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# Outside Visits Policy

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## 1.INTRODUCTION

At Manor House School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each visit is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend pupils' knowledge of the world. The common factor is that they all make an essential contribution to your son's or daughter's development and education in the broadest sense of the word.

## 2.OUR VISITS

We regularly take pupils on day trips to historic sites, museums, galleries, natural features, farms and historic remains to support the curriculum in History, Art History, Geography, English Biology, Music and RE. There are regular theatre trips for pupils of all levels.

You can find more about recent visits and activities from our web site and our prospectus.

## 3.INFORMATION ON PLANNED VISITS AND ACTIVITIES

The school calendar lists the visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures. You will be notified in advance:

- If your child has been selected for a sports fixture. We very much welcome family and friends at all our matches, both home and away.
- If your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. We will always seek your permission if the visit involves an extra charge, supplying a packed lunch or late return to school.
- We send details of planned visits and activities well in advance to all parents of pupils of the relevant year group.

## 4.CONSENT

We usually request your specific, individual written consent if we are to take your son or daughter on a visit. Please note that normally we are unable to take your son or daughter without a completed and signed consent form. This form will be sent to you in advance and must reach the school before the start of the visit.

## 5.SAFETY

Safety is top priority for us. We expect you to support the school in ensuring that your son or daughter follows the instructions given either by a member of staff, or by a qualified instructor.



## 6.GUIDANCE FOR STAFF INVOLVED WITH ORGANISING SCHOOL VISITS

### Before the visit

- **By law, all outside visits require a written risk assessment (kept in the office)**
- Discuss suitability with Head Teacher and Head of Upper or Lower School and carry out risk assessment (viz. what could go wrong, the likelihood of it happening, precautions to take, action to take in the event of a problem).
- Make enquiries of the venue and provisionally book. Determine any access problems or food availability difficulties. Determine parking arrangements for coach/minibuses.
- Check which dates are suitable with school secretary and school diary
- Consider financial options and confirm funding with Head Teacher and Bursar.
- Consider transport and number of staff required – over 40 miles or one hour driving will require separate teacher and driver. Book a coach if appropriate.
- Consider staff to pupil ratio – 1 to 4 nursery up to 1 to 12 for seniors.
- Consider mixed sex staff, especially regarding having to check toilets
- Write to parents including visit details, purpose of the visit and include a parental consent form if applicable. Include funding information if applicable. The sheet should state the policy on pupils bringing spending money, food & drink. Pass to Head Teacher for checking before distribution.
- Once numbers are confirmed, confirm booking with destination.
- Consider catering arrangements. Is a picnic appropriate? If pupils are to miss school milk time or lunch, inform catering department.
- Consider car parking, W.C.s, intermediate stops, fuelling minibuses before trip.
- Estimate travel and visit times including refreshment times

### On the trip

- All mobile phone calls must be made hands-free or with the vehicle engine turned off.
- Take a list of pupils attending, any special needs and write total number of pupils on top
- Print out contact details for every parent for overnight visits and returns after school hours
  - Take a mobile phone list for all staff (standard sheet)
  - Take contact details for the venue
  - Take contact details for the transport company
  - The procedure for checking the number of pupils is to count each bus once pupils are seated, at every point that pupils embark. In the case of more than one vehicle, a staff member will be appointed as having ultimate responsibility for numbers and each vehicle count will be reported to that person. Buses can only leave once all persons are accounted for.
- On venues where the possibility of a pupil suffering an accident or minor injury exists (e.g. skiing, outdoors), two staff members should accompany the group at all times. One staff member can then remain with the injured pupil. If the injury occurs during school hours, the school secretary is to be informed so as to contact the parents if appropriate. Details of the incident should be recorded for subsequent entry into the accidents book.



- If an excessive delay occurs on the way to the venue, the venue should be telephoned to warn them of the delay. If the delay occurs on the return, but still within school hours, the school secretary should be informed so as to warn parents. If after school hours, the parents on the contact list will need to be contacted individually.
- If a pupil is lost at a venue, checks should be made in toilets and shopping areas before requesting a tannoy announcement by the venue staff. If no response is received after a further five minutes, the local police should be informed of a missing person and their instructions followed.
- If a pupil is left behind at an embarkation point, the vehicle concerned must telephone one of the other staff members and inform them that they are returning to the last stop.
- Before pupils are taken around a venue, the fire notices at the venue should be checked to determine the fire alarm sound, any possible dangers and the emergency routes to be taken.

29 March 2005

## OUTSIDE VISITS RISK ASSESSMENT

Name of venue:

Address:

Postcode:

Telephone:

Contact name:

Directions and parking include intermediate stops:

Distance from school and time:

Visit duration:

Opening times:

Charges:

Fire alarm agreed muster point:

Purpose of visit/pupil age:



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Potential risks:

Parental consent required?

Parking area and road crossing:

Steps, raised areas, access difficulties:

Electrical devices, moving objects, sharp items, chemicals:

Outdoor activity risks – sprains, water, clothing requirement, scratches, stings, becoming lost

Teacher/pupil ratio

Over 40 miles or one hour drive requires separate teacher and driver. If any risk of injury or being lost will require at least two staff. 1 adult: 4 nursery : 8 lower school : 12 upper school  
Wherever possible have mixed sex staff; include a first aider & take into account SEN pupils.

**Visit log – date – pupil numbers – names of staff – any problems – notes for future**