

CLIFFORD CHURCH OF ENGLAND
INFANT SCHOOL

HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS

To be Reviewed : June 2017

Reviewed by : S. Preston

The Role of the LA

LAs have the following main roles:-

- Provide written guidelines for Headteachers, teachers and governors including advice on risk assessment.
- Assess proposals for certain types of visits.
- Provide emergency telephone contact for the duration of the visit where necessary.
- Ensure training needs have been addressed.
- Provide access to named staff for advice.
- Maintain appropriate insurance cover.
- Have in place procedures to monitor and review safety during off-site visits and activities.

The Role of the Governing Body

- Ensure that guidance is available to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints and to discuss and review procedures including incident and emergency management systems. As necessary governors may seek specialist advice though governors should not normally be expected to approve visits.
- Ensure that the Headteacher and the Educational Visits Co-ordinator (EVC) are supported in matters relating to educational

visits and that they have the appropriate time and expertise to fulfil their responsibilities.

- Ascertain what governor training is available and relevant.
- Agree on the types of visit they should be informed about.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? The governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that governors should become directly involved in risk assessment and related matters unless they have an appropriate competence. Governors offering professional advice to schools should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice.
- Ensure that visits are approved as necessary by the LA before bookings are confirmed.
- Help to ensure that early planning and pre-visits can take place and that the results can be acted upon. **NB** - many complex or costly ventures require an 18-24 month planning period before departure.
- Ensure that bookings are not completed until external providers have met all the necessary assurances. Also ensure that specific items in the risk management, for example, overnight security, room and floor plans are checked prior to departure.
- Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit.

Responsibilities of the Headteacher

The Headteacher is currently the Education Visits Co-ordinator, but if another member becomes the EVC then they will:-

- Delegate tasks to the EVC, having regard to the duties of the EVC suggested earlier in this part of the supplement.

- Agree who will approve a visit at school level or submit it to the LA for approval if so required. It makes sense for the EVC to perform this function and for the Headteacher to countersign but the Headteacher may entrust the task wholly to the EVC, who will then sign on the Headteacher's behalf.
- Ensure that arrangements are in place for the Governing Body to be made aware of visits so that questions can be asked as necessary.
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive, to be stated in the pre-visit documentation and to be made known to all relevant parties.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors and contractual relationships.
- Ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment.
- Ensure that the accreditation or verification of providers has been checked.
- Ensure that visits are evaluated to inform the operation of future visits.
- Ensure that the EVC keeps him or her informed of the progress of the visit and that this information is relayed to governors (and parents as necessary).
- Check that the EVC has designated an appropriately competent group leader who will meet the LA's criteria. Bear in mind that the LA's Outdoor Education Advisor will normally assess a teacher's competence in a specific activity. The EVC will be able to assess a teacher's supervisory ability. The Headteacher should make a judgement on a member of staff's competence and suitability to lead a visit. Discipline on an educational visit may, at times, have to be stricter than in the classroom.

- For less routine visits, the Headteacher will need to ensure that the EVC can obtain advice from an appropriate technical advisor as necessary.
- Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit (see below). The consent form should carry details of plan B.
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit.
- Allocate sufficient resources to meet identified training needs, including attendance at courses arranged or held by the LA. Inset sessions relating to educational visits may be organised.
- Ensure that visit evaluation is used to inform training needs. Further staff training should be made available where a need is identified.
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly and this information used to inform future visits.
- Help to ensure that serious incidents, accidents and near-accidents are investigated.
- Ensure teachers are made aware of, and understand, LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.
- Ensure that the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures.
- Ensure that the school contact has the authority to make significant decisions. He or she should be contactable and available

for the full duration of the visit, 24 hours a day. He or she should be able to respond immediately at the school base to the demands of an emergency and should have a back-up person or number.

- Ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit.
- Ensure that the EVC impresses upon parents the importance of providing their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency.
- Establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils.
- Recognise that support must be provided by the LA's public relations unit when dealing with media enquiries.
- Check that contractors have adequate emergency support procedures and that these will link to school and LA emergency procedures.