Widford Lodge

PREPARATORY SCHOOL

11 and 14d Educational Visits and School Journeys Policy

This policy applies to all pupils at Widford Lodge School including those in the EYFS

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The Proprietor and staff of Widford Lodge School acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of pupils and are committed to ensuring pupils will experience a wide range of activities.

This policy has been written with regard to the DfE Guidance Health and Safety on Educational Visits 2018 and the requirements of the Independent Schools Inspectorate Regulations. The school adopts the Outdoor Education Advisers' Panel National Guidance: www.oeapng.info

To enable children and staff to gain a full and enjoyable educational visit it is essential that the guidelines outlined in this policy are adhered to. A common sense approach will be used in assessing and managing the risks of any activity and health and safety measures must be proportionate to the risks of an activity. We consider that it is important for pupils to learn to understand and manage the risks that are a normal part of life. Staff will be given the training they need so they can keep themselves and children safe and manage risks effectively.

The focus of this policy is on ensuring that proportionate systems and procedures are in place and followed and those staff planning trips are properly supported so that they can readily check that they have taken sufficient precautions. Risk assessments will focus on real risks and proportionate procedures are in place so that trips involving lower risk activities are quick and easy to organise and those involving higher risk activities are planned and assessed thoroughly.

The School fully supports the view expressed by the Health and Safety Executive that schools should arrange "a wide range of out of school activities, which can include visits to museums, trips to the countryside or taking part in challenging and adventurous activities. HSE wants to make sure that mistaken and unfounded health and safety concerns do not create obstacles that prevent these from happening". School visits benefit children in many ways, including:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the whole school curriculum
- Assessing and managing risks (safely)
- Developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

This policy applies to all relevant school activities, is provided to all relevant staff and is reviewed at least annually to maintain continued compliance with relevant regulatory requirements.

Process

To ensure that the planning and approval of offsite visits is structured and to help fulfil its health and safety obligations for visits, the School has appointed Edward Callaway – Deputy Head Academic as the Educational Visits Coordinator (EVC). He has significant experience in leading a range of visits and has received training for this role. The EVC works to support the Headteacher in ensuring that staff leading and accompanying visits are competent and that all trips are appropriately planned and approved.

Each year the School arranges a number of activities that take place offsite and/or outside of normal school hours. By signing the Parent Agreement when their child starts School, parents give consent for routine activities, for example weekly travel and swimming lessons at Riverside, travel to and participation in sporting fixtures at other venues and walks to local venues such as Oaklands museum and Miami House. Parents will be advised in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. Under these circumstances the school must make alternative arrangements to educate that child. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day. Parents will be informed of the timetable for the activities pupils are to be involved in and informed if an activity has to be cancelled. For residential trips, parents will be invited to a briefing meeting where they can ask for clarification about the itinerary and organisation of the trip.

For trips other than as described above, parental consent will be obtained via SchoolGateway in advance of the trip. Key information will be detailed on SchoolGateway, including timings, locations, cost, food etc.

Every effort will be made to include children with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention will be given to appropriate supervision ratios and additional safety measures that may have to be addressed. Arrangements for taking medication and ensuring sufficient supplies for residential visits will be considered.

All teachers supervising visits should be aware of a pupil's medical needs and refer to IHCP information sheets held centrally, containing details of each child's needs and any other relevant information provided by parents. If appropriate, a teacher should be trained in administering medication, if they have not already been so trained and should take responsibility in a medical emergency. If the child's safety cannot be guaranteed, it may be appropriate to ask a parent or a care assistant to accompany a particular child. The exact nature of the information to be obtained from parents will depend on the activities to be undertaken and may include allergies/medication/dietary requirements/toileting difficulties/travel sickness/night time issues/swimming ability.

Procedure For Visiting Speakers

We encourage a wide range of visiting speakers and educational visits to our school. We are mindful of the need to ensure that the visitors are suitable and appropriately supervised while on our premises. We also have a duty to ensure that the content of their talks/speeches are appropriate and balanced. As such, we have a checklist that is used for all visiting speakers and the member of staff arranging the visit makes arrangements to check the profile of the speaker and their speech content in advance, as well as checking photographic identity. The completed checklist is kept in the office; an example is attached as Appendix 5. Where a visitor is only coming into assembly and is signed in and out via the office and escorted to and from assembly by a member of staff, this is recorded on an assembly visitor log, for example a charity representative coming to accept a donation or a talk by Essex Fire and Rescue.

Procedures for Planning Trips

All offsite trips other than routine sports fixtures and swimming lessons are required to be approved in advance by the Headteacher. The member of staff is required to complete a diary request form at the early stages of planning (Appendix 1). This includes details of the venue, method of transport, timings, ratios, costs etc. Once approved by the Headteacher, the office forward a copy of the diary request form to the EVC, who is responsible for ensuring that an appropriate risk assessment is completed and approved by them in advance of the trip taking place; the EVC is responsible for ensuring that the Group Leader has the appropriate training and competence to lead the trip. The risk assessment template (Appendix 2) guides the trip leader to consider a variety of risks and controls. Where activities are to be led by an external provider such as an activity centre, the school trip leader must check that the provider holds the Learning Outside the Classroom badge or else must carry out further due diligence checks as outlined in the risk assessment template and attached as Appendix 6. External providers are those providing an element of instruction, staffing or guiding. For providers that hold a LoTC badge, the only further action necessary is to check its suitability in relation to the intended aims of the trip.

All adventurous, residential or overseas visits will require extremely thorough planning; including checking appropriate licences for adventurous activities. For the appropriate planning and preparation to take place approval for such visits should be gained at least 3 to 4 months before the activity. The risk assessment for all such trips will be approved in advance by the Headteacher. Staff are aware of the definition of adventurous activities and particularly that activities involving caving, climbing, trekking, skiing or watersports require the School to check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. No School staff will be permitted to supervise or lead adventurous activities and will usually require the leader of the activity to have recent relevant experience and to be appropriately qualified through the relevant national governing body. Where this is not the case, the school will make a decision based on factors including technical advice, competence, past experience and training. Appendices 3 and 4 must be completed

in advance for trips involving adventurous activities and require Group Leaders and EVCs to review the providers' risk assessments and safety arrangements to confirm suitability for the group. The School does not currently permit overseas visits and is aware of the additional consideration that would need to be given to such trips.

Risk Assessments

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Widford Lodge takes a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable children to undertake activities safely, not prevent them from taking place and recognises that some activities can involve higher levels of risk. The Headteacher and EVC will ensure that the person completing the risk assessment understands the risks and is familiar with the planned activity. A risk assessment is not required every time an activity is undertaken that usually forms part of the school day. Group leaders and the EVC understand that risk assessment is a dynamic process and not a one off exercise and the Headteacher in conjunction with the EVC will ensure the person assigned the risk assessment understands the risks and is familiar with the planned activity. The EVC will work with the group leader to ensure suitable first aid/medical cover is provided, considering the activity and pupils participating. Risks are expected to be reduced to an acceptable or tolerable level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Group Leaders and the EVC should note that for providers that hold an LotC Quality Badge, activity risk assessments do not need to be completed by the school. The risk assessments pertaining to the activities organised and led by the provider have been externally assessed, and they have been awarded the LotC Quality Badge.

When planning an activity that will involve adventure activities such as caving, climbing, trekking, skiing or water sports, the EVC must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Visit planning should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Alternative arrangements should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

When undertaking risk assessment, a number of variables need to be taken into account.

- The number of children involved.
- The age of the children, their gender, ability and general behaviour.
- The previous experience of the group undertaking off-site visits.
- The time of day and time of year/seasonal weather.
- The travel arrangements.
- The hazards at the environment being visited.
- The numbers, experience and competence of staff and volunteers.
- The nature of the activities.
- The special educational or medical needs of the children.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to carry on.
- The need to monitor risks throughout the visit and take appropriate action as necessary.

After the trip

It is important that after each visit an evaluation takes place. The EVC meets with the lead teacher after each trip to evaluate it. This is recorded on the risk assessment. The EVC reports to the Health and Safety Committee half termly on trips and evaluations that have taken place.

Responsibilities for and Management of Educational Visits

The Proprietor has ultimate responsibility for health and safety matters, including educational visits and the management of associated risks. School employees also have a duty to look after their own and others' health and safety. Employers, School staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would.

The Proprietor should:

- Ensure the aims and objectives of every visit conform to the wider curriculum aims.
- Ensure that the EVC can demonstrate how their plans comply with regulations and guidelines, including the Health and Safety Policy and that the Group Leader reports back after each visit.
- Ensure that they are informed about and assess routine visits well in advance, and in particular, those visits which involve an overnight stay or travel outside of the UK and hazardous or adventure activities.
- Ensure the pupils are well supervised and visits are well planned so that pupils, staff and others are kept free from harm.

- ensure that there is adequate and relevant insurance cover.
- ensure measures exist to obtain parental consent on the basis of full information and investigate any relevant parental complaints.
- review annually this educational visits policy and procedures including incident and emergency management systems, or after any operational changes or significant educational visit incidents, to ensure the provisions remain appropriate for the activities undertaken.
- Ensure that communication and reporting systems are in place so that educational visit related incidents, near misses and emerging risks are reported to her.

<u>The Headteacher should:</u>

- Be responsible for ensuring suitable and sufficient risk assessments are completed for all educational visits, and all risks are assessed and controlled.
- Ensure all pupils benefit fully from the visit and that their experiences, as far as can be controlled by the school, are positive.
- Ensure that educational visit related incidents, near misses and concerns are recorded and reported to the Proprietor
- Appoint a competent EVC and provide them with suitable training and information.
- Ensure that group leaders appointed are competent and have sufficient seniority to direct other accompanying staff, and provide them with suitable training and information. All group leaders must be teachers.
- Carry out appropriate due diligence checks and authorise visits involving adventurous activities, residential or overseas trips when all the requirements set in this Policy are met.

<u>The EVC should</u> ensure that:

- the planning and approval of off-site visits are structured and fulfil health and safety obligations for visits
- all visits and trips are planned, organised, controlled, monitored and reviewed in accordance with this Policy and other relevant regulations and only authorise visits when everything is fully in place
- they advise the Headteacher when the contents of this Policy need to be updated
- they support the Headteacher by ensuring the selection of a Group Leader for every visit and assist Group Leaders in meeting their responsibility for the preparation, supervision and conduct of the visit

- a comprehensive system is used by them to record the approval in advance of risk assessments, including the additional controls required for LoTC, adventurous activities and residential trips and also the subsequent post-trip review, with any follow up action required documented.

The competence of the Group Leader is the single most important contributory factor in the safety of participants. The EVC will consider the following when assessing the competence of a member of staff to lead a visit:

- What experience has the leader in leading or accompanying similar or other visits?
- Is the leader competent in planning and managing visits?
- What are the leader's reasons for undertaking the visit?
- Does the leader have the ability to manage the pastoral welfare of participants?
- Does the leader exhibit sound decision-making abilities?
- What experience has the leader of the participants he/she intends to supervise?
- What experience has the leader of the environment and geographical area chosen?
- Does the leader possess appropriate qualifications, including first aid?
- If appropriate, what is the leader's level of skill in the activity, and fitness level?
- Is the leader aware of all relevant guidelines and able to act on these?

Consideration will be given to whether all people going on a visit are appropriately vetted and whether volunteers are taking part in regulated activity. If so, they will be required to have an enhanced DBS with barred list check.

- Appropriate child safeguarding procedures are in place for all trips.
- All necessary actions including the risk assessment have been completed in advance of the trip.
- Group leaders are given necessary time to organise the visit properly.
- Non teacher helpers on the visit are appropriate to supervise children.
- Ratios of staff to pupils are appropriate
- Parents have given consent.
- Arrangements have been made for the medical and special educational needs of the children.
- Adequate first aid and allergy provision will be in place.
- The mode of transport is appropriate.
- Travel times out and back are known in school and there is a nominated person at school if the departure or return times are outside the school office hours.

- They have the address and phone number of the visit's venue and have a contact name, if appropriate.
- Venue's risk assessments have been read and attached to the school's trip risk assessment
- The necessary paperwork has been completed if the provider does not have the LoTC badge.
- A school contact has been nominated and the group leader has the details. The school contact has ready access to the contact details of all the adults and children travelling in the group.
- There is a contingency plan for any delays including a late return home and staff are aware of the need to wear an emergency procedure lanyard on all trips.

<u>The Group Leader should ensure that:</u>

<u>On the day of the visit</u>

1) Collect first aid kit(s) and emergency lanyard and carry details of any pupils with medical needs.
2) Collect or send children for asthma inhalers and any other necessary medication.
3) Brief supervising adults and ask them to sign risk assessment.
4) Make sure supervising adults have a group list as required.
5) Ensure that at least one supervising adult (preferably the group leader) is contactable by mobile phone and that the school office has the number.
6) Make sure the school office know which pupils are on the trip and has emergency contact details for them.
7) Count pupils before you leave school or venue and at regular intervals during the day.
8) Mobile phone(s) should be switched on during the entire visit, including outward and homeward journeys.

Group Leaders must:

- Take responsibility for being conversant with this Policy, any other relevant policies and procedures, and DfE guidance on Educational Visits.
- Liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed, that safety measures are in place prior to the visit taking place, the risk assessment is approved in advance and suitably manage the visit.
- Ensure Appendix 6 has been completed if an external provider leading activities does not have the LoTC badge.

- Keep all the documentation relating to a visit they are leading as well as providing information for the EVC and provide all information required for the specific activity.
- Ensure that all parents of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the visit taking place; ensure that all consents have been received.
- Be fully familiar with emergency procedures and contact numbers and assign a Deputy Group Leader as required to be fully conversant with all the visit information.
- Ensure that any transport required is booked sufficiently in advance
- If possible, make an exploratory visit to the venue. If this is not possible, liaise with the site to gain as much knowledge as possible, inform them of the visit and obtain their risk assessments and emergency procedures.
- Ensure that all participants understand what is expected of them, including any rules, monitor the visit on an ongoing basis and modify or curtail the visit to suit changes or changing circumstances.
- Evaluate the trip after the event and ensure additional paperwork is attached to the main risk assessment.
- Clearly define each helper's role and ensure all tasks have been assigned and are understood.
- Be able to control and lead children of the relevant age group.
- Be suitably competent to instruct children in an activity and be familiar with the location/centre where the activity takes place.
- Be aware of child safeguarding issues.
- Ensure adequate first aid and specific medical needs provision is in place.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents, including on child protection issues.
- Have enough information on the children proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed, including children with SEND.
- Ensure staff to pupil ratio is appropriate for the group.
- Understand that risk assessment is a dynamic process and that risks are to be monitored throughout the trip and appropriate action taken as necessary.
- Consider stopping the visit if the risk to health or safety is unacceptable and have in place procedures for such an emergency, following the checklist in the trip lanyard.

- Ensure all helpers have details of the school contact and are aware of the emergency procedures and rendezvous point.

All staff on a trip must:

- Be conversant with this policy and the specific risk assessments for a visit and ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed
- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the children and follow the instructions of the group leader
- Assist with supervision throughout the visit, helping to maintain control and discipline and inform the group leader if they are unsure of their ability to perform any supervisory function requested of them, only being left in sole charge of pupils where previously agreed as part of the risk assessment.
- Recognise the limits of their responsibilities and act within those at all times.
- Conduct regular headcounts and always before leaving a venue or form of transport
- Report to the visit leader any concerns they may have regarding pupil behaviour, wellbeing or health and safety during the visit.
- Ensure there is proper supervision of pupils at all times and bring any previously unforeseen hazards or risks to the attention of the group leader.
- Wear the lanyard containing the emergency procedures checklist
- Take care of pupils in the same way that a prudent parent would do
- Ensure that once the visit has commenced, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader and be prepared to stop any activity if they feel the risk to health and safety is unacceptable;
- After the visit, provide feedback to the Group Leader to enable a full review of the visit to be completed.

Greater levels of responsibility will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

Adult Volunteers must:

- Do their best to ensure the health and safety of everyone in the group.
- Know how to contact the group leader in the case for example at a museum or zoo where groups split up for short periods; in such cases the group leader will stay within the immediate vicinity.

- Follow the instructions of the group leader and teachers and help with control and discipline.
- Speak to the group leader or teachers if concerned about the health and safety of the children at any time.

Pupils

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

- Follow the School's behaviour policy at all times and understand that they can be withdrawn from a trip prior to or during it if their conduct places themselves or others at risk.
- Know where the emergency rendezvous point is.
- Not take unnecessary risks.
- Follow the instructions of the leader and other helpers including those at the venue.
- Dress and behave sensibly and responsibly.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

If the group leader feels that such action may be necessary they should speak to the Headteacher in the first instance.

Parents

Parents should be able to make an informed decision on whether their child should go on a visit. The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions. The group leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the visit's code of conduct. By signing the parent agreement parents acknowledge the potential withdrawal of a pupil prior to or during a visit if their conduct falls below expectations.

Parents will need to:

- Provide the group leader with emergency contact numbers where these are different from those held on SIMS.
- Give consent via SchoolGateway.

- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

Records and Communications

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils. Risk assessments should be given to the EVC to keep on file. Reports of any accidents or incidents should also be kept on file by the EVC.

Staff/Pupil Ratios

Widford Lodge recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a visit. The selection of staff will be a key priority in the initial approval of any proposed visit. When planning any offsite activities, several factors will be considered when allocating staff. For example, routine walks to the school field and regular coach trips to sports lessons or fixtures will need fewer staff than one off trips or travel by public transport. When considering ratios, the coach driver and/or any staff supervising activities such as swimming may be included. These ratios should also take into account:

- Age and ability of the group.
- Nature and requirements of pupils, including those with special educational or medical needs.
- Type, level and duration of activities, the time of year and predicted conditions.
- Experience and competence of adults in off site supervision.
- Duration and nature of the journey and location of the visit.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover and contingency options.

Giving consideration to all of the above, the following is a guide only:

Reception = 1 adult to every 5 children (depending on the nature and length of the trip, ratios are likely to be increased so that there are fewer children to each adult for Reception trips)

Forms 1 to 2 = 1 adult to every 8 children

Forms 3 to 6 = 1 adult to every 10 children

Note that for routine visits to the school field, the ratio of adults to children may increase to 1 to 10 for the Pre Prep and 1 to 12 for the Prep school if deemed appropriate.

(If the Pre-School leave the school grounds they will have 1 adult for every 2 children.)

Where non-school staff ie parent volunteers act as supervisors on trips, the ratios will be reduced so that they do not supervise as many children as detailed above. At least half of the adults on trips will be school staff. All groups must be led by a teacher.

A trip will not go ahead where either the group leader, EVC or Headteacher is not satisfied that an appropriate level of supervision exists. Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group. Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio.

It should also be noted that for the protection of both adults and children all adults should ensure that they are not alone with a pupil whenever possible. All adults on a visit should clearly understand their roles and responsibilities at all times. It should always be clear that the group leader is responsible for the group at all times. Group leaders will need to consider the needs of pupils with SEN and/or physical disabilities, known behaviours, learning and physical needs and take these into account.

Remote supervision is not permitted, ie pupils must be accompanied at all times.

Insurance

The School has a Personal Injury and Travel Insurance Group Policy. The schedule of benefits is held on file and a copy can be obtained from the Proprietor on request.

Emergency Procedures

Despite good planning and organisation there may be accidents and emergencies that require on the spot response by the group leader. Appropriate provision for minor first aid must be available and the group leader will ensure that the levels of supervision are sufficient to allow the group to be split where necessary. Activity centres will have their own emergency procedures. Details of these must be obtained and read in advance of the trip and if there is any doubt about the safety of the arrangements the trip should not take place.

The School has appointed the Headteacher as the emergency contact for each trip. In accordance with the incident procedure outlined on the emergency lanyards worn by each member of School staff on a trip, all major incidents will be relayed immediately to the Headteacher and the incident procedure then followed. All staff supervising a trip are required to have their mobile phone with them and switched on.

The group leader will keep a list with them of all pupils and accompanying adults on the visit and the Headteacher will have the contact details of all parents/guardians/next of kin.

Broadly, the incident procedure requires the group leader to ensure that:

- The nature and extent of the emergency is established
- All other members of the group are accounted for and safe
- The extent of any injuries are established and appropriate first aid administered
- The names of the injured are established and emergency services contacted as required
- Other staff on the trip are advised
- An adult from the trip accompanies any injured participants to hospital
- The remainder of the party are appropriately supervised
- One adult remains at the incident site to liaise with emergency services until the incident is over and all participants are accounted for
- Access to phones is controlled until the Headteacher has been contacted and has had time to contact those directly involved.

The incident policy will be invoked with regard to contact with the media, recording of the incident and completion of accident forms etc.

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation. In an emergency the group leader would usually take control of the situation and would follow the checklist in the emergency procedure lanyard.

Transport

Note that Widford Lodge staff are not permitted to drive minibuses for school trips or visits. When considering transport, it is essential that the company is reputable and the group leader should consider the reputation of the coach/bus company and ensure that all seats are forward facing with seatbelts. They will also consider:

- Passenger safety.
- Type of journey.
- Traffic conditions.
- Insurance cover.
- Weather.

- Journey time and distance.
- Stopping on longer journeys.

If public transport is to be used, all pupils and adults must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. and the risk assessment should adequately cover all potential hazards.

First aid and medical needs

All school staff are first aid trained. They will be able to provide any necessary support for pupils with medical needs, e.g. use of AAIs. The EVC will work with the group leader to ensure suitable medical/first aid cover has been provided. This will be assessed considering the activity and pupils participating. A travel first aid kit should be carried on all trips and also details of any pupils with medical needs, allergies and applicable medications. All offsite trips involving children in the Early Years Foundation Stage are supervised by staff with a valid paediatric first aid certificate.

Water Margin Activities

Activities taking place near or in water, such as a walk along a riverbank or seashore, collecting samples from ponds and streams or paddling in gentle, shallow water require all supervising adults to have read the guidance contained in the Group Safety at Water Margins document. Typical control measures include: establishing clear boundaries, briefing pupils on hazards, the provision of constant supervision and where appropriate the provision of rescue aids.

Weather, Clothing and Survival

Where appropriate, the group leader must obtain and act upon recent weather forecasts and local advice. Pupils should be appropriately clothed for the nature of the visit and the environment, their experience and strength, the time of year, expected weather conditions, altitude and exposure to elements. When venturing away from immediate help, the group leader will consider the need for comfort, insulation and shelter for a casualty or the whole group and provision of emergency food, drink, torches, mobile phones etc. and it is their responsibility to modify or curtail the trip or activity to suit changed or changing circumstances.

Swimming

No open water swimming activities are permitted.

All swimming activities and venues are included within the risk assessment and lifeguarding arrangements checked in advance. Lifeguarded pool operators have a duty to take all reasonable and practicable measures. Unless suitably qualified, School staff do not have responsibility for lifeguarding, however they do retain a

pastoral role for participants at all times. For swimming lessons, the School ensures that the swimming teachers are qualified according to current guidelines.

For pools where lifeguarding arrangements are not provided, the group leader bears full responsibility for ensuring swimming safety and specific approval to lead the activity is required. Their role will include directly supervising the pool and pool users, exercising appropriate levels of control, briefing pool users in advance regarding rules, communicating effectively with pool users, anticipating problems and preventing accidents, intervening to prevent behaviour which is unsafe, carrying out a rescue from the water and giving immediate first aid to any casualty. The normal operating procedures and the emergency plan for the pool must be considered before swimming takes place. School staff must be aware of the procedures in the event of an emergency and who at the venue will provide back up. They should also know if they have exclusive use of the pool, as other pool users may increase the supervision role.

A minimum supervision level of 1 adult to every 12 pupils is recommended.

Residential visits and adventurous activities

The ratio should be at least 1 adult for every 10 pupils. The definition of Adventurous Activities is:

- All activities in 'open country' (Normally defined as land above 300m, or more than 1km from vehicular access)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing/kayaking
- Sailing/windsurfing/kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hillwalking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling

- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motorsport – all forms
- High-level ropes courses
- Off-road cycling
- 'Extreme' sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

The following are required for residential activities:

- There must be at least one adult from each sex for mixed groups.
- There should be a member of staff on standby who is able to join the trip if someone is needed elsewhere.
- The children should know where the teachers' rooms are. The group leader should have a room plan prior to the trip.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults.
- The immediate accommodation should be exclusively for the group's use.
- There should be appropriate and safe heating and ventilation.
- The whole group should be aware of the layout of the accommodation, its fire precautions/exits, its regulations and routines, and everyone should be able to identify key personnel.
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors.
- Where appropriate, locks on doors should work in the group's rooms but appropriate access should be available at all times.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage and equipment.
- There should be adequate lighting.

- There should be provision for children with special needs and for those who fall sick.
- Balconies should be stable, windows secure, electrical connections safe.
- The fire alarm must be audible throughout the whole accommodation.
- There should be recreational facilities for the group.
- There should be an appropriate number of supervisors on duty during the night.
- As soon as possible after arrival a fire drill should take place.
- For adventurous activities that use a commercial provider and may well involve a residential stay give consideration to all points detailed in the checklists in appendices 3 and 4.

No overseas visits are permitted.

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the school will keep under review to ensure links are current.

- HSE https://www.hse.gov.uk/
- HSE – school/academy Trips https://www.hse.gov.uk/services/education/school-trips.htm
- Department for Education - Health and safety on educational visits https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- The Association of Advisers for Outdoor Learning and Educational Visits (OEAPP) National Guidance Guidance Documents |
- The Royal Society for the Prevention of Accidents (RoSPA) - Planning and Leading Visits and Adventurous Activities https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf

Appendix 1 WIDFORD LODGE DIARY REQUEST FORM

DIARY REQUEST FORM | Trips, Events, Speakers & School Functions

BEFORE YOU SUBMIT THIS FORM

Step 1: Check the School diary to confirm there are no date clashes.
Step 2: Research appropriate suppliers and carry out a site visit if needed.
Step 3: Complete all sections below and email this form to admin@widfordlodge.co.uk.

SECTION 1 — ACTIVITY DETAILS

Information required	Add to SchoolGateway?	Teacher to complete
Staff member arranging the activity (teacher in charge)		
Date of the activity		
Departure time / start time *Please inform the kitchen if children will miss lunch*		
Arrival time back at school		
Proposed trip / event / fixture		
Year group(s) / pupils involved		
Does this trip involve a pupil with 1:1 support?		
Does any child have any allergens that need to be considered for the trip? Such as food/latex/airborne/art materials?		
Have you added information for Parents in your letter, that packed lunches should not contain nuts or child specific allergens?		
Maximum number of spaces available?		
Purpose of the activity		
Transport to and from the venue		
Will a school packed lunch or classroom lunch be needed? *If yes, office to inform the kitchen. If parents are bringing in a packed lunch from home, the parent message must state it must not contain any nuts or child-specific allergens*		

SECTION 2 — COST

Information required	Add to SchoolGateway?	Teacher to complete
Net cost (including coach, if applicable)		
Total cost per parent		
Who is covering the cost of the trip?		

Send completed form to: admin@widfordlodge.co.uk

DIARY REQUEST FORM | Trips, Events, Speakers & School Functions

SECTION 3 — STAFFING & VOLUNTEERS

Information required	Add to SchoolGateway?	Teacher to complete
Number of staff accompanying the children		
Names of accompanying staff		
Is cover required for accompanying staff?		
Cover requirements (if yes, please specify)		
Are parent volunteers required?		

SECTION 4 — DATES & COMMUNICATIONS

Information required	Teacher to complete
Does this event need to be added to SchoolGateway for consent or payment?	
Date to be added to the School website calendar	
Date for parent email about the trip to be sent	
Date for reminder email to parents	
Deadline for consent / payment	
Is this an urgent request?	

SECTION 5 — COACH BOOKING (if applicable)

Information required	Teacher to complete
Full address of destination	
Pick-up time from Widford Lodge	
Pick-up time for return journey	
Total number of passengers	

SECTION 6 — SCHOOLGATEWAY PARENT MESSAGE (if applicable — max 1,000 characters)

Example message

Date: Thursday 27th March 2025
Leave: 8.15 a.m.
Return: 3.45 p.m. (approx)

As part of the Religious Education curriculum we have organised a trip to Canterbury Cathedral. Having done this trip several times before, we are aware of the great spectacle and interest it is able to provide children towards their learning of Religious faiths.

DIARY REQUEST FORM | Trips, Events, Speakers & School Functions

Please note, given the journey time, that we are aiming to leave school at 8.15am and would therefore ask that children are in school for 7.50am (the black gates will open earlier).

In the Cathedral education centre, the children will be participating in different activities around the theme of Pilgrimage and then have a guided tour of the Cathedral.

Requirements:

- school uniform, including blazers (no hats or caps)
- school raincoats – if required
- a rucksack (to carry arrival snack, packed lunch and drinks).

The children MUST be hands-free and have their bag on their backs.

- arrival snack and drink (to have when we arrive in Canterbury)
- packed lunch (provided by home **but should not contain any nuts**)
- drink

FOR OFFICE USE — HEADTEACHER APPROVAL

☑ APPROVED	✗ NOT APPROVED
Headteacher comments:	

FOR OFFICE USE — ADMIN CHECKLIST (once approved)

Done	Action	Tick & date completed
☐	Request form photocopied and given to the staff member	
☐	Staff member notified that the request has been approved	
☐	Check if any child involved has parents paying for 1:1 support	
☐	Added to School diary on SIMS	
☐	Added to MC's diary on SIMS	
☐	Added to School website calendar (if applicable)	
☐	Added to School Communications (if applicable)	
☐	Parent email sent	
☐	Coach quote requested (if applicable)	
☐	Coach booked and confirmed (if applicable)	
☐	Kitchen informed of any change to lunch numbers	
☐	Risk Assessment Visitor Checklist requested (if applicable)	
	Any other relevant actions / notes:	

TEACHER / EVENT ORGANISER ACTIONS (once approved)		
Done	**Action**	**Tick & date completed**
☐	Confirm the booking of the activity with the venue or supplier	
☐	Inform Ed Callaway of the trip date and complete a risk assessment	
☐	If cover is required, notify SMT; if cover cannot be arranged internally, submit a cover request to the office	
☐	Complete all relevant request forms in line with the Educational Visits Policy and Risk Assessments Policy, giving due regard to adult-to-child ratios	
☐	Fully brief all non-staff adults on their role and responsibilities; leave staff contact details with the office	

Appendix 2

WIDFORD LODGE SCHOOL

Risk Assessment - Educational Visits

Venue: (include post code & tel no) **Brief description of activities**		**Date**(s) of Educational Visit:	**Date:** **Depart**: **Return**:
Class(es): (indicate no. of pupils)		**Adult-to-Pupil Ratio**:	
Visit Leader: (including mobile no.)		**Date Assessment Completed**:	
Checked by: (including signature)		Date Assessment **Approved**:	

Are any activities **venue led**? i.e. not by school staff	Yes [X] No [ ]	**Does the Venue have LOtC mark?**: (Learning Outside the Classroom)	Yes * [ ] No [ ]
Venue supplied risk assessment attached:	Yes [X] No [ ]	**Any adventure activities** e.g. Caving/Climbing/Trekking?Watersports	Yes * [ ] No [X]
How will you be **travelling** to the venue?	Foot [ ] Coach [X] Train [ ] Other [ ]	**Special / medical needs** of attendees included in RA:	Yes [X] No [ ]

Are you intending to adhere to standard **WL procedure**(s) re: Educational Visits?	Yes ☐ No ☐	* Please attach **further RAs / checklists / information**

Details of **Coach Company**: (Company, post code & tel. no)			
Nearest **Hospital**: (Name, post code & tel. no)			
Has the staff member downloaded the 'What 3 Words' app, in case of needing to call the emergency services?	Yes ☒ No ☐	What are the 'What 3 words' for the location?	

Any **additional risks or hazards** that you consider are not covered by the above:

Significant Hazards List what could cause harm	**Who** Might be Affected?	**Control Measures** How will the risk be minimised?	**Residual Risk** After controls are implemented, (High / Medium / Low)
School staff will follow Widford's Coach travel procedures	All	Procedures attached to this risk assessment and read by all staff	Low

Significant Hazards List what could cause harm	**Who** Might be Affected?	**Control Measures** How will the risk be minimised?	**Residual Risk** After controls are implemented, (High / Medium / Low)
Emergency procedures at location	All		Low
Medical needs	All		Low
Allergy specific section for each pupil at risk of anaphylaxis (including checking allergen risk, food, transport, accommodation, emergency medical access, cross contamination)	All		Low
Other support needs (This includes individuals who need special	All		Low

Significant Hazards List what could cause harm	**Who** Might be Affected?	**Control Measures** How will the risk be minimised?	**Residual Risk** After controls are implemented, (High / Medium / Low)
consideration for a trip, but not necessarily due to medical needs).			

Trained staff member who is responsible for checking and carrying medication:		Staff signature to confirm medications have been checked before departing for trip/event: Signature:	
Signatures: (Supervising adults)		Crisis and incident lanyard taken:	Yes ☐ No ☐
Post trip review: (Date & review summary)			

EXPECTED PRACTICE – TRAIN TRAVEL

Adhere to 'Travel on Foot' procedure when walking to/from stations/venue

Higher Adult-pupil ratio for younger children - Younger children to travel in smaller groups with designated adult.

Where possible, head count pupils on and off carriage (this can be in smaller groups lead by an adult)

Children remain with designated adult at all times

Note taken of emergency exit doors as journey commences

Children should remain seated or hold onto the handrails/poles

In the event of an emergency, children are to remain seated and calm until otherwise instructed and staff to follow the Crisis and Incident Action Plan

If food and drink is permitted, ensure litter is cleared

Before leaving the carriage, children told where and how to assemble.

Appropriate standards of pupil behaviour expected at all times

Members of staff to check platform/carriage is clear before getting on/off train

Ensure staff are aware of the parent collection arrangements after the event.

Close supervision of pupils walking to the station, crossing roads, group sizes

Keep away from platform edge (stand behind solid yellow lines)

Where possible, allow train to depart before walking along platform

Take extra care if there is a gap between the carriage and the platform (younger children may need assistance)

Secure luggage to allocated compartments

Do not block aisles

Children should not use the toilets, unless absolutely necessary and must be supervised.

Ensure adequate adult supervision at all times

Pupils instructed what to do if they are separated from the group (underground)

EXPECTED PRACTICE – COACH TRAVEL

Adhere to 'Travel on Foot' procedure when walking to/from pick-up/drop-off points

Use a reputable coach company at all times (EYFS require driver to be DBS checked)

Whilst adhering to appropriate adult-pupil ratio, a minimum of two members of staff to travel on each coach.

Coach to have seatbelts fitted

Teacher to check all pupils have seatbelt fastened before journey

Head count pupils on and off coach

Children to remain properly seated at all times with seatbelt worn correctly.

Note taken of emergency exit doors before journey commences

In the event of an emergency, children are to remain seated and calm until otherwise instructed and staff to follow the Crisis and Incident Action Plan

If food and drink is permitted, agree with driver, ensure litter is cleared

On leaving the coach, children told where and how to assemble.

Be prepared for travel sickness, identify those most likely to suffer

Appropriate standards of pupil behaviour expected at all times

Member of staff to check coach is clear (sweeper) and remain on the coach until all children are accounted for.

Ensure staff are aware of the parent collection arrangements after the event.

Potential Hazards Identified	Level of Risk High, Med, Low	Who might be harmed? Pupils, staff, volunteers
Those associated with road traffic accident	L	All
Motion sickness	L	All
Unpredictable behaviour of pupils affecting ability of driver to control vehicle	L	Pupils
Supervision of pupils in case of a breakdown	L	All
What control measures are in place to reduce the level of risk from the potential hazards identified?		**What further measures need to be introduced in order to reduce the risk which are PARTICULAR to your trip? These would normally relate to the list on the left.**

EXPECTED PRACTICE – TRAVEL ON FOOT

Appropriate standards of pupil behaviour expected at all times.

Children walk in pairs or single file as pavement width dictates (not 3-4 abreast).

The group should keep together as far as possible. Lead teacher should set an appropriate pace and check regularly for stragglers.

Follow the Green Cross Code at all times.

Crossing roads:

- Where possible, use a pedestrian crossing.
- When using a crossing with traffic lights, children will wait (under the instructions of staff) in two lines of 10 and cross over in a group. This will be practised by staff and children before leaving the school site so that each pupil is aware of how this works. For Pre-Prep, this number may be adjusted for what works best for children of this age. However, they will not cross in pairs.
- Children wait by roadside until told it is safe to cross.
- Lead child told where to wait, once across (allow enough room for following children).
- Member of staff to remain in road to control children crossing and any traffic until last child has crossed safely (this should be done as teacher-tag (relay).

Be aware of other pedestrians.

Children encouraged to look where they are going for themselves, too.

Appendix 3 ADVENTUROUS ACTIVITIES PROVIDER CHECKLIST

Name of centre/provider:

Address of centre: **Tel. No:**
Address of Head Office (if different) **Tel.No:**

Centre Telephone numbers:

Working hours:	**Emergency:**

Name of centre staff responsible for liaison during visit

Name of visiting Group	**Dates of Visit**

I confirm the following:

This Centre/organisation requires licenses for following activities defined under the Adventure Activities Licensing Regulations 2004 and I have seen and attach the current valid licences*; If all activities provided are 'out of scope' please write this instead.*

I attach: (**Please initial in box:)**

a. Evidence of this centre's licence and /or any accreditation certificates which the centre has gained ☐

b. Risk assessments for activities/Codes of Practice ☐

c. details of the qualifications held by this centre's instructors or confirmation of the minimum training/ qualifications which staff will hold for activities ☐

d. All equipment is checked & maintained in accordance with manufacturers/national body guidelines ☐

e. I attach evidence of £5 million public liability insurance ☐

f. This centre complies with relevant safety regulations and has a written safety policy and code of practice for activities ☐

g. The premises have a current fire certificate/advice has been sought from the local fire & rescue service and all their recommendations have been implemented. ☐

Qualified first aiders will be on site:

24hrs ☐ during activities ☐ other (specify) ☐

If First Aid cover is not 24hr, what arrangements are in place to secure treatment for injured parties?

Supervision of visiting group's young people will be undertaken by this centre's staff:

24 hrs a day ☐ During activities ☐ Between 9 a.m.-5.p.m. ☐

Other (specify)

ACCOMMODATION – Please complete if accommodation &/or food to will be offered to visitors.

Type of accommodation: Dormitories ☐ Small rooms ☐ Tents ☐

No. of toilet facilities: ☐ No. of washing facilities: ☐

	INITIAL
All kitchen staff have passed a basic hygiene course:	
The Centre is registered with local Environmental Health Office:	

If activities are held off the main site:

Details of locations (names, O.S. References & facilities e.g. toilets)

I can confirm than any minibuses used to transport participants will have forward facing seats with seat belts and have current MOT, Road Tax and Insurance.	
I confirm that any driver of minibus will have either a PCV licence or passed the Minibus Driver Awareness Assessment (MIDAS)	
Portable First Aid Kits taken or located at all sites	

Signed:.....Position:.....

Appendix 4 - Educational Adventurous and Recreational Visits Checklist For Group Leaders

Date		N/A	YES
If using a commercial organisation or provider has it been approved by the Outdoor Education Advisory Panel?			
Is pre-visit required?			
Are proposed staffing levels adequate?			
Are first aid arrangements adequate?			
Have emergency procedures been produced?			
Have roles & responsibilities of staff been clarified?			
Have hazard travelling to/at destination been identified and suitable control measures introduced? **(significant findings/risks assessed must be attached).**			
Have the individual needs of all participants been considered (e.g. special educational needs)?			
Has a person been allocated responsibility for briefing on local fire & health & safety rules?			
Have security arrangements at venue been assessed?			
Has a system been established to evaluate the trip?			
Have all licences required under the Adventure Activities Licensing Regulations 2004 been verified?			
Has the visit been approved by appropriate person			

Before Departure

Have details regarding visit including code of conduct, detailed itinerary, kit lists been circulated to parents (and fully briefed if appropriate?			
Have all consent/medical forms been arranged?			
Has insurance cover been arranged?			
Has detailed list of group members been prepared ? copy given to emergency contacts?			
Emergency cash arranged?			
Have all staff/young people been fully briefed?			

Departure Day

Paperwork complete (e.g. passports, roll-call, travel documents, emergency procedures etc.)?			
First Aid Kit?			
Emergency Cash/mobile phone?			
Name &address of visit location given to all group members?			

Appendix 5 - Risk Assessment Checklist for Visitors to School

To be completed prior to visit:

Member of staff arranging visit	
Name of visitor and company as applicable	
Date of visit	
Start and end time of visit	
Where will visitor be based?	
Classes involved	
Is it in the diary?	
Has Michelle been informed?	
Who will supervise the visitor (s)?	
Has the visitor been informed they need to bring ID with them?	
Has the visitor been informed that they must treat anything that they may see/hear whilst in the school building confidentially?	
Has the visitor been informed not to bring nuts with them?	
What is the reason for the visit? Is the visitor and the content of their speech/presentation suitable ie balanced and representative?	
Has a satisfactory Google Search of the visitor been carried out?	

To be completed on the day:

Action	***Signature of person carrying out***
Visitor's ID checked, signed in, provided with information about fire procedures	
Visitor informed of rules regarding: - mobile phone use - confidentiality of all information seen or viewed whilst on the school premises - where to go during breaks and accompanied to their base by a member of staff	
Visitor supervised during time here	
Visitor signed out	

After the visitor has left please return completed form to Edward Callaway

Appendix 6 – To be completed for Centre Led Activities where the Provider does not have the Learning Outside the Classroom Badge

Name and Location of Provider ……..

Date of Visit …….

Staff Member Leading Visit ……

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection. ☐

2. Accident and emergency procedures are maintained and records are available for inspection. ☐

3. All required licences are held.

4. Are there any activities that are subcontracted and what are the arrangements?
……

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant UK regulations. ☐

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people. ☐

5.There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to school staff. ☐

6.The provider has never been dismissed from any employment or had a contract ended ☐

7. Staff are competent for the activities they supervise and hold appropriate qualifications ☐

Insurance

8. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'. ☐

Accommodation (if provided)

9. UK accommodation is covered by a current Fire Risk Assessment available for inspection. ☐

10.There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. ☐

11.Separate male and female washing facilities are provided ☐