



**ST BERNARD'S PREPARATORY
SCHOOL**

**EDUCATIONAL VISITS AND
ACTIVITIES POLICY**

ADVENT 2018

St Bernard's Preparatory School

Educational Visits and Activities Policy

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

1 Aims

At St. Bernard's Preparatory School we recognise that in order to deliver a broad and balanced curriculum that it will be necessary to give the children the opportunity to participate in experiences that are not available in the classroom.

We believe that educational visits should serve to stimulate or consolidate learning. At St. Bernard's we actively encourage parents to take their children to visit sites of educational interest.

2 Introduction

2.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

2.2 At St. Bernard's we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All children are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

3 Organisation

3.1 Our curriculum is based on a core, which is aligned to the current National Curriculum Programmes of Study. Long term plans are related to those, or adaptations made by the teacher responsible for the individual subject. The thematic approach keeps our curriculum creative and 'alive' for both children and teachers. In relation to these, class teachers and specialist subject teachers, plan educational visits to support the children's learning. In addition teachers and the Headteacher agree the corresponding programme of visits and activities, ideally, planned in advance of each academic year.

3.2 Within each class programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each school term in our School Calendar or by ParentMail if term has already begun.

We plan other activities and visits as the school year progresses, and inform parents of these in due course, at the Headteacher's discretion.

3.3 Visits and activities usually take place within the school day, and the Headteacher approves all such visits in advance. We follow the DfE's guidelines relating to health and safety on educational visits. We ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

One teacher, the group leader, has overall responsibility to organise and supervise the visit with due regard to the health and safety of the group.

3.4 It is the group leader's responsibility to complete an off-site visit request form (Appendix 1) and to visit the site in order to draw up a risk assessment form (Appendix 2) and present these to the Headteacher in order to receive his / her permission for the trip.

3.5 It is the group leader's responsibility to be aware of their role as defined by the DfE (Appendix 3)

3.6 The Headteacher should ensure that all visits comply with the DfE guidelines and the Health and Safety Policy of St. Bernard's Preparatory School. The Headteacher must ensure that the group leader is competent to monitor the risks throughout the visit.

3.7 It is the Headteacher's responsibility to be aware of their role as defined by the DfE (Appendix 4).

3.8 The group leader must hold a pre-visit meeting with all staff involved and the educational visits co-ordinator, following the set agenda (Appendix 10).

3.9 Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in similar circumstances. They should also be aware of their role as defined by the DfE (Appendix 5).

3.10 Teacher assistants and adult volunteers should do their best to ensure the health and safety of everyone in the group. They should not be left in sole charge of the whole group of pupils except where it has previously been agreed as part of the risk assessment. They should follow the instructions of the group leader and teacher supervisors and assist with control and discipline. They should inform the group leader or teacher supervisors if they are concerned about the health or safety of pupils during the visit.

3.11 The group leader, group supervisors and school contacts should have details of the school's emergency procedures (Appendix 6).

3.12 It is the group leader's responsibility to ensure that the pupils are aware of their responsibilities (Appendix 7). Any pupils whose behaviour may be considered to be a danger to themselves or 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 wherever possible.

3.13 Parents should be able to make an informed decision on whether their child should go on the visit. The group leader should therefore give the parents sufficient information in writing and or invite them to briefing sessions. The group leader should also inform parents how they can prepare their children for the visit by, for example, reinforcing the visit's code of conduct. Parents must give written consent for the trip and sign a consent form (Appendix 8). Parents should inform the group leader of any physical or emotional condition which would be of relevant to the visit (e.g. unable to climb a height).

4 Charging for school activities

The cost of all educational visits will be met by the parents. On occasions the school will pay part of the costs from the educational excursions fund. A child will never be excluded from participation in a school trip or activity due to financial restraints.

5 Curriculum links

5.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

5.2 For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the DfE and include for example:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens, visits to museums, in school presentations.
- Mathematics – use of shape and number trails in the local environment; internal and off site presentations.
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and Design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents; visiting teachers
- Design and Technology – visits to local factories/design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

5.3 We also have visits from members of our local community. These visits support the children’s education and their personal, social and health education. A local priest leads our school masses. Other local religious leaders also participate in assemblies in the course of the school year. We do this with the full agreement of the Trustees.

6 Residential activities

6.1 Children in KS2 have the opportunity to participate in a residential visit. This activity is in school time and linked to their programme of study. We do charge the parents for this excursion.

6.2 Children are offered an overnight visit to a residential centre to support their understanding of history or the personal development, where they undertake team building activities. The Year 6 residential visit to France is a cultural experience which also provides opportunities for children to take part in outdoor activities as part of their curriculum. We undertake this visit only with the written agreement of the Chair of Governors. This would be organised in accordance with the DfE guidelines. At St. Bernard’s Preparatory School we are aware that legislation may be different to that of the U.K. and we would comply with laws of the country to be visited. However we would apply U.K. standards with regards to pre visits and our assessment of risks.

6.3 When travelling abroad we would increase our staff/pupil ratio to ensure that there are enough adults to supervise the children in an emergency and the children will be accompanied by male and female staff.

6.4 The school will ensure that all group members have valid passports and visas (if necessary). Both the children and staff travel with their own passports. The school will advise if vaccinations are necessary in good time. Every child must have an EHIC form completed by their parents. Appropriate insurance will be taken out.

7 Insurance

7.1 The School takes out adequate insurance cover for day, residential and foreign visits. The school ensures that transport providers and minibus drivers have appropriate insurance cover. If pupils are transported by teachers or other adults the school will ensure that the vehicle is properly licensed and that the school insurance covers both regular and occasional usage.

8 School minibus and coaches

8.1 The school uses its own minibus to transport children to sporting fixtures and local places of worship. The cost of these trips is normally met by the school; on occasions the pupils are charged for transportation, these charges are to cover our costs.

On school minibus meets DfE guidelines and each seat has a belt.

8.2 We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt and check each individual is doing so before leaving. No child is to sit by an emergency exit, that seat must be taken by an adult.

9 Farm Visits

We follow the DfE guidelines regarding visits to farms (Appendix 9).

Legal status:

This policy was written after consulting ‘Health and Safety of Pupils on Educational Visits.’

Applies to:

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related policies:

Safeguarding Portfolio, Health and Safety, First Aid, Curriculum

Available from:

This Policy is available to parents on the website www.stbernardsprep.org or a copy can be requested from the school office.

Monitoring and Review

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____

APPENDIX 1: APPLICATION FORM FOR EDUCATIONAL VISITS AND JOURNEYS

This form should be completed by the member of staff in charge of the proposed visit and submitted to the Headteacher for approval at the earliest possible time. When approval is given, one copy should be retained in the office and another by the teacher in charge. Any subsequent amendments in planning, organisation, staffing etc. should be communicated to the Headteacher for approval. (Please check with the Headteacher before arranging extra staff needed for visits).

1. Purpose of the proposed visit and specific educational objectives.

 2. Places to be visited

 3. Date and times:
Leaving Returning
Time Time

 4. Transport arrangements. Include the name of the transport company.

 5. Proposed financial arrangements. Cost.

 6. Size and composition of group. Age range
Number of boys Number of girls Total
Number of adults (please name)
.....
Adult/pupil ratio

 7. Internal cover if necessary.

 8. Risk Assessment to be undertaken by date
-

TO THE HEADTEACHER:

I request your approval for the proposed visit, details of which are outlined above.

Signed Dated

THE HEADTEACHER'S APPROVAL IS GIVEN

Signed Dated



APPENDIX 2: ST. BERNARD'S PREPARATORY SCHOOL RISK ASSESSMENT FORM

DATE:

LOCATION:

TASK/ACTIVITY:

ASSESSED BY:

No.	Activity/Materials, etc	Hazard	Persons in Danger	Risk Rating			Measures/Comments	Result
				Severity	Likelihood	Risk		
1.								
2.								
3.								
4.								
5.								
6.								

St Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

APPENDIX 2: ST. BERNARD'S PREPARATORY SCHOOL RISK ASSESSMENT



Hazard:

List significant hazards which may result in serious harm or affect several people

Consider venue; activity; group; transport; plan B etc.

Measures /comments: How will you manage the situation?

What procedures will you have?

The activity must only take place if the residual risk, following implementation of control measures is deemed to be acceptable.

Severity: 1-3

1. Slight inconvenience
2. Medical Attention required
3. Fatality or serious injury leading to disability

Likelihood of occurrence: 1-3

1. Highly unlikely to ever occur
2. Does occur but only rarely
3. Likely to occur

Risk = Likelihood x Severity

APPENDIX 3: ROLE AND RESPONSIBILITY OF THE GROUP LEADER

- Obtain the Headteacher's prior agreement before any off-site visit.
- Follow DCSF guidelines.
- Appoint a deputy.
- Clearly define each group supervisor's role and ensure all tasks have been designated.
- Be able to control and lead pupils of the relevant age range.
- Be suitably competent to instruct pupils in an activity and be familiar to the location where the visit is to take place.
- Be aware of child protection issues.
- Ensure that adequate first –aid provision will be available.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a risk assessment.
- Review regularly undertaken visits and advise the Headteacher where adjustments may be necessary.
- Ensure that all teachers and other supervisors are fully aware of what the proposed visit involves. Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
 - Reception and under 5's higher than 1 to 6
 - Years 1 – 3 1 to 6
 - Years 4 –6 1 to every 10 –15
 - Year 6 Residential visit 1 to every 7-10(in U.K. or abroad) male and female supervisors to accompany the children.
- Consider stopping the visit if the risk to health and safety is unacceptable and have procedures in place for such an eventuality.
- Ensure the group leaders have details of the school contact. Ensure that group supervisors have details of the school's emergency procedures. These are listed in Appendix 6.
- Ensure that the group's teachers and other supervisors have details of pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively.

APPENDIX 4: Responsibilities of the Headteacher.

- The Headteacher should ensure that visits comply with the DCSF guidelines and the school's Health and Safety Policy. The Headteacher should ensure that the group leader is competent to monitor the risks throughout the visit.
- Headteachers should be clear about their role if taking part in the visit as a group member/supervisor. They should follow the instructions of the group leader who will have sole charge of the visit.
- The Headteacher will ensure that:
 - Adequate child protection procedures are in place.
 - All necessary actions have been completed before the visit takes place.
 - The risk assessment has been completed and safety measures are in place.
 - The group leader has experience in supervising the age groups going on the visit and will organise the group effectively.
 - Group leaders are allowed sufficient time to organise visits properly.
 - Non teachers on the visit are able to supervise the pupils appropriately.
 - Parents have signed consent forms.
 - Arrangements have been made for the medical needs and special educational needs of all the pupils.
 - The mode of transport is appropriate.
 - Travel times out and back are known including drop off and pick up points.
 - There is adequate and relevant insurance cover.
 - He/she has the address and phone number of the venue to be visited and have a contact name. Ensure parents have access to the address from school.
 - A school contact has been nominated and the group leader has details.
 - The group leader, group supervisors and nominated school contact have a copy of the school's agreed emergency procedure. (Appendix 6)
 - The group leader, group supervisors and nominated school contact have all the names of the adults and pupils travelling in the group, and contact details of parents and the adults next of kin.
- There is a contingency plan for any delays including a late return.

APPENDIX 5: THE ROLE OF A GROUP SUPERVISOR

- The group supervisor should follow the instructions of the group leader and help with control and discipline.
- They are to consider stopping the visit or activity, notifying the group leader, if they think the risk to the health and safety of the pupils in their charge is unacceptable.

APPENDIX 6: SCHOOL'S EMERGENCY PROCEDURE

- In the event of an emergency the group leader will take charge to ensure that the following procedures are in place.
- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that the entire group are safe and looked after.
- Establish the names of any casualties and get them immediate medical assistance.
- Ensure that all group members who need to know are aware of the situation and all group members follow the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the remainder of the group are adequately supervised at all times and kept together.
- If necessary notify the police.
- If necessary notify the British Embassy/Consulate if an emergency occurs abroad.
- Inform the school contact, this number must be available at all times. If the emergency occurs abroad the school will have a contact available ready with a valid passport that could join the group to offer support.
- All details of the incident including nature, time of accident, location of incident, names of casualties and details of injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom)
- Notify insurers, especially if medical assistance is required (this can be done by the school contact)
- Notify the provider (this can be done by the school contact)
- Ascertain telephone numbers for future calls (landlines are more reliable)
- Write down accurately, as soon as possible, all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts after incident.
- Complete an accident report form as soon as possible. Contact HSE.
- No-one in the group should speak to the media and no names of casualties will be given out. Media enquiries to be referred to a designated media contact at school.
- No-one in the group should discuss legal liability with other parties.
- The main factors for the school contact to consider include:
- Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base.
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.
- Liaise with the Trustees.
- Liaise with the Chair of Governors
- Liaise with the media contact (could possibly be same person)
- The reporting of the incident using the appropriate forms. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

APPENDIX 7: THE RESPONSIBILITIES OF THE PUPILS

- The group leader should make it clear to the pupils that they must :
- Not take unnecessary risks.
- Follow the instructions of the leader and other supervisors including those at the venue.
- Wear the appropriate uniform and behave in a sensible and responsible manner.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader about it.
- For trips abroad the children should;
- Be familiar with common phrases in the language spoken in the country to be visited.
- Be familiar with the culture, dress codes and local customs relating to gender.
- Group members should be warned about the dangers of drinking tap water in certain countries and that care needs to be taken with raw vegetables, salad and unpeeled fruit. Pupils will be advised about the importance of protecting themselves from the sun.
- The children should be aware how to carry money safely and be familiar with coins and banknotes.
- The children should be aware of what to do in an emergency.

APPENDIX 8: CONSENT FORMS AND CONTACT FORMS

Dear Parents

During your child’s time at the Prep School they will be visiting the Convent site and Chapel and, on occasions, St Bernard’s Catholic Grammar School. We would therefore, request your permission for this in advance.

The children will always be accompanied by appointed adults appropriate to their age range.

Please fill in the permission form below and return to school.

Yours sincerely

Mr N Cheesman
Headteacher

.....

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE REUTRN

NAME OF SCHOOL: St. Bernard’s Preparatory School

DETAILS OF POSSIBLE TRIP: St. Bernard’s Convent site and Chapel and, on occasions, St Bernard’s Catholic Grammar School.

I accept the school’s offer to take my daughter/son on these occasional trips

I agree to my child receiving medical attention/care if required on these trips.

Name of Pupil

Parent’s SignaturePrint Name

APPENDIX 9: FARM VISITS - HEALTH PRECAUTIONS

In addition to the general guidelines for educational visits, schools should also consider methods of minimising the risks to health of pupils, staff and helpers associated with visits to farms.

The DfE has produced the following checklist which should be used as part of the risk assessment arrangements associated with Educational Visits.

PREPARATION FOR THE VISIT

- Ensure that those leading the trip are familiar with their own school's guidelines on educational visits and follow the County Councils' policy.
- Check that the farm is well managed, e.g. has a good reputation for high standards and stock welfare that the grounds and public areas are as clean as possible and that suitable first aid arrangements are made. The school may wish to consider taking a travelling first aid kit on the visit. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff may be useful, if possible.
- Check that the farm has suitable washing facilities, appropriately sign-posted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area.
- Ensure suitable precautions are in place where appropriate e.g. clear signs or restricted access in areas such as slurry pits or where sick animals are isolated.
- Ensure that there is an adequate number of adults to supervise the children taking into account the age and stage of development of the pupils. Ensure that adults are suitably briefed regarding this checklist.
- Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
- Prepare pupils for the trip by explaining the expected standards of behaviour and the importance of following any rules e.g. shutting gates.
- Inform parents/children of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
- Explain that visitors should not eat or drink anything, including chewing gum etc. while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.
- Visitors should be aware of the dangers posed by farm machinery and chemicals used on farms.

DURING THE VISIT

- If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
- Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.
- Meal breaks or snacks should be taken well away from areas where animals are kept, and visitors should not eat anything which may have fallen on the ground. Any crops

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produced on the farm should be thoroughly washed in drinking water before consumption. Water for drinking and food washing should be taken only from taps clearly labelled as drinking water.

- Ensure visitors do not consume unpasteurised produce, e.g. milk or cheese, or taste animal feed-stuffs, such as silage and concentrates.
- Manure or slurry presents a particular risk of infection. Visitors should not touch it and any cuts or grazes should be covered with waterproof plasters. If visitors do touch manure or slurry, they should thoroughly wash and dry their hands immediately.

AT THE END OF THE VISIT

- Ensure all visitors wash their hands thoroughly before departure.
- Ensure footwear is as free as possible from faecal material.

The following organisations have also produced guidance on farm visits and schools planning such visits may find it useful to contact them at the addresses given below.

National Association of Farms for Schools

164 Shaftesbury Avenue

London

WC2H 8HL

Tel: 0171 331 7292

CLEAPPS School Science Service

Brunel University

Uxbridge UB8 3PH

Helpline: 01895 251496

Further Reading:

“Health and Safety of Pupils on Educational Visits” – DfE

“Avoiding ill health at open farms; advice to teachers – HSE

APPENDIX 10: Agenda for Pre Visit Meeting

- Go through objectives for visit.
- Give out group lists and check contact sheets are accurate and include contact details for adults.
- Appoint a deputy who has to carry contact details as well. If more than one coach is used the leader and deputy should travel on different coaches.
- Appoint a named person for medicines. Check out for children with medical concerns. Discuss who will carry inhalers and epipens, ensure they are on the coach with the child and that the adult in charge of each group has medicines for their children.
- Go through timetable for visit and plan in:

Head counts

Toilet supervision

Remember: At no time can groups be changed once visit has begun.

- Go through plan B
- Ensure all staff have each other's mobile details
- If a parent or other adult is accompanying the trip, they are told exactly what is required of them and how they are to behave.
- Allocate places for adults on coach ensuring even distribution throughout the coach. An adult, preferably a teacher to sit by the emergency exit.



APPENDIX 11: St. Bernard's Preparatory School Educational Visit Permission Form

Location of visit

Educational objective of visit

Year groups involved

I ----- request permission to arrange this educational visit.

I ----- Headteacher give permission for this visit to be organised and to be undertaken when a risk assessment and educational visit form are both satisfactorily completed.

Appendix 12: St. Bernard's Preparatory School Check List for Educational Visits

On the day you will need the following:

- Contact details for all children, staff and accompanying adults.
- Contact details of the venue.
- List of groups.
- Incident information form.
- (These are to be carried by Group leader AND Deputy)
- Itinerary for visit.
- Mobile numbers of other teachers/adults.
- (To be carried by each group leader)
- Medicines: epipens, inhalers, piriton and creams etc
- (these to be carried by each group leader or if appropriate the child)
- First aid kit (to be carried by named first aider)
- A bucket, wipes, tissues, carrier bags etc is to be taken on coaches.
- Bottled water and plastic cups.
- If walking armbands and waist-coats to be worn.