



At Chellaston Infant School, we believe that everyone should reach their full potential in a safe, fun and happy environment which promotes independence, self-worth and excellence. Everyone is a learner whose values are respected.

Chellaston Infant School
School Lane, Chellaston
DERBY, DE73 6TA
Telephone: 01332 700298

Email: admin@chellastoni.derby.sch.uk
Website: www.chellastoninfants.co.uk

Headteacher: Mrs L Galley

POLICY ON HEALTH & SAFETY OF PUPILS ON EDUCATIONAL VISITS

Deputy Headteacher

Approved by Governors: Spring2 2019

Approved by staff: Spring2 2019

Reviewed: Spring2 2022

PLANNING VISITS

All visits are planned to extend the pupil's knowledge and experience of an area of the curriculum currently being studied.

The Governors are informed of all educational visits that take place.

RISK ASSESSMENT

A formal assessment of the risks that might be met on a visit are carried out with the aim of preventing the risks or reducing them. Pupils will not be placed in situations, which expose them to an unacceptable level of risk. Safety will always be the prime consideration.

The risk assessment is based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

One copy of the risk assessment is read, signed and dated by all adults on the visit. Parents and volunteers are also required to sign and read a safeguarding procedures for volunteers attending school trips information sheet. The group leader and other supervisors are responsible for monitoring the risks throughout the visit and take appropriate action they feel to be necessary.

SLT members have been HSE trained in risk assessment.

The group leader takes the following factors into consideration when assessing the risks:

- The type of visit/activity and the level at which it will be undertaken.
- The location, routes and modes of transport.
- The ratios of teachers and supervisory staff to pupils.
- The special educational or medical needs of pupils.
- Seasonal conditions, weather and timing.
- Emergency procedures.
- The need to monitor the risks throughout the visit.

EXPLORATORY VISIT

The group leader undertakes an exploratory visit, wherever that is possible to:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit.
- Obtain advice from the manager.
- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the staff and pupils in the group.
- Become familiar with the area before taking pupils there.

If in the last resort an exploratory visit is not feasible then the group leaders obtain information from various sources in order to complete an adequate assessment of the risks. A minimum measure is to obtain specific information by letter from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards.

OTHER CONSIDERATIONS

Other factors which form part of the planning stage include:

- The facilities to be provided at the venue.
- Staff training needs.
- The designation of someone to record the details of the visit and to carry accident forms etc.
- Transport arrangements.
- Insurance arrangements.
- Communication arrangements.
- Supervision ratios.
- Contingency measures for enforced change of plan or late return.
- Information to parents.
- Preparing pupils.
- Emergency arrangements.

TRIP LEADER* PROTOCOL

1. Copied risk assessments and distributed these to be signed by all adults going on the trip.
 2. Collected all medicines needed for the trip the evening BEFORE the trip and put these in Rachel's office.
 3. Checked all consent forms with the school office the morning BEFORE the day of the school trip so that missing consents can be sought during that day; consent will not be requested on the day of the school trip and children will be left in school – this is not an outcome that is expected for the sake of the child.
 4. Have the first aid box, bucket and usual 'spares' ready the night before.
 5. Have met with a member of SLT the evening before the trip to ensure everything is in place.
 6. Has ensured that the office have the correct mobile phone number in case of the need for school to contact the staff out on a trip.
- Teaching staff should:
 1. Take responsibility for collecting any lunches ordered and check choices against any known allergies.

* The designated trip leader will be the most senior teacher on the day of the trip.

CHARGING FOR VISITS

Parents are asked for a voluntary contribution to cover the cost of any educational visit. If enough money is not received a visit may be cancelled. Pupil Premium pupil places can be funded should this be requested.

FIRST AID

All school staff are emergency first aid trained and therefore a first aider will always be present.

A suitably stocked first aid kit is carried on all visits. This contains:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated wound dressing approximately 18cm x 18cm.
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleansing wipes.
- One pair of disposable gloves.
- A resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.

SUPERVISION

All out of school activities have a minimal adult/child ratio of 1:10.

Visits involving coach travel have a minimum adult/child ratio of 1:6.

There is a minimum of one teacher in charge.

PARENTS/VOLUNTEERS

Where there is more than one teacher/supervisor a group leader is appointed who has authority over the whole group.

Parents/volunteers may be used to supplement the supervision ratio. DBS checks **MUST** be carried out if a parent/volunteer will be in sole supervision of an individual or a group of children. DBS checks are not necessary if a parent/volunteer will always be part of a larger group containing members of the school staff. The school **MAY** List 99 check parents/volunteers but this is not a requirement of the LA. Parents/volunteer helpers should be carefully selected and ideally they are well known to the school and the pupil group.

RESPONSIBILITIES

All adult supervisors, including teachers and parent/volunteer helpers, have a clear understanding of their roles and responsibilities at all times. In particular, all supervisors are made aware of any pupils who may require closer supervision, such as those with special needs or those likely to cause trouble. Teachers retain responsibility for the group at all times.

Whatever the length and nature of the visit, **regular head counting** of pupils takes place, particularly before leaving any venue. A final check is also made once all children are seated and seatbelts fastened. If there is more than one vehicle providing transport, they do not leave the venue until instructed by the group leader. The group leader agrees a designated time for departure at the end of the visit. On return to school the group leader will report back to the Head or senior leader. All supervisors carry a list of all pupils and adults involved in the visit at all times. Pupils do not wear name badges.

PREPARING PUPILS

Providing information and guidance to pupils is an important part of preparing for a school visit. It is clearly explained to pupils what is expected of them and what the visit will entail. Pupils are told what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major cause of accidents. Pupils are also told about any potential dangers and how they should act to ensure their own safety and that of others.

EQUAL OPPORTUNITIES

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc. All pupils are encouraged to participate in as wide a range of activities as possible.

PUPILS WITH MEDICAL NEEDS

All teachers supervising visits are aware of a pupil's medical needs and any medical emergency procedures. Summary sheets are held by the group leaders containing details of each pupil's needs and any other relevant information provided by parents.

Parents are asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Information on any allergies/phobias.

Enquiries are made at an early stage about access and facilities for wheelchairs on transport and at sites to be visited if these are required.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Every teacher is already aware of pupils with special educational needs and the nature of their needs. Any limitations or problems the pupil may have are taken into account at the planning stage and when carrying out the risk assessment. Off-site visits may pose additional difficulties for a pupil with SEN and the behaviour of some pupils may prove challenging. The following factors are taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Is the pupil able to understand and follow instructions?
- Will additional supervision be necessary?

In accordance with DDA law no child with SEN can be excluded from an Educational Visit. Parents may be asked to accompany children on visits but this is not a condition of the child's inclusion on the visit.

COMMUNICATING WITH PARENTS

Parents are informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter. Consent for such routine visits is obtained from parents when pupils begin their time at Chellaston Infant school.

INFORMATION TO PARENTS

Parents are made aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety is given to parents:

- Dates of the visit.
- Visits objectives.
- Times of departure and return.
- The location where the pupils will be collected and returned.
- Mode(s) of travel.
- Procedures for pupils who become ill.
- Clothing and equipment to be taken.
- Whether a packed lunch will be required.

PARENTAL CONSENT

If parents withhold consent absolutely the pupil is not taken on the visit but the curricular aims of the visit are delivered to the pupil in some other way wherever possible.

A parental consent form is completed for each pupil in the group. Besides conveying the parents' consent it also forms the basis for obtaining details required these include:

- Any allergies/phobias the pupil may have.
- Any medication the pupil is taking (if so what the dosage is and who is to administer it)
- The name, address and phone number of the pupil's GP.
- Whether the pupil suffers from travel sickness.
- Any other information which the parent thinks should be known.
- The parental home and daytime phone numbers and addresses.
- An alternative contact, with their phone number and address.

MEDICAL CONSENT

This forms part of the parental consent form. Parents are asked to agree to the pupil's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the head teacher may decide to withdraw the child from the visit – given the additional responsibility this would entail for the group leader.

HIRING COACHES AND BUSES

The school ensures that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. When booking transport, the school ensures that seat belts are available for pupils on single-decker coaches.

If any of the group use a wheelchair, the group leader ensures that transport to be used has appropriate access and securing facilities.

PUBLIC TRANSPORT

Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not used on visits involving long journeys. Should public transport buses be used the group leader will assess which seats are appropriate for the pupils to use.

SUPERVISION ON TRANSPORT

The level of supervision necessary is considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline.

An adult always sits by the emergency door on buses and coaches. All group members are made aware of the position of the emergency door and first aid and anti-fire equipment on transport. Children are not allowed to sit on the front seats.

Factors that the group leader considers when planning supervision on transport include:

- Level of supervision that will be necessary on double decker buses/coaches.
- Safety when crossing roads as part of the journey. Pedestrian crossings and traffic lights or footbridges will be used to cross roads, whenever possible.
- Safety of the group in the event of an accident or breakdown – the group will remain under the direct supervision of the group leader or other teachers wherever possible.
- Head counts, by the group leader or another delegated teacher or supervisor, will always be carried out when the group is getting off or on to transport.
- Responsibility for checking that seat belts are fastened.
- Group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents.

INSURANCE

Insurance cover for visits undertaken by our school is provided by the LEA. The school ensures that transport companies used to hire buses and coaches have appropriate insurance.

EMERGENCY PROCEDURES

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers would not hesitate to act in an emergency and to take life-saving action in an extreme situation. The group leader ensures that there is at least one mobile phone switched on which can be used to contact school in case of emergency. The number/s of this/these phone/s is left at the school office. In the case of emergency the group leader will follow the emergency protocol below. In an emergency the group leader has the authority to relax the group ratios.

The school follows LA guidance on emergency planning procedures.

If an accident happens, the priorities will be to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who need to know of the accident.

If an emergency occurs on a school visit the main factors to be considered include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.

- Notify the police if necessary.
- Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
- Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.

APPENDIX 1: EXAMPLE LETTER



Chellaston Infant School
School Lane, Chellaston
DERBY, DE73 6TA

Headteacher: Lindsay Galley
Telephone: 01332 700298

admin@chellastoni.derby.sch.uk

Dear Parent,

SCHOOL TRIP 2011

We have arranged to take Reception Classes 2 and 3 to White Post Farm on **Tuesday 21st June**.

Your child must wear uniform and will need:

- a packed lunch
- a drink (no glass bottles)
- sensible shoes
- a coat or mac

(He/she will not need any extra money)

We are inviting a voluntary contribution of £12.75 towards the cost of this journey. This money will cover the basic costs per child and will not be used to subsidise any other child or any other activity. The children will travel in buses that are fitted with seat belts.

Should insufficient funds be received by Friday 17th June 2011 then sadly, this visit may have to be cancelled. If you have financial difficulties and are unable to make a contribution please contact me, but it is essential that you fill in the consent form attached.

We will also require a small number of volunteer helpers to accompany the children and staff; if you are able to help please contact your child's class teacher.

Yours sincerely,

L. Galley
Headteacher

APPENDIX 2: PARENTAL CONSENT FORM

SCHOOL VISIT TO:

On: _____ : **9.00am** **To: 3.30pm**

I agree to..... Class:

taking part in this visit and have read the information provided.

I enclose £_____ to cover the cost of the visit.

Medical information about your child

Any conditions requiring medical treatment, including medication?

Yes

No

*Including Asthma inhalers and travel sickness

Please give brief details of the condition below, if your child requires medication, a parental consent form must also be completed (please come to the school office to do this)

Declaration

I agree to my son/daughter receiving medication as instructed and any emergency medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Contact telephone numbers:

Work: Home:

Home address:.....

Alternative emergency contact:

Name: Telephone No:

Address:

Name of family doctor: Telephone No:

Address:

Signed: **Date:**

Full name (capitals):



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SAFEGUARDING PROCEDURES FOR VOLUNTEERS ATTENDING SCHOOL TRIPS

Thank you for your offer of help on our school trip. The information below is designed to keeping our children safe and supporting adults safe and confident in our safeguarding procedures.

WELCOME TO CHELLASTON INFANT SCHOOL

Volunteers Responsibility

This information has been given to you to make sure you understand what is expected of you in relation to Safeguarding our children and your role in this. Please seek advice from the **Designated Safeguarding Lead** for Child Protection if you are unclear about anything in this information. All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour.

You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Chellaston Infant School we all have a duty to safeguard and promote the welfare of our children. Thank you.

Safeguarding Statement

1.1. At Chellaston Infant School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a stimulating, purposeful and secure atmosphere.

1.2. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Chellaston Infant School. We recognise our responsibility to safeguard all those who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Please refrain from using your mobile phone; if you must please step away from the group.



Safeguarding checks

If you do not normally help in school, do not have a DBS certificate or a List 99 check you will not be permitted to spend time unsupervised with pupils; this is for your own protection from allegation and not distrust.

ALLEGATIONS

- Any allegations about staff members should be reported to the Headteacher.
- If the concerns are about the Headteacher please inform the Chair of Governors.

SAFE WORKING WITHIN CHELLASTON INFANT SCHOOL

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Until you have your DBS certificate and have presented this at the school office you will not be left alone with a pupil, or a group of pupils without a member of staff; if you find yourself in this position please contact a member of school staff immediately.
- Never supervise children using the toilet or deal with accidents involving pupils.
- **REPORT ANY SAFEGUARDING CONCERNS TO EITHER A MEMBER OF THE SAFEGUARDING TEAM OR TO THE TEACHER YOU ARE WORKING WITH.**
- Treat all children equally never build a special relationship with a particular child above all others.
- **Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.**
- Only touch children for professional reasons and when this is necessary and is appropriate for the child's well being and for safety.

Safeguarding Team and Senior Leaders at Chellaston Infant School

Designated Safeguarding Lead	Mrs Lindsay Galley (Headteacher)
Deputy Safeguarding Lead	Mrs Lyn Hateley (Learning Mentor)
Safeguarding Governor	Mr Brad Ames
	Mrs Emma Baker
Safeguarding Team members	Mrs Rachel Leyland (Deputy Head)
	Mrs Barbara Webster (Assistant Head)
Chair of Governors	Mr Ross McCristal (via admin@chellastoni.derby.sch.uk)
Foundation Stage Leader	Mrs Leigh Glover
Year 1 Leader	Mrs Rachel Leyland (DHT)
Year 2 Leader	Mrs Barbara Webster (AHT)

Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely *listen* rather than ask direct questions. Ask the child to: **Tell, Explain, Describe (TED)**
- Re-assure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions. Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Coordinator / Headteacher to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

**ALL INFORMATION DISCLOSED SHOULD REMAIN CONFIDENTIAL
WITHIN RELEVANT PARTIES.**



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PROTOCOL FOR SCHOOL VISITS PLANNING IN SCHOOL

BEFORE THE VISIT:

- Identify a School Visits Lead Teacher

TRIP LEADER PROTOCOL

Before the day of the trip:

1. Have liaised with the Educational Visits Coordinator regarding the organisation of the school trip.
2. Copied risk assessments and distributed these to be signed by all adults going on the trip.
3. Collected all medicines needed for the trip the evening BEFORE the trip and put these in Rachel's office.
4. Checked all consent forms with the school office the morning BEFORE the day of the school trip so that missing consents can be sought during that day; consent will not be requested on the day of the school trip and children will be left in school – this is not an outcome that is expected for the sake of the child.
5. Have the first aid box, bucket and usual 'spares' ready the night before.
6. Have met with a member of SLT the evening before the trip to ensure everything is in place.
7. Has ensured that the office have the correct mobile phone number in case of the need for school to contact the staff out on a trip.
8. Ensure that you have money or a bank card in case of emergencies.

Your trip leader will be the most senior teacher on the day of your trip

Teaching staff should:

1. Take responsibility for collecting any lunches ordered and check choices against any known allergies.

On the day;

- Visit leaders must take with them a copy of the 'Visit Leader Emergency Checklist'.
- Ensure consent forms are taken on the trip.
- Ensure all staff and volunteers have read and signed the trip risk assessment, volunteers should be issued with the **Safeguarding Procedures for volunteers attending school trips** leaflet (attached)
- Take all medicines disclosed on consent forms e.g. asthma inhalers, epipens etc.
- Take a fully stocked first aid kit, water, a bucket, carrier bags and spare uniform.
- You must carry your mobile phone with you at all times and check this regularly.

PLAN B

- Plan B Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B. Not having a Plan B has been a common cause of accidents.

EMERGENCY PROCEDURES AND INCIDENT REPORTING

In the case of a major emergency such as a vehicle collision, breakdown, emergency or incident at the venue etc. Follow the 'Emergency Checklist' guidance and inform school, remember if mobile networks are busy a text may be easier but this must be followed up with phone calls.

In the event of an emergency, DO NOT

- Contact any pupils' parents yourself, even if they are family or friends. It will be important that all parents hear the same information at the same time.
- Speak to the press; a response, should this be necessary, will be coordinated with DCC and PEAK.



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EMERGENCY PROTOCOL FOR SCHOOL VISITS

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers would not hesitate to act in an emergency and to take life-saving action in an extreme situation. The group leader ensures that there is at least one mobile phone switched on which can be used to contact school in case of emergency. The number/s of this/these phone/s is left at the school office. In the case of emergency the group leader will follow the emergency protocol below. In an emergency the group leader has the authority to relax the group ratios.

The school follows Local Authority guidance on emergency planning procedures.

If an accident happens, the priorities will be to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who need to know of the accident.

If an emergency occurs on a school visit the main factors to be considered include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
- Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate.
- No one in the group should speak to the media, should this be necessary, will be coordinated with DCC and PEAK..
- Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.

Remember if mobile networks are busy a text may be easier but this must be followed up with phone calls.

In the event of an emergency, DO NOT

- Contact any pupils' parents yourself, even if they are family or friends. It will be important that all parents hear the same information at the same time.