



*Making the difference*

## Curriculum Policy: 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 related documents.

- The Educational Visits Coordinator (EVC) is the Headteacher. All visits must be approved by the EVC in advance.
- The Class Teacher must complete an Educational Visits Risk Assessment form prior to the visit and submit this to the EVC for approval (copy appended to this document).
- Details of the following must be included as part of the Risk Assessment:
  - 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
- In addition there should be information on how the visit relates to the curriculum.
- 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 Vranch House.
- Completed and approved Educational Visits Forms should be circulated to the Headteacher, Reception, Head of Therapy, School Secretary, School Nurse, Speech and Language Therapy, School Kitchen, Clinical Secretary and School Driver. A copy should be retained in the Teacher's File.
- A mobile phone should be taken on all visits.



## Further Information

### Useful Documents (available in Headteacher'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
Vranch House Inclusion Team	Considerations when Planning an Educational Visit including Students with Physical Difficulties

Revised October 2013  
Review 2016

