Policy 2.23

Kitebrook Preparatory School

EDUCATIONAL & OUT OF SCHOOL VISITS POLICY

(Including boarding, day and EYFS pupils)

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Kitebrook Preparatory School Policy 2.23 Educational and Out of School Visits Policy

1. Aims of the Kitebrook school with regard to educational and out of school visits:

1.1 'Expeditions' are very much a part of life at Kitebrook, as they give the children the opportunity to experience education beyond the classroom. It is vital that we carry out these trips in the knowledge that they are well planned and that all possible risks have been weighed up in advance. This policy covers expeditions that take place no more than annually; there are separate risk assessments in place for all regular visits, such as school matches and trips to external sports venues.

1.2

- To allow the pupils to achieve the maximum benefit from off site visits and experience a wide range of activities.
- To allow pupils to access information and experiences not available in school.
- To ensure the health and safety of the pupils at all times.
- To allow children to begin and to learn to understand and manage the risks that are a normal part of life.

2. Overview

2.1 This policy follows the DfE Health and Safety of Pupils on Educational Visits code of practice and (*HSE)* school trips and outdoor learning activities: tackling the health and safety myths. (Appendix A)

2.2 The School's Educational Visits Co-ordinators include a designated member of the SMT and have the responsibility for approving out of school visits. Mrs Rebecca Morris, Deputy Head (Pastoral & Co-Curricular), is the EVC for day & residential trips. They aim to ensure all DfE guidelines have been followed.

2.3 Kitebrook prides itself on the opportunities it can offer to children. Trips are usually led by an experienced member of the staff, and full risk assessments and documentation are on file from past trips.

2.4 From time to time, we do take older children abroad on trips and the organisers of such trips will liaise closely with The Prep Schools Trust, the Head and Health and Safety Lead at the school ensure that Risk Assessments are comprehensive and that all possible and reasonable precautions have been taken to ensure the welfare of the pupils in their charge.

2.5 Kitebrook school recognises four types of trips. These are classified as follows:

2.5.1 Residential Trips - paperwork V1

2.5.2 Day trips (including weekend boarding trips) - paperwork V2

2.5.3 School visits and places of interest (local places of interest within 25 miles) - paperwork V3

2.5.4 Sports fixtures (local within 50 miles registered via Involve, if over 50 miles completion of a V3 is required)

2.6 Kitebrook School operates an electronic format for trips, all Day trips use the iSAMS management system and pre-approved Risk Assessments for Trips and Travel. Electronic records for this are located in the Trips folder.

3. Mobile phone and Trip iPad

3.1 Staff taking trips will carry their own mobile phone and if required to make calls will withhold their caller ID.

3.2 Staff taking Day trips will as part of the trip paperwork take with them the Trip iPad which is cell enabled, which will facilitate access to iSAMS

4. Insurance

4.1 Insurance for all school trips is arranged centrally through the Trust Bursary. Organisers with questions about insurance should contact the Head of Finance on 01865 390030. All Kitebrook parents complete a form giving consent to emergency medical treatment if they cannot be contacted.

5. Procedures and risk assessment

5.1 The Management of Health and Safety at Work Regulations 1992, made under the Health and Safety at Work Act 1974 requires us to:

- assess the risk of activities
- introduce measures to control those risks
- inform relevant members of staff about those risks
- take reasonable care of their own and others' health and safety
- cooperate with our employers over safety matters
- carry out activities in accordance with instructions
- inform employers of any serious risks
- It is anticipated that exploratory visits will be made to new or unknown venues. Such visits will be made by the Head or their representative
- care plans and risk assessments on the protection of children (where applicable) are reviewed when planning any trip/visit by the medical lead

5.2 The school is advised by Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014). It is emphasised that these procedures are not only to protect the wellbeing of the pupils, but also to protect staff in the event of an accident. When compiling trip paperwork and when writing a risk assessment the following is required:

- Exploratory Visit Assessment: data required
- Date:
- Name of venue:
- Reason for trip:
- Name of trip leader:
- Name and telephone number of contact at the venue:
- Risk assessment carried out by:
- Trip authorised by:

5.3 Identify and list potential hazards, which could reasonably be expected to result in significant harm (i.e. walking on roads, beside a river, abseiling climbing, water sports etc). Identify who might be at risk. Consider existing controls (i.e. measures in place at the venue).

5.4 At the discretion of the Health and Safety Lead and the Head, a new risk assessment may be carried out for each trip and given to all adults accompanying the trip, as well as given to the Risk Assessment Coordinator and Head for approval. Staff can only carry out risk assessments for the areas within their control. Anything provided by an outside agent will be the responsibility of the provider. The trip leader should ask to see all relevant risk assessments.

5.5 In the case of High or Medium risk, assess whether the venue or activity is suitable.

5.6 In the case of Day trips, there are three pre approved Risk Assessments. TRAG Risk Assessment covers the General Trip Risks, the TRAT covers Transport Risks and TRAM covering pupil medical needs.

6. Booking a trip

6.1 Organiser's duties for a day trip:

1. Look on the Events List and calendar for the term to check if the proposed date is available. Preferably plan at least one term in advance.
2. If booking late, check the Events List in the main school INVOLVE calendar and then get permission from the Head. The Head's PA will then amend the main school calendar.
3. Check there are no clashes ie. No other outings for the same class in the same week.
4. Note there should be no outings organised in the week before or during a school production or before exams.
5. One copy of all residential trip paperwork should be retained by the trip leader; a second copy should stay with the EVC. Day trip paperwork should be returned to the EVC for storage onsite.
6. A completed trip pack needs to be filled in and given to the EVC and then the Head one week before the scheduled trip takes place.

6.2 Organiser's duties for a residential trip:

1. Complete the MASTER trip proposal form and submit to the EVC for approval.
2. Once approval has been given follow the instructions on the V1.

6.3 Trip leader's duties:

1. To contact the organisation to be visited and, if necessary, arrange a date for a preliminary staff visit.
2. Where possible visit the site, to do thorough pre-visit checks (important if this is a new destination).
3. Assessing costs: entry fee, coach hire etc.
4. Making arrangements for transport to be booked with the Office Admin Team.
5. Booking visit with the organisation. Ensure that booking is confirmed in writing.
6. Giving ALL details including ALL costs to be recorded. The EVC or trip leader will coordinate this with the Trust Office.
7. Informing all colleagues of the exact timing of the trips and of any disruption to their lessons. Arrange cover where necessary.
8. Arranging any necessary meetings with parents and staff to inform them of the event. Explaining any planned activities and necessary precautions.
9. Taking responsibility on the day for organising the staff going on the trip. Ensuring that everyone is aware of their responsibilities.
10. Ensuring that all staff going are aware of any educational/medical/physical needs.
11. Checking and controlling the children on the coach and ensuring their safety while off site.
12. Giving details to the Head of all adults and children (class list) on the trip. Check ratio of adults to children is satisfactory ie.
    a. A general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:
    b. Years 5 – 8: 1 adult for every 15 pupils.

c. Years 3 - 4: 1 adult for every 12 pupils.
d. Years 1 - 2: 1 adult for every 6 pupils
e. Reception: 1 adult to 4 children
f. Pre-school: 1 adult to 4 children

13. If a packed lunch is required let the kitchen staff know as soon as possible.
14. Ensuring you have checked individual medical arrangements e.g. asthma, allergies etc. and ensuring that adequate first aid is available by liaising with the member of staff responsible for overseeing first aid in the school. Print relevant Care Plans and Medical Plans if trip iPad is not available.
15. There must be a member of staff who is First Aid, paediatric for EYFS trained.
16. Remembering to take any necessary equipment - First Aid kit, inhalers etc.
17. Completing a new risk assessment form, which is to be given to Head, Risk Assessment Coordinator and stored centrally on the school G Drive.
18. Carrying a mobile phone and giving the number to all the helpers on the trip. This is to ensure that the trip leader can be contacted at all times. This mobile number should be recorded on the risk assessment form.
19. Consider stopping the trip if the risk becomes too great.
20. Reporting any injuries to the relevant people if necessary.
21. If driving a minibus - that the driver has passed the relevant tests.

6.4 Where regular trips are being made to certain establishments as detailed in 1.1, only one risk assessment is required per academic year. The school's risk assessment form can be used for most trips, although more will be required for anything out of the ordinary (e.g. trips abroad or to other locations).

7. Cost

7.1 Co-Curricular day trips and visits will be included in the termly fees. Optional/invitational trips, will be charged for. Residential will be charged to parents on the extras.

8. Permission of Parents

8.1 Before the outing, information will be sent from the office to parents informing them of the outing. This is the parents' opportunity to opt out should they wish to do so.

8.2 Teachers on the trip should:

- Do their best to ensure the health and safety of the children.
- Consider stopping the trip if the risk becomes too great.
- At all times on a trip the leader has overall responsibility for the behaviour of the children on the trip.
- Before departure, children should clearly understand the rules that apply to transport, including remaining in their seats, with seatbelts on, until instructed to get up. They should not open the minibus door from the inside, as it is very heavy. As most live in the country, it is vital that they understand how to cross roads safely if the visit is to a town.

8.3 Adult volunteers:

- Do their best to ensure the health and safety of the children.
- Not be left in sole charge of the children except in instances where relevant checks have been carried out and cleared on the single central register.
- Follow the instructions of the group leader.
- Inform the leader or teacher if they are concerned about the health and safety of the children.

8.4 Pupils should:

- Follow the instructions of the leader and the other supervisors.
- Any pupils whose behaviour may be considered to be a danger to themselves or others may be excluded from the trip.

8.5 Parents should:

- Make an informed decision about whether their child should go on the trip.
- Prepare their child for the trip if necessary.
- Provide any emergency contact details as necessary.
- Inform the leader of any relevant information about their child (diet, medicines, travel sickness, photo refusal etc).

8.6 Different types of trips will demand different levels of planning, organisation, and health and safety provision.

9. Emergency procedures

9.1 Teachers have a common law duty to act in the same way a responsible parent would so in the case of an emergency they should not hesitate to act, taking life saving action in an extreme situation.

9.2 If hospital treatment is required the teacher in charge should inform the parents and the school as soon as possible. An appropriate teacher should accompany the pupil to hospital, staying with the pupil until the parents or another authorised adult get there. The teacher should notify the school office, who will advise and contact the parent if necessary.

9.3 The trip leader needs to ensure that everyone is aware of the situation and ensure the safety of the rest of the group. The Police should be notified if necessary; no-one should talk to the media or discuss legal liability.

9.4 In all cases it is good practice for the trip leader to make follow up enquiries about the wellbeing of the pupil.

9.5 Please refer also to the school's Emergency Plan policy.

10. Transport

10.1 The trip leader is responsible for asking the Office Admin Team to book the necessary transport. Only buses with seat belts are used, and anyone driving a minibus has the relevant licence to do so. If wheelchair use is needed, then the relevant provisions must be made. Children from the age of 3 or 135 centimetres in height must travel wearing an adult seatbelt, if an appropriate child restraint is not available. They must use a child car seat if an appropriate one is fitted in the transport.

10.2 The TRAT risk assessment is only to be used for Day trips.

11. Use of Vehicles

11.1 When planning a trip or outing using vehicles, the arrangements for transporting children will always be carefully planned and, where necessary, additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.

11.2 All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the vehicle e.g. to tyres, lights, etc, and a log of maintenance, repairs and services is maintained.

11.3 The vehicle is kept in proper order and is fully insured for business use and is also protected by breakdown cover.

11.4 All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints, appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts.

11.5 Where a vehicle is used:

- The maximum seating number is not exceeded.
- Seat belts are always used.
- Children are accompanied by an appropriate number of registered members of staff.
- No child is left in a vehicle unattended.
- Care is taken getting into or out of vehicles.
- In the event of a child being lost, the Lost or Uncollected Child Procedure will be followed.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

12. Parents transporting children

12.1 Parents may only transport their own children to or from school events, unless the school has been notified by parents in advance.

13. Residential Trips

13.1 Volunteers are not used on overnight stays. All members of staff accompanying children on overnight visits have undergone stringent vetting checks in line with our Safeguarding and Safer Recruitment policies.

13.2 Parents will need information about the trip before deciding whether they wish to opt out. All the details need to be explained to the parents and a consent form is required showing that the parents agree to emergency medical treatment.

13.3 All residential trips require parental consent by google form. Communication with the parents must be clear and updates on Involve may be made during the trip. The parents may be notified by Involve or whatsapp message of any changes to return times.

14. EYFS

14.1 As part of our curriculum the children in the Foundation Stage may undertake a range of local outings including walks, visits, etc, off the premises and permission will be sought from parents for each child to be included in such outings. Outings and visits are planned to complement and enhance learning opportunities and extend play opportunities for the children. These will be carefully planned and the following guidelines will be followed on all outings from Kitebrook EYFS cottage, however local or frequently they may occur.

15. Risk Assessment

15.1 A comprehensive risk assessment must be carried out before the proposed visit to assess the risks which might be encountered on the visit and indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

15.2 A preliminary visit to the venue must be made in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and careful account of the facilities available should be taken with due regard to the proposed size of the group. The site's suitability with regard to the age and any particular needs of the children should also be assessed and the venue's own approach to security and to health and safety assessed.

15.3 It is important to assess and record health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. EYFS staff leading the visit must complete a risk assessment checklist and keep it in the risk assessment file.

15.4 A risk assessment must also cover transport to and from the venue and will include:

- the provision and required use of seat belts;
- proper vetting of the driver by DBS/Police;
- proper insurance for the driver;
- details of first aid and emergency equipment; and
- breakdown procedure.

15.5 Statutory Allergen guidance (March 2026) requires to have lessons learnt approach to allergy related incidents and 'near misses'. Staff must complete an evaluation of their trip and include this.

- Whole School Allergy policy reviewed and linked to EVC folder
- Risk assessment must include risk of exposure to allergies
- School Risk register- ensures risks associated with serious medical conditions and allergies are included.

- Records of all allergies are held with the Medical Lead with Care Plans for individuals
- Staff Leads on trip have anaphylaxis training through the school

16. Trip Pack

16.1 The visit plan for intended educational visits must include the following:

- risk assessment;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group (Bursary responsibility);
- emergency contacts and procedures;
- general communications information;
- guidance for managers, trip leaders and
- First-Aid boxes, inhalers and Epi-pens if needed.

17. Checklist of what should be taken on an outing:

17.1

- children's contact details
- medication where necessary including inhalers
- drinks/food (don't forget allergies)
- First-Aid
- sun hats and sun cream when appropriate
- disposable aprons
- disposable gloves
- wet wipes
- tissues
- sick bucket/bags
- spare clothes
- plastic carrier bag(s)
- school mobile phone
- school phone numbers
- camera

18. For all outings the following procedures must be followed:

18.1 Section 6 should be followed on all trips

18.2 **In the event of an emergency,** the immediate safety of the children must always come first. Call any emergency services needed then contact the Main School Office. The Main School Office will take responsibility for contacting parents and relatives of staff.

18.3 **At the conclusion of each outing, the member of staff in charge of the outing will complete a review of the outing, noting the following:**

- any particular problems with transport e.g. coach arriving late, no seat belts etc;
- any particular problems with the venue, e.g. nowhere to shelter during rain etc;
- any particular problems with specific children, e.g. illness, distress etc;
- educational benefits of the visit;
- comments from parents; and
- recommendations for future visits.

18.4 Prior to each outing, EYFS staff will refer back to trip evaluation forms when preparing for the next outing.

18.5 Please refer also to the school's Lost and Uncollected Children policy and Emergency Plan policy.

18.6 The EYFS staff are involved in the planning and management of off-site visits to ensure that:

- risk assessment are completed;
- competent staff are assigned to lead and help with trips;
- related staff training is organised if needed;
- all accompanying adults, including private car/coach drivers, have had satisfactory DBS checks;
- all necessary permission forms have been obtained; and
- records of visits are kept; and
- where there are frequent off-site visits, e.g. to the school gardens or pond, that there are regular generic assessments of the risks.

19. Further health and safety considerations

19.1 All adults accompanying a party must be made aware, by the trip leader of the trip (usually the Head of Early Years) of the emergency procedures which will apply. Each adult should have access to a mobile phone (this may be their own).

19.2 Before a trip leaves, the trip leader will provide all adults accompanying the party with a list of everyone, children and adults travelling with the party together with a programme and timetable for the activity. This will also be lodged with the Main School Office.

19.3 **The safety of the party, especially the children, is of paramount importance.** During the activity, the trip leader and staff must take whatever steps are necessary to ensure safety. This involves taking note of any medical information provided on entry information forms, and ensuring that the children are both safe and well looked after at all times.

Appendix A
This policy follows the DfE Health and Safety of Pupils on Educational Visits code of practice

https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

This policy follows the HSE school trips and outdoor learning activities code of practice –

https://www.hse.gov.uk/education/school-trips.htm