

# CARFAX

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# COLLEGE

## **Educational Visits and Journeys**

### **Aims and objectives**

All visits and journeys should have clearly set out aims and objectives with activities (whether educational or recreational) which are suitable to the age, aptitude and experience of the pupils. It is important that the aims and objectives are known and understood by both pupils and parents/carers.

All staff must consider pupil safety and welfare in planning and carrying out any activity or educational visit. Staff should remember that they have a duty to look after pupils in the same way that a 'prudent parent' would do so. The aim of the assessment process is to identify the anticipated risks, assess them and record any significant findings. Common sense should be used in assessing and managing the risks of any activity. Health and Safety measures should always be proportionate to the risks of any activity

### **Staffing ratios**

Staffing ratios will need to be set for each visit or journey. The level of cover required is based on risk assessment and takes into account:

- i. the nature and duration of the activity;
- ii. the ages and characteristics of the pupils - particular regard will need to be given to younger pupils and pupils with special educational needs;
- iii. the skills and experience of the teachers;
- iv. the nature of any activities being undertaken and their suitability;
- v. the availability of external assistance;
- vi. the competence and behaviour of pupils;
- vii. particular factors arising from preliminary visits and risk assessments.

It is not possible to set staffing ratios which cover all situations. There are, however, established indicative ratios for visits and journeys which should normally be regarded as minimum requirements and should be considered as part of the risk assessment. These supervision ratios are taken from DfE guidance.

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## **Supervision ratios**

Years 4 to 6: 1:10 or 1:15.

Years 7 upwards: 1:15 or 1:20.

## **First Aid**

The level of requirement for first aid should be ascertained through risk assessment. The level of first aid cover will as such be proportional to the level of the visits or journey. Carfax College will aim to provide where reasonable a staff member or other adult who has an up to date qualification having completed an Emergency First Aider qualification (1 full day) or a full First Aid at Work Course (3 full days), on all school visits and journeys. The College will also aim to provide first aid cover for visits where risk of injury can be foreseen e.g. a PE fixture

If it is not possible for a first aider or emergency first aider to attend a visit, then there must be a first aid plan in place which should be included in the risk assessment.

In assessing the first aid requirements, the following will be considered:

- the type of activities to be undertaken and anticipated injuries;
- any medical or special needs of group members;
- proximity of nearest emergency services and access to emergency services;
- past accident rates or incidents;
- potential impact on the visit / journey that an injury may have.

Pupils with specific medical needs, e.g. epipen, should be identified before any visit or journey and medical information taken with the staff member, who should be trained, confident and willing to administer the medication as required.

## **Medication**

- i. Visit leaders and other staff members should be familiar with the advice available in schools on the administration of medicines. Any medicine used regularly for a child should be taken on the journey.
- ii. In general, pupils (except those with learning difficulties that impair understanding) should be in charge of their own medication. Before setting off, the Visit Leader needs to ensure pupils have their medication with them and also oversee that the medication is taken as required whilst on the trip.

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- iii. Except in very exceptional cases, e.g. insulin, epipen, and some asthmatic prescriptions, medicines, including travel sickness tablets should be handed to a named teacher or supervisor prior to the start of the journey and should be clearly labelled with the name of the medicine, the reason for its use, the name of the student and the amount and timings of the dose.
- iv. On excursions, or where pupils are split into groups, all accompanying adults should be aware of any special medical condition of individuals. Medication, injections and equipment (if not being carried by the individual student) should be carried by the leader of the group, who should know how to use them.
- v. If a pupil's medicine is found to be missing when the destination is reached the local general practitioner or local hospital should be contacted immediately. A doctor will normally be able to arrange the issue of a prescription.
- vi. If staff members are concerned about whether they can provide for a pupil's safety or the safety of other students on a visit because of a medical condition, they should seek general medical advice from the pupil's parents.
- vii. It is essential that school journey centres and instructors have the relevant information regarding the medical needs of pupils in their groups. This should be sent in advance and should be checked before each activity begins.

## **Nearest Doctor/Hospital**

The name, address and telephone number of the nearest doctor, dentist and hospital with an accident and emergency unit needs to be known in advance of any visit.

## **Dynamic Risk Assessment**

On any visit there is always the potential for things to be different from that which was anticipated even when pre visits have been made. Visit leaders need to be aware that plans may have to change and dynamic risk assessments carried out to accommodate the changed circumstances. It is important in these circumstances to take the time to consider all options and not be rushed into hasty decisions. After the visit it may be worth updating risk assessments or making notes to inform others who could find themselves in a similar position.

## **Mobile Phones**

A mobile phone or phones **must** be taken on any visit off-site. If a personal phone is taken, the Office must be given the number in advance and the member of staff must adhere to the Safeguarding Policy relating to the use of personal mobile phones.

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## **Walking via Roads/Pathways/Crossings/Railway Crossings**

Where pupils walk to/from college or are walking to an activity during the school day, consideration must be given to the safety of the route, and to the pupils' traffic awareness and pedestrian skills

- Staff members should be fully conversant with the relevant section of the Highway Code;
- Pupils should walk two abreast or in small groups of two or three with adult supervision at the front and rear;
- All pupils should know the green cross code;
- Pedestrian crossings should be used whenever possible;
- Crossing should be avoided near corners and bridges. Junctions should be avoided except where crossing at a junction improves sight lines of oncoming traffic;
- Staff members have no authority to stop traffic;
- Particular care should be taken in wet weather, in poor daylight or darkness and light coloured or fluorescent/reflective clothing should be worn;
- Pupils should show consideration to other users of footpaths;
- Where there are particular hazards, police advice should be sought.

## **Staff and student identification**

In areas where there are many other people it is useful to be able to identify the group easily. This group identification can be achieved by matching baseball caps, rucksacks, clipboards etc. Pupils should not wear name labels or anything that identifies the names of group leaders.

## **Behaviour of Pupils**

The aim in this regard is for excellence at all times. In terms of good citizenship for the children, safety for all involved and for the general good reputation of the College, high standards should be set at all times and behaviour should be closely monitored.

The trip organiser should consult with the relevant staff to ensure that any known issues connected with the conduct of, or relationships between pupils are considered from the planning stage and appropriately managed.

Children should be reminded where appropriate to thank drivers/officials and anyone who has contributed to their enjoyment of the visit.

If children do on occasion misbehave in public, attention should be drawn to their behaviour in a firm but quiet fashion and any appropriate sanctions be applied on returning to College. Where appropriate apologies should be made immediately. The Principal should receive a full report of any behaviour lower than the standard expected.