



Making the difference

Policy for Health and Safety of Pupils on Educational Visits



POLICY FOR HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS

Vranch House School strives to ensure that all pupils and staff are safe at all times both within school and on educational visits. It recognises the advice and guidelines given in Health and Safety of Pupils on Educational Visits (HASPEV) and The Outdoor Education Advisers' Panel (OEAP) that supports Local Authorities, schools and Academy Groups in England, Wales and Northern Ireland.

- The Educational Visits Coordinator (EVC) is the Head of Education. All visits must be approved by the EVC in advance.
- The Class Teacher must complete a Vranch House Educational Visits pack prior to the visit and submit this to the EVC for approval.

Forms to be completed and verified by the EVC before the trip can go ahead:

- *Planning pre-visit* – stating Educational reason for the trip purposes and approximate costings
- *Risk Assessment* – if risks posed during this trip are not adequately covered by the Standard Operating Procedure Risk Assessments for all children intending to be included in this off site activity.
- *Educational Visits Off-site form* – to be completed on the day and left with Reception and Head of Education

Forms to be completed after the visit has taken place:

- *Evaluation post-visit* – evaluating whether the educational outcomes envisaged on the *Planning pre-visit* form were met by this visit and whether or not this trip stayed within the budget plan and *Risk Assessment* completed pre-visit.

(A copy of these forms are in the appendix to this document).

- Details of the following must be included as part of the above forms:
 - Person responsible for Emergency File and Emergency Drugs
 - Names of all pupils and adults on the visit
 - Approximate schedule with timings
 - Letter sent to parents with approval slip
 - Information on any special medical requirements or training for the trip
 - Analysis of factors which may cause risk to students, staff or volunteers
 - Action to be taken to mitigate risk
 - Details of the nearest hospital for A&E depending upon the location of the visit

- Full consultation should be made by the Class Teacher with the School Nurse prior to the visit.



- The member of staff in charge of the Emergency File/Drugs must ensure that these are kept with the children at all times. If the group splits up, these must stay with the relevant child/children. The file/drugs are to be returned to the School Nurse on duty as soon as the group return to Vbranch House.
- Completed and approved Educational Visits Forms should be circulated to Reception, School Nurse, Therapy Assistants and School Kitchen, **not less than one week prior to the visit**. A copy should be retained in the Teacher's File in class.
- A mobile phone will be taken on all visits and held by the Class Teacher.

Further Information

Useful Documents (available in Head of Education's Office)

DfES	Health and Safety of Pupils on Educational Visits
DfES	Standards for LEAs in Overseeing Educational Visits – Part 1 of a 3-Part Supplement to Health and Safety of Pupils on Educational Visits
OEAP	The Outdoor Education Advisers' Panel (OEAP), http://oeapng.info/

Revised January 2020
Review 2023

EDUCATIONAL VISITS

Planning pre-visit



VRANCH HOUSE RISK ASSESSMENT form to be completed and submitted to Head of Education with this form at least one week before the day of this visit.

CHILDREN ON VISIT	ADULTS ON VISIT

Educational reason for this visit

Curriculum area or Individual outcomes addressed	How will this visit will meet the areas or outcomes stated?
A	
B	
C	
D	

Approximate cost of this trip

Total cost of trip, to nearest whole pound	Cost per pupil, to nearest whole pound
£	£

How do you propose to fund this trip?

Vranch House budget **Parental Contribution** *(Delete as appropriate)*

Visit Approved

Head of Education



EDUCATIONAL VISITS

Evaluation post-visit

Did the trip meet the Educational reason for this visit?

Curriculum area or Individual outcomes	How well did this visit meet the areas or outcomes stated at point of planning?
A	
B	
C	
D	

Were there any accidents or incidents on this trip? YES / NO *(delete as appropriate)*

Did the Risk Assessment adequately cover this trip? YES / NO *(delete as appropriate)*

Was this trip conducted within the planned cost? YES / NO *(delete as appropriate)*

Would you consider repeating this trip? YES / NO *(delete as appropriate)*

Copies:

Teacher's File

School Nurse

Reception

Kitchen

Therapy Assistants



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EDUCATIONAL VISITS

A COPY OF THIS FORM MUST BE TAKEN ON VISIT

Date:

Venue:

Tel No:

Group Leader:.....

Mobile No:

Driver white bus: Mobile No:

Driver informed:.....

Driver green bus: Mobile No:

Driver informed:.....

*Responsible for Emergency File:

*Responsible for Emergency Drugs:

****The member of staff in charge of the Emergency File/Drugs must ensure that these are kept with the children at all times. If the group splits up, these must stay with the relevant child/children. The file/drugs are to be returned to the School Nurse on duty as soon as you return to Vranth House.***

CHILDREN ON VISIT	ADULTS ON VISIT

Are additional seats required in either bus for this trip?**If using two buses, please allocate child and adult to green or white bus.**Approximate Schedule: Leave SchoolReturn to SchoolLetter Sent to Parents: Date letters sent.....

..... Permission slips signed & returned

Packed Lunches Organised: Date How Many.....**CHECKLIST TO TAKE ON TRIP**

Mobile Phone		Copy of Risk Assessment Form	
Emergency file / Drugs		Camera	
Blanket & Towels		Money	
Packed Lunches		Comfort Bag	



Risk Assessment –

VRANCH HOUSE RISK ASSESSMENT form to be completed and submitted to Head of Education with this form at least one week before the day of this visit.

Ask school nurses if any special medical requirements or training is needed for the trip; i.e. drugs, equipment, emergency protocols, emergency telephone numbers, oxygen and suction equipment.

NEAREST HOSPITAL IN EMERGENCY.....

Fire Evacuation

If visiting other premises on the visit, the Group Leader must check fire evacuation procedures prior to visit, make a note of procedures and assess whether it is necessary to take a transfer seat or transfer sheet.

IN EVENT OF EMERGENCY CONTACT

Head Teacher or School Nurse

Tel: 01392 468333

Visit Approved

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Head of Education

Copies:

Teacher's File

School Nurse

Reception

Kitchen

Therapy Assistants



To be returned with 'Educational Visits' form at point of submission to HoE.

RISK ASSESSMENT

ACTIVITY / ENVIRONMENT:

COMPLETED BY:

ASSESSMENT DATE:

DATE OF VISIT:



A. HAZARD <i>List significant hazards which may result in harm to pupils, staff or property</i>	B. POTENTIAL HARM <i>Give a value (see below)</i>	C. LIKELIHOOD <i>Give a value (see below)</i>	D. RISK B + C =....	E. CONTROL <i>If D is equal to or greater than 5, what measure will be taken to reduce the POTENTIAL HARM or LIKELIHOOD and reduce the risk?</i>	F. RESULT <i>Will CONTROL reduce the RISK to less than 5? If not, review activity.</i>

B. POTENTIAL HARM: 1 = distress caused, 2 = may trigger unwanted behaviour/epilepsy, 3 = minor injury e.g. graze or bruise, 4 = major injury e.g. cut or other wound requiring First Aid, 5 = serious injury e.g. requiring paramedic or hospital treatment

C. LIKELIHOOD: 1 = highly unlikely, 2 = unlikely, 3 = may occur, 4 = high probability, 5 = will definitely happen

This risk assessment template is for use by Vranch House employees and is adapted from the model document produced by Devon County Council, Torbay Council and associated schools. Its purpose is to assist the planning and management of visits and activities. It identifies the common hazards and risks associated the activity stated and the primary means by which risks are controlled. Before undertaking the activity group leaders must also make an assessment of any significant risks which are specific to their particular visit, venue or group.

