



## EDUCATIONAL VISITS

Educational visits are an integral part of the learning experience for pupils at St Saviour's school Ikoyi (SSSI). Trips can clarify and enhance the activities which take place in the classroom, both socially and educationally, in a number of ways:

- By providing new physical and mental challenges, giving pupils the opportunity to develop their independence, leadership skills and confidence.
- By providing opportunities to clarify pupils' understanding of areas of the curriculum by showing the material studied in a new context.
- By allowing pupils to develop stronger relationships with fellow pupils and with staff through an enjoyable experience.

### 1. AIMS

St Saviour's School Ikoyi seeks to encourage participation in educational visits in the context set out above. Pupils, parents and staff are made aware of the procedures relating to school visits and the trips are executed safely, with due regard to care of the pupils.

### 2. RESPONSIBILITIES

St Saviour's School Ikoyi retains responsibility for pupils at all times during school visits; it acts in loco parentis and hence exercises its duty to ensure the safety of all pupils involved.

Staff conducting trips should act as would a reasonably prudent parent in a similar situation. Planning and execution of the visit should be carried out in accordance with health & safety and safeguarding training and must comply with best practice. Staff should follow the procedures for planning off-site activities - a detailed checklist for planning visits is included in the School Trips Pack (see Mrs Duke).

The Deputy Head has the responsibility for ensuring that there is appropriate supervision and proper planning.

### 3. PUPIL'S BEHAVIOUR

In addition to the school's Behaviour Guidance for on-site activities, pupils are expected to adhere to guidelines of proper behaviour on educational visits. Such behaviour includes:

- Carrying out party leader and staff instructions at all times
- Not entering the room (e.g. in a hostel) of classmates of the opposite gender
- Not carrying, possessing, or purchasing weapons of any kind
- Pupils should understand that failure to meet behavioural expectations may result in being sent home at parents' expense.

\*Planning visits: Approval must be obtained in advance from the Head Teacher for all off-site activities.



#### **4. ELECTRONIC DEVICES**

As part of our aim to safeguard our children, pupils are not permitted to take any electronic hand-held devices or phones on school trips that allow them to make communication with others (including in-country and overseas competitions). This is to ensure that devices are not lost, damaged or misplaced and to reduce the use of social media usage.

#### **5. RISK ASSESSMENTS**

A risk assessment form must be completed when seeking approval for any off-site visit. It is good practice to continually assess risk throughout a visit and to respond to any change in circumstances which affect the level of risk. This may involve a change in activity or cancellation. All parental approval forms returned should indicate any medical condition which must be considered.

#### **6. FIRST AID**

On all off-site activities, at least one staff member in each group must be qualified in basic first aid. The party leader has to state details of the nearest hospital/medical assistance available on the trip admin before departure. The School Nurse is always available to arrange training in these skills. On a residential trip or a journey abroad, one of the adults is to be responsible for welfare matters, including medication, first aid etc. For all off-site activities and overseas trips, group leaders must:

- Be aware of any pupil's medical problems, of the requirements for routine treatment and the pupil's GP's recommendations in the event of an emergency.
- Check that the pupil is fit enough and has sufficient medication for the duration of the trip.
- Carry a mobile phone and a first-aid kit, which will be put together by the School Nurse to reflect the needs of the trip.
- Ensure that all members of the party have had all necessary injections and vaccinations and hold the required confirmatory paperwork; this includes visa documentation and healthcare paperwork.
- Ensure that extra equipment is carried for emergencies where appropriate. Any medical problems should be recorded and reported to the School Nurse on return.

#### **7. SUPERVISION**

Levels of supervision may need to be increased for particular trips, e.g. outdoor activities. The group leader and the supervisors must be members of the school staff; other adults may act as additional supervisors if a member of Senior Leadership Team approves them in advance. For overseas trips a member of the Senior Leadership Team will always be in attendance.

They must be vetted as directed below.

##### **The group leader:**

- Must be clearly nominated; he or she is responsible for ensuring that all supervisors know the full extent of their duties and responsibilities



- Must ensure that all travel arrangements and accommodation (where applicable) are safe and secure
- Is responsible for the actual arrangements for supervision throughout the trip, ensuring that they are adequate and appropriate to the nature of that trip
- Ensure safety of activities; ongoing risk assessments should be made by supervisors

For potentially hazardous pursuits, the leader must have the appropriate qualifications or experience. Checks should be made on the licensing of activities centres and their health and safety provisions and documentation should ensure that all accounts are settled.

### **8. RATIOS OF SUPERVISORS TO PUPILS**

- A minimum of two adults must accompany every visit.
- There must be a minimum of one adult for every 10-15 pupils in Years 4-6;
- There must be a minimum of one adult for every 6 pupils from Reception – Year 3 and on any trip involving hazardous activities.
- Parents of children on the trip will not be used in the ratio calculations.
- These are minimum ratios and a risk assessment is needed according to circumstances.

### **9. VETTING CHECKS**

All adults (including volunteers) involved on school visits must obtain a police background clearance. Staff will already have had it done during pre-employment but volunteers will be required to obtain the equivalent before going on the trip. In addition, suitable references must be sought, an informal interview held and a check made that there are no contrary indications from anyone in the school. HR must be informed in advance to ensure these checks are carried out as required by the Recruitment Policy. All volunteers will appear on the Central Register.

### **10. PREPARING PUPILS**

Before the trip takes place, staff should provide pupils with the following information, as appropriate:

- Aims and objectives of the visit
- Itinerary, with times and locations of activities
- Accommodation and catering arrangements
- Staffing and supervision arrangements
- Behaviour expectations
- Equipment and clothing requirements
- Potential dangers and the safety precautions in place
- Rendezvous and emergency procedures
- Background information will be research on the place of visit (e.g. the history, culture, customs, language) any Learning difficulties and/or disabilities and medical needs required. The school recognises its obligation to promote equal opportunities for pupils and will try to make trips accessible for all where possible. Careful consideration must be given towards those with special behavioural, medical, and/or dietary needs; disability access must also be considered. For pupils with learning difficulties or disabilities, a note will be taken of relevant recommendations in IEPs. Group leaders can ensure that any pupils with special or



medical needs may be accommodated by:

- Checking that accommodation and activities are suitable
- Altering staffing arrangements where necessary
- Making special arrangements with parents
- Ensuring that any relevant medical paperwork (including medication, dietary requirements and allergies) has been provided by the parents and that all needs can be catered for.
- Communicating with parents
- Parents need to be fully informed throughout the planning and the execution of the visit. Information can be communicated by letter, email or by organizing a meeting session.

### **11. WHAT PARENTS WILL NEED TO KNOW**

- The nature of the activities – a programme of events with times and locations
- The location of the visit, with as much detail as is prudent
- The staff involved, highlighting the group leader
- That risks have been assessed and minimized. For hazardous activities, a copy of the risk assessment should be made available to parents. Parental approval must be obtained (and standard forms used) as directed below. There are many kinds of visits and activities for which parental written permission will always be required. These include but are not limited to:
  - Any trip involving an overnight stay, such as residential field trips, camping, holiday activities, or foreign exchanges.
  - Any activity which could be construed as hazardous, such as climbing, pot-holing, skiing, sailing, canoeing, windsurfing, parachuting, hover-crafting, gliding or flying.
  - Any other off-site activity, except for official sporting activities. There are some activities for which parents will not necessarily be asked for permission. Permission is assumed simply by pupils being members of the school. These activities include: (a) Participation in school teams (b) Participation in cultural and charity events on school premises At the beginning of each academic year, parents should sign and return the tear-off slip on the off-site activities letter to confirm that they are happy with the school arrangements regarding parental permission for off-site visits.

### **12. PLANNING TRANSPORT**

When planning transport, a Travel Document Form should be used as appropriate. Transport should be arranged through the designated staff. The following should be noted:

- Coaches must be booked and coordinated with the Admin Manager – these coaches all have seat belts
- Bus drivers must be appropriately licensed
- If using a private car, insurance cover must be adequate

### **13. INSURANCE**

While the school's travel insurance covers the majority of trips, potentially hazardous activities may require additional cover. All group leaders should consult HR in the planning stages of the trip to ensure



adequate cover and to arrange further insurance if necessary. Categories of cover available are as follows:

- Employers' liability
- Public liability
- Vehicles
- Accident cover
- Travel insurance Parents should be informed of the insurance that is applicable to the trip and whether the school's travel insurance applies or whether holiday insurance is additionally necessary.

#### **14. TYPES OF VISIT**

St Saviour's School Ikoyi offers many different types of trips to enrich pupil education. Popular types of residential trips include:

- Year Six Residential trip
- International Sports trips

#### **15. EMERGENCY PROCEDURES**

Arrangements must be made for parents and the school to be informed in case of any emergency, and for parents to contact the group in an emergency. Group leaders must be prepared to make alterations to the planned activities should circumstances change.

Detailed emergency procedures can be found in the Trips Pack. Party leaders must be familiar with these procedures prior to the trip. Supervisors are advised to:

- Ensure all pupils are safe from further danger
- Arrange search, rescue, medical care or hospitalisation as necessary
- Administer appropriate first aid only if trained
- Ensure an adult accompanies any casualties to the hospital if possible
- Ensure remaining pupils are adequately supervised and arrange to return to the base
- Retain all equipment involved in unaltered condition. Especially for dangerous or overnight stays, emergency procedures (including fire drills) must be explained to pupils and other staff involved.
- Who to contact prior to the trip, group leaders should prepare a list of everyone on the trip, in addition to parent contact numbers. Should an emergency occur, School Office (+234 1 3426946, 3426947) should be phoned during school hours, or the Head Teacher directly (0814 546 5726) during out of school hours.

#### **16. PERMISSION FOR EMERGENCY MEDICAL TREATMENT**

Parents must indicate permission for emergency medical treatment on medical questionnaires (as part of required documentation) when a child enters the school; as these are held in the Medical Room and covered by data protection laws, it is also necessary for parents to complete 'parental approval' consent forms that are sent home prior to each trip.



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Member of staff responsible for the policy:	Mr Craig Heaton, Head Teacher