



**EDUCATIONAL VISITS POLICY**

This Policy was updated in June 2017.

The Policy will be reviewed and updated every three years.

Trustee with Responsibility: Jane Randle, Compliance Team

The Treehouse School

# **The Treehouse School**

## Nature, nurture and nourishment

### **Rational**

The Treehouse School is committed to broadening and enriching every child's educational experience through a wide range of out-of-school activities which will include visits to museums, trips to the countryside and participation in a range of challenging and adventurous activities. This policy is written with reference to the Department for Education's guidance: Health and Safety of Pupils on Educational Visits.

### **Principles**

- Education outside of the classroom helps to bring the curriculum to life – it provides a greater depth of learning and increases self-confidence. It also helps children to understand and manage the risks that are a normal part of life, so preparing them for the future.
- Children will experience a wide range of learning experiences and opportunities; our health and safety measures and guidelines (see appendix 1) will help them to do this safely, not stop them.
- Common sense will be used when assessing and managing the risks of any activity. Health and safety procedures will always be proportionate to the risks of an activity.
- Staff will take care of children in the same way that a prudent parent would.
- Staff will receive the training they need to enable them to keep themselves and the children in their care safe from the head teacher.

### **Responsibilities**

Although the Trustees retain overall responsibility for the health and safety of the children at The Treehouse, they have delegated the day-to-day management of this area of the school's work to the senior staff. All educational visits will be led by a competent adult/group leader following the guidelines as set out in appendix one and, where appropriate, be based on the outcome of suitable and sufficient risk assessments.

### **Parental Consent**

Parents are required to complete a consent form when their child enrolls at The Treehouse (see appendix 1). This covers their child's participation in a range of activities **throughout** their time at the school. These include adventure activities, off-site sporting fixtures outside the school day and residential visits. Parents will be told in advance of each activity and will be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

Additional written consent from parents is not required for children to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be informed of the whereabouts of their child at all times and of any extra safety measures required. Additional written parental consent will usually only be requested for activities that need a higher level of risk management or those that take place outside school hours.

### **Use of Transport**

In line with the school's philosophy, wherever possible sustainable travel (walking, cycling, public transport) will be used on educational visits. Minibuses or coaches may be used if other methods of travel are not appropriate (see appendix 3).

### **Emergency procedures**

In the event of an incident resulting in harm to any child, staff member or volunteer, the group leader will:

- Contact the next of kin or parents of those affected;

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- For incidents of an extremely serious nature (i.e. involves a disabling or life threatening accident or fatality) the group leader will also contact the Head of Safeguarding at Oxfordshire County Council. The specified Officer is Barry Armstrong 01865 815956.

## Appendix 1

### **GUIDELINES FOR EDUCATIONAL VISITS AT THE TREEHOUSE SCHOOL**

#### **Before a visit, the group leader will:**

- ensure that the visit is carefully planned with an exploratory visit and completed risk assessment if appropriate;
- provide children/parents/guardians with details about the nature, purpose and location of the visit;
- ensure that there is suitable provision for first aid;
- secure an appropriate number of adults to accompany the children (1:5) with DBS checks for any adult who assumes sole responsibility for children care during a visit;
- assemble up to date information including emergency contact phone numbers for all children and information about any dietary or medical requirements.

#### **During a visit, the group leader will:**

- take overall responsibility for all participants at all times;
- ensure that the visit is as safe as practicable, curtailing the visit or stopping the activity if the risk to the health and safety of any participant reaches an unacceptable level;
- ensure that all participants are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks;
- ensure accompanying adults undertake the roles and tasks given to them.

#### **After the visit the group Leader will:**

- evaluate the visit with the children if appropriate, considering the educational content, practical management and safety of all participants, noting any significant factors that will inform the planning of future visits.
- record in writing any incidents (concerning a child's physical safety in particular) and the outcomes of any further investigations that may have been undertaken.

**Appendix 2**

**CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the school day or in holidays or at a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day,

The school will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**MEDICAL INFORMATION**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

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**Signed**.....

**Date**.....

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**Appendix 3**

**Guidelines for Minibus Drivers**

School staff can drive a minibus without any special licence, as long as the Trustees agree and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but has held it for at least two years - and
- is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver) AND
- the minibus weighs no more than 3.5 tonnes and is not used for hire or reward.



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