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58. VISITS AND OUTINGS

In accordance with DfES Guidance “Health and Safety of Pupils on Educational Visits” 2001. (Document HSPV2) Health and Safety at Work 1974 and the Management of Health and Safety at work Regulations 1999

At l’Ecole du Parc, we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the school environment and extend children’s experiences. We always seek parents’ permission for children to be included in such outings.

L’Ecole du Parc is responsible for the welfare of: all its employees, all those who enter its premises, and all those may be affected by its activities (including off-site visits). It also recognises that, given the very young age of the children in its care (1- 5 years), particular attention needs to be taken when planning and implementing school activities for the children, especially when these are off-site.

There is a written procedure for arranging visits and teachers must follow these at all times.

I. RESPONSIBILITIES

Heads

- The Heads will decide whether an outing complies with regulations and guidelines provide by the DfES, the local council and the school’s own health and safety policy.

Group Leader:

- They will ensure that all, including pupils, are aware of their obligation to: follow instructions of the leader and supervisors, behave sensibly, and refrain from taking unnecessary risks. Any pupil whose behaviour is considered to be a risk to themselves or to others can be prevented from going on the visit.

Teachers:

- Need to be included in the planning of the visit and need to be fully aware of potential risks and planned measures to address these. They also need to be take an active part in evaluating the visit once it has taken place.
- They must do their best to ensure the health and safety of everyone in their group and act as any reasonable parent would do in similar circumstances

Parents:

- They must be informed of the outing, its objectives, schedule of the day and emergency measures in advance. They also need to return a signed consent form for all outings at the start of the year and can request their child to not participate to a specific outing (form sent before each outing).

Given the age of the children at Ecole du Parc (1-5 years), the school has decided that:

Pre-school children (2-3 years) will only go on very short trips which will be less frequent than those organised for school age children (3-5 years).

In order for very young children to benefit from an outing, even if they are not able to travel outside the school, arrangements will generally be made for a person outside the school to organise a session/activity in situ to illustrate a topic the class is working on. For example, a music teacher or professional dancer may be provided for the very young (2-3 year olds) while the older children visit a museum of musical instruments or attend a concert.

- No outings will involve swimming or water activities.
- All outings will be conducted during school opening times only¹ and will not involve an overnight stay
- An outing will not normally be chosen if it means that children with special needs (educational/medical) are not able to attend
- Transport to and from the outing venue will be by coach, public transport or walk.
- Travel to and from the outing venue will not normally last for more than 45 minutes - 1 hour.
- As much as possible, all accompanying adults will have worked within the school before and have therefore undergone all necessary checks and who are known by the children. If there are not enough trained adults available, parents of children at the school may be asked to volunteer.
- A ratio of 1 adult for 3 children, at most, will be followed for all school classes (children above the age of 3) and 1 adult for 2 children for Pré-Petite Section classes (children below the age of 3).

II. PROCEDURE FOR THE PLANNING, IMPLEMENTATION AND EVALUATION OF OUTINGS

Procedure to be followed by the Heads before the outing, by the Group Leader during the outing and after an outing

1. Outline proposal for an outing and discussion with staff to identify whether the outing is appropriate given the work of the children, their ages etc. This will include:

1.1. Type of visit and visit objectives

1.2. Likely date, duration, venue

1.3. Pupil group and staffing

1.4. Resources, estimated costs

1.5. Emergency procedures

If the outcome of discussions on the outline proposal is positive, the planning process can begin:

2. Planning

a. Venue

- Suitable for young children (what are the potential risks and can these be minimised)

¹ From time to time, an outing may return a little later than 3pm, which is the end of the school day for most of the children. The aim, however, is to return by 4.30pm at the latest.

- Does it have the facilities to cater for large groups of small children (separate education room, separate WC's, specialist teachers/trainers who can offer tailored group sessions, is there suitable outside/inside space for the children to "let off steam" at regular intervals?)
- Exploratory visit and meeting with the manager to make preliminary arrangements

b. Transport options and arrangements

Supervision

- Level of supervision: driver and at least one supervising adult for a small number of older children (for short journeys). In all other cases, there should be 1 supervisor for every 3 children.
- Group members should be made aware of the position of the emergency door, first-aid and anti-fire equipment
- The group leader should also be aware of alternative routes of means of travel in the event of delay or cancellation

Safety considerations

Note: all group members should be made aware that travel sickness tablets cannot be administered without the prior, written, approval of a child's parents/guardian

- When crossing roads: Group Leader should ensure that pupils observe safety rules of the Green Cross Code and the Highway Code. Pedestrian crossings and traffic lights should be used whenever crossing a street
- Safety of pupils when being picked-up or dropped-off transport and the Group Leader/teachers should proceed with a head count each time
- Group Leader should make clear how much/little freedom the pupils have to "roam" around. Pupils should also be made aware of what to do in an emergency.
- Safety of pupils on stops/rests during a journey: Group Leader should plan (with the driver) sufficient, and suitable, stops
- In the event of an accident or breakdown, the group should remain together, and under the direct supervision of the Group Leader or the other teachers
- Group Leader and supervisors must ensure that all children are properly seated and seat belts are fastened during transport
- Children must be made aware that they are not to access the driver area at any time

Travelling by train/boat or airplanes: Group Leader should arrange for seats to be booked well in advanced to ensure that the party can travel together

Hiring coaches and buses:

- Reputable company
- Operators have appropriate public service vehicle (PSV) if holds an operators' licence (NB permit holders provided by the Council or Traffic Commissioner under Section 19 of the Transport Act 1985): there is no need to have a PSV
- Seat belts available for the children
- Has appropriate insurance cover

c. Safety during the visit

Supervision

- Ensuring that adequate child protection measures are in place
- Establishing a high adult: child ratio
- Briefing adults on the outing and distributing information sheets with schedule of the day, key contact numbers of other accompanying adults, Group Leader, contact person at the venue

- Contingency plan should there be any delays
- Special supervisory measures? Can all children safely participate in this outing? What measures must be taken to allow children with special needs (educational/medical) to attend and enjoy the outing without incurring undue risk to him / others?

Toilets

As much as possible:

- Adults will always try to bring the children to the toilet as a group, so that an adult is not left alone with a child or group of children. If this is not possible, the other adults should be nearby and try to check on the child and adult regularly.
- The adults will follow the usual toilet hygiene procedures. At the very least, they will disinfect toilets before the group arrives and once the group leaves.
- The adults will make sure children in the toilets or being changed are blocked from view from the other visitors.
- Special attention should be paid to any other visitor trying to take pictures of the children
- Accompanying parents are not allowed to take children to the toilets

d. Emergency procedures

All those involved in a school visit (including supervisors, pupils and other parents) should be informed of what to do in the event of an emergency, who the key person is, the named back-up cover

Framework for emergency procedures

Group Leader usually takes charge (assesses the situation, makes sure that the procedures are followed, liaises with emergency services)

Pre-arranged school contact: main responsibility is to liaise with parents and the Local authority is appropriate. The school contact should have all the information needed on the visit

Checklist for emergency situations:

1. Assess nature and extent of the emergency ASAP
2. ensure that the group is safe and looked after
3. names of any casualties and seek medical attention (police if necessary)
4. Information on situation to supervisors and emergency procedures are being followed (incl. teachers accompany a child to hospital)
5. liaise with school contact: nature, date and time of the incident, location, names and nature of injuries, situation of others, action taken so far and action to be taken and by whom
6. liaise with insurers
7. Record facts, times etc. of incident as soon as possible
8. Complete an accident report form as soon as possible and contact the Health and Safety Executive if appropriate
9. No one in group should speak to the media and no one should discuss legal liability

Note: in case of a serious accident: contact local community support services for professional advice on how to best assist pupils with the effects of the accident (in the medium and long term)

- first aid assistance must be at hand (designated person in the group and correctly stocked first aid box –see below)

Minimum first aid provisions will include:

Suitably stocked first aid box, which must be taken on all outings

The Health and Safety Executive recommends that the following minimum contents be included in a travelling first aid box where no special risk has been identified:

- Leaflet with general advice on first aid
- Sterile and individually wrapped adhesive dressings x 6

- Large un-medicated wound dressing (18 cm x 18 cm) x 1
- Triangular bandages x 2
- Safety pins x 2
- Cleansing wipes (individually wrapped)
- Disposable gloves x 1

A person appointed to be in charge of first aid

- emergency procedures must be known and understood by all staff members and accompanying supervisors (the Group Leader, group supervisors and nominated school contact must all have a copy of the agreed emergency procedures)

e. Insurance

Does the current insurance policy of the school cover accidents incurred by children and adults participating in the outing? Does it cover damage caused by the outing party to others? Relevant for outings at Ecole du Parc

- Employers liability
- Public liability
- Personal accident cover for teachers, pupils and other adults
- Costs of medical treatment
- Damage or loss of hired equipment
- Programmed and non-programmed activities
- Compensation against cancellation or delay
- Legal assistance in the recovery of claims

f. Financing of the outing

g. Exploratory visit to be conducted by the teachers. This will enable staff to:

- Check that the venue is suitable to meet the aims and objectives of the school visit
- look at the facilities and equipment for small children and groups (separate WC for groups, separate room for eating lunch, a specific programme for schools e.g. sessions especially for children)
- Check with the Manager that adequate systems and programmes are available for the date and age group
- Assess potential risks and levels of risk
- check emergency procedures, exits and assistance available at site
- Become familiar with the area before taking a group of young children to the venue

h. Complete a formal risk assessment

- Complete an outing Risk Assessment

3. Communication with parents

Must be informed of the outing, its objectives, schedule of the day and emergency measures well in advance. They can decide to withdraw their child from the outing should they wish to.

4. Finalising details with staff and reiterating emergency procedures (above)

Information pack for all staff:

1. Transport:
 - Details of the transport company and driver (mobile)
 - Journey time
 - Dedicated place at the venue where the children can safely enter/leave the bus
 - All children must be seated (seat-belt strapped) during transport to and from the venue. Supervising adults must be seated next to children for whom they are responsible during the outing.
2. Safeguarding the children during the visit: Reiterating emergency measures and procedures
3. Information on local contact person (manager/educational facilitator) and facilities for the children

Information sheet with schedule of activities for the day + name of each group leader, names of pupils in their care + name and mobile number of the overall group leader for the outing & emergency contact

Note on any medical conditions/other of a pupil in any particular group – to ensure rapid assistance if necessary

In the red bag: Summary information about pupils and adults participating in an outing

5. **Briefing of pupils**
6. **Conduct the visit and ensure continuous monitoring throughout its duration**
7. **Debriefing with staff** and ensuring that all assessment /other forms are duly completed and included in school records

This policy was adopted on	Signed on behalf of the school	Date for review
25/02/2023	Eva Toth and Louise de Chateaufieux	24/02/2024