

Mayfield School

Birmingham

**Educational Visits and Learning Outside the Classroom
Policy**



Updated: September 2016
Review Date: September 2017

Mayfield School aims to provide all pupils, subject to risk assessment, with a variety of high quality learning experiences outside the classroom.

Roles and Responsibility

The school will secure the appointment of a trained Education Visits Coordinator (EVC). The EVC will be involved in the planning and management of educational visits including visits which include the use of specialist external staff.

The functions of the EVC are to:

- Liaise with the Local Authority to ensure that educational visits meet the Local Authorities requirements including those of risk assessment.
- Approve educational visits alongside the Deputy Heads of each of the Mayfield sites and the Headteacher of the whole school.
See appendix 1 Education Visit Form
- Ensure that the risk assessments have been carried out and recorded in line with guidance.
See appendix 2 Class Risk Benefit Form
See appendix 3 Specific Activity Risk Benefit Form
- Assign competent people to lead or otherwise supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit.
- Organise the training of leaders and other adults going on a visit. This could involve training such as first aid, Visit Leader training and familiarisation of activities etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
See appendix 4 Education Visit Leader Form
- Make sure the DBS barring is in place as necessary.
- Ensure that the visit leader obtains the consent of parents/carers and provides full details of the visit beforehand.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reviews, reports of accidents and 'near misses'.
- Review systems and, on occasion, monitor practice

Visit leaders are responsible for:

- Planning the visit.
- Informing parents/carers and seeking consent.
- Risk assessments
- Arranging transport and additional insurance where required.
- Financial arrangements
- Obtaining approval from the EVC
- Making sure that all accompanying adults understand their roles and responsibilities.

Transport

Every journey will be risk assessed as well as the out of classroom activity.

- **Travel by minibus.** In order to transport pupils drivers must hold a D1 category on their licence and have passed the Birmingham City Council approved training course. There should be at least one other adult accompanying the driver to supervise pupils on the journey.
- **Travel by car.** The car insurance policy must cover the carrying of pupils in a car. As a rule there should be a driver and an accompanying adult to supervise pupils on the journey. Pupils should be risk assessed before being transported by car. Seat belts must be worn. Pupils up to 135cms in height (or 12th birthday whichever they reach first) must use the appropriate child restraint. If multiple cars are used on a journey all drivers of all vehicles must be informed of the route.
- **Travel by public transport.** All adults should have full knowledge of routes and timetables for the journey. A contingency plan should be made in case of missing public transport, the need to transport a single child home or back to school, etc.

Safeguarding

Staff will ensure that any equipment, tools and activities are properly risk assessed and incorporate safe procedures including formal risk assessments for young people. Pupils will be taught the skills to develop their knowledge and awareness about keeping themselves and others safe. This will be differentiated by age and ability.

Risk Assessments

The school will ensure that risk assessment procedures are in place. These will include arrangements and requirements for generic, site-specific and on-going assessments. School staff should complete a standard City of Birmingham School risk assessment form prior to all educational visits.

Pre-Visits

It is good practice for visit leaders to carry out a pre-visit where and when possible. This will enable the visit leader to assess whether the visit will meet the aims of the lesson and will enhance the learning that is taking place within the school setting.

Volunteers / Paid Coaches

- The visit leader should check that outside agencies running courses are fully qualified to do so or are allowed to run activities under the supervision of a qualified teacher.
- The visit leader should check that appropriate volunteers / paid coaches hold relevant DBS checks and have completed appropriate training e.g. safeguarding. This information must be passed on to the EVC.
- Visit leaders should ensure that volunteers and paid coaches are aware of their roles and responsibilities.

Records

- The visit leader must write up any near misses or accidents in a record book collated by the EVC. A meeting with the EVC, the relevant phase Deputy Head and all staff involved in the visit should be held to learn from the incident

and this information should be shared as required with the relevant BCC officer as required.

- The EVC must check that all pupil medical forms are copied and available to be taken out on trips with the visit leader.

Communications

- Group leaders should provide full details of the visit beforehand (by letter) so that parents can consent or refuse consent on a fully informed basis. Consent forms should include date, time, place, cost, clothes/kit list, money, equipment required, travelling arrangements (for travelling to and returning from visit), contact information, and reason for visit.
- Arrangements for after hour emergencies should be specified where appropriate.
- Post visit communication should be sent where necessary.
- All accidents must be reported to the Local Authority and recorded in the accident book.

First Aid

- Each vehicle used to transport pupils must carry a First Aid Kit.
- Medical forms should have current information (updated regularly) and be taken on all visits.
- Medication arrangements must be agreed and detailed (safe keeping, who will administer, when and how much).

Supervision

- Ratio of staff: pupils will be determined by type of visit, risk assessments of pupils and adequate staff to provide back up and/ or return pupils to home or school as necessary. Safety is the priority. A mobile phone should be taken and used to inform school, parents, and staff, of changes to the plan. However staff should be aware that there might not be network coverage in all locations.
- Adequate supervision must be given at all times (the most risk occurs in free time and unstructured activities, especially as the activity is finishing.).
- All visit leaders and staff involved have a duty of care. Pupils should be spoken to regarding expectations of safe behaviour following instructions etc before visits.
- Refer to Behaviour Policy in the event of behaviour difficulties

Emergency Procedures

All emergency procedures must be in place in case of a major incident on an educational visit. All procedures must be discussed and reviewed by staff. Parents, pupils, and accompanying staff must understand these procedures. Contact numbers should include that of the parents/carers and at least two school contact numbers e.g. Headteacher/ Deputy or Assistant head of site. These staff should be contactable and available for the full duration of the visit. It is their responsibility to inform parents quickly about any incident. There should also be a contingency plan in place in the event of car breakdown or accident e.g. availability of backup staff.

Breakdowns

The minibuses are checked and serviced regularly; however should there be a breakdown the following procedure should be followed:

- Get your vehicle off the road if possible
- Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- Keep your sidelights on if it is dark or visibility is poor
- Do not stand (or let anyone else stand), between your vehicle and oncoming traffic
- At night or in poor visibility do not stand where you will prevent other road users seeing your lights
- Call the AA once in a safe place, using the details kept in the minibus
- Contact school to inform SMT of the situation:

Breakdown on a motorway

If the minibus breaks down or develops a problem, leave the motorway at the next exit or pull into a service area and call the AA. 1 If you cannot do so, you should:

- Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left
- Try to stop near an emergency telephone (situated at approximately one mile intervals along the hard shoulder)
- Leave the vehicle by the left-hand door and ensure your passengers do the same
- Do not attempt even simple repairs
- Ensure passengers keep away from the carriage way and hard shoulder
- Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) - the telephone is free of charge and connects directly with the police. Use these in preference to a mobile phone
- Give full details to the police. Make sure you have the schools and SMT's details with you in case they are requested
- Return and wait near your vehicle (well away from the carriage way and hard shoulder)

Accidents/Incidents

Step 1: Stop. You should always stop at the scene if you think that your accident/incident has caused:

- either injuries to people or domesticated animals
- damage to vehicles or roadside fixtures At the accident scene it is important that you do not admit liability as this could cause legal complications at a later date. Make sure you follow these guidelines
- Ask if the other driver and passengers are ok, but do not apologise
- Do not admit liability
- You are obliged by law to give any person affected by the incident your details . Do you need emergency services? Call 999 immediately if:
- Any of the people involved are in need of urgent medical attention (ask for an ambulance)
- The road is blocked or damaged (ask for the police)
- Someone leaves the scene without exchanging details (ask for the police)

Step 2: Are there any witnesses?

- Try and get the names, addresses and vehicle registrations of any witnesses

Step 3: Exchange details with other drivers

- Use your hazard warning lights to warn other drivers
- Ask drivers to switch off their engines (and stop smoking if applicable)
- Arrange for emergency services to be called immediately providing full details of the accident location and any casualties (on a motorway, use the emergency telephone which allows easy location by the emergency services. If you use a mobile phone first make sure you have identified your location using the marker posts on the side of the hard shoulder)
- Move uninjured people away from the vehicles to safety, on a motorway this should, if possible, be well away from the traffic, the hard shoulder and the central reservation
 - Do not move injured people from their vehicle unless they are in immediate danger from fire or explosion
 - Do not remove a motorcyclist's helmet unless it is essential to do so
 - Be prepared to give first aid if you are trained
 - Stay at the scene until emergency services arrive

This minibus belongs to:

Mayfield School

HML Campus

Wheeler Street

Lozells

Birmingham

B19 2EP

Phone Numbers:

School Landline - (0121) 523 7321

Sue Bainbridge (Headteacher) - 07950 774 371

Jo Cliffe (Deputy Head) - 07950 886 385

Gary Coffey (Deputy Head) - 07950 239 378

Insurance Company: **Zurich/Birmingham City Council**

Insurance Company Phone Number: **0844 571 0300**

Policy Number: **QLA-02G050-0013-59**