



## EDUCATIONAL VISITS POLICY

Reviewed 30/08/2022

By Helen Barber

# Introduction

This policy has been developed with the guidance of *Health and Safety of Students on Educational Visits (HSPV2)*.

West Midlands Education & Skills strongly believes that education visits aid the classroom learning and can be of immense benefit to the education of children and young people and therefore does not restrict the possibility of educational visits for our students.

West Midlands Education & Skills is confident that its health and safety policies and procedures are fully comprehensible and maximise the safety of children and young people during educational visits.

Educational visits vary and include, but are not restricted to, the following:

- College visits
- National Exhibition Centre exhibitions
- Places of worship
- Theatre
- Art Gallery
- Museum
- Field studies
- Historic buildings

## Planning a visit:

- The Tutor planning the visit should discuss the merits of the activity with the Head of School. If the Head of School is satisfied that the activity is suitable and of merit, he/she should seek final approval (with all relevant information such as cost, travel etc) from the Proprietor.
- The Tutor is responsible for carrying out a full and detailed risk assessment of the activity and travel arrangements. This risk assessment must demonstrate the activity to be one that is healthy and safe and that any hazards have been identified and suitably reduced. This will usually involve an exploratory visit. Any concerns over the risk assessment's findings should be discussed with the Proprietor, who has the final say.
- All activities with a higher-level risk assessment or are outside of school hours require parental consent. Parents/guardians/carers will have signed a consent form when their child enrolled with the school, this should be checked prior to the educational visit. Parents/guardians/carers will be sent all relevant information, including details of travel arrangements, arrival and departure times.
- Students with special medical needs should have an individual risk assessment completed and communicated to all parties, including staff.
- Before the visit, students should be briefed about the health and safety requirements. Here, the students have an opportunity to ask any questions. Students will be made aware of their health and safety responsibilities and the consequences of deliberately breaching these.
- A staff meeting will be called before the activity to check supervision, first aid arrangements, to check all members of staff have registers and emergency contact numbers for all students and to identify the Group Leader, a deputy and a school contact.
- Staff should ensure school contact has list of students and student profiles.
- Staff should ensure that they have a copy of the risk assessment for the visit along with contact details of the students that are attending the visit.
- Registers should be taken, and non-attendees should be reported to the school head

### **Transporting Students:**

Members of staff should not be transporting students in their own vehicles.

### **Hiring Coaches or Minibuses:**

- Must be fitted with seatbelts which must be utilised
- Firm must have PSV licence
- Seats must be front facing
- The group leader is responsible for supervision, not the driver
- Group Leader should be aware of emergency exits etc.

### **When walking:**

- A staff member must be at the front of the group, and another at the back of the group, if required a third will be situated in the middle.
- All students must wear high-vis jackets when walking.

### **During the visit:**

- Always be aware of hazards
- Head counts should be carried out on a regular basis
- Remind students of rendezvous points

### **In the event of an emergency:**

- The group leader takes control and ensures the students are together and safe.
- Where a student absconds, follow the West Midlands Education & Skills Absconding Procedure
- If necessary, the Group Leader must ensure immediate medical attention is sought.
- In the event of a student needing hospital treatment, they should be accompanied by a member of staff and the rest of the group left in the hands of other competent staff.
- Inform the police if necessary
- Inform the school contact as soon as is reasonably possible, so parents can be notified.

**After the visit:**

- The Group Leader should complete an Evaluation Form

**The West Midlands Education & Skills Accident Reporting Procedure should be followed at all times.**

For more detailed guidance on any aspect of this policy, please refer to *Health and Safety of Students on Educational Visits (HSPV2)*.

**This policy is due to be reviewed: July 2023**