



St Mary's Hampton
Church of England Primary School

HEALTH AND SAFETY OF CHILDREN ON EDUCATIONAL VISITS

Review Frequency: Two yearly

Next Review: Spring term 2021

Reviewed by the Headteacher, reported to Resources Committee

Agreed: 14th May 2019

Signed:

(Headteacher)

INTRODUCTION

The Christian faith teaches the importance of living as part of a community: loving, engaging, serving and living at peace within our communities. Engagement with our local and wider community is an important part of our school ethos and the way we promote community cohesion. Taking our children off-site on educational visits to reinforce our role in the wider community and to reinforce school-based learning will therefore be a regular part of school life. In particular, we make regular use of the rich variety of museums and resources on offer in Hampton, Kingston and London.

We recognise that off-site activities raise particular safeguarding issues and additional risks. Our commitment to enabling children to feel, and be, safe, applies equally when off-site as on-site, and the purpose of these procedures is to facilitate this commitment.

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COST OF OFF-SITE ACTIVITIES

Whenever possible we will use no cost or low cost facilities: public transport and free or low cost trips. This may not always be possible. Visits should be wholly funded by parental contributions but no one will be excluded for not contributing towards a trip or activity. All money for this purpose is paid directly to the school office, where it is fully recorded to meet auditing requirements. Please see Charging and Remissions policy.

TYPES OF EDUCATIONAL VISITS

There are three types of educational visits.

Category A: (14 days) Local surveys and fieldwork; visits to local amenities within walking distance: e.g.: libraries, local church.

Category B: (28 days) Visits, which include travel arrangements to be made, including the possibility of public transport / higher risk than Category A: Swimming pool, participation at borough sports or recreational events such as the music festival, theatre and museum trips.

Category C: (3 months ahead) Journeys involving an overnight stay; Day Visits abroad; Day Visits involving activities or fieldwork in a coastal environment or near a river, canal, lake or reservoir; any activities including swimming, with the exception of regular swimming lessons as part of the curriculum.

Staff should fill out the Notification Form relevant to the type of activity planned. Note that Category C activities require the consent of the governing body and are subject to additional Health and Safety checks, so please leave additional planning time.

THE PROCEDURE FOR STAFF PLANNING AN OFF-SITE ACTIVITY OR TRIP

- Notify the Headteacher of your intention to plan a visit and check the date is suitable.
- For Category A fill out the relevant form at least three working weeks before the trip (appendix 1) and for Category B complete the relevant form 28 days before the trip (appendix 2).
- Book the visit, if necessary, once authorisation for the trip has been given by the headteacher.
- Use the checklist at **Appendix 3** to plan the visit thoroughly.
- Carry out a preliminary visit to determine the programme and activities and familiarise themselves with the site (e.g. toilets, places for lunch) and to carry out a risk assessment (see **Appendix 4**). Take into consideration any requirements with pupils or staff member who have additional needs. These must be stated clearly on the risk assessment.
- For off-site activities that happen on a regular basis throughout the year (e.g. swimming) the person in charge should carry out a preliminary visit and risk assessment once, at the beginning of the year, but any member of staff undertaking the activity should read the risk assessments.
- For residential visits, the risk assessment must be received by the headteacher, at least one clear half term ahead of the visit taking place.

SUPERVISION RATIOS

There may be occasions when, due to the nature of the visit, it would be sensible to have higher ratios. If in any doubt consult the headteacher.

THE FOUNDATION STAGE MINIMUM RATIO IS 1:6

# children	Minimum # staff	Minimum # other adults	Minimum total # adults
Up to 15	1	2	3

THE KEY STAGE 1 MINIMUM RATIO IS 1:8

# children	Minimum # staff	Minimum # other adults	Minimum total # adults
15	1	1	2
30	1	3	4

THE KEY STAGE 2 MINIMUM RATIO IS 1:10, OR 1:15*

# children	Minimum # staff	Minimum # other adults	Minimum total # adults
15	1	1	2
30	1	1-2*	2-3*

*This depends on the nature of the activity and the associated risk assessment.

MEDICAL PRECAUTIONS

An appropriately qualified First Aider must attend the trip (i.e. Paediatric First Aider for EYFS; Level 2 First Aid current qualification by other staff members.) A designated member of staff should be put in charge of the basic medical kit for each trip. If children are being divided into two or more groups, a designated person with kit must be identified per main group. All staff should be informed about children who are taking or liable to need medication. This is particularly important in the case of children who suffer from asthma, epilepsy, diabetes or who carry an Epi-pen because of an allergy. Children who use or have medication in school (e.g. an inhaler) should have them or give them to a member of staff on the trip. This will inform part of your risk assessment procedures. All staff are trained in school's safeguarding procedures

REPORTING OF ACCIDENTS

If an accident happens at a site, which has an established accident reporting system (e.g. swimming pool) the teacher should ensure that this system should be followed. In any event, a copy of the accident report form should be given to the headteacher upon return to school.

PARENT VOLUNTEERS

It is vital when arranging parent volunteers to give them as much notice as possible and to stress the importance of the commitment to help ensure adequate ratios. Notes should be provided explaining the outline of the visit, their role in helping the children get the most out of the visit, the boundaries of their role and the safety procedures. They should also be made aware of school safeguarding procedures more generally. They should know which member of staff is the group leader.

SAFEGUARDING

A full briefing to adults (staff and volunteers) must be undertaken prior to the trip. A Staff member must have oversight of toilet arrangements. Volunteers should not take individual children to the toilet unless absolutely unavoidable – this to be undertaken by staff members. (NB see reference to Intimate care policy).

Only school cameras may be used to take photographs. Members of staff may use their mobile phones to communicate between one another and the group leader if necessary. Mobile phone use by volunteers should be limited to emergencies only.

APPENDIX I - EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

CATEGORY A NOTIFICATION FORM

This notification form should be submitted to the Headteacher at least 14 days prior to the visit or activity.

Name of staff member in charge:		Position:	
Proposed activity or visit:			
Location / address of visit:			
Date(s):	Time leaving:	Time returning:	
Objectives of visit:			
Travel arrangements:			
Has a risk assessment been carried out? (Attach assessment) What hazards / risks have been identified and what assessment made of them?			
Has the appropriate reconnaissance checklist been completed?			
Names of accompanying staff:			

Names of other accompanying adults:	
Age of children:	Names/number of children: (attach list)
Does the adults: child ratio comply with guidelines?	
Has a previous or preliminary visit been made? If no, what alternative action has been taken?	
If a Centre is being used, has it provided: <ul style="list-style-type: none"> - A list of their appropriately qualified staff? - A copy of their Child Protection and Safeguarding policy? - Their risk assessments of the activities and environment? 	
Has the provision of safety precautions been confirmed (e.g. fire arrangements)?	
Are there First Aid arrangements in place at all times?	
Are appropriate insurances in place?	
Other comments?	

Signed: _____(Teacher) Date: _____

This activity or trip is **authorised / not authorised** (delete one)

Signed: _____(Headteacher) Date: _____

This form and attachments should be securely stored in the school office.

APPENDIX 2 - EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

CATEGORY B/C NOTIFICATION FORM

This notification form should be submitted to the Headteacher at least 28 days prior to the visit or activity (3 months if category C)

Name of staff member in charge:		Position:	
Proposed activity or visit:			
Location / address of visit:			
Travel company:			
Date(s):	Time leaving:		Time returning:
Objectives of visit:			
Travel arrangements:			
Has a risk assessment been carried out? (Attach assessment) What hazards / risks have been identified and what assessment made of them? Does the risk assessment include travel plans?			
Has the appropriate reconnaissance checklist been completed?			

Names and genders of accompanying staff:		
Names and genders of other accompanying adults:		
Do all accompanying adults have a satisfactory enhanced CRB check?		
Age of children:	Names/number of boys:	Names/number of girls:
Does the adults: child ratio and gender ratio comply with guidelines?		
School hours emergency contact:		Out of hours emergency contact:
Has a previous or preliminary visit been made? If no, what alternative action has been taken?		
If a Centre is being used, has it provided: <ul style="list-style-type: none"> - A list of their appropriately qualified staff? - A copy of their Child Protection and Safeguarding policy? - Their risk assessments of the activities and environment? 		
Has the provision of safety precautions been confirmed (e.g. fire arrangements)?		
Are there medical and First Aid arrangements in place at all times?		
Are appropriate insurances in place?		
Other comments?		

Signed: _____(Teacher) Date: _____

This activity or trip is **authorised / not authorised** (delete one)

Signed: _____(Headteacher) Date: _____

Signed: _____ (Governor: Health and Safety) Date: _____

Signed: _____ (co-Chair of Governors) Date: _____

This form and attachments should be securely stored in the school office.

APPENDIX 3 EDUCATIONAL VISITS CHECKLIST

Have You?

Checked the school diary, discussed the date with the Headteacher?	
Allowed appropriate school working weeks notice?	
Fully worked out the cost of the trip?	
Booked the Trip?	
Filled out the statutory Risk Assessment form and either a category A, B or C form and submitted them to the headteacher?	
Booked the method of transport or ensured that you have given the administrator enough time to apply for free tickets from Transport for London?	
Asked the office staff to cancel school dinners?	
Carried out a preliminary visit?	
Cleared with the administrator the letter that will be going out to parents?	
Organised the adults to accompany you?	
Re-arranged any duties you or your TA may have that day?	
Checked with the office staff four days before your trip/journey that money has been collected from all the pupils and received consent forms from all the parents? If not ensure that follow up letters go out from the office.	
Given the Office Manager, at least two weeks notice and organised any money/cheques you may need to be available on the day?	

Made contact with the Bus, Tube or Train company you will be travelling with?	
Picked up your medical kit and ensured children have necessary medication with them? Have you briefed all adults about medical issues?	
Have you and other staff arranged to take Mobile Phone with you and issued a list of emergency contact numbers to the administrator?	
Picked up the class camera-phone?	
Have you briefed all adults about safeguarding issues?	

Some of the common risks are outlined here but each visit may present its own risk.

- 1 Is the adult to child ratio adequate? The particular nature of the trip may make the suggested ratios inadequate.
- 2 Are there any particular behaviour, medical or SEN issues to consider? It may be necessary to inform the venue or take additional adults. If a child has a physical disability, then explore access issues.
- 3 Is the form of transport suitable? Coaches must always be fitted with seatbelts and care must be taken to ensure children have fitted them safely. Public transport can be used and is free if booked through Transport for London two weeks in advance. Tube, Train and Bus companies can be phoned prior to the trip so they are aware you will be travelling with them. Whenever any form of transport is used, it is essential that one adult boards before the children and one after the children, and the same when alighting.
- 4 Are there any dangers on the roads? If children are walking anywhere, routes need planning with care and roads crossed at the safest point, usually at a crossing. Pupils should walk two abreast with an adult at the front, the rear and if possible in the middle. Use walking rings for younger children and high visibility vests.
- 5 Is there a risk at the venue? There are many considerations such as how the children will be supervised or is the venue open to the public. Children may be working with equipment that poses a threat and some venues such as a visit to a farm or a theme park will pose their own risks.
- 6 Where will lunch be eaten and where are the toilets? Lunch needs to be eaten in a safe place. Children should always ask an adult if they need to go to the toilet and report back on their return. Ideally, an adult should accompany them and wait outside the toilet door.
- 7 What steps should be taken to ensure children do not get lost? Frequent head counts should take place throughout the visit, particularly on arrivals, departures, on boarding and after leaving transport. Children should know what to do in the unlikely event of being separated from the party. They should be told of a meeting place in the case of older children or they should approach a police officer, member of staff at the place being visited or a transport worker in a uniform who can take the appropriate action.
- 8 Does the weather pose a risk? Depending on the time of year, the weather could create different risks. If it is hot and the children are outside, then they should be told to bring a hat and sunscreen. If it is cold, then they should wear warm clothes. Icy or very wet conditions could be a risk especially if children are walking.



General risk assessment

1. What is being assessed (task/activity)?

Class:

Where:

Date of visit:

2. What sort of harm can you foresee from this situation/activity?

See attached Risk assessment

3. Which individual or group(s) of employees or non-employees may be harmed?

Individual employee		Individual pupil		Contractors	
Employees generally		Pupils generally		Members of public	
Unpaid helpers/volunteers				Visitors	

4. Is there any heightened risk to:

New or expectant mothers (employees)		Unsupervised pupils		Anyone with a specific disability or medical condition	
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5. What other factors may contribute to the likelihood of any harm occurring?

See attached risk assessment

6. What precautions or procedures are currently in place to make the harm less likely to happen?

As outlined in attached risk assessment

7a). Do you assess these measures as being adequate?

YES

NO

7b). If 'NO' what additional measures are necessary?

Action required:

By Whom

By When

8. Risk Assessment Statement – Please tick ONE box only

This activity/event/situation can go ahead with no additional action(s)

This activity/event/situation can go ahead, but the additional action(s) identified in 7b) above must be undertaken within the timescales given.	
This activity/event/situation is not to go ahead unless the additional action identified in 7b) above is in place.	

Name of Assessor:	Signature:	Date:

Review Date:	Signature:	Review Date:	Signature:

Examples:



November 2014

St Mary's Hampton Church Trip

Dear Parent/ Carer,

As part of our RE topic this half term we will be visiting St Mary's Church, Hampton to allow the children to learn about the different features of a Christian place of worship and also to learn about different Christian symbols and signs. We will be visiting St Mary's Church on Thursday 4th December, 9.15- 11.45.

We advise all parents to make sure that their child is dressed to withstand cold and wet weather conditions (warm and waterproof coat, hat, scarf, gloves) including sturdy, waterproof footwear (boots). Unfortunately, if weather conditions are severe this trip will need to be cancelled.

This trip is free of charge; however, we will need as many parent volunteers as possible to ensure the children are safe as we walk to and from St Mary's Church. If you would like to help on our trip please complete the attached form and return it.

Permission for your child to go on local trips has already been granted by you on their admission forms. If you do not want your child to attend this trip please could you see me as soon as possible to discuss this matter.

If you have ANY questions regarding the trip, please come and speak to me straight away.

Yours sincerely,

(Class Teacher)

Year One trip to St Mary's Church, Hampton

Please complete and return to by

I am able to / not able to volunteer to help on Thursday 4th December. (Please delete as appropriate)

----- (Child's name)

Signed _____ (Parent/Carer)

Activity: Hampton Village Green Park, Hampton Named First Aiders: (Name)		TEACHERS IN CHARGE: AM	Activity date: 4/12/14 Curriculum Area: RE (What are the features of a Christian Church?)
WHAT ARE THE HAZARDS? A hazard is something with the potential to cause harm	WHO IS AT RISK? PEOPLE AFFECTED Is it a High/ Medium / Low probability / severity?	HOW ARE THEY AT RISK? What harm could they suffer?	How are you going to control the risks and what actions will ensure the controls are implemented?
Moving traffic	Everyone	Children could accidentally steps off the pavement and onto the road - injury by moving vehicles	Before leaving school, make sure that all chn are wearing a school Hi-Viz jacket. Ensure that children and adults walk on the inside of the pavement as far from the kerb as possible. Meet with accompanying adults prior to the visit, speak to them about supervising children closely when walking along the pavement, and discuss the walking route. Position teacher and TA at front and rear of line.

<p>Crossing roads</p> <p>(Oldfield Road</p> <p>Percy Road</p> <p>Station Road</p> <p>A3008)</p>	<p>Everyone</p>	<p>Accident/injury</p>	<p>A member of staff to ensure that road is clear and stands on the road, a parent helper to stop the traffic on the other side of the road while the whole class crosses to the other side of the road - may include stopping traffic where necessary.</p> <p>Children are to leave school grounds via school walkway and to walk on walkway along Oldfield road until the junction of Percy Road, children will then group outside of the parade of shops (opposite Little Waitrose). Traffic will be stopped by parent volunteers on each side of the carriageway. Children will cross-holding partners hand and continue to walk along Oldfield Road (against the traffic as this is a one way (with very light traffic) and then enter the park at Hampton village green. If in the event the train barriers at the crossing of Oldfield Road and Percy Road are down, children are to wait before crossing the road. Children to wait against the frontage of the parade of shops.</p> <p>When crossing the road at the junction of Station Road and A3008 CT to ensure that children do not cross between park cars and that traffic is safely stopped before children cross the road.</p> <p>Meet with accompanying adults prior to the visit and speak to them about supervising children closely when crossing roads and CT's to speak to children. (Health and safety talk)</p> <p>Position teacher and TA at front and rear of line.</p>
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<p>Walking through an alleyway/ through road (Upper end of Oldfield Road)</p>	<p>Everyone</p>	<p>Dangerous objects e.g. glass</p>	<p>Teachers to lead the class and inspect closely the path to avoid hazard.</p>
<p>Strangers at the church</p>	<p>Everyone</p>	<p>Antisocial behaviour</p>	<p>Discuss 'Stranger Danger' before visit Ensure that all children are well supervised Avoid confrontation</p>

Residential trip reconnaissance checklist

Venue name: _____.

Date visiting: _____.

Before the checklist has started:

Have parents and pupils been consulted regarding accessibility requirements for the trip?

If the answer is **no**, consultation needs to take place before planning can progress.

TRANSPORT	Action required?	Action
Do you need specialist/accessible transport for pupils with limited mobility for instance?		
Do any pupils need rest breaks on the journey?		
Is specialist seating/seatbelt required for the journey?		
Do you need additional staffing?		
What is the additional cost of specialist transport?		
Have staff arranged insurance if transporting pupils in private vehicles?		

Is a Blue Badge required?		
If the pupil has sensory difficulties, can they have a quieter seating area?		
Can the pupil travel with their friends? Alternatively, can the pupil's friends travel with them?		
VENUE AND ACTIVITIES - MOBILITY	Action required?	Action
Is the venue accessible for their specific SEND? (e.g. steps, door widths, pathways)		
Are there any fixtures, which will inhibit access?		
Are the toilets accessible?		
Is a Radar key required?		
Is specialist clothing required? (e.g. wetsuit, life jacket – check buoyancy aids with instructor, as individual aid may be required)		
Does the venue have restrictions on the number of wheelchairs admitted?		
Have you informed the venue of access requirements?		
Is there somewhere sheltered to go if too cold or wet; that is still within the same area as their peers?		
If the activity is, inappropriate/inaccessible has a reasonable alternative been planned/considered and have the pupil and parents been consulted on this?		
Has a full risk assessment been carried out for each activity/pupil with SEND and signed off?		

Can pupils access activities independently or are adjustments to the plan required?		
Does the pupil need alternative evacuation procedures?		
Does additional time need to be allowed for pupil transition between activities?		
Are ramps required for access? Have you considered providing a portable ramp?		
Are the door widths sufficient?		
Are there lifts, if required? Are they of appropriate size?		
Do any pupils need specialist sleeping arrangements or equipment?		
Do any pupils need adult support through/during the night?		
Do any pupils need a communication device to contact an adult?		
Is the bed appropriate height for handling?		
Can additional equipment required be transported to the venue?		
Can the eating area be accessed?		
If required, is there somewhere private/quiet to eat?		
Are the communal areas accessible?		
Is there a secure facility for charging/storing electric wheelchairs?		
Has a risk assessment been carried out for the venue?		

Are the tables and chairs adjustable? Alternatively, can adjustable chairs and tables be provided?		
VENUE AND ACTIVITIES - SENSORY (AUTISM)	Action required?	Action
Is the venue quiet?		
Does it have a quiet area? (A chill zone?)		
Is there a quiet route to activities within the venue?		
VENUE AND ACTIVITIES - HEARING AND VISUAL IMPAIRMENT	Action required?	Action
Is there clear signage around the venue and the route?		
Is there an alternative evacuation procedure?		
Are there audible instructions?		
TOILET/SHOWER FACILITIES	Action required?	Action
Is the toilet appropriate for the needs of pupils with SEND?		
Is there a hoist (if required)? Is a portable hoist required?		
Is a changing bed required?		
Is there somewhere secure to store personal care items?		
Is there a biohazard bin (if required)?		
Is there an appropriate hand basin?		

Is the shower accessible?		
Is seating required in the shower?		
Are additional adults required for personal care?		
Time considerations of showering/toileting		
Is it appropriate to shower/are there suitable facilities for alternative washing methods?		
Are additional clothes required (or clothes washing facilities)?		
<p>Accessible toilets can be located nationally and throughout the city through the following website - http://www.changing-places.org/find_a_toilet/location_map_and_national_register.aspx</p>		

APPENDIX 6 DAY TRIP RECONNAISSANCE CHECKLIST

Day trip reconnaissance checklist

Venue name: _____.

Date visiting: _____.

Before the checklist has started:

Have parents and pupils been consulted regarding accessibility requirements for the trip?

If the answer is **no**, consultation needs to take place before planning can progress.

TRANSPORT	Action required?	Action
Do you need specialist/accessible transport for pupils with limited mobility for instance?		
Do any pupils need rest breaks on the journey?		
Is specialist seating/seatbelt required for the journey?		
Do you need additional staffing?		
What is the additional cost of specialist transport?		
Have staff arranged insurance if transporting pupils in private vehicles?		
Is a Blue Badge required?		

VENUE AND ACTIVITIES - MOBILITY	Action required?	Action
Is the venue accessible for their specific SEND? (e.g. steps, door widths, pathways)		
Are there any fixtures, which will inhibit access?		
Are the toilets accessible?		
Is a Radar key required?		
Is specialist clothing required? (e.g. wetsuit, life jacket – check buoyancy aids with instructor, as individual aid may be required)		
Does the venue have restrictions on the number of wheelchairs admitted?		
Have you informed the venue of access requirements?		
Is there somewhere sheltered to go if too cold or wet; that is still within the same area as their peers?		
If the activity is, inappropriate/inaccessible has a reasonable alternative been planned/considered and have the pupil and parents been consulted on this?		
Has a full risk assessment been carried out for each activity/pupil with SEND and signed off?		

Can pupils access activities independently or are adjustments to the plan required?		
Does the pupil need alternative evacuation procedures?		
Does additional time need to be allowed for pupil transition between activities?		
Are ramps required for access? Have you considered providing a portable ramp?		
Are the door widths sufficient?		
Are there lifts, if required? Are they of appropriate size?		
Do any pupils need a communication device to contact an adult?		
Can additional equipment required be transported to the venue?		
Can the eating area be accessed?		
If required, is there somewhere private/quiet to eat?		
Is there a secure facility for charging/storing electric wheelchairs?		
Has a risk assessment been carried out for the		

venue?		
Are the tables and chairs adjustable? Alternatively, can adjustable chairs and tables be provided?		
VENUE AND ACTIVITIES - SENSORY (AUTISM)	Action required?	Action
Is the venue quiet?		
Does it have a quiet area? (A chill zone?)		
Is there a quiet route to activities within the venue?		
VENUE AND ACTIVITIES - HEARING AND VISUAL IMPAIRMENT	Action required?	Action
Is there clear signage around the venue and the route?		
Is there an alternative evacuation procedure?		
Are there audible instructions?		
TOILET/SHOWER FACILITIES	Action required?	Action
Is the toilet appropriate for needs of pupils with SEND?		

Is there a hoist (if required)? Is a portable hoist required?		
Is a changing bed required?		
Is there somewhere secure to store personal care items?		
Is there a biohazard bin (if required)?		
Is there an appropriate hand basin?		
Are additional adults required for personal care?		
Time considerations of showering/toileting		
Are additional clothes required (or clothes washing facilities)?		
<p>Accessible toilets can be located nationally and throughout the city through the following website - http://www.changing-places.org/find_a_toilet/location_map_and_national_register.aspx</p>		