



Health and Safety on Educational Visits Policy

Agreed by Governors	June 2018
Chairman of Governing Board	Cees Uijlenhoed
Date adopted	June 2018
Policy previously reviewed	_____
Policy last reviewed	_____
Policy to be reviewed	June 2020

Table of Contents

1. Rationle	3
2. Purpose	3
3. Planning Educational Visits	3-5
3.1 Parental Consent	4
3.2 Risk Assessments	4
3.3 First Aid	5
3.4 Preparing Pupils	5
3.5 Preparing with Special Educational and Medicinal Needs	5
4. Types of Visits	6-7
4.1 Adventurous Activities	6
4.2 Residential Trips	6
4.3 Coastal Visits	6
4.4 Water Margin Activities	6-7
4.5 Farm Visits	7
5. Roles and Responsibilities	7-8
5.1 The Governing Body	7-8
6. For more information regarding Educational Visits	9

Health and Safety on Educational Visits Policy

The Netherlands International School wholly complies with the DfE's "Health and Safety of Pupils on Educational Visits".

Our aim is that all visits from school should be:

- i. Safe
- ii. Educational
- iii. Enjoyable

1. Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

2. Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

3. Planning Educational Visits

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils.

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The following guidelines support the planning and implementation of Educational Visits organised at the Netherlands International School.

- i. Parents – information and consent Parents should be given information about the purpose and details of the visit at least two weeks in advance.
- ii. Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would.
- iii. For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.

3.1 Parental Consent

Routine visits in the locality of the school are covered by the parental consent on the Admissions Form. The Netherlands International School will seek consent for all other visits. A parental consent form must be returned for each child in the group. If parents wish to withhold consent, they will be invited to meet with the Head of English Stream or the Principal to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Head of English Stream or Principal will need to consider whether the child may be taken on the visit or not.

3.2 Risk Assessments

A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through “Plan B” scenarios.

Risk Assessment forms and the Educational Visits Checklist are available from the Educational Visits Folder in the School Office.

The Risk Assessment should be discussed with and authorised by the Educational Visits Co-ordinator or Head of English stream or Principal. It should be signed by all of the adults attending the trip and in the Educational Visits Folder in the School Office.

3.3 First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

3.4 Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed.

Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Head of English Stream or Principal in advance to discuss concerns and agree what action is to be taken.

3.5 Preparing with Special Educational and Medical Needs

The school will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support such students whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

4. Types of Visits

4.1 Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the Governor on the School Board monitoring all safety issues must confirm that suitably qualified staff members will lead and instruct the activity before they agree that the visit can take place.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

4.2 Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Manager. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.

The Visit Leader should be an experienced, senior member of staff.

Residential trips must be approved by the Governing Body.

Approval will be arranged by the Health and Safety Manager.

4.3 Coastal Visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

4.4 Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream

or paddling in shallow water, then the guidance provided by Visit Leader will be complied to.

4.5 Farm Visits

The Netherlands International School recognises that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

5. Roles and Responsibilities

5.1 The Governing Body

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed annually.

The Governing Body will approve residential visits.

- i. Principal – Mr. Oskar Kraut
 - The Principal will ensure a suitable Educational Visits Co-ordinator is appointed.
 - The Principal will ensure suitable Visit Leaders are appointed.
 - The Head of English Stream or Principal (or Educational Visits Co-ordinator) will sign off the Risk Assessment.
- ii. Educational Visits Co-ordinator (EVC) – Mrs Pamela Brand
 - The Educational Visits Co-ordinator is a senior and experienced member of staff who is aware of and has read the “Requirements for Educational Visits 2008” document on line.
 - The EVC (or Principal) will sign off the Risk Assessment.

- The EVC will oversee arrangements for residential visits and advise where appropriate.

iii. Visit Leader

- There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Principal. This will usually be a Senior Teacher.
- The Visit Leader is responsible for ensuring a pre-visit is carried out and that a
- Risk Assessment is completed and approved by the Educational Visits Co-ordinator (or Principal) at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed.
- The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment.
- The Visit Leader is responsible for ensuring the NISL Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit.

iv. Other teachers and staff involved in a visit

- Teachers and staff on school-led visits act as employees of the NISL and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Principal and Governors if some of their time on the visit falls outside normal hours and is not pre-stipulated on the school calendar.

v. Parent Helpers

- Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they will sign the Risk Assessment and be given a written list of the children in their group. Those helpers who are not CRB checked or do not have a Nigerian Police Clearance check will not be alone with children and must be guided by school staff at all times.

6. For more information regarding Educational Visits, please see:

The Educational Visits folder which is kept in the School Office and contains :

- i.** The Educational Visits Policy
- ii.** Risk Assessment form
- iii.** Educational Visits Checklist
- iv.** The Netherlands International School procedures and guidance
- v.** "Requirements for Educational Visits 2008" document
- vi.** DfE's "Health and Safety of Pupils on Educational Visits"

---- End of Health and Safety on Educational Visits Policy NISL ---