………………….. |
| **From:** | Date |  | Time |  | **To:** | Date |  |
| **Name of Participant:** | …....………….............................……………………...………………………………………….. |
| **Home Address:** | ……....……….............................……………………...………………………………………….. |
| ....................................................................................................................... | Postcode: | .......................................... |
| **Date of Birth:** | ...................................................................... |  |

I agree to my child taking part in this visit and have read the information sheet provided.

I agree to him/her participating in the activities described and acknowledge the need for him/her to behave responsibly.

**Medical Information about your Child:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (a) | Any conditions requiring medical treatment, including medication?If YES, please give brief details: | Yes | [ ]  | No | [ ]  |
| ……………………………………………………………………………………………………………………………………………. |
| ……………………………………………………………………………………………………………………………………………. |
| ……………………………………………………………………………………………………………………………………………. |
| (b) | Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary: |
| ……………………………………………………………………………………………………………………………………………. |
| ……………………………………………………………………………………………………………………………………………. |
| ……………………………………………………………………………………………………………………………………………. |

***For residential visits and exchanges only:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (c) | To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?If YES, please give brief details: | Yes | [ ]  | No | [ ]  |
| ……………………………………………………………………………………………………………………………………………. |
| ……………………………………………………………………………………………………………………………………………. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (d) | Is your son/daughter allergic to any medication?If Yes, please specify: | Yes | [ ]  | No | [ ]  |
| ……………………………………………………………………………………………………………………………………………. |
| ……………………………………………………………………………………………………………………………………………. |
| (e) | When did your son/daughter last have a tetanus injection? |
| ……………………………………………………………………………………………………………………………………………. |

**SWIMMING ABILITY** *(Please tick appropriate boxes)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Is your child able to swim 50 metres?
 | Yes | [ ]  | No | [ ]  |
|  |  |  |  |  |
| * Is your child water confident in a pool?
 | Yes | [ ]  | No | [ ]  |
|  |  |  |  |  |
| * Is your child confident in the sea or in open inland water?
 | Yes | [ ]  | No | [ ]  |
|  |  |  |  |  |
| * Is your child safety conscious in water?
 | Yes | [ ]  | No | [ ]  |

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit.

**Declaration:**

I agree to my son/daughter 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.

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

(A Parent/Guardian wishing to vary the terms of this ‘declaration’ must state their specific requirements for the attention of staff/medical authorities, preferably also including the reason.)

|  |
| --- |
| ……………………………………………………………………………………………………………………………………………. |
| ……………………………………………………………………………………………………………………………………………. |
| Signature: | …………….............………………….………... | Date: | ………….…………….……… |
| Print Full Name: | ……………...............….……………….……… |

***Home Emergency Contact:***

|  |  |  |  |
| --- | --- | --- | --- |
| Work: | .......................................................................... | Home: | .......................................... |
| Home Address: | ……….................................……………………...………………………………………….. |
| ........................................................................................................................ | Postcode: | .......................................... |

***Alternative Emergency Contact:***

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | .......................................................................... | Tel: | .......................................... |
| Address: | ………........…….............................……………………...………………………………………….. |
| ....................................................................................................................... | Postcode: | .......................................... |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of family doctor | .......................................................................... | Tel: | .......................................... |
| Address: | ……...……….............................……………………...……………………………………….….. |
| ....................................................................................................................... | Postcode: | .......................................... |

***Copies of this form must be taken by the Group Leader and retained at the Centre***

## Form 5

## STOCKTON BOROUGH COUNCIL

**NEAR MISS REPORT FORM**

**PRIVATE & CONFIDENTIAL**

**Definition of a Near Miss**

Some thing which could have occurred but did not occur due to one or more factors, such as a member of staff detecting an error or unsafe condition and taking appropriate corrective action.

Council Department Where Near Miss Occurred: ………..…………………………………………………………

Establishment - School or Site: ……….…………….................................……………………………………………

Exact Location: ………………………..……………..……………………………………………………………………

…………………………………………………………………………………………………………………….

###### ABOUT THE INCIDENT

Date of Near Miss ………………………….……………………… Time of Near Miss …….………………………

Person Near Miss reported to ……………………………………………..………………………………………………

Date of Reporting ………………………………………………….. Time of Reporting ……………………………..

Describe in detail the cause the Near Miss (Include events leading up to the incident, Name any machinery or substances involved.) Use the aid of sketches if appropriate.

What Remedial Actions Have Been Taken to Prevent Further Incidents?

Details of person reporting near miss **(Optional)**

Name…………………………………………………………… Position …………………………………………

Department…………………………………………………….. Tel No: ………………………………………….

NEAR MISS CONTINUED

Taking into consideration the likelihood and the potential impact the incident could have caused in terms of personal injury, financial loss, damage to property etc, use the table below to score the near miss.

This will allow the appropriate actions to be taken, thus preventing further or similar incidents happening in the future.

|  |  |
| --- | --- |
| **Likelihood** | **Near Miss Ranking** |
| **5** | **Almost Certain** | **5** | **10** | **15** | **20** | **25** |
| **4** | **Very Likely** | **4** | **8** | **12** | **16** | **20** |
| **3** | **Likely** | **3** | **6** | **9** | **12** | **15** |
| **2** | **Unlikely** | **2** | **4** | **6** | **8** | **10** |
| **1** | **Zero to Low** | **1** | **2** | **3** | **4** | **5** |
|  |  | **Negligible** | **Insignificant** | **Significant** | **Critical** | **Catastrophic** |
|  | **Impact** | **1** | **2** | **3** | **4** | **5** |

|  |  |  |
| --- | --- | --- |
| **TOTAL SCORE** |  | **Action to be taken** |
| **Score 1-4** | **Manage through Supervision** |
| **Score 5 – 8** | Discuss in Team Meetings. |
| **Score 9 – 14** | Report to Health and Safety Officer and Risk Management Officer. |
| **Score 15 - 25** | Report immediately by quickest possible means (telephone) to the Health and Safety Officer and Risk Management Officer. |

All completed near miss forms are to be forwarded to Health and Safety Unit and the Risk Management Officer **immediately** upon completion.

**Signed and dated:**

Head Teacher ………………………………………………………………………………………………..

Chair of Governors …………………………………………………………………………………………