

## HEALTH AND SAFETY OF STUDENTS ON EDUCATIONAL VISITS

### POLICY

My Choice School encourages educational visits in order to enrich and engage our students through activity based learning. Educational visits may include the local area, museums, art galleries and exhibitions, libraries, places of interest and community and leisure facilities including shops and garden centres. Students should be encouraged to have input into their choice of educational visit.

Sport activities which may involve a higher risk of injury, such as trampolining or swimming, will not be accessed unless a specialist instructor or lifeguard is available at the sport or leisure facility to be visited.

It is our policy that educational visits **do not** include overnight stays.

Any educational visit must be formally planned prior to the visit and a risk assessment carried out. The risk assessment must demonstrate that consideration has been given to dangers and difficulties that may arise and that plans have been made to reduce them. Planning and risk assessment of educational visits must follow **DfE Guidance Health and Safety of Students on Educational Visits (November 2018)**.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

It is the responsibility of the teacher organising the visit to carry out the planning and risk assessment and to have the plans approved by the Headteacher prior to the visit. It is the responsibility of the teacher to act as the Lead Person or to ensure that the delegated Lead Person is informed and prepared.

Swimming pools in leisure centres will be used in order to ensure that safety arrangements are in place such as Life Guards, water testing and first aid facilities. At no time will a pool be used if Life Guards are not present.

Factors taken into consideration when planning and risk assessing must include:

- Type of visit or activity and the level at which it is being undertaken
- Location, routes and mode of transport
- Competence, experience and qualifications of supervising staff
- Ratio of supervising staff to students

- Students' competence, fitness, temperament and suitability of activity
- Special educational and medical needs of students
- Quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a student becomes unable or unwilling to continue
- Implementation of My Choice School Safeguarding Policy at all times
- The need to monitor risks continually throughout the visit

Other considerations in planning are:

- Facilities / equipment to be provided at the venue
- Facilities / equipment to be taken on the visit
- Staff training needs
- Designation of a Lead Person to record details of the visit and to carry accident forms and other documentation
- Medical and health needs of staff
- Insurance needs
- Communication arrangements
- Contingency measures for enforced changes of plan or late return
- Information provided to parents / guardian
- Preparation of students

### **PROCEDURE**

The teacher will have responsibility for planning and risk assessing the visit for their students. This will be a collaborative effort by teachers if more than one class is involved.

The Lead Person can be the teacher or a TA. The Lead Person will have responsibility for managing other staff on the educational visit and for the overall conduct of the visit. The Lead Person must ensure that students and staff are suitably prepared and that parents and carers are informed.

All staff on the educational visit must be aware of emergency procedures and contingency plans and all staff will have the school mobile phones with them at all times.

Consent from parents / carers or social workers is obtained on admission using the My Choice School consent forms; this is for **all** visits however parents and carers will be advised in advance about educational visits to provide opportunity to ask questions and discuss aspects. Parents / carers or social workers will be given access to the Health and Safety on Educational Visit Policy on request and may discuss with the teacher (or Headteacher if the teacher is unavailable) any aspect of proposed visits.

Evidence of planning, including risk assessment, and Headteacher consent must be documented using My Choice School planning and risk assessment forms:

#### **Form A – Student details and checklist**

This form must be completed for each visit by the teacher leading the visit and has contact details, medical information and additional risk assessment needs.

#### **Form B – Educational visit risk assessment**

These forms should be completed in advance for the whole term and are the risk assessment for each location or activity. These risk assessments will be reviewed, at minimum, each term.

### **Form C- Evaluation**

These must be completed after each visit by the lead teacher and will inform future planning and risk assessments. Close calls will be recorded and any issues must be notified to the Headteacher and Head of Education.

Visits that take place with regularity such as PE or nature walks must be evaluated at least 4 times a term.

Copies of all forms will be held at the school.

### **Policy link:**

Curriculum

Safeguarding

Risk assessment

Health and safety

**Reviewed May 2021**

**Reviewed May 2022**

**Review due June 2023**



## Form A – Student Details and Checklist

School	Teacher and supervising staff (including adult: student ratio)
Proposed visit	
Date of visit	
Transport arrangements	
First Aid kit	
Money	

STUDENT DETAILS		
Student name	Year group	
	Home tel	
	Medical	
Student Individual risk assessment	Confirm and attach	
Absconding		
Self injury		
Smoking and lighters		
Sexualised behaviours		
Substance misuse		
Allegations		

<b>STUDENT DETAILS</b>		
<b>Student name</b>	<b>Year group</b>	
	<b>Home tel</b>	
	<b>Medical</b>	
<b>Student Individual risk assessment</b>	<b>Confirm and attach</b>	
<b>Absconding</b>		
<b>Self injury</b>		
<b>Smoking and lighters</b>		
<b>Sexualised behaviours</b>		
<b>Substance misuse</b>		
<b>Allegations</b>		

<b>STUDENT DETAILS</b>		
<b>Student name</b>	<b>Year group</b>	
	<b>Home tel</b>	
	<b>Medical</b>	
<b>Student Individual risk assessment</b>	<b>Confirm and attach</b>	
<b>Absconding</b>		
<b>Self injury</b>		

<b>Smoking and lighters</b>	
<b>Sexualised behaviours</b>	
<b>Substance misuse</b>	
<b>Allegations</b>	

<b>STUDENT DETAILS</b>		
<b>Student name</b>	<b>Year group</b>	
	<b>Home tel</b>	
	<b>Medical</b>	
<b>Student Individual risk assessment</b>	<b>Confirm and attach</b>	
<b>Absconding</b>		
<b>Self injury</b>		
<b>Smoking and lighters</b>		
<b>Sexualised behaviours</b>		
<b>Substance misuse</b>		
<b>Allegations</b>		

<b>Form B Ed visit risk assessment attached</b>	<i>(confirm)</i>
<b>Form C Evaluation attached</b>	<i>(confirm)</i>
<b>Teacher signature</b>	
<b>Date</b>	
<b>Headteacher signature</b>	

<b>Date</b>	
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**Form B –  
Educational Visit Risk Assessment**

<b>Proposed Visits</b>

<b>Objectives of Visits</b>

<b>Transport Arrangements</b>

<b>Details of any Hazardous Activity and Associated Planning, Organisation and Staffing</b>

<b>Planning Visit Carried Out</b>



Risk Assessment	
Risk	Action
<b>Teacher Signature</b>	
<b>Date</b>	
<b>Headteacher Signature</b>	
<b>Date</b>	



**Form C –  
Educational Visit Evaluation Form**

<b>School</b>	<b>Teacher and supervising staff</b>
<b>Students</b>	<b>Year group</b>
<b>Visit</b>	
<b>Date of Visit</b>	

**Were objectives of visit met?**

**Comments on Transport Arrangements**

**Comments on supervision arrangements including adult : student ratio**

**Comments on cost of visit**

**Comments on Risk Assessment including any "close calls" not involving injury or damage**

**Considerations for future visits**

**Headteacher comments**

**Teacher Signature**

**Date**