

HEALTH AND SAFETY OF STUDENTS ON EDUCATIONAL VISITS

INTRODUCTION

At Bradford Academy we value the contribution that off site learning can have to our students. Visits widen the learning experience and promote greater independence. They can improve the student's affiliation to the Academy and generate more positive relationships with other students and adults. It is the responsibility of all members of staff to secure the affirmation, formation and achievement of every student in a safe environment.

Most off site learning takes place without incident, but there has been growing concern across the country about ensuring high levels of safety for students on off site visits. Good planning and attention to detail around safety measures can reduce the number of incidents and lessen the seriousness of those that do happen.

This policy is part of Bradford Academy's overall Health and Safety Policy.

POLICY STATEMENT

Bradford Academy takes seriously its responsibility to protect and safeguard the interests of its learners. Its role in promoting safe environments for off site learning which enhance each student's feelings of competence and self-worth cannot be underestimated. We provide opportunities for children and young people to develop physically, emotionally, spiritually and creatively whilst learning away from the Academy site. We recognise that safe, healthy environments are those which enhance self-esteem, encourage learning and promote and encourage respect for others.

Staff involved in educational visits will clearly demonstrate high levels of safety awareness. The systems, guidelines and responsibilities featured in this document are designed to help the Principal, Governors and staff ensure that students stay safe and healthy on Academy visits and also aim to give clarity and assuage concern that may be expressed by parents and carers.

This policy is written within the context of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations, 1992 and the DfES Good Practice Guide; Health and Safety of Pupils on Educational Visits.

SUMMARY OF PROCESS

Proposals for visits will, as a minimum, state

- ◆ the educational purpose of the visit
- ◆ its aims and objectives
- ◆ how the visit conforms to the Academy's curriculum aims.

The planning checklists will be used to provide assurance that each visit is methodically and suitably planned.

Approval of visits will be outlined within the arrangements section of this policy however in brief. Staff competencies required for the nominated group leader and for teaching and support staff will be clearly defined.

Where the Academy uses external providers, each provider will be required to complete and return the Academy's checklist.



Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.

Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.

No child will be allowed to embark on any visit without producing a consent form signed by their parent/carer.

Every trip or visit will be subject to a review on completion.

ROLES AND RESPONSIBILITIES

Responsibility for educational visits rests with the Governing Body and the Principal. The respective roles of each are outlined within the DfES guidelines "Health and Safety of Pupils on Educational Visits".

Governing Body

The Governor named below will oversee and monitor this policy

Albert Price - Chair

The Governing body will approve visits requiring **Form V 1a**

The Principal's report outlining visits planned and the results of the reviews of visits undertaken will be submitted to each full Governing Body meeting. A copy of each visit's review report will be sent to the Governor who monitors this policy named above.

Principal

The Principal will be responsible for ensuring that Academy trips are planned, organised, undertaken, controlled, monitored and reviewed. The Principal will agree, with the named **Educational Visits Co-ordinator (EVC)**, the duties delegated to the EVC. The Principal will authorise all visits, in writing. The Principal will report visits planned and the results of the reviews of visits undertaken to the Governing Body.

Educational Visits Co-ordinator (Evc)

The Academy's Educational Visits Co-ordinator is: **Liz Davies**

She will undertake duties as agreed between her and the Principal. The EVC will be fully conversant with the DfES guidelines "Health and Safety of Pupils on Educational Visits" and this policy and its appendices.

Group Leader

The **Group Leader** will comply with the requirements outlined in the DfES guidelines "Health and Safety of Pupils on Educational Visits" and this policy and its appendices. As such every Group Leader must be conversant with the DfES guidelines "Health and Safety of Pupils on Educational Visits", this **policy** and its **appendices**.

The **Group Leader** will ensure that the planning checklist is completed and that any activities or events that may place staff or students at significant risk are assessed and that safety measures are in place prior to the trip taking place.



The **Group Leader** will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place. The Group Leader named for each visit will have overall responsibility for the visit whilst it is underway and will liaise with the EVC throughout the planning and preparation of the trip. The **Group Leader** will review the trip and provide details of their review to the **EVC** for submission to the **Governing Body**.

Supervisory Staff

All staff and adult volunteers assisting with supervision on any trip will be conversant with the DfES guidelines "Health and Safety of Pupils on Educational Visits" and **this policy** and its **appendices**.

All staff and adult volunteers will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed. They will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader. Staff will also feedback information to the Group Leader to enable a full written review of the trip to be completed.

Students

The group leader should advise the students of their responsibility to themselves and others.

Students must

- ◆ not take unnecessary risks
- ◆ follow the instructions of the group leader and other supervisors
- ◆ dress and behave sensibly and safely
- ◆ advise the leader or supervisor about any risk that may hurt or threaten them or another student

A student whose behaviour may put him/herself or others at risk may be stopped from going on the visit or may be returned from the visit at the expense of the student's family. The curriculum aims of the visit would then be fulfilled in other ways if possible.

ARRANGEMENTS

Proposals

The Group Leader will submit a proposal to the Principal within the following timescale for each category of visit.

The Application to the Principal (& Governing Body) for the Approval of an Educational Visit **Form EV1A, EV1B or EV1C** be completed as appropriate. The means of complying with **the DfES good practice guide** must be outlined.

Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions. Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details. Where a visit involves one or more overnight stays, the Group Leader should organise an information session for parents/carers in addition to the information sent out on paper.

Where coach or minibus travel is to be used it must be in accordance with DfES guidelines.

Undertaking The Visit

Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.

A record must be kept of all such instances for evaluation and review purposes.

Any accidents or near misses that occur during a visit will be reported the Academy contact who will inform the Principal and Chair of Governors as soon as is practicable or at the latest upon the return of the group to the Academy.

Any accidents that result in a student or member of staff having to go to hospital must be telephoned to the Academy contact immediately. Upon receipt of any such calls the Academy contact will immediately inform the Principal and Chair of Governors.

MONITORING

The Academy will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard. On occasions the EVC, Principal, a member of the SLT or member of the Governing Body will accompany a group. The Academy may also request an external Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the Academy's own monitoring purposes. All work experience placements undertaken by students from Bradford Academy will be risk assessed by an external Health and Safety Team engaged through the Education Bradford Work Experience Unit at Bradford Education Business Partnership.

EVALUATION AND REVIEW



The evaluation **Form EV7** will be completed by the Group Leader at the end of every visit.

Every visit will be reviewed by the Group Leader. The results of the evaluation and review process will be provided in writing to the Principal. The Principal's report to the Governing Body will include details of the evaluations and reviews for visits undertaken. The evaluation and review report will be maintained in the Academy's educational visits file for reference.

Signed Chair of Governors:

Date:

Signed Principal:

Date: