



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Health & Safety Policies

Outings and Visits Policy

Including Boarders and Early Years

Aims:

- To conform to the Curriculum aims of the school
- To extend the cultural, spiritual and social development of the pupils.

Planning - Consideration must be given to:

Effect on curriculum and time-tabling.

- Staff**
- Allocation for visit.
 - Cover Staff.
 - Trained minibus driver if using minibus (Compass)
 - All staff driving school or own car need to be tested (Compass)

Costing - one child per seat, regardless of age on coaches

Sufficient notification.

- Parental permission is given at the beginning of the year for day outings, but special permission needs to be sought for overnight/longer visits
- Medical permission: Given through the medical details form which is updated annually by parents at the beginning of the school year. These are sent by parent mail for completion unless requested as a hard copy and include permission for emergency medical treatment if parents cannot be contacted. Separate forms are required for overnight/longer visits
- Risk assessments prepared according to the type of visit taking place

Types of Visit: These fall into three main categories:

1. **Day visits:** There are many of these of varied types. Common visits would include:

- Farm visit – see farm visits safety code: Appendix 2
- Theatre visit – School uniform to be worn and adherence to safety principles included in bus travel and walking around town
- Field Trips – PE kit (joggers and sweat shirt. polo shirt and trainers to be worn). Safety considerations are paramount – no pupil may enter the sea/care must be taken to avoid water entering cuts or abrasions on a river trip etc
- History Trips- depending on the venue these may require uniform or P E kit. Care should be taken when visiting historic buildings with regard to safety
- Small groups – such as Theatre Groups, Confirmation Groups etc

NB Many Schools' venues produce their own risk assessment for visits and these should be requested before a visit if not provided, however an A4 risk assessment by member of staff in charge of trip still needs to be completed and handed in with the Outings Form

2. After School Trips including Boarders (See Appendix 3)

3. **Overnight/Short Stay:**

- Letters to parents with regard to proposed trip and arrangements, including financial implications
- Near to time for visit; health form and behaviour agreements sent to parents

4. **Visits abroad** – see separate policy

Child Protection

When visiting other organisations off site pupils will not be left alone without our staff unless assurance is obtained that appropriate child protection checks and procedures have been carried out.

Approval

Before firm bookings are made visits to be approved by Senior Management

Organisation -

- One person to assume overall responsibility.
- Leader ensures accompanying adults are responsible / qualified and experienced
- Fill in **OUTINGS FORM** - All sections (i.e. Hazardous Activities; D of E)

- **Confirm** approval.
- Give full information for Newsletter - Time, Cost, Uniform requirements, Eating Arrangements, Pocket Money, Special Equipment, Staffing, Emergency numbers
- Check Insurance Cover with the Office.
- Inform other Staff of pupils on the trip.
- Prepare pupils, including those with special and medical needs. Ensure that asthmatics have inhalers in school ready to take with them. Check medical details for those suffering from specific allergies, especially those requiring epi-pens.
- Arrange for learning support to accompany children with learning difficulties and/or disabilities so that they can participate as fully as possible in the enriched curriculum offered by an outside visit.

Outings Departure and Returns Procedure

Departure - From the Front Gate unless instructed otherwise

Return

- To the front gate for collection by parent / guardian / authorised person
- In the event of delay, children may wait, supervised, in the Boarding House.

Legal Requirements -

Little Pedlars (YR)	1:4
Lower School -	Legal minimum requirement
	1 teacher to 10 pupils.
	2 teachers to 20 pupils.
	3 adults to 25 pupils.

On individual class visits 3 adults must accompany each class.

Upper School -	1 teacher	: 10 pupils	-	Local visits
	2 adults (1 teacher)	: 25 pupils		
	3 adults (2 teachers)	: 30 pupils		

All Staff / Pupil ratios to be discussed with Senior Management and recorded on the Outings Form

The School is mindful of the DCSF guidance – Health and Safety of pupils on Educational Visits.

Volunteers -

- ⤴ Are not expected to have the same responsibility as teaching Staff
- ⤴ Must have a DBS check
- ⤴ Must not be placed in situations for which they are not prepared or qualified
- ⤴ Must be fully briefed on
 - *purpose of the visit
 - *conduct expected of pupils
 - *safety precautions.

Pupils Need -

- Prior information and preparation, including safety arrangements
- Clear guidelines for expected conduct
- To know times of arrival and departure, uniform requirements, eating arrangements, pocket money
- To be reminded of Boarding House Collection point (not the back gate after school hours)

Finance -

- Day visits paid for via Termly Contribution, except option groups in Y10 & 11
- Residential visits and Y10 & 11 Option Groups (non Termly Contribution) need clear financial breakdown

First Aid / Medical and Other Necessities -

- First Aid Kit
- Travel Sickness Kit – bowl, newspaper to sit on, water, (ginger powder)
- Rubbish bags
- School Mobile Telephones
- Money / Tickets etc
- Full class listing of pupils on trip, together with Health form and photographs
- Project materials and camera
- Risk Assessment form
- High vis vests and lollipop safety pole for town visits

Transport -

Coaches: The secretary orders coaches if these are required.

School Minibuses: Charges for the uses of these are based on charges as stated in the minibus policy, *See School Minibus Policy for detailed information.* Staff must be qualified to drive a minibus and have undertaken training

Use of Staff cars for pupil transport - Sufficient seat-belts and adequate insurance cover, also require training as per minibus with full report. Staff taking pupils in their own cars is not encouraged if there is another option available.

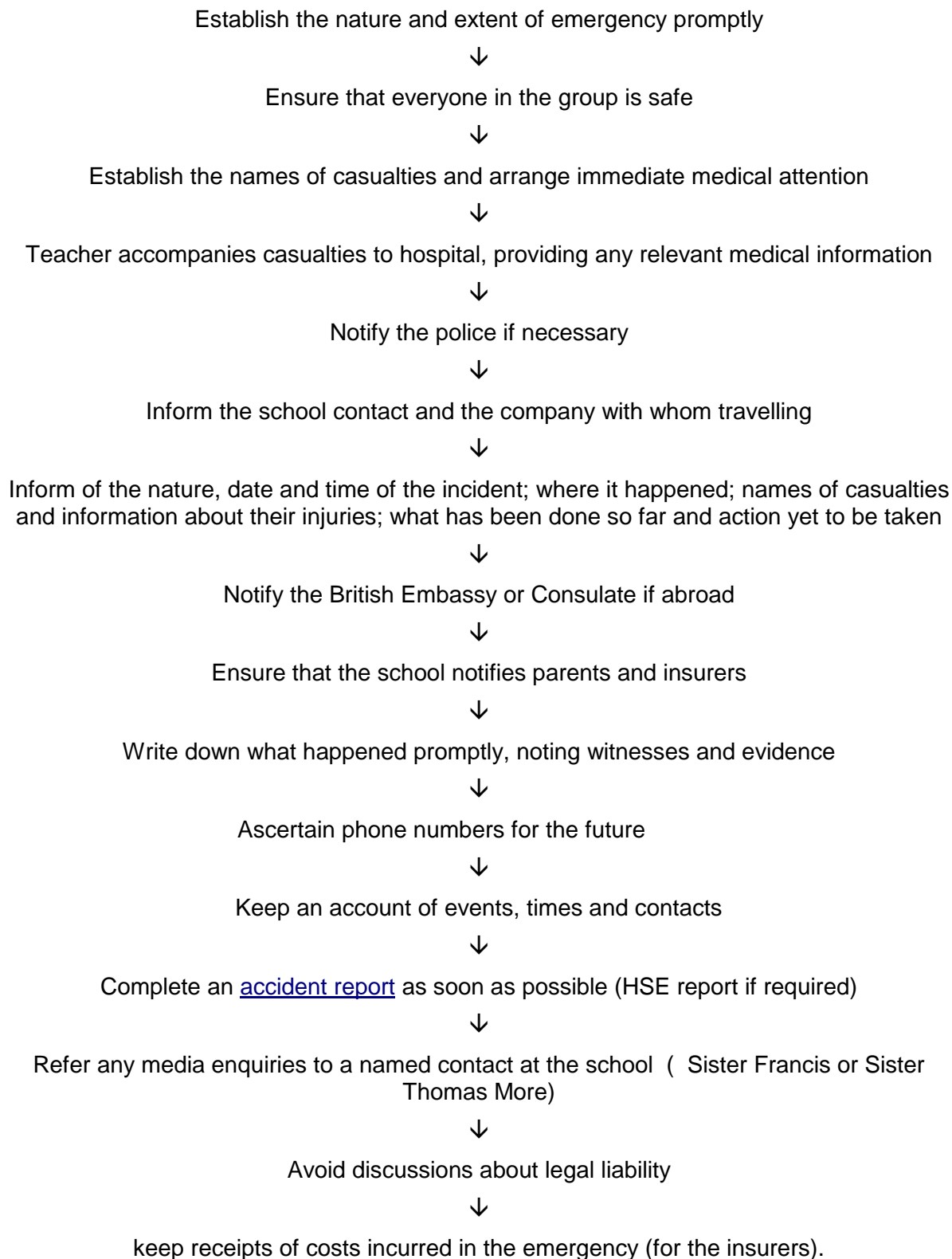
Long haul trips Quotations are obtained

Any visit which is planned must have an aim and set of objectives which need to be stated on the visits form.

These aims and objectives must conform to the curriculum aims of the school.

Emergency Procedures: Staff carry mobile phones with them (the school has eight, which are kept charged, in the school office). In the event of an accident or incident emergency procedures are as follows:

Flow Chart of Emergency Procedure



All information is in the inside cover of the Trips Folder (See also Appendix 4:)

Monitoring and Review:

Proposed 1996: March 2012: Feb 2016, Sr F; Next scheduled review Mar 2017
Borders section added Sept 2015

Staff Information: – Planning a Class Visit

Appendix 1

1. Select the venue and two possible dates
2. Please check the date(s) with the Headteacher or Deputies, also the School Diary; Complete the top part of the Outings / Visits Form
3. Make a firm booking and inform the Headteacher
4. Select helpers, ideally one adult per 8 / 10 children; or fewer for younger pupils 1 : 4
5. Ensure any accompanying parents are fully informed in respect of: What the visit entails; Whether they will have to walk any long distances or visit enclosed spaces.
6. Ask the School Secretary to book a coach or minibus and cost the trip. Ask her to put a note in the Newsletter informing parents of the trip and the cost
7. Inform the kitchen of the visit at least one week before departure and order the required number of packed lunches.
8. Consider a preliminary visit; this can be useful in order to locate toilets, picnic areas and areas to be avoided
9. A Risk Assessment must be completed and given to the Headteacher. Some venues will provide their own assessment if so requested, but these need to be simplified (A4 page only).
10. Speak to the pupils about expected behaviour, including what to do if they get lost / separated from the main group, talking to strangers, and any dangers.
11. Accompanying staff must support the Party Leader and not undertake any prior deviations from the programme whether alone or with others without the permission of the Headteacher and Party Leader. Children and their needs are the focus of all trips

Please collect all necessary trip forms from the School Office on the morning of the trip (or the day before if an early start)

Day of the Visit:

- ⤴ Ensure you have the cheque / cash for the entrance fee
- ⤴ Ensure you have the class lists and health forms
- ⤴ Take mobile phone, first aid kit and sick bucket
- ⤴ Please ensure that pupils know where to meet in the event of them becoming separated from the group
- ⤴ Make the pupils aware of any traffic and danger areas
- ⤴ In gift shops, remind pupils to be polite and limit the number of pupils in the shop at any one time
- ⤴ Obtain a receipt for the entrance charge
- ⤴ Please take a lot of photographs

After the visit:

1. Please return the class lists and health forms to the School Office
2. Give the receipts to the School Secretary
3. **Prepare a short article / presentation with pupils to go into the newsletter / on website**

1. Ensure that those leading the trip are familiar with the school guidelines on school trips
 2. Please check that the farm is well managed, has a good reputation for high standards and stock welfare and that the grounds and public areas are clean. The school must take a first aid kit. Farm animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff is essential.
 3. On the pre visit please check that the farm has suitable washing facilities, appropriately signposted, with running hot and cold water, soap and disposable towels or hot air hand dryer. Any drinking water taps should be clearly labelled.
 4. Ensure suitable precautions are in place with clear signs on restricted areas.
 5. Ensure that there is an adequate number of adults to supervise the pupils.
 6. Female visitors to farms should be warned that there is a possible risk of disease being transmitted to pregnant women during lambing time.
 7. Please prepare pupils for the trip by explaining the expected standards of behaviour and the importance of following any rules e.g. shutting gates.
 8. Wellington boots are ideal footwear, or a shoe that can easily be washed clean.
 9. No food should be eaten while on the visit, until the designated break.
 10. Visitors should be aware of the dangers posed by farm machinery and chemicals used on farms.
 11. If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths
 12. Before contact with animals, ensure cuts and grazes are covered with waterproof plasters. After contact with animals wash and dry hands thoroughly.
 13. Meal breaks should be taken away from areas where animals are kept. Water for drinking should be taken only from taps clearly labelled as drinking water.
 14. Ensure visitors do not consume unpasteurised produce, e.g. milk or cheese.
 15. Manure or slurry presents a particular risk of infection. If visitors do touch manure or slurry, they should thoroughly wash and dry their hands immediately.
- At the end of the visit:**
16. Ensure all visitors wash their hands thoroughly before departure.
 17. Ensure footwear is as free as possible from faecal material.

After School and Boarders Outings

Appendix 3

School rules apply to all outings, however short. For the safety of children, risk assessment and planning needs to be undertaken for all trips or journeys.

The Boarders may ask to be taken out in the evening with the person on duty and another member of staff if travelling by car. Pupils need to be supervised at all times.

The person on duty informs the Boarding House Mistress and / or the Headteacher and signs the group out

If generic risk assessments are not applicable, a risk assessment must be written.

The driver must have been tested via Compass Training for either the car or minibus.

Mobile phones need to be taken on the trip and the mobile number left in the signing out book.

If going to return later than expected the person in charge needs to ring to inform another member of staff in the Boarding House.

Day children on the trip need to take mobile phones to contact parents.

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment.
- Have regard for your own safety i.e. blood contact. Call the appropriate emergency services.
- Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- Arrange for one adult to remain at the site of the incident to liaise the emergency services until the incident is over and all children are accounted for.
- Contact the senior member of staff on call.
- Control access to telephones until the senior member of staff has contacted parents / others directly involved. Give full details of the incident including:
 - ⇒ nature, date, location and time of the incident
 - ⇒ details of injuries etc
 - ⇒ names and home telephone numbers of those involved
 - ⇒ action taken so far
 - ⇒ telephone numbers for future communication.
- Do not discuss matters with the media.
- The senior member of staff should contact the Head and establish who will take charge of the situation and decide what immediate action will be taken.
- The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
- Do not discuss legal liability.
- Ensure accident forms are completed as soon as possible.
- Inform parents of any delays that will be necessitated.