



## HORNSBY HOUSE SCHOOL

# POLICY FOR VISITS

### Format

This policy has been compiled with reference to the DfE guidance Feb 2014 '**Health and safety: advice on legal duties and powers**' for local authorities, school leaders, school staff and governing bodies

### Aims

The school, including EYFS, aims to provide trips that are: -

- Of genuine educational benefit
- Safe and appropriate for the children under our care
- Properly researched and prepared for
- Enjoyable and purposeful

To this end, the procedure we follow is: -

- Any trip application is made to the SMT where it is discussed before any trip is booked. If the Headmaster is happy that this trip fulfils the above aims, he will approve the visit. On receiving confirmation that the trip may proceed, the teacher makes a firm booking.
- Fill in an outings form which ensure the proper sharing of information. Any necessary transport will be booked by Alex Salandin. The Senior Deputy Head, Miss Jennifer Paul is consulted as to ratios and staffing.
- Member of staff in charge of the trip plans the visit, including Risk Assessment and first aid requirements and produces a letter to go out to parents. This letter is shown (as all letters are) to the Headmaster for approval before being produced in the school format by the office to be sent to parents.
- Member of staff completes a risk assessment visit (blank risk assessment form attached) and produces a written risk assessment which has to be approved by our Educational Visits Coordinator, Mr Mark Peters. This will include details such as qualifications of those persons that will be dealing with the children, the behaviour of the children and relevant insurance for the trip.
- Medical forms are collated, as necessary, in conjunction with the School Nurse.
- The member of staff collates parental permission slips, medical forms & medication including inhalers etc
- Emergency Contact information left with the school office, in the case of a residential trip, both Headmaster and Senior Deputy. A complete set of the contact forms with permission for emergency medical treatment if the parents cannot be contacted will be taken on the trip.

- The recommended ratios for any trip are as follows Foundation Stage/EYFS/Reception- 1:4/5, years 1,2 and 3 - 1:6 and years 4,5 and 6 1: 10. These are the **suggested** ratios taken from the HASPEV and are flexible depending on the type of trip taking place.
- The member of staff in charge of the trip needs to prepare the pupils for the trip taking into account any special or medical needs.
- The trips range from academically appropriate trips in conjunction with the curriculum and school journeys starting from year 3 which includes residential trips overseas (Yr 5 trip to Belgium).
- Any serious incident should be reported to the Headmaster immediately via a call to the school office. If the incident is of a child protection nature then this will be reported to one of the DSL's or if the child is likely to experience serious harm then it should be reported to the police. As a school we will endeavour where possible to accompany any child suffering a serious incident who needs medical attention in hospital. All staff are issued with a copy of our Critical Incident Guidance.
- The designated governor for Educational Visits is Mr Huw Davies who, at the start of the academic year, is given a copy of all regular off-site risk assessments and those involving overnight stay i.e. school journeys.