

EDUCATIONAL VISITS POLICY

Health and Safety on Activities outside school (regulation 3.(2)(c)
(DCFS Guidance Health and Safety of Pupils on Educational visits (HASPEV))

1. **Responsibility for visit** – The responsibility for the visit shall be the member of staff in charge of the visit who will have completed a risk assessment and travel documents and handed them to NDR or the headmaster for checking and signing. The pupils' behaviour shall be the responsibility for all the designated staff on the visit but in the overall control of the member of staff in charge.
2. **Planning Visits** – A visit shall firstly be permitted by Mr Walker for visits for the Prep school and Mrs Ann Wright for the Pre-Prep. Once permission has been granted a risk assessment shall be carried out for the visit. The forms are in the cupboard in the top resources room. The completed form shall then be given to NDR or the Headmaster for checking and signing. Any medical requirements for the visit will be dealt with by FM or SR (school nurses) This will include travel sickness tablets, sickness bags and tissues. Any other individual medication that is required will also be given by FM or SR. The purple folder with all medical consent forms must be taken. First aid equipment will also be given by FM or SR. The travel document must be filled in and posted on the back of the top resources room door. If there are any changes to the pupils travelling on the transport at any stage of the trip then the school must be contacted in order for the transport document to be amended.
3. **Supervision** – All staff supervising on the visit will be Abberley Hall staff who will have been CRB checked. If the visit includes assistance or instruction from staff not from Abberley Hall then it must be established that they are official staff from the visit provider and that they are CRB checked. It must be established that there are sufficient staff to the number of pupils taking part in the visit. This ratio will be checked and permission given on an individual visit basis by NDR or the Headmaster.
4. **Preparing Pupils** – Pupils will be informed of the nature of the planned visit in order that they can assemble the necessary equipment and clothing. Timings will also be notified in advance so that pupils may inform other staff members of absences (music lessons and other lessons). Any special or specific medical or dietary needs will also be established at this stage.
5. **Communicating with Parents** – Parents will be notified of any visit. For many visits this will be in the form of the school calendar and the school web site (sport matches and theatre visits for example). For visits that are not of this routine nature consent forms will be sent to parents in order for them to sign and give consent for the visit.
6. **Planning Transport** - Transport will be either on the school minibuses or land cruiser or by hired coach. The minibus must be booked in the school diary and AGW will then book the minibus on the weekly transport document. If a coach is required then the school office must be notified and they will book a hired coach. (numbers and accurate timings must be given)
7. **Insurance** – The school insurance policy will cover all routine visits. If the visit is of an exceptional nature then the insurance status must be checked with Anne Joyce (school bursar).

8. **Types of visit** – Abberley Hall undertakes a wide range of Educational visits. Many are of a routine nature for the school but some happen infrequently. The following types of visits take place:

Sports fixtures

Theatre and Concert Visits

Optional Weekend visits (Theme parks, Sports matches, Quad biking, High ropes courses etc– all organized by AGW)

Educational visits – History, Science technique, music instrument days at other schools

Gordonstoun Challenge

Top year London trip

School chalet visits in France

Overseas tours

9. **Visits abroad** – Year 5 and Year 7 visits to the school chalet in France. SC and GC organise the visits. Mr and Mrs Summerfield run the school chalet in France. All Risk assessments carried out in France. Abberley Hall staff accompany pupils over to France and hand over to Mr and Mrs Summerfield.

- Overseas tours – South Africa rugby and hockey tour in Easter holidays every other year (2010 next tour). NDR leads the tour with three other Abberley Hall staff. All of the above points are covered i.e. responsibility, planning, supervision of pupils, preparing the pupils, communicating with parents, planning transport, and insurance.

10. **Emergency Procedures** – A mobile phone number is always given on the transport document so that those on a visit may be contacted. The school number is used in case of an emergency or NDR's or AGW's mobile numbers which are on the Transport Document. The purple medical folder is always taken with signed In loco Parentis forms from all parents and all medical details including allergies and doctor's details of pupils are on the form

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(Extra Curricular)

Sept 2009

To be reviewed Sept 2010