



POLICIES/REGELVERK

Out of School Visit Policy

Reglement for turer utenfor skolens område

Prepared by: Head Teacher
Approved by: The Governors
Last updated: 19.06.2018
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An “Out of school visits” forms should be completed by the teacher in charge of each visit and passed on to the Head teacher. Some parts of the form are not relevant to every out-of-school visit. The online form contains enough information to allow the out-of-school visits coordinator (the Headteacher) to coordinate action should any problem or emergency arise. Out of school visits are covered by the School’s Insurance Policy.

The filled out “Out of school visits” forms for trips that are taking place are kept in the Headteacher’s office.

DfE’s “*The Health and Safety: advice on legal duties and powers*” document of February 2014 states that the amended Independent School Standards Regulations of 2010, which came into effect January 2013, no longer require proprietors to have regard to specific guidance. In conjunction with the above DfE’s document, it is advised that schools also read (and relate to) the policy statement from HSE: “*School trips and outdoor learning activities: Tackling the health and safety myths*”.

The school follows these guidelines about Out-of-schools visits (from an earlier DfE document: “The Health and Safety of Pupils on Visits”)

- The school trips co-ordinator (The Head Teacher) is responsible for assessing the competence of staff to lead school trips.
- An ‘Out of school visits’ form should be completed and approved by the Head teacher before the visit takes place.
- The group leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.
- A staff visit should be made ahead if possible.
- All staff involved in a trip must meet to liaise before the trip
- The person responsible for a trip using tube or train is responsible to inform parents of the route
- Any group on outside school trips or visits is to have a minimum of two adults accompanying them. The correct child/ adult ratio is



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followed; 1 adult for 8 to 10 pupils (1st – 4th class) 1 adult for 10 to 15 pupils (5th – 10th class) For some visits with mixed pupils a teacher from each sex is required.

- All adults wear hi-visibility vests.
- There is always one adult who walks in front of the group and one adult who walks as the last of the group
- On trips in an area with traffic and crossing roads, the group travels with sufficient adults
- The adult in front is responsible for not walking too fast. He/She should frequently look back to make sure that the rest of the group is able to follow
- The adult walking at the back of the group is responsible for keeping the group together
- A deputy group leader should be appointed.
- A person appointed to be in charge of First Aid arrangements.
- A First Aid Kit is carried, together with a list of emergency telephone numbers.
- All staff members, including adult helpers, should fully understand their roles.
- All pupils must wear a wristband with the school's telephone number and the Head teacher's mobile number.
- Adult helpers should be approved by the Head teacher and should not be left alone with pupils wherever possible.
- Regular head counts must take place, especially before leaving the venue.
- Parents should be advised by letter of any trip, and parental consent must be sought for each child.
- Any activity involving water that we undertake will always be lead by a qualified instructor with relevant life-saving award.
- The School will only book coaches with three point seat belts.
- In the event of coaches turning up at school and having only two point seat belts, parents who have restricted their child/children only to travel on buses with three point seat belts will be contacted so they can provide an alternative transport method. If contacting the parents is unsuccessful, the school will provide alternative lessons for the child/children. The planned trip will proceed for all the other pupils, because the use of two point seat belts are still within the statutory requirements.
- When hiring coaches there may be situations where the coaches are used elsewhere between the drop off and pick up of pupils. The pupils are therefore asked to keep the number of bulky possessions at a minimum.

No school trip is risk free. Risk assessment must be a part of the planning and involves identifying the hazards and taking steps accordingly.

The Norwegian School in London, 28 Arterberry Road, Wimbledon SW20 8AH, England

www.norwegianschool.org.uk
mail@norwegianschool.org.uk

Tel. 00 44 (0)20 8947 6617



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The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the group leader put the safety measure in place?
- What steps will be taken in an emergency?
- Out of school form

Factors include:

- the venue/ location
- the activity being matched to the group.
- the quality and suitability of the equipment
- travel arrangements
- experience and suitability of staff
- special education or medical needs of pupils
- staff/ pupils ratios
- emergency procedures

Preparing pupils

The Form Teacher is responsible for giving the pupils information regarding trips unless other arrangements have been made.

Pupils should be aware:

- the aims and objectives of the visit
- what standard of behaviour that are expected from the pupils
- codes of conduct when travelling as a group
- who is responsible for the group
- rendez-vous procedures
- what to do if separated from the group
- emergency procedures

Travelling by tube or train:

- Before entering the tube or train and once off the train, the whole group gathers against the wall appointed by their teacher/group leader and pupils are counted
- No pupil or group enters a tube or train before the adult in charge of the trip has given the order



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Large groups travelling

- The group is divided into smaller groups with a designated adult responsible
- When crossing roads with traffic, one of the adults walking in the middle stops pupils from crossing when the light turns red

Emergency procedures

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities of the group leader are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform the emergency services and everyone who needs to know of the incident

Emergency procedures framework for the group leader

Those involved in the school trip, including the supervisors, pupils and parents, should know who will take charge in an emergency, the named back-up cover and what they are expected to do in an emergency. In an emergency these factors should be considered:

- the nature and extent of the emergency
- ensure that the group is safe and looked after
- get immediate medical attention where necessary
- ensure that a teacher accompanies the casualty to hospital and the rest of the group is adequately supervised
- notify the police if necessary
- inform the school contact, who should be accessible at all times of the school visit
- keep a written log of events
- complete an accident form as soon as possible
- no one in the group should speak to the media. Names of those involved in the incident should not be given to the media and media enquires should be referred to a designated media contact in the home area
- no one in the group should discuss legal liability with other parties



Emergency procedures framework for the school base

The school should also arrange for a second contact base as a reserve (e.g. the Embassy). The main factors for the school contact to consider are:

- Contacting parents. Parents should be kept as well informed as possible at all stages of the emergency.
- Liaise with Board of Governors.
- Liaise with the media.

Getting lost travelling by tube or train

Pupils separated from the group

- If left behind: Stand by the nearest wall, wait for a teacher to come back for you. Talk only to uniformed staff.
- If leaving the group behind: Get off the next station. Stand by the nearest wall, wait for a teacher to come. Talk only to uniformed staff.

First Aid

The minimum first-aid provision for a visit is:

- Form teacher is responsible to inform the teacher responsible for the trip about pupils who need medicines
- 1 pair of scissors
- 1 pair of tweezers
- 2 pairs of disposable gloves
- 1 mouth to mouth cover
- 2 safety pins
- 1 emergency foil blanket
- 2 sterile washes
- 3 first aid dressings in different sizes
- 1 triangular bandage
- 1 surgical tape
- 3 adhesive dressings in different sizes
- 5 cleansing wipes
- 1 ice pack
- 2 blister plasters
- 1 first aid guidance leaflet
- 1 first aid content list
- 1 emergency number list
- Up to date medical information for all students
- Band-Aids in abundance
- First Aid Kit is to be put back in place after every visit
- The school's DSL checks and if needed refills the First Aid Kit
- If important content in the First Aid Kit is used, the adult who has used it is responsible to notify the DSL