



HMS/4.02

POLICIES/REGELVERK

Out of School Visit Policy

Reglement for turer utenfor skolens område

Prepared by: Head Teacher
Approved by: The Governors
Last updated: 01.11.2024
To be reviewed: 01.01.2026

This policy is based on the DfE's "*The Health and Safety Responsibilities and duties for schools*" (5th April 2022). 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 policy should also be read in conjunction with school's own Critical Incident Policy.

The school follows these guidelines and routines when on "out of school visits" take place:

- The Head Teacher is responsible for assessing the competence of staff to lead school trips.
- Out of school visits are covered by the School's Insurance Policy.
- An 'Out of school visits' form should be completed and approved by the Head Teacher before the visit takes place. The form is kept in the Head Teachers office.
- The form should contain enough information to allow the Head Teacher to coordinate action should any problem or emergency arise.
- 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 of time if possible.
- All staff involved in a trip must meet to liaise before the trip.
- Parents must be informed of any trip and transport arrangements, and parental consent must be obtained for each child.
- Any group on outside school trips or visits must have a minimum of two adults accompanying them. The correct child/ adult ratio is as follows; 1 adult for 8 to 10 pupils (Y1-4) 1 adult for 10 to 15 pupils (Y5-10) For some visits with mixed pupils a teacher from each sex is required.
- All adults should wear hi-visibility vests.
- There is always one adult who walks in front of the group and one adult walks at the back of the group
- A deputy group leader and a First Aider should be appointed.



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- A First Aid Kit is carried, together with a list of emergency telephone numbers and parents contact details. The appointed First Aider(s) on a trip is responsible for checking that the kit contains the required items, as described in the First Aid Policy.
- 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 must be DBS checked if ever left alone with pupil(s).
- Regular head counts must take place.
- Any activity involving water must be led by a qualified instructor with relevant life-saving certification.
- 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 mode of transportation. 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.

Risk assessment must be a part of the planning and involves identifying risks and mitigating risks.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are already in place?
- What additional safety measures can be put in place to mitigate risks to an acceptable level?
- Can the group leader put the safety measure in place?
- What steps will be taken in an emergency?
- The risk assessment for venue visited
- Safety measures in society in general, for instance Covid.

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 educational or medical needs of pupils
- staff/pupil ratio



- 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 of:

- the aims and objectives of the visit
- code of conduct/standard of behaviour that is expected of them
- who is the designated responsible adult for them/group
- not entering or leaving transport before an adult
- rendez-vous procedures if separated from the group: *If left behind*: Stand by the nearest wall, wait for a teacher to come back for you. Only speak to uniformed staff. *If leaving the group behind i.e on a train*: Get off at the next station. Stand by the nearest wall, wait for a teacher to come. Only speak to uniformed staff.
- emergency procedures

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:

1. Assess the situation
2. Safeguard the uninjured members of the group
3. Attend to the casualty
4. Inform the emergency services and everyone who needs to know of the incident

Emergency procedures framework for the group leader

The group leader will take charge in an emergency. In an emergency these factors should be considered by the group leader and all accompanying staff:

- 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



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- inform the Head Teacher, who should be accessible at all times of the school visit
- complete an accident form and a written log of events as soon as possible
- no one in the group should speak to the media. Media enquiries should be referred to the Head Teacher/Chair of Governors.
- no one in the group should discuss legal liability on behalf of the school with other parties