

Bedales Pre-prep Educational Visits Policy

INCLUDING EYFS

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Tick relevant box(es) ✓ how this Policy should appear:

Inspector Folder		
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	Signpost	
Internal only		
Parent Portal		
For Pupils/Students		

Bedales Pre-prep Educational Visits Policy

At the Pre-prep we value educational visits very highly, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide first-hand experience and opportunities that cannot be provided on site and can extend the knowledge and understanding of our children. Visits can take place within the extensive school grounds or further afield.

Implementation of the Policy

Information for Parents

Parents' permission will always be sought if children are to be taken off site, and a consent form will need to be signed. We always inform parents of any costs involved and of any late return to school. If school lunch is to be missed, packed lunches will be provided by the school. We send details of planned trips well in advance to all parents of children involved. Parents are invited for a full briefing at school before the Year 3 residential trip. Safety is the priority on trips and we expect children to follow instructions given by members of staff. In the unlikely event of safety being put at risk by a child's behaviour, then parents may be asked to collect their child early from the trip.

Supervision for visits within the school grounds

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the school grounds, the children are supervised by staff and relevant ratios are always maintained. A mobile phone and any medical supplies for individual children are always taken (epipens/inhalers etc). A qualified pediatric first-aider is always present when EYFS children are taken out. The children are always briefed in advance about the visit and the standards of behaviour that we expect. Throughout the school, there are regular walks in the school grounds. They use this experience to gain first-hand knowledge of the passing of the seasons, e.g. autumn leaves, spring buds, flowers, and also to appreciate the local animal wildlife. Outdoor activities are also extremely beneficial for physical development and well-being. Our Outdoor Work Coordinator (Bridget MacMillan) often leads these visits within the grounds.

Staff Ratios for Off-Site Visits

We operate a minimum adult to child ratio of 1 adult per 6 children in Years 1 and 2 and 1 adult per 8 children in Year 3. In Reception and Nursery, the ratio is 1 adult to 4 children but will often be 1 adult to 2 or 3 children depending on the nature of the visit. There is always at least one teacher, who will have been designated in charge of the visit. At least one of the accompanying members of staff will be qualified in first aid. We sometimes invite parents to volunteer to help with off-site visits. Volunteers are never allowed to supervise children alone and they are thoroughly briefed about their roles beforehand, including receiving a copy of the risk assessment for the visit. Visits usually link with current projects being studied at school to enhance the children's learning experience.

Pre-Visit Procedures

All destinations for educational visits must be visited well in advance by the teacher in charge (the school will pay expenses) and a risk assessment for the trip must be completed. A risk assessment and emergency procedure form must be shown to the Head and agreed prior to the visit. The risk assessment must be taken into consideration:

- What the risks are.
- The level of risk.
- What safety measures need to be in place to reduce risks to an acceptable level.
- The steps to be taken in an emergency.
- What the acceptable ratio of adults to children is for the visit.
- Any needs of individual children.

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.
- Children with special educational or medical needs.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

If appropriate a risk assessment should be requested from the Education Officer at the planned destination and this should be attached to the school risk assessment. A copy of the risk assessment will be kept in the office in the Trips file.

Staff Checklist:

- Book the trip and finalise all details regarding timings, cost, transport, availability of an area for eating lunch and toilet facilities.
- Book a minibus, if required via the Pre-prep Office.
- Write a letter to parents about the trip (to be approved by the Head) at least a week prior to the visit taking place.
- Letter to parents must include a standard permission slip to be signed by parents and returned to the class teacher. No child must go on a trip without the consent form being completed. Letter must include: why you are going, the educational value, time of departure/return, cost and any other special details. Children are generally expected to wear their red Pre-prep sweatshirts on educational visits. The children do not take pocket money unless specifically requested and, if so, this should be a limited amount in a named purse. Strict purchasing guidance must be given to ensure children do not waste their money.
- Fill in a trip checklist form and return to the office before departing.
- If a packed lunch is required, please complete a Catering Request at least 48 hours in advance (found in the staffroom and in IT staff shared area).
- Charges for a trip will be put on the child's school bill.
- Please inform the secretary if anyone is absent on the day.
- On the day of the visit put a sheet on the Parents' Board giving details about the visit including the names of accompanying parents (form available in staffroom and in IT staff shared area).

Transport

- Minibus – Children will travel by school minibus. Bedales minibuses are available for visits by the Pre-prep children, and they are fitted with adjustable seatbelts to accommodate smaller children. When in charge of a minibus, the very strict adherence to the law and to good practice is paramount (staff should check with the Bursar, if unsure). Drivers need to be over 25, with at least two years driving experience, have category D1 on their driving license and need to take a test arranged by the school. Everyone in the minibus must wear a seatbelt and the legal responsibility for this falls to the driver. An additional adult must accompany the driver, and an emergency folder of children's contacts should be carried in the bus at all times. The buses should be returned to their allocated parking bays after use and keys for buses located in the Dunhurst car park should be collected from and returned to, the reception desk at the Prep school. Unless specific access is required the following roads are barred to the Bedales minibuses:

Church Road beyond the Church to Sheet and the road between Steep and Stroud.

- Coaches – Coaches must be used for visits to London or destinations of 50 miles away or more.
- Cars - Staff cars may be used in an emergency to transport children on a visit. Two adults (including at least one member of staff) must travel in the car. The children must be seated on appropriate booster seats (school booster seats are kept in the Studio) and seatbelts must be worn at all times. Where a member of staff transports a child in his/her car, insurance cover is automatically provided through the schools' 'occasional business use' motor policy.

Staff should refer to Bedales 'Vehicles and Driving Policy' (see Appendix B) for further details about requirements and the school's insurance.

In case of accident – 0800 3891708
Windscreen - 0800 3891708
Breakdown - 0800 3891708

On the day of the visit

Staff to take:

- Spare cash in case of an emergency (requested in advance from the secretary)
- Bucket, tissues, plastic gloves, spare clothes.
- Mobile phone
- Camera
- First Aid kit (class kit or travel kit available from school office) plus individual children's medication
- Class emergency contact numbers in class folder (to be kept on dashboard of minibus whilst travelling).

The teacher in charge should carry out head counts/register of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc. When walking in groups, the children should walk in pairs with an adult leading them and an adult at the rear of the group.

Preparing Children

Providing information and guidance to children is an important part of preparing for a school visit. Children should have a clear understanding about what is expected of them and what the visit will entail. Children must understand what standard of behaviour is expected of them and why rules must be followed. Children should also be told about any potential dangers and how they should act to ensure their own and other's safety. Children whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. The child's parents should be contacted to collect the child early if necessary.

The teacher should be satisfied that the children understand, at their own level:

- 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.
- what standard of behaviour is expected from children.
- 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 where appropriate.

Lost Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing, either from school, or on a visit, we follow the procedures set out in our Lost Child policy.

Delay

The teacher in charge will ring the school if there is any delay, for example, because of heavy traffic. The School Office will phone/email the parents to warn them of a delay where possible.

Illness or Incident

In the event of illness, incident or emergency the 'Emergency Procedure' should be followed.

If a child has a minor accident or becomes ill, the teacher in charge is responsible for contacting the child's parent's emergency contact number to discuss whether the child needs to be collected (if appropriate) or needs medical assistance (the teacher in charge can contact the school to advise the secretary of what is happening and/or ask for assistance in contacting a child's parent or guardian). If contact cannot be made, an ambulance should be called where appropriate and a staff member should accompany the child to hospital and stay until parents arrive.

The teacher in charge (and additional staff/parents) should stay with the remaining children to continue the visit when appropriate (and if adult:child ratios can be maintained) or return to school.

If a school minibus breaks down the teacher in charge should contact school for a replacement to be

sent out. The children should be moved to a safe area away from the road if it is practical to do so, unless deemed safer to stay in the bus.

In the event of a serious accident resulting in the death or injury of one or more of the children and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. Contact should be made with the Head teacher and school at the earliest opportunity.

Swimming

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

Farm visits

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.

Children will be reminded not to:

- place their faces against the animals or their hands in their mouths after feeding or touching animals.
- eat until they have washed their hands.
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);

A detailed separate risk assessment is available for the Year 3 residential trip.

Residential Trips

When running a residential trip, the trip leader must have completed:

- A residential risk assessment
- A full itinerary
- A list of children attending, along with their medical files and parent contact details.
- Nominated first aider(s) accompanying the trip
- Copies of the parent consent forms.
- Copies of any tickets / travel details
- A copy of the risk assessment signed by all the staff on the trip
- Location of nearest hospital

Accommodation:

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be

checked by the group leaders on arrival. The groups should then be given a briefing/fire drill.

Children should know where the staff rooms are located, and these should be in the vicinity of the children's accommodation. Staff may not use the same shared bathrooms and toilets as children. If staff are on the same corridor as children, there must be clear practices that avoid children and staff meeting in a state of undress, including not leaving rooms when in a state of undress and knocking and waiting for an ok before entering rooms. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible.

Tour Companies and External Providers

In the UK, only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used.

It is the responsibility of the Group Leader to assess the appropriateness of any external company used. This includes the activities undertaken, accommodation and instructors / non-school staff. Risk assessments for all activities, accommodation and travel should be undertaken by the Trip Leader.

Emergency Procedures – Carried out by Pre-prep Trip Staff

General Principles:

- Ensure that all staff are briefed for a medical or missing person emergency.
- Ensure that the location of the student medical details and trip insurance details are known to all staff
- Manage communication effectively and write things down.

Medical Emergency / Accident

- Take steps to prevent injury to others in your charge or in the vicinity. Please list others to help you give first aid.
- Contact the emergency services and tour operator
- Arrange documentation required – Insurance, student medical details
- Arrange transport and staff supervision
- Contact the school base contact (see below) who will inform parents
- Notify the British Embassy Consulate if an emergency occurs abroad
- Manage communication by the rest of group; do not name the casualty or give other than brief factual information on local media after liaising with the base contact
- Record in writing – nature, date and time of incident, location of incident, names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far and; action yet to be taken (and by whom).
- No one in the group should discuss legal liability with other parties nor sign anything relating to accident liability without clear advice from the school.

Missing Person

- Make a plan with all supervising staff – have specific times to meet and review. Do not rely on mobile phones.

- Manage and brief the rest of the group.
- Ensure a system for communication between staff and base.
- Contact local emergency services and tour operator.
- Contact SMT base contact who will inform parents.
- Manage communication with the rest of group. Do not name the child / children or give other than brief details of the situation to local media after liaising with the base contact.
- Record in writing – nature, date and time of incident; location of incident; names of others involved so that parents can be reassured; action taken so far; action yet to be taken and by whom.
- No one in the group should discuss legal liability with other parties nor sign anything relating to accident liability without clear advice from the school.
- School Base Contacts in case of an Emergency
- It is the responsibility of the Trip leader to ensure they have the phone numbers for the following school base contacts:
 - Head of Dunannie – Fiona Read
 - Safeguarding Lead – Camilla Bell
 - Pre-prep Office – 01730 300400
 - Personal Liability and Insurance
- The law places the trip leader 'in loco parentis'. It is their responsibility to 'act as any reasonable parent would do in the same circumstances' (DCSF Guidance 'The Health and Safety of Pupils on Educational Visits: A Good Practice Guide'). Staff should be assured that Bedales Schools, 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 schools' guidelines
- Bedales Schools have £20 million of employers Liability Insurance and £20 million of public liability Insurance (as well as a group travel policy)

Annex I: Trip Preparation Checklist

Date of Trip:.....

Destination:.....



Adult in charge: Other Staff		
Accompanying Adults:		
Mobile phone No:		
Time of Departure:		
Time of Return:		
Transport: (Bus only to be driven by a member of the school staff who has passed the required school test.)	Bus booked? Booking confirmed?	
Preparation:	Adults in charge of visit to go on a preparatory trip. If you use your own car for preparatory trip inform the Bursars' secretary prior to departure so you are covered under the school insurance policy.	
	Letter to parents advising details and charge if applicable (School office to produce this)	
	Order lunches/snack on Catering Request form	
	Inform staff of any individual lessons that may be missed.	
	Inform Activities co-ordinator or Swallow Club leader if late return.	
	See parents coming on the trip. Prepare parents by giving them relevant literature and worksheets, talking this through together with timetable and aims for the day.	
Administration	Copies of the trip letter, Aims of the Day and Timetable to accompany Risk Assessment should all be given to Head and a copy to be held in School Office three days beforehand.	
	A list of children's names and telephone numbers should be taken on the trip. (These lists are in the Risk Assessment File in the Office.)	
	admission fee paid?	
	Post trip Information sheet on Parents' Board	
First Aid	There is a First Aid kit in the bus. If necessary, take a small first aid kit from the Office. Check to see if medical equipment is needed for individual children e.g inhaler, epi-pen etc...	

Special Considerations ~ such as difficulties with physical access, following instructions etc	Fill in Special Consideration form and add to Risk Assessment	
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Annex II: Emergency Procedures

Emergency procedures for

On

1. Establish nature and extent of emergency.
2. In case of major alert/incident 'RUN HIDE TELL' keeping children in allocated groups with adults if possible.
3. In case of serious incident Phone emergency services (establish name(s) of injured).
4. Administer appropriate First Aid.
5. Telephone Parents (contact details in)
6. Make sure the rest of the children are accounted for and safe.
7. Phone school and return to school with rest of children asap.
8. Inform school of:
 - a. Nature, date and time of accident
 - b. Location of accident
 - c. Details of injuries
 - d. Names of those involved
 - e. Action taken so far and what's next
9. All staff have the school landline number stored in their mobile phones.
10. Lunch and water carried on trip.
11. First Aid and additional medication for children that require it, carried with designated adult.
12. Head of the Pre-prep School to follow Crisis Management procedure re informing Head of the Prep/ Bedales

Annex III: Special Considerations for Trips

Class:

Date:

Annex IV: Risk Assessment

Risk Assessment for School Trip to:

Date: Visit to include:

Potential Hazard:	Risk Assessment:	Strategies to Reduce Risk:
Breakdown/accident on journey	Low	<ol style="list-style-type: none"> 1. Mobile 'phone to be carried. 2. Children travelling in minibus driven by () 3. In case of breakdown, school will be informed immediately. 4. In case of accident, emergency procedure to be followed as set out on accompanying sheet.
Seating in cars and minibus	Low	<ol style="list-style-type: none"> 5. All children wear seatbelts at all times. Checked before leaving. 6. All children to have booster seats
Clothing	Low	<ol style="list-style-type: none"> 7. All children wear appropriate clothing.
		<ol style="list-style-type: none"> 8. First aid bag & sick bowl in minibus. 9. Children to make rules for behaviour on the visit (before the visit takes place) 10. All helpers briefed before hand as to behaviour expectations of children. 11. Register taken before leaving school. 12. Register taken before leaving