**Policy Statement**

This policy is available to parents, students and their registered schools, and to all members of SKAPE Staff.

It is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other SKAPE Centre trips.

The Centre recognises the value to students of educational visits.

Such visits should:

● enhance students' understanding of curricular activities;

● provide opportunities to practise skills;

● develop pupils' social skills.

SKAPE also recognises and accepts that such educational visits may present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside the classroom.

This policy is issued in accordance with the **Department for Education’s Guidance *Health and Safety on Educational Visits*** (November 2018) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. It has been drafted in accordance with the updated Department for Education (DfE), Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies (2014) and the Health and Safety Executive's (HSE) guidance.

**The Aims of the Policy**

The aims of this policy are:

● to define the procedures for planning and preparing for an educational visit or SKAPE trip

● to define the procedures for assessing any risks that might be associated with an educational visit or SKAPE trip

● to detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and SKAPE trips

● to define the roles and responsibilities of group leaders and other supervisors during educational visits and SKAPE trips

● to define the charging policy and financial arrangements in relation to educational visits and SKAPE trips

**Planning & Preparation**

Permission must be sought in advance from the Centre Manager before a trip is booked. The SKAPE Senior Management Team must authorise all out of Centre trips whatever the duration and purpose, this team is comprised of:

● The Centre Manager, Kelly Watson

● Senior Teacher, Linda James

● The Administrative Lead, Dale James

The Centre Manager will ensure:

● an educational visits team has a standing item on each Management meeting

The Administrative Lead will ensure:

● all educational visits comply with the offsite educational visit policy

● the ratios of staff to students are appropriate

● the risk assessment has been completed and appropriate safety measures are in place

● adequate first aid provision has been addressed and arrangements have been made for medical needs

● the mode of transport is suitable

● there is adequate insurance cover

● there is a contingency plan for emergency situations

● all group leaders are approved

● adequate child protection measures are in place

● group leaders use the SKAPE computer system to complete the planning documents ahead of the trip

● group leaders upload completed risk assessments and other relevant documents to the SKAPE system

In preparing for a school trip the group leader will be allowed sufficient time to organise the trip, the Trips and Visits Facilitator (The Admin Lead) is also available to assist with bookings and collection of any pupil contributions, which might be in the preceding term).

They will provide the following information to the Educational Visits Team via the SKAPE computer system

● nature, purpose and length of the proposed visit or journey

● the number and ages of the students who will be involved

● the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any local authority regulations or guidelines

● the name and experience of the proposed party leader

● the experience of any adults other than teachers who have been asked to act as supervisors for the trip

● the proposed transport arrangements

● completed risk assessment taking into consideration: health and safety, first aid medical and dietary requirements of the children and staff

● all accompanying staff have been fully briefed on the findings of the risk assessment and the procedures for the trip

● The SKAPE computer system will generate a group register with contact details for the group leader to use in an emergency.

**Risk Assessment**

Skape adopts a common sense and proportionate approach to health and safety on educational visits.

An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every educational visit.

A competent person will undertake a thorough risk assessment for every educational visit or school trip.

If there is a generic risk assessment already in place for a specific type of trip or activity, the group leader may (where appropriate) carry out a dynamic risk assessment by reviewing the generic risk assessment and taking into account all the relevant factors, including the specific characteristics and needs of the pupils attending the educational visit before embarking on the visit.

Staff will assess the risk in order to determine.

● What potential hazards are involved in the visit or activity?

● Who might be affected by the hazards?

● What safety measures need to be put in place to reduce any risks to an acceptable level?

● Is the party leader able to put the safety measures in place without specialist assistance?

● What arrangements are there for dealing with an emergency?

The risk assessment should take into account factors such as:

● the type of activity and the level at which it is undertaken

● the age, competence, fitness and temperament of the group members

● any special educational or medical needs of individuals within the group

● supervision ratios

● the competence, experience and qualifications of the supervisory team

● the location, routes and modes of transport to it

● contact details and permission for emergency and medical treatment if parents cannot be contacted

Recommended Ratios

Nursery and Reception 1:6 (1:4 for under threes)

Years one to three 1:8

Years four to six 1:10-15

**Years seven onward 1:15-20**

**This ratio will be altered, if needed, to provide more staff in light of the specific needs of the students in SKAPE provision, especially with regards to behavioural needs.**

**The ratio will be finalised before every trip with careful debate and consideration by the Educational Visits Team and with all the safety measures, safeguarding considerations and risk assessments in mind.**

**Consent**

General consent will be given by parents during the admissions process for trips on foot during the school day that require no cost. Specific parental consent will be sought when a trip requires travel and/or incurs a cost.

**First Aid Provision**

Staff will have regard to the Schools' first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each educational visit.

The minimum requirements for educational visits are:

● a suitably stocked first aid container;

● at least one appointed person to take charge of first aid arrangements;

**Transport Arrangements**

When SKAPE has a school minibus of its own, it is intended that this vehicle will be used for group trips, where possible. If a coach or a taxi is required, SKAPE will use an appropriate provider. Where public transport is used this will be considered in the risk assessment.

**Costs of trips**

Any cost incurred by the school must be approved by the Centre Manager and met by SKAPE.

**Insurance**

There shall be appropriate insurance cover in place for each educational visit which should include, but is not restricted to, employer's liability insurance, public liability insurance and personal accident insurance.

Staff should consider whether the whole of the educational visit is covered by the SKAPE’s existing insurances. If not, staff should consider whether separate insurance is required.

Parents should be told that insurances are arranged by the SKAPE.

SKAPE cannot accept liability for the failure of insurance for reasons beyond the control of the SKAPE or where the SKAPE has made reasonable enquiries and exercised reasonable care.

**Child Protection**

SKAPE’s safeguarding and child protection policy and procedures will apply at all times during educational visits.

For the duration of the educational visit, the group leader will carry out the duties of SKAPE's Designated Person or will name an appropriate adult member of the group to do so. If necessary SKAPE’s Designated Person will be contacted for advice.

Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the SKAPE's Designated Person immediately on return.

**Inclusion**

SKAPE will make every effort to ensure that all students are able to take a full and active part in educational visits, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc. This will include making reasonable adjustments to help overcome or minimise difficulties encountered by students who suffer from disabilities.

SKAPE will only consider preventing a student from attending an educational visit as a last resort and will only do so following consultation between the Centre, the student and the parent(s). The reasons SKAPE may need to consider preventing a student from attending an educational visit might be where it is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the student concerned or others on the educational visit or where it is not possible to make reasonable adjustments to enable the student to attend.

SKAPE will work with parent(s) and student(s) in order to agree a way forward in respect of the proposed educational visit and retain a written record of the steps taken and the final decision.

**Roles & Responsibilities**

**The Group Leader**

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

● the appropriate booking form is completed

● supervisory responsibility is allocated to each adult for named student

● each adult knows which students they are responsible for

● each student knows which adult is responsible for them

● all adults understand that they are responsible to the group leader for the supervision of students assigned to them

● no parents accompanying the trip are allowed to have sole charge of a group of named students

● all adults and students are aware of the expected standards of behaviour

● staff are suitability competent to instruct students in an activity

● approval is sought from the Centre Manager

● all planning documents and risk assessments have been completed and uploaded on the SKAPE computer system

● adequate first aid provision is available

● ratio of staff to students is adequate

● he/she continually monitors the appropriateness of the activity throughout its duration considering where the appropriate the abilities of the group members and the prevailing conditions

● children and staff are aware of the behavioural expectation of staff whilst on the trip

● no volunteers have unsupervised access to children

● they have adhered to the safeguarding, behaviour management policy and school minibus (if appropriate) statement

● all teachers of lessons that will be affected by the trip have been informed (including internal and visiting teachers.)

The group leader will be expected to have made an exploratory visit to the location or researched the visit in advance if a visit is not possible.

Supervisors

Individual supervisors will be expected to:

● have a reasonable prior knowledge of the students including any special educational needs, medical needs or disabilities

● carry a list/register of all group members

● directly supervise the students, particularly when they are mingling with the public and may not be easily identified

● regularly check that the entire group is present

● have a clear plan of the activity to be undertaken and its educational objectives

● have the means to contact the group leader or other supervisors if needing help

● have prior knowledge of the venue (the group leader should normally have made an exploratory visit)

● anticipate any potential risk by recognising hazards and act promptly where necessary

● continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions

● exercise appropriate control of the group and ensure that students abide by the agreed standards of behaviour

● have a clear understanding of emergency procedures and be able to carry them out

● ensure that all students are aware of an appropriate rendezvous point

● ensure that all students know what to do if they become separated from the group

● have appropriate access to first aid Accidents & Emergencies

All members of the educational visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

In the event of an emergency, all members of the group should:

● assess the nature and extent of the emergency;

● take immediate action to safeguard themselves and other members of the group;

● remain calm.

Staff should:

● summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;

● if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;

● seek assistance from the Centre Manager where appropriate;

● follow the procedures below:

The group leader should ensure that the incident is properly recorded and that the Centre Manager is contacted as soon as reasonably practicable.

The Centre Manager/ member of the Educational visits Team will make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.

The Administrative Lead will ensure that appropriate reports are made to other agencies such as Ofsted or the HSE.

Where the main activity is an Adventure Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. This should include, but is not restricted to the guidance Handbook for group leaders (DFES-0566-2002), Standards for adventure (DfES 0565 2002) and Group safety at water margins (DfES/CCPR/2002).

Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, SKAPE will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

The Group Leader should check if external providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at [www.aals.org.uk](http://www.aals.org.uk).

If an external provider is used, the Group Leader should ensure that they are competent and should endeavour to use providers holding a Quality Badge or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk>.

If an external provider holds a Quality Badge further assessment of their competence is not required, but the Group Leader should check that they can meet the particular needs of the group.

If the group leader assigns the technical instruction of the group to an external provider he / she should agree with the external provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of supervisors and external providers.

The group leader and SKAPE staff retain responsibility for the moral and emotional well being of students during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

Students' views should always be taken into account. Students who are reluctant to undertake a particular activity should never be forced to participate in that activity.

The group leader will take appropriate steps to ensure that external providers do not have substantial unsupervised access to students unless this has been authorised and risk assessed by the SKAPE.

The group leader will ensure that all appropriate safety measures are taken and that all safety equipment provided is used in accordance with the recommendations of the appropriate national governing body or association for the sport or activity concerned.

Prior to commencement of any Adventure Activity the group leader should be fully satisfied with arrangements for health and safety.

In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Plan B.

**Farm Visits**

Due to the additional risk involved when visiting a farm staff must ensure:

● pregnant members of staff do not attend

● children wash their hands immediately after leaving the farm

● the farm is reputable

● refer to the HSE guidance on farm visits

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Signed: Date: 19/08/24

Print Name: L. James

Reviewed: Annually   
Review Date: August 2025

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| **Date** | **Reason for Change** | **Approved By** | **Revision Number** |
| 22/08/23 | Initial Policy Written | K Watson | Rev 1 |
| 17/08/24 | Policy Review | K Watson | Rev 2 |
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