



## Educational Visits Policy November 2023

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Policy Holder	Tim Naylor
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### **1. Aims and scope**

Bath Academy acknowledges that students can derive great educational benefit by taking part in off-site visits assisting in personal and social development. This policy seeks to establish a framework in which students can benefit in a safe, healthy and secure environment. This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal college hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the college
- Trips abroad organised by the college

### **2. Legislation and guidance**

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

### **3. Roles and responsibilities**

#### **3.1 Principal**

The Principal is responsible for:

- Approving staff requests for educational visits, including having final authority to approve visits.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Acting as the educational visits co-ordinator (EVC)
  - Oversee and guide other staff to arrange and organise educational visits
  - Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
  - Evaluate non-routine visits once complete, from planning to the visit itself, and use this to improve future arrangements

#### **3.2 Trip lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- Assess outside activity providers
- Conduct appropriate risk assessments
- Assign staff and volunteer roles, as needed
- Make sure the college has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the college or a third party
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others

#### **3.3 Staff**

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Principal
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### **3.4 Parents and carers**

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip

### **3.5 Volunteers**

Volunteers attending college trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **3.6 Students**

Our college behaviour policy also applies to all educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Students will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the college's behaviour policy at all times.

## **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the Principal based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the college year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the college
- Health and safety considerations
- Staff-to-student ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Educational objectives of the proposed visit
- Location and travel distance
- Staff – size and experience of the visit team, participant/staff ratio;
- Activities – what you plan to do;

- Group – number of participants and their age, behaviour, needs, abilities etc.;
- Environment – remoteness from help and from the college, possible weather, nature of the venue/location/terrain
- Support needs (including staffing) of SEND students
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Add any additional minimum standards, depending on the age of the students

See Appendix A for our trip information form for the planning and approval of a visit.

- Once the risk assessment has been approved by the Principal, staff will communicate with parents/carers and provide trip information.
- General consent is sought at Registration in the *Parental Consent Form*. However, for visits that do not form part of the curriculum, written parental consent for students under 18 years of age will be required for each trip.

#### **4.1. Inclusion**

- All students, regardless of background or abilities, should be able to take part in every aspect of our college life, including visits.
- If a student with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the college day, as far as is practically possible.
- We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.
- Additional risk assessments may be carried out to ensure the safety of all staff and students.

#### **5. Risk assessment**

The degree of detail planning and risk assessment will depend on the nature of the proposed visit:

- Routine visits** e.g., local visits which involve only everyday precautions of personal safety e.g., crossing of roads, slips and trips etc. They can be considered as lessons in a different classroom. No formal risk assessment is needed, but may be advisable depending upon the needs of students involved (consult the Principal).

B. **Non-residential visits** e.g., visit to London or another city involving transport. Risk Assessment needed.

C. **Residential visit or adventurous activities** Risk Assessment needed. e.g.,

- Mountaineering
- Rock climbing and abseiling
- Snow/Ice climbing
- Gorge or coastal scrambling, tombstoning
- Underground exploration - cave or mine (excluding public show caves/mines)
- Skiing/snowboarding (snow/dry slope)
- Air activities (except commercial flights)
- Shooting and archery
- Horse riding and pony trekking
- Ropes courses (including zip wires)
- Indoor climbing walls
- Quad biking/ATVs/motorcycling/motorcar driving or training
- Go-karting
- Competitive Orienteering in adventurous locations
- Mountain and off-road cycling
- Camping
- Duke of Edinburgh's Award Expeditions/Training (endorsement through SCC D of E Awarding Officer, not OEA)
- Paint balling and war games
- Gliding/Hand gliding
- Parachuting
- Forest Colleges (involving fires, cooking, cutting, sawing, shelter building etc)
- Unconventional activities
- Other activities (e.g. problem solving exercises) involving skills and risks inherent in any of the above activities
- Kayaking and canoeing
- Sailing and windsurfing
- White water rafting
- Water skiing
- Snorkel and Scuba diving
- All forms of boating (excluding commercial transport)
- Swimming in open water (e.g. canals, rivers, lakes and sea)
- Improvised rafting
- Kite surfing
- Surfing and body boarding
- Other activities (e.g. problem solving exercises) involving skills and risks inherent in any of the above activities

This will be completed using the college's risk assessment template [Appendix I] and approved by the Principal. Existing risk assessments, which can be found on our shared drive or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Principal and, where appropriate, third party vendors.

Every risk assessment will be approved by the Principal, and a copy taken on the visit..

### **5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- 1 male and 1 female supervising adult is present (for mixed student groups) if possible;
- 1 supervising adult able to administer first aid is present on all trips
- .Appropriate first aid equipment will be take on all trips;
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with students at any time
- The trip lead will take regular headcounts and/or rollcalls

### **5.2 Transport**

Transportation for trips will be organised by the college. We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the college site.

### **5.3 Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in

the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## **6. Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip

- The setting and circumstances of the trip

- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour (See appendix H for our volunteer code of conduct for educational visits).

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

## **7. Communication and consent**

We will contact the parents and carers of students invited to take part in a residential educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or email], and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location

- Student-to-staff ratios and staff qualifications, where relevant

- Clothing and equipment required, and whether this is provided by the college

- Expected behaviour and consequences of students' failure to meet these standards



Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the college.

Because most visits during the college day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **8. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

- In the case of an emergency, the trip leader or other supervising adult will contact the college office if the visit is during college hours (if it is out of college hours the Principal should be contacted directly, or one for the two Vice Principals if the Principal is away). The college office or Principal will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans.
- 1 member of staff will always accompany a student seeking medical treatment.
- As soon as a student is reported to be missing:
  - staff will ask students to stand with their designated adult in charge and carry out a head count. Staff will carry out a search of the immediate area and try to contact the student by mobile phone.
  - The trip leader will be informed and they will inform the school office who will alert the Vice Principal (Boarding/Operations) or another member of the SMT (the Coordinator) who will coordinate the response.
  - If appropriate the leader will contact security staff of the location (if relevant) for help in locating the student.
  - The Coordinator will inform the Principal and parents/carers.
  - If the student is missing for more than 60 minutes the trip leader will contact the police and will remain in phone contact with the police and the Coordinator.
  - If possible the remaining students will be taken back to school or to a safe area.

- In a case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the trip leader will contact the college office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the college with the rest of the students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## **9. Residential visits**

The Principal will be responsible for approving all residential trips longer than 24 hours. The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training

- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip

- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

- Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to college

- The full address and contact details of the destination

- Planned activities and options

- Meal provision

- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)

- Clothing and equipment provided, and what students must bring themselves

- Public health requirements, including any required vaccinations

- Accommodation options and arrangements

The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOfC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

#### **11. Review**

This policy will be reviewed every year by the Principal.

**Appendix A: proposed visit planning information**  
**Planning list for Category A and B trips (Non- residential)**

To be completed by the staff member proposing the educational visit, and submitted to the Principal.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

**TRIP INFORMATION**

Destination	
Trip date	
Travel distance	
Length of stay	
Purpose of visit / educational benefits	
Number and age of students	
Transportation options	
Cost breakdown, including multiple options where available	

**Resources required, including:**

Staffing (SEND staff needed?)	
Physical supplies	
Transportation	
Accommodation options, where needed	
Risk assessment plans and first aid provision	

## Residential Trips and Trips Abroad Planning Form

<b>Name of group leader:</b>			
<b>Visit:</b>			
<b>Size and composition of the group:</b>			
Age range:		Adult to Student ratio:	
Number of boys:		Number of girls:	
<b>Emergency Contact Information</b>			
<b>During college hours:</b>	Contact 1:	Tel (Landline):	
		Tel (Mobile):	
	Contact 2:	Tel (Landline):	
		Tel (Mobile):	
<b>Out of college hours:</b>	Contact 1:	Tel (Landline):	
		Tel (Mobile):	
	Contact 2:	Tel (Landline):	
		Tel (Mobile):	
<b>Coach Company:</b>	Name		
	Address:		
	Contact Name:		
	Tel (Landline):		
	Tel (Mobile):		
	Fax:		
<b>Travel Company:</b> (ferry/airline/train)	Name		
	Address:		
	Contact Name:		
	Tel (Landline):		
	Tel (Mobile):		
	Fax:		
<b>Organising company/agency:</b> (Tour Operator)	Name:		
	Rep Name:		
	Address:		
	Tel (landline):		
	Tel (Mobile):		
	Fax:		
	License No (if registered with the AALA):		
	Safety Management System (SMS) copy obtained and checked		
	RoSPA Audit Report copy obtained and checked		
	<b>Insurance:</b>	Insurance company Name:	
Insurance Cover:			
Policy No:			
Address:			
<b>Insurance company Emergency Assistance:</b>	Contact Name:		
	Tel (landline):		
	Tel (Mobile):		
<b>Accommodation:</b>	Hotel Name:		
	Hotel contact):		
	Address:		
	Tel:		
	Fax:		
<b>Other emergency contacts / numbers:</b>			

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**Emergency contact list for parents/guardians of everyone in the Group** (This should be obtained through the college office, checked then attached to these forms)

<b>Details of the programme of activities</b>		
<b>Activity</b>	<b>Details</b> (Start/finish time, duration, location, resources)	<b>Lead member of staff</b>

<b>Details of any hazardous activity and the associated planning organisation and staffing:</b>			
<b>Activity</b>	<b>Member of staff responsible for organizing this activity?</b>	<b>Other Supervising Staff</b>	<b>Date risk assessment completed / verified</b> (Attach Risk Assessment form)

<b>Names relevant experience qualifications and specific responsibilities of staff and other adults:</b>		
<b>Staff Name</b>	<b>Responsibilities (Specify)</b>	<b>Relevant qualifications/experience</b>

<b>Names of party members with special educational or medical needs:</b>		
<b>Name</b>	<b>Specific Needs / Condition</b>	<b>Action required</b>

<b>IF SKIING: please complete this section in addition to the above.</b>			
<b>SKIING EXPERIENCE OF TEACHING STAFF</b>			
<b>Name</b>	<b>Experience</b>	<b>Name</b>	<b>Experience</b>

<b>Number of hours of PROFESSIONAL skiing instruction to be provided for students. (NB: Normally this should be for 4 hours per day)</b>	
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The information contained in this educational visits form is correct and accurate. I understand that any changes to the information stated must be discussed and agreed with the educational visits coordinator before the visit may take place.

Group leader full name:			
Signed:		Date:	

I confirm that this visit has been planned with my approval and that the charges involved comply with the requirements of the College's Charging Policy.

Principal name:			
Signed:		Date:	

I confirm that this visit has been planned with my approval and that the charges involved comply with the requirements of the College's Policy.

Board of Director's name:			
Signed:		Date:	

**To be completed by the Educational Visits Coordinator.**

To the group leader:			
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I have checked this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

- ✦ Any substantial changes regarding this visit must be discussed and agreed, in writing, with me as soon as possible.
- ✦ Please ensure that I have any amendments to these details, including a final list of group members, details on parental consent and an itinerary before the party leaves.
- ✦ Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns

Educational Visits Coordinator full name:	<b>Mr Tim Naylor</b>		
Signed:		Date:	

## Appendix C – Student List

Visit Leader: \_\_\_\_\_

Visit Title: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Departure Time (from college): \_\_\_\_\_ Arrival Time (to college): \_\_\_\_\_

Names of Students:

Emergency Contact:

1		
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## Appendix D



(Insert Date)

Dear Parent/Guardians,

We are planning a trip to (insert venue) on (insert trip date).

We will be travelling by (insert travel arrangements), leaving college at (insert time) and returning at (insert time).

Meals will be provided for the trip via (insert meal arrangements).

The cost of the trip is (insert cost).

If you would like your son/daughter to take part please complete the consent form below and return to me by no later than (insert date).

Any behaviour in the lead up to the departure of the trip, which causes staff to have concerns that the Student may not conduct himself or herself reliably and appropriately, or where the sanction is an external exclusion, then the individual will be removed from the trip. Where it is not possible for a place to be offered to another Student then any payments made will be lost.

Yours Sincerely

(Insert Name)

Name & position in college

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### PARENTAL CONSENT FORM

#### (Insert trip details)

I give permission for my child \_\_\_\_\_ Form \_\_\_\_\_ to take part in the above activity/trip.

\*I enclose a cheque/cash £ \_\_\_\_\_.

Or

\*Please direct debit my account £ \_\_\_\_\_. (Boarders only)

I confirm that there has been no change in my child's medical details, including allergies, medical conditions, doctor contact details and dietary requirements.

The emergency contact details held by the college remain unchanged.

If any of the above details have changed, please contact the college as soon as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return to (insert name), Bath Academy, Bath, BA1 2HX by (insert date).

## Appendix E

### Assessment of Accommodation

This form should be completed as soon as possible before departure and authorized by the EVC, Principal and countersigned by the Chair of the Board of Directors.



No overnight night trip or exchange may take place until this form has been completed.

Supervising Member of Staff:		
Activity:		
Date(s) Accommodation to be used:		
Location and Type of Accommodation to be used:		
How was the suitability of the accommodation assessed:		
Who and when was the assessment carried out:		
Supervising staff/adults in the accommodation – Student/Staff Ratio:		
Name of accompanying staff / adults	DBS Check carried out (if not staff)	
How will students contact staff in an emergency?		
<b>Declaration</b>		
I certify that I have carried out an assessment of the accommodation arrangements for the proposed visit/exchange/activity* as set out in the 'Accommodation Assessment Form' overleaf and that they are appropriate and satisfactory.		
Organising Staff Name:	Signature:	
<b>Approval</b>		
Educational Visits Coordinator (Principal)		

# Medical disclosure



This portion may be detached and returned to the member of staff organising the visit separately if the information is of a sensitive nature. Only information that is relevant to the health, safety and welfare of the student whilst on the college visit needs to be disclosed. Disclosed information will only be shared with those participating in the visit that need to know.

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

a) Does he/she have any condition requiring, or that may require, medication or medical treatment? **Yes/No**

Please provide details:

b) Does your son/daughter have any allergies? **Yes/No**

Please provide details:

c) Does he/she have any special dietary requirements? **Yes/No**

Please provide details:

d) Has your son/daughter been in contact with any contagious or infectious diseases, or suffered from a contagious or infectious disease in the last four weeks? **Yes/No**

Please provide details:

e) When did your son/daughter last have a Tetanus injection? **Date:**

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Appendix G

### Behavioural Agreement

Visit: (Insert visit details)

Name: (insert name of organiser)

Date: (Insert date)



### **Code of Conduct for college trips**

1. All students will follow the set itinerary.
2. Students will at no point leave the group without the permission of the group leader. Students should always be in a group of at least three students.
3. All students will arrive at the designated place and time as outlined in the itinerary or verbal instructions. There are no exceptions to this.
4. Students will abide by the rules laid down at all times. Failure to comply may result in the student being sent home at their own expense.
5. Students will behave in a considerate manner at all times during the visit and remember that they are representing their college.
6. Students are responsible for their own belongings. The college will not be liable for lost items.
7. Smoking and the consumption of alcohol or illegal substances is strictly forbidden.

I agree to follow the Code of Conduct detailed above.

Signed..... (student)

I have read the Code of Conduct detailed above.

Signed..... (parent)

## **Appendix H**

### **Volunteer behaviour and code of conduct**

This code of conduct sets out the expected behaviour for volunteers attending college trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the college. If you feel you cannot agree with this code, please speak to [insert member of staff] at the earliest opportunity and withdraw from the trip. A copy of this form will be kept in the college office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and students at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to students
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible

Volunteers agree not to:

- Exchange contact details with students unless told to by a member of staff
- Engage in physical contact with students unless appropriate or required
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a student unless previously agreed with staff
- Take photographs or record students without the permission of students and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

## Appendix I

### Risk Assessment

**When we make a formal Risk Assessment we:**

- Decide the nature of the hazard.
- Decide who is at risk from the hazard.
- Estimate the likelihood of an accident happening.
- Estimate how serious such an accident would be.
  - Judge the acceptability of the risk.
  - Accept the risk or alter the procedure.
- Ensure everyone knows what the Risk Assessment says.
- Ensure that everyone knows what to do if an accident occurs

**When you consider Risk Assessments, do remember that accidents are caused by people and what they do. They do not “just happen.”**

**Remember that what is safe for you to do may not be safe for a young pupil.**

**Remember that what is safe for an experienced teacher with a good class may not be safe for another teacher with another class.**

**To estimate the likelihood of an accident happening the following calculation is used. For each hazard you should decide if the chance of an accident is high, medium or low and the possible severity, should that accident occur. To help us do this we calculate the possible outcome by giving a number to each variable and then using this to calculate the risk before any control measures are put into place and then re- calculating the risk after the control measures are applied.  $\text{Likelihood} \times \text{Severity} = \text{Rating result}$**

**LIKELIHOOD**

1 = Unlikely

This means that there is a very small chance of an accident happening.

2 = Possible

This means there is a reasonable chance of this happening.

3= Will happen

This means that an accident is almost certain.

**SEVERITY**

1= Minor Injury

2= Major Injury

3= Death

**THE RATING TABLE.**

RISK RATING = LIKELIHOOD X SEVERITY		RATING RESULTS
LIKELIHOOD	SEVERITY	RATING RESULTS
1 = Unlikely	1 = Minor Injury	1 – 3 = Low Risk. Monitor and Review periodically 4 – 6 = Medium Risk. Implement Further Control Measures 7 – 9 = High Risk. Not Permitted Until Risk Rating Reduced.
2 = Possible	2 = Major Injury	
3 = Will happen	3 = Death	

**An example risk assessment is attached:**





**Risk Assessment for Visit Travelling by Foot/car/train/bus (delete as necessary)**

<b>Class/Pupils</b>	<b>Numbers on Trip/Ratios</b>	<b>Destination</b>	<b>Date of trip</b>

<b>Teacher in Charge</b>	<b>Teacher/Assistant Second in Charge</b>	<b>Additional Adults on Trip</b>

**RISK RATING = Likelihood x Severity**

**RATING RESULTS**

**LIKELIHOOD**

- 1 = Unlikely
- 2 = Possible
- 3 = Will happen

**SEVERITY**

- 1 = Minor Injury
- 2 = Major Injury
- 3 = Death

**1 – 3 = Low Risk. Monitor and Review periodically.**

**4 – 6 = Medium Risk. Implement Further Control Measures**

**7 – 9 = High Risk. Not Permitted Until Risk Rating Reduced.**

I have read and understood the Risk Assessment above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Main Hazards				Who might be Harmed?			
Slips, Trips and Falls Crossing roads (Traffic) Children getting lost Members of the public Poor weather conditions				Any member of the group Any member of the group Children Any member of the group Any member of the group			
HAZARD	Likelihood	Severity	RATING No Controls	CONTROL MEASURES	Likelihood	Severity	RATING With Controls
Slips, Trips and Falls	2	2	4	<ul style="list-style-type: none"> <li>➤ Appropriate footwear to be worn – Group Leader to check prior to leaving school.</li> <li>➤ First Aid kit to be carried by Group Leader or Supervisor.</li> <li>➤ Group Leader to ‘lead’ group and advise of any potential trip hazards.</li> </ul>	1	2	2
Crossing roads (Traffic)	3	3	9	<ul style="list-style-type: none"> <li>➤ Walking route to be pre-planned to ensure safest route is taken.</li> <li>➤ Group Leader to give strict instructions to group.</li> <li>➤ Children to walk in twos at all times and to hold hands with ‘buddy’.</li> <li>➤ Group Leader to ‘lead’ group, Supervisor to bring up the rear and other responsible adults to be throughout the group, subject to group size. Group Leaders and all Supervisors to wear hi-visibility bibs whilst walking children.</li> </ul>	1	3	3

Children getting lost	3	2	6	<ul style="list-style-type: none"> <li>➤ Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another.</li> <li>➤ Group Leader to have list of group names.</li> <li>➤ Periodic check of numbers.</li> <li>➤ Educate pupils on what to do in the event that they become separated from the group</li> </ul>	1	2	2
Members of the public	2	2	4	<ul style="list-style-type: none"> <li>➤ Supervision ratios to be acceptable – 1 adult to 6 pupils maximum for years 1 to 3. 1 adult to 10-15 pupils years 4 – 7.</li> <li>➤ Clear instructions as to expectations of behaviour and responsibilities to themselves, to one another and to members of the public.</li> <li>➤ Group Leader to have mobile telephone for use in emergencies.</li> <li>➤ Group Leader to have the authority to 'abort' the trip if safety is compromised.</li> </ul>	1	2	2
Poor weather conditions	2	2	4	<ul style="list-style-type: none"> <li>➤ Ensure children are wearing adequate clothing for prevalent weather conditions.</li> </ul>	1	1	1
Please also consider any additional risks pertaining to the venue, plus location of fire doors & medical room, meeting place, etc.				<ul style="list-style-type: none"> <li>➤</li> </ul>			

