



Rush Common School Professional Practice Documents for Health & Safety on Educational Visits

- 1) Rush Common School believes that outdoor educational and offsite activities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.
 - 2) All visits must have an identifiable educational benefit for the participants and must be led by a competent Group Leader and accompanying adults.
 - 3) All those involved in the organisation and running of educational visits will comply with National and Rush Common guidelines on the health and safety of participants on educational visits.
 - 4) The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders to ensure that such risk assessments are carried out as part of the planning process.
 - 5) It is the responsibility of all staff to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.
- 6) Rush Common School will:**
- Appoint a training Educational Visits Co-ordinator who will ensure that educational visits follow National and establishment guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.
 - Develop and implement procedures to monitor all educational visits.
 - Develop and implement an approval system for Category A and B visits, whilst informing the police of visits abroad,
 - Develop and implement a procedure for dealing with emergency situations, including having a named home-base contact for each visit and a home based emergency plan.
 - Develop and implement a procedure for the investigation of and reporting on accidents, incidents and near misses.
- 7) During the planning a visit the of Group Leader will ensure that:**
- the visit is planned and risk assessed, including an exploratory visit whenever it is possible.

- the visit complies with National and Rush Common guidelines.
- parents/guardians are made fully aware of the nature, purpose the detail of a visit and that permission including all relevant information is obtained for any off site activity.
- appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities.
- provision is made for any incident, including first aid and a procedure to follow in the event of an emergency or other serious incident.
- all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.
- all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure those adults understand their role.

8) During a visit the Group Leader will:

- Ensure that the visit is as safe as practicable.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.

9) During a visit accompanying adults will:

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

10) During a visit all participants will:

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.

11) After the visit the Group Leader will:

- Ensure that the visit is reviewed and a report is made to the headteacher indicating the extent to which the intended educational benefits were achieved. The receipt will include the result of all investigations into particular incidents as necessary.

- Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits and activities.

12) Disability Discrimination Statement

It is unlawful to discriminate against disabled pupils. A person is considered disabled if they have a mental or physical impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

A school discriminates if:

- It treats a disabled pupil or prospective pupil less favourably than another for a reason related to their disability and without justification.
- It fails, without justification to make reasonable adjustments which require the school to think ahead, anticipate the barriers disabled pupils may face and remove them before a disabled pupil is placed at a substantial disadvantage.

13) Review of this PPD

The Senior Leadership Team reviews the policy every 3 years. It may however review the PPD earlier, if required.

Approved by the Senior Leadership Team meeting on 8th July 2014

Signed.....

Headteacher

Review Date: July 2017