



# Kisumu Group

## Operational and Education Policy and Procedure

### Health and Safety on Educational Visits

#### Policy

This policy has regard to the DFES guidance “Health & Safety of pupils on educational visit, ref HSPV 2”

Pupils regularly participate in off-site visits. These may relate to educational visits that take place as part of the curriculum during the school day, visits for a recreational purpose during the evenings or at weekends, or visits that relate to the pupils’ medical needs.

It is our policy to:

- Ensure the group leader is experienced and knowledgeable in organising the group effectively, able to monitor the risks throughout the visit and ensuring they and all other staff are familiar with the activity.
- Ensure the Group Leader has responsibility for clearly defining each group’s supervisory role, ensure that all tasks have been assigned and each student has a staff member assigned to them.
- Ensure that an adequate and specific risk assessment of the planned visit has been completed in advance and any required safety measures put in place prior to the visit taking place
- Ensure that the risk assessment trips out in minibus has been read and understood prior to the educational visit taking place
- Consult the pupils individual risk assessments before the journey
- Refer to each pupil’s Individual Pupil Care Plan and take any relevant medication on the visit
- Make arrangements for any dietary requirements of the pupils
- Ensure there is adequate First Aid provision
- Ensure the staff/pupil ratio is appropriate
- Ensure parental consent for off-site visits has been received

The implementation of this policy is the responsibility of teaching and care staff and will be reviewed annually.

## **Procedure**

In the interest of safety and security for our pupils, it is necessary for the management to be aware of their whereabouts at all times. Whenever an off-site excursion is organised it must be authorised by the most senior member of staff on duty. The route and timings of the trip should be planned and agreed prior to the visit taking place.

Whenever a group of pupils are taken off-site, whether they are on foot or being transported in one of the minibuses, a mobile phone should be taken and left turned on at all times, so that contact can be made between the group and school if necessary. The number of the phone should be recorded back at the school, along with the planned destination.

In the event of a delay in returning to school the Head teacher to be informed

For school journeys other than regular time-tabled visits to known locations, an 'Excursion Form' (see Appendix) must be completed prior to setting out, giving such details as names of pupils and staff involved in the trip, mobile phone contact numbers, destination and approximate arrival and departure times. These forms are contained in the 'Excursions Book' kept in school.

On Care, this information is recorded on the Team Leaders 'shift planner' and the completed forms kept in the team leaders' filing cabinet in the staff room.

It is the driver's responsibility to ensure that seat belts are worn by all pupils and staff throughout the journey. In accordance with the current legislation the following applies to our minibuses

### **Rear Seats in Small Minibuses**

Passengers sitting in the rear of minibuses that have an unladen weight of 2,540 kg or less must wear the seat belts that are provided. It is the driver's responsibility to ensure that:

- Children aged between 3 and 11 years, less than 1.35 metres tall use an appropriate child restraint.
- Children aged 12 and 13 years (and younger children who are 1.35 metres or taller) use the seat belt.

The driver must also complete the log book which is kept in the minibus and ensure that at least a quarter tank of fuel remains at all times. A vehicle accident report is available within the log book and must be completed in the event of an incident or accident.

Only drivers aged 21 years and over who have held a licence for at least a year and who have had a competence driving observation with the Health and Safety Manager are able to drive any company vehicle, a list of which is held in the Health and Safety office.

The driver of the vehicle will be responsible for any fines relating to speeding or parking.

Each minibus carries a complete first aid kit, a fire extinguisher, and also an Emergency Breakdown and Accident Procedure.

A weekly check is carried out on all mini-buses to ensure their safety.

This policy will be reviewed annually.

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## Appendix

### EDUCATIONAL JOURNEYS AND EXCURSIONS OUT OF SCHOOL

This form is to be completed by the member of staff responsible for the visit with the exception of the following:

- Timetabled visits for shopping, recycling, horse-riding, swimming, topic trips, work-experience etc.
- Visits to doctors, hospital, clinic, etc.
- Visits undertaken as an agreed part of evening/weekend activities.

**Date of Visit:**

**Destination:**

**Departure Time:**

**Arrival Back at School Time:**

**Purpose of Visit:**

**Class / Group:**

**No. of Pupils**

**Mode of transport:** Minibus / Car / Public Transport/ Hired vehicle.

**Name(s) of Driver(s):**

**Names of Pupils:**

**Names of Staff:**

**Mobile Phone Number(s):**

**Name of Person in Charge:**

**Signature of Person in Charge:**