



Educational Visits and Safety in Outdoor Education Local and Distant Day Policy

School: Jigsaw Pupil Referral Unit

Date Approved by Management Committee: May 23

Chair: Mr D Hains

Headteacher: Ms E. Rothlisberger

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1. BACKGROUND INFORMATION

ANY activity organised to take place outside of the school boundary is considered an education visit.

With regards to educational visits, JIGSAW PRU will adopt and use the policy and guidelines issued by Sefton LEA:

“Policy and Guidance on Educational Visits and Safety in Outdoor Education” (October 2004).

The law often describes the responsibility (of teachers) as equivalent to the standard expected of a reasonable and careful parent. With educational visits a HIGHER LEVEL OF ORGANISATION AND PREPARATION WILL BE EXPECTED of a school group compared to a family group visiting the same venue.

At Jigsaw PRU the Education Visits Co-ordinator (EVC) is The Head teacher supported by the Health and Safety Officer.

For the benefit and safety of staff, pupils and helpers, it is most important that certain procedures are followed. This booklet has been put together with this in mind. Please read and follow the instructions / guidelines. Should you have any queries or suggestions regarding the organisation of a school visit feel free to discuss the matter with the EVC.

NOTE

Before any visit that involves the use of the school minibus group leaders, minibus drivers and accompanying staff must familiarise themselves with the

- Minibus Policy
- Sefton Drivers Standards
- RoSPA (Royal Society for the Prevention of Accidents) Minibus Safety- A Code of Practice.

Anyone driving the minibus must have filled in the

- Jigsaw PRU Drivers Registration Form and sign to say that they have read all of the relevant documents.
- They must also present their driving licence to the office for copying.
This will then be kept on file.

Before using the minibus on the day the driver must complete the Pre-Drive Safety Check.

For more information please see Jigsaw’s Minibus Policy and all other documentation mentioned above.

2. HOW TO ORGANISE A SCHOOL VISIT

- a) Visits that require authority approval (adventurous activities led by a member of our staff) must be sent via Evolve at least 4 weeks prior to departure date.
Visits that require approval from the Head teacher must be sent via Evolve well in advance of the visit taking place.
- b) Web address – www.seftonvisits.org.uk
Enter user name and password (available from EVC / office).
- change password / user name (if required)
 - add qualifications i.e. First Aid, BELA, mini-bus driver etc.
- c) complete the visit form (i.e. enter a visit) – when all sections are complete click on SUBMIT – the visit form will be sent to the EVC who will check all details and return to the Head teacher for approval. It will then be sent to the LA if required.
- Before approval is granted, the visit will remain in the yellow section (visits waiting for approval)
 - When approval is granted, the visit form should be in the green section (Approved Visits).
- d) Parental consent Form – must be completed for every pupil undertaking a residential or day visit. Please note that in the case of a LAC pupil the carers may require more time to get consent from the social worker involved.

ii) Letters – informing parents / pupils

On entry to Jigsaw PRU, parents/carers have agreed and signed for their pupil to undertake offsite visits to local area during school time (9:00am – 2:15pm) e.g. Library and local shops and premises. Therefore, it is not essential that parental consent be sought for every visit. However, a letter will be sent home to inform parents/carers that a visit is taking place.

Below is a content list that may form the basis of consent letters:

- date(s) of visit
- departure / return times
- location where pupils will be picked up / returned
- itinerary
- standards expected / code of conduct
- mode of travel (with contact details if necessary)
- venue contact details (tel. no. and / or address)
- supervision

Other points to consider:

- clothing / equipment list (should take / not take)
- provision for pupils with special requirements
- list of staff / group leader / helpers
- money to be taken (who will look after it)
- details of travel / coach company
- organisation of pupils / supervision

* Parents/Carers should sign a reply slip stating they give permission for their son / daughter to take part / understand how the visit is organised.

iii) What to take on a visit

- a) pupil list (available on SIMs on request from the office.)
- b) parental consent forms
- c) first aid kit (collect from office)
- d) medication (This must be held by the teacher in charge and kept in a sealed medication bag. You must ensure that pupils cannot access them. All administration paperwork must be completed on return.)
Inhalers if required should be accessible to the child at all times
- e) contact numbers:
Jigsaw PRU 0151 934 2485
LEA Emergency 0151 933 2855
Erika Rothlisberger (Head teacher) 07788804761
Chris Mathews (Deputy Head) 07917940912

Please note that not all visits require staff to complete a visit form on EVOLVE i.e. short/smaller visits to the local park, museum. However, staff will need to notify the SMT of any offsite visit and only proceed when it has been approved.

These visits may just require our paper based risk assessments to be given to Head/Deputy at least 1 week before the trip date.

3. ADDITIONAL INFORMATION

i. Safeguarding and Child Protection

What to do if a child discloses that they are being abused.

- Listen to the child and take it seriously
- Stay calm
- Reassure the child that they have done nothing wrong
- Tell the child they were right to tell
- Do not promise confidentiality
- Do not use leading questions – let the child tell their story
- Make a full record of what has been said / heard or seen as soon as possible (include time and date)
- Follow the Unit's Safeguarding Policy and Procedure
- Report to your designated teacher (Erika Rothlisberger or Chris Mathews or Sarah King) or failing this contact the Duty Officer, Social Services 0151 934 3737) at the earliest opportunity.

ii. Incident Form

Should an incident occur during a visit, the party leader should fill in an 'incident form' and return to the Head teacher if applicable.

iii. Emergency procedures

In the event of an emergency – any incident that involves serious injury or fatality or which is likely to attract media attention – contact the Head teacher, Deputy or failing that a member of the SLT or the LA. An incident report must be completed.

Communication with parents / guardians is best done directly (face to face) and not remotely. This is a less traumatic and more reassuring way of notifying the parents rather than the Group Leader trying to contact the parents / guardians from a remote situation. Do not allow pupils to initiate contact with the people involved.

iv Insurance

Jigsaw PRU has taken out an insurance package through Metropolitan Borough of Sefton. This package provides insurance cover for school trips, teachers and employees of Sefton involved in bonafide journeys, holidays etc. within UK or overseas work experience schemes (subject to advance notification).

If you (or parents / guardians) require specific details of the cover provided see office staff.

v **Role of group leader / helpers:**

A Group Leader must be appointed for each planned visit.

Group leaders are responsible for the safe planning and execution of visits and should:-

- have the experience, training and qualifications to control the group and lead the team of accompanying teachers and adults.
- be conversant with good practice in planned activities including those he/she will not be instructing.
- prepare and brief the pupils, their parents and accompanying teachers and adults.
- make a comprehensive risk assessment and management plan and present it to the EVC / headteacher
- have regard for the health and safety of the group (teachers /adults and pupils) at all times
- determine the level of first aid that may be required and to nominate a teacher or other adult to have that responsibility
- assess the initial and on-going suitability of the group in relation to the planned activities
- ensure that the visit operates in accordance with the school and LEA policies and guidance
- fill in Appendix 1 in case of an event that results in the School Emergency Protocol (In line with the Business Continuity Plan)

If you require any further guidance see the EVC or Head teacher

Group leaders should familiarise themselves with relevant information found in the guidance documents

- i. **HEALTH & SAFETY OF PUPILS ON EDUCATIONAL VISITS (HASPEV)**
- ii. **STANDARDS FOR LEA'S IN OVERSEEING EDUCATIONAL VISITS**
- iii. **(Part 1, 2 + 3)**

The Role of Other Teachers and Accompanying Adults

Teachers and adults accompanying any visit should be clear about their roles and responsibilities set out in this policy. All must do their best to ensure the health and safety of everyone in the group and follow the instructions of the Group leader.

Adults should be guided in their role by teachers and must not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.

Only adults known to teachers should be given pastoral responsibilities. Instructors or other staff working for contracted organisations can support teachers and adults in their pastoral duties but cannot assume a full pastoral role.

Appendix 1 – School Emergency Plan Proforma for Educational Visits

3.8 Roles and Responsibilities - Educational Visit Leader

Ref'	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> ▪ Contact details ▪ Consent forms (including medical and next-of-kin details) ▪ Maps ▪ Tickets ▪ Insurance policies ▪ Proof of identity ▪ Passports (if abroad). 	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref'	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> ▪ Records of expenditure ▪ Medical certificates / hospital admission forms ▪ Police incident number. 	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

Ref'	Educational Visit Leader - Recovery	Tick / sign / time
E25	Please refer to appendix 1 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	

