



CATERHAM PREPARATORY SCHOOL

OUTDOOR AND EDUCATIONAL VISITS POLICY

'At the heart of our curriculum is the belief that all pupils are entitled to a broadly based education in a stimulating environment'.

PHILOSOPHY AND AIMS

Caterham School seeks to be one of the country's finest co-educational schools, providing an education for life in a caring environment based upon Christian values.

We are a school with a strong Christian ethos, providing a sound foundation for boys and girls in a warm and friendly environment. We aim to maintain a high academic standard but also to encourage pupils to make the most of all the opportunities open to them in other areas of school life.

We believe in helping pupils to become balanced and interesting people, with the intellectual freedom to be creative, the confidence to initiate and the resilience to cope with adversity.

Objectives

Visits, both day and residential, are an integral part of educational life at Caterham Preparatory School. They serve to provide experiences that will aid the acquisition of new skills and attitudes, and a better understanding of the wider world.

Visits aim to:

- provide first-hand experience
- support class lessons
- foster a concerned awareness and sensitivity about the environment
- develop co-operation
- enhance personal and social development
- maximise every pupil's potential through a variety of learning experiences
- develop skills of observation, research and recording

They also show that life outdoors can be a source of continuous enjoyment and contribute to overall health and as such contribute to Caterham's 'Every Child Matters Policy'.

Planning and Preparation

Every aspect of planning for a visit is included in the Department for Education and Skills' good practice guide for Health and Safety of Pupils on Education Visits, and should be adhered to. Each member of full time teaching staff is fully aware of this guidance as it is held electronically on the staff shared area. The Health and Safety Officer also holds a paper based copy. Each visit, whether it is day or residential, needs rigorous planning.

In summary:

- Any visit, even a local walk, needs the approval of the Head teacher.
- Any visit which includes overnight stays needs approval from the Governing Body. The Head teacher will arrange for this to be completed.
- All visits will involve consideration of any dangers or difficulties (risks). A formal assessment should be made with the aim of preventing/reducing risks.
- Each leader will carry out a risk assessment, record it and provide the Head teacher and all accompanying staff with copies.

- Frequent visits to the swimming pool or playing fields are addressed within the relevant curriculum policy documents.

Health and Safety

It is essential that the health and safety of all children be of paramount importance during all trips and visits which is encompassed within Caterham School's overall Health and Safety policy documentation. When in loco parentis all teachers must take the same care that a reasonably prudent and careful parent would take in the same circumstances.

The Head teacher and Governors must be satisfied of the competence (training and experience) of staff to undertake and supervise the various activities. The lead member of staff will brief all accompanying staff about all aspects relating to the health and safety of pupils accompanying the educational visit or outing. This may include designating staff with specific tasks eg care of medication. Non-teaching supervisors will have undergone a Criminal Records Bureau check, and be as well informed about the proposed visit as the leader. They will need preparation before the visit.

We aim to follow the Department for Education and Skills' guidelines for levels of supervision. This will also be dependent on the risk assessment undertaken in the planning process.

There should be enough supervisors to cope effectively with an emergency, i.e. there is still adequate coverage where an adult is dealing with a sick/injured child. Supervision levels should be set according to the risk involved but also following the stated ratios:-

- Visits that involve pupils from Nursery and Reception should have supervision ratios of 1:4, and be accompanied by a qualified paediatric first aider.
- Visits that involve pupils in Years 1 to 3 should have a supervision ratio of 1:6 adults to pupils.
- Visits that involve Years 4 to 6 should have a supervision ratio of 1:10 pupils.
- Residential visits should be at a supervision ratio of 1:10 adults to pupils
- Residential visits abroad should be at a supervision ratio of 1:8 adults to pupils.

A mobile phone will be taken on all educational visits and the contact details for this included on the risk assessment. Any delay in return times should be communicated to the School office, and parents will be informed by the school or via the emergency/contact tree in the case of residential visits. The leader and accompanying members of staff should be aware of the procedures, regarding emergencies, as detailed in Caterham School's emergency guidelines. A laminated A4 emergency procedures card is to be made available for each member of staff to take on the visit. If staff members are not using their own mobile phone on a visit then the school will provide one.

First Aid

All staff involved in visits should be aware of any medical issues regarding the pupils. This information is given in a medical form. Medicines relating to particular pupils and information regarding administration should be given to the designated member of staff. Where age appropriate pupils should carry their asthma inhaler (a spare being carried by staff).

At Caterham all staff regularly under go first aid training and therefore all visits will be accompanied by first aid trained staff. For day trips a designated visits first aid kit is available; a more comprehensive kit will be provided for residential visits. The Health Centre will ensure these are kept fully stocked. For residential trips where a pupil/pupil's needs deem it appropriate the school will endeavour to have a member of the Health Centre team accompanying the visit.

Any incident and, or accident, that may occur during the visit, the details of which must be recorded on the relevant part of the risk assessment form.

Communication with Parents

It is imperative that parents are given full and complete written details regarding the organisation of all visits off the School campus. For local school outings, a letter will be sent to parents at the beginning of each academic year seeking their consent. For other visits, including residential, a letter specific to that visit will be sent to parents and their consent obtained. Copies of all such letters should be given to the Head teacher and copies given to the School office, the Health and Safety Officer and stored electronically in the relevant folder on the staff shared area. Residential

visits will involve a parent's meeting, where all pertinent information to that visit is outlined and emergency procedures explained. A Parental Consent Form should be completed for each pupil; a medical consent form is also required for all residential visits.

Transport

The School office will arrange for an appropriate coach company for day visits and/ or residential visits if these are not provided by the tour operator. All pupils will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Pupils should be made aware of basic safety rules for travel. Wherever possible, pupils should not sit in the two front rows of the coach, or in the back row seating. Adults should be seated throughout the coach.

The use of cars for shorter visits and sporting activities can be considered and the school's insurance policy covers such occurrences. Where this is likely to be the case reference should be made to this fact within each letter to parents.

Insurance

All school trips are insured for teachers, supervisors, volunteers and pupils by a blanket policy for the whole of Caterham School. This is provided by ACE EUROPEAN GROUP through HSBC.

Equal Opportunities

Every effort will be made to ensure that School journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

Pupils with Learning Difficulties and Disabilities, Special Educational and Medical Needs

Wherever it is feasible, pupils with learning difficulties and disabilities should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention is made to supervision ratios. Each leader, for information, should hold summary sheets containing details of the pupil/pupil's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.

Evaluation and Reporting

Whilst verbal feedback of a trip may be given to the Head on the day, a written evaluation of each visit should be made (in note form) on the end of the risk assessment form. This should be carried out within a week of the visit and submitted to SMT. After consultation any arising issues should be noted, addressed and / or resolved. Children may also be involved in this process. Any appropriate letter of thanks should be written and sent.

Management and Development

The liaison Health and Safety officer at Caterham Preparatory School is Paul Groves. It is the Health and Safety Officer's responsibility to:

- Update, communicate and discuss School policy in relation to trips/visits
- Provide support for staff planning and organising trips
- Advise and liaise on current Department for Education and Skills' guidelines, especially Health and Safety issues

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