

ISB Primary Educational Visits Policy

Overview

The International School of Bucharest aims to insure Educational visits are viewed as an integral part of teaching and learning. ISB acknowledges the importance of Educational Visits in broadening and enhancing both the learning and social experience of young people. We provide opportunities for pupils to go on a variety of school visits throughout their time in the primary school. Ideally visits will support the work in the classroom and should be at least one per half term.

Heads of Year will ensure that the planning and supervision of all visits and adventurous activities meet the school requirements on Health and safety, staffing and **risk assessment**.

The Deputy Principal for each Key Stage must authorise **ALL** educational visits, as part of this authorisation process planning details and risk assessments will be discussed with Heads of year.

The Deputy Principal will inform the Principal with regard to school Educational Visits as and when required.

Before the Visit:

- 1) The Head of Year organizing the visit will discuss the proposal for the visit with the DP and complete the Educational Visit Checklist (Appendix 1)
If/when approved the teacher will :-
- 2) Complete the Risk Assessment form and share with the DP
Book the Visit
Book the Transport
- 3) One week before the trip the Head of year must inform the Deputy Principal or admin of any requirements for meals needed/not needed from the kitchen many packed lunches you require for children, and school adults
- 4)

Information letter letters to parents

1 day visits –2 weeks before the trip a letters is to be sent to parents with a permission slip specific to your outing

Residential visits - Initial information letters must be sent at least one term in advance for residential visits. This will be followed up letter and parents meeting containing more specific details nearer to the visit,

Parents and helpers may be needed to accompany you on the outing (see student/pupil ratio section).

Obtain authorisation from the DP before sending any communication to parents re educational visits.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, staff or others, together with an identification of the measures necessary in order to reduce risks to a level which is deemed to be acceptable (ie. low). Please complete the risk assessment form attached to the policy and share with the DP's

When considering risk, there are 3 categories which visit leaders should be aware of:

- 1) Normal risks attached to any activity out of school. (*Eg crossing roads, seatbelts on buses*)
- 2) Any significant hazard or risk relating to the specific activity and outside the scope of item 1 above (*skiing, rock climbing, river walks*)
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. Leaders must be competent to react in crisis, pre-empt situations is a critical factor. (*eg change in weather/conditions, road accidents*)

The risk assessment form is attached to this policy (Appendix 2)

Approval for Visits

- 1) All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the Deputy Principal Approval of 'normal' day visits is at the discretion of the Deputy Principal.
- 2) Visits that are:-
 - overseas
 - residential and or
 - involving an adventurous activity will require the additional approval of the Principal. If an external provider or tour operator is being used they **must also be approved by the Principal.**

Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. Always have a plan B.

Staffing Ratios

A professional judgment must be made by the Visit Leader, Head Teacher/ DP as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the DP must be informed and must sanction the revised ratio. Please note: parent helpers should not bring younger children.

Supervision

Pupils/Participants must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils/participants
- age of pupils/participants
- responsibility of pupils/participants
- competence/experience of staff
- environment/venue

Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils/participants in their immediate care, and be shown the completed risk assessment.

First Aid

The level of first aid provision should be based on the risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. One staff member must have completed the First Aid course as the minimum requirement for residential visits. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils/participants and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils/participants must wear a seat belt.

Water 'Margin' Activities

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water due care should be taken and expectations made clear to children.

Cost

School visits are charged according to the requirements of the visit. Residential visits may be paid for in installments but the balance must be paid before the visit. Families with more than one child may be eligible for a subsidy.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis.

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

The reply slip should read:-

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose the sum of as payment for the visit.

In the case of sports fixtures, the reply slip should read:-

"My child _____ is able to play in the match (at) on

I have read and understand the information in the letter, and give permission for my child to take part."

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency.

- Ensure the rest of the group are safe, decide if you need specialist help and either
- Contact the school, emergency services and/or parents (liaise with onsite First Aiders).
- A mobile phone must be with the leader at all times with emergency numbers available

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents and/or participants. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

Advice and guidance

Activity	Age Range	Staff to Young People Ratios
Local Visits (Galleries, Museums and Normal Countryside)	1:2-4 1:4-6 1: 6-10 1: 10 – 15 1: 15-20 1: 6-10	
Residential Visits (In Romania)	Years 4-6 Year 7 onwards Special Education	1: 8-10 1: 10-15 1: 5-8
Visits Abroad	Year 7 Onwards Special Education	1:10 with 2 staff minimum 1: 5-8 with 2 staff minimum
Swimming in Public Pools (with qualified Lifeguard)	Years 1-3 Years 4-6 Years 7	1:5-8 1:10-12 1: 15-20
Swimming (all other)	All Years	1:5-10 with 2 Staff Minimum

On the day:

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss behaviour expectations with the children.
- Take all permission slips with you on the trip.
- Fill out the outings form to show which children and adults are going, where you are going, when you expect to be back and a contact mobile number. Leave this in the office. **Appendix 3**
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

- Early Years children must wear wrist bands.
- All children and adults should wear high visibility vests.

On the bus/coach:

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.

Appendix 1

Visit planning checklist

This checklist is intended for use as an aide-memoir for the main elements of visit organisation as set out in the *Educational Visits* guidance. Please tick and provide copy to your DP at least 5 days prior to the trip taking place..

Purpose of visit

- what are the aims of the visit?

Where and when do you intend to go?

- are venue, activities and time of year appropriate to aims and age/ability of group?
- have you planned alternative activities (plan B) in case you need to abandon your planned programme for any reason?
- does the visit involve the use of an independent provider?
- if yes, has this provider satisfactorily completed and returned the Independent providers questionnaire before you make any booking?

Have you gained approval from DP's prior to making any financial commitment?

Risk management

- have you carried out an exploratory visit?
- what are the main hazards (including for any plan B)?
- are the main hazards covered by the LA/school/centre risk assessment for this type of activity/visit?
- if yes, have you discussed these with other leaders and young people?
- if there are additional hazards and safety measures above and beyond the risk assessment, have you completed a specific risk assessment that details these additional risks and safety measures?
- Have you shared this with other leaders and young people and filed a copy?

Overseas visits

- Have you notified the Deputy Principal's and parents at least 28 days before the visit

Staffing

- Are adequate staffing numbers available, taking into account any special needs?
- Have you checked the advice on typical young person: staff ratios in
- Are staff competent for their roles on the visit?
- If establishment staff are planning to lead activities which, have they obtained approval from the DP's?
- Are Voluntary helpers being used? Are they appropriate? Are they insured, by being entered on the

school/centre list of voluntary helpers? Are they aware of their responsibilities?

- Is a police check necessary for your helpers?
- Does the visit involve young people working without the direct supervision of staff at any time?

Finance

- Is a charge or voluntary contribution involved? If so, have you made sure that this conforms to the Education Reform Act charging regulations?
- Are you using a commercial operator or company? Is there financial security e.g. ABTA/ATOL?
- If relevant, does the visit conform to Package Travel regulations?
- Have you allowed sufficient funding for staff cover for the trip (£150 per member of staff per day)?

Insurance

- Are parents aware of the insurance position?
- Have you obtained a copy of the insurance policy from D Thomas?

Parent/carer information and consent

- Have you provided parents/carers with full information regarding the visit and all planned activities ?
- Have you met with parents/carers? (for residential visits only)
- Have they given appropriate written consent?
- Have you filed copies of the consent forms with D Thomas ?
- Are they aware of the consequences of any misbehaviour by their child?

Special Needs

- Have you taken account of any special needs of young people/staff?
- Have you made all staff (including independent providers) aware of relevant special needs?

Programme

- Does your programme include alternatives (plan B) in case the original programme needs to be abandoned for any reason?
- Have you planned 'Down-time' arrangements?
- Have you arranged adequate supervision at all times? Duty rota for staff?
- Have you agreed standards of behaviour and conduct?

Clothing and Equipment

- Are clothing and equipment appropriate to the activities and location?
- Has young peoples' essential clothing been checked?

Medical arrangements

- Do you have a record of relevant medical information of all the young people and staff?
- Have you made appropriate medical arrangements, including first aid?
- Are there any special potential health hazards associated with the site?
- Are all staff involved aware of the above?

Accommodation

- Suitability? Pre-visit check?
- Fire precautions and certification? Fire drill?

- Young people security?

Transport

- Driver suitability?
- Drivers' hours?
- School minibus regulations adhered to?
- Insurance?
- Adequate stops, eating and care arrangements en route?

Visits Overseas

- Passports?
- Visas?
- Health/medical arrangements in place?
- Exchange visits: child protection procedures?
- Cultural issues?

Emergency procedures, contacts and communication

- Have you planned what to do in the event of an emergency during the visit?
- Have you established appropriate emergency contacts (24 hrs) with your base establishment and parents/carers? Press/media officer?
- Have you set up effective communication procedures with the group?

Mobile phones

- Have you agreed a mobile phone use policy with parents and young people?

Post-visit review arrangements

- Review risk assessment and update if necessary.
- Review other arrangements and evaluate whether the visit met the intended aims
- Outstanding invoices paid
- Borrowed equipment returned
- Displays
- Parents'/carers' evening
- Report to Governors
- Thank you letters
- Article with photographs to the website and local media

REVISED BY KERRY HARRIS (DIRECTOR OF STUDIES) ON 14 SEPTEMBER 2014

Appendix 2

INTERNATIONAL SCHOOL OF BUCHAREST RISK ASSESSMENT FORM FOR SCHOOL TRIPS

School address and telephone and Email contacts	Address: Sos Gara Catelu, Nr 1R, Sector 3, 032991, Bucharest, Romania Tel: +40-21 306 9530 Email: director@isb.ro
What is the location and address of proposed trip?	
When is the trip to take place?	
Who is carrying out the risk assessment?	
What is the purpose of the trip	
Which company will be used (if any) to facilitate the trip?	
Number of pupils	
Number of adults required	
Number of adults to pupil ratio	

Staffing

Series	Hazard	Risk	Likeli- hood	Conse- quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk Level</u>
1	Are there sufficient numbers of staff?						
2	Staff health and dietary requirements						

Pupils							
Series	Hazard	Risk	Likeli- hood	Conse- quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1	Are there any pupils who pose a risk? (SLD, Behaviour, other)						
2	Outline any specific health and dietary requirements						
3	Dehydration						
Transport Arrangements							
Series	Hazard	Risk	Likeli- hood	Conse- quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1	Airport arrangements						
2	Meeting at the airport						
3	In airport departures						
4	On Plane						
5	Bus arrangements						
6	Bus arrangements						

Accommodation/Catering

Series	Hazard	Risk	Likeli- hood	Conse- quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1	Layout of the hotel						
2	Layout of the hotel						
3	Access to Rooms						
4	Access to Rooms						
5	Layout of rooms						
6	Layout of rooms						
7	Eating arrangements						
8	Pupil dietary needs						

Communication

Series	Hazard	Risk	Likeli- hood	Conse- quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1	Are there any concerns regarding communication? <i>N/A (check mobile coverage, phones in many rooms, wifi available).</i>						

Proposed activities

Series	Hazard	Risk	Likelihood	Consequence	RISK LEVEL	Control Measure/Action	Revised Risk level
1	Beach activities	Drowning.					
		Stepping on washed up debris.					
		Injuries on rocks.					
2	Activities in/around the pool	Drowning.					
3	Treasure Hunt/Orienteering around resort	Getting lost.					
4	Art sketching – of nature around the resort	Getting lost.					
		Animal bites/stings.					
		Scratches and prickles by plants.					
5	Ball games	N/A					
6	Property	Children taking cameras and ipods/DS (to be discussed)					

Emergency Arrangements

		Outline details	Addresses Telephone numbers Email address
	Do any staff have first Aid training?		
	What facilities are in place with regard to medical facilities		
	What is the response time of the doctor/emergency service?		
	Plan B Arrangements assessed?		

How to calculate the risk level

Step One: Identify a risk

Step Two: Estimate the likelihood of the risk happening on a scale of one to five.

1 = Very unlikely 2 = Unlikely 3 = Fairly likely 4 = Likely 5 = Very likely

Step Three: Estimate the consequences of the risk on a scale of one to five.

1 = Insignificant 2 = Minor (e.g. simple first aid treatment) 3 = Moderate (e.g. taken to hospital) 4 = Major (e.g. loss of limb) 5 = Catastrophic (e.g. death)

Step Four: Multiply the likelihood and the consequence. Evaluate the risk in the table below, and take the necessary action.

↑ Increasing consequence	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Increasing likelihood →					

	Stop activity immediately		Do not carry out unless safety can be improved
	Try to improve or consider alternative activity		Acceptable, but ensure controls maintained

Appendix 3

Outings form *(please complete and leave with the office staff and DP)*

Date	
Year group	
Visit to	
Leave time	
Estimated time of return	
Members of Staff on the visit	
Emergency contact number(s) 1) 2)	