**EDUCATIONAL VISITS/ OUT OF SCHOOL activities POLICY AND GUIDELINES**

**PLANNING THE VISIT/ OUT OF SCHOOL ACTIVITY (osa)**

*The Prophet (peace be upon him) is reported to have said: "Whoever wakes up safely in his home and is healthy in his body and has provisions for his day, would have acquired all the worldly possessions he is in need of." (Al-Tirmidhi)*

*Of Prophet's Ibrahim's prayer for the people of Makkah:* ***{O my Sustainer! Make this a land secure, and grant its people fruitful sustenance.} (Al-Baqarah 2: 126)***

*God says in the Quran what means:* ***{O you who have attained to faith! Partake of the good things which We have provided for you as sustenance, and render thanks unto God, if it is [truly] Him that you worship.} (Al-Baqarah 2: 172)***

**What is an Out of School Activity (OSA)?**

**An OSA is any type of excursion out of school during or after school which would normally not be categorised as an educational trip. e.g accompanying pupils to a shop to purchase materials for a specific task, taking pupils to a restaurant as a treat.**

**What is needed for planning a trip/ out of school activity:**

**Discussion in the department/ committee about the aims and objectives of the trip/ activity (if applicable).**

**Go through the Health and Safety Issues; decide on the Pupil to Staff Supervision Ratio**

**Suggested 1:15. However for theme parks 1:10. Trips abroad 1:8**

**Do a Risk Assessment – see attached sheet APPENDIX 1**

**OSA - It is not expected that all sections in an OSA form will apply in the same manner as for an educational trip. However forms for an OSA should be completed as fully as possible where applicable and ‘N/A’ must be marked in all other sections.**

**Decide who is going to organise the trip/ activity**

This includes the venue, coach, seeking permission of the Head Teacher, informing the cover co-ordinator and the members of staff/parents who you want to accompany you. Finding out if there is a facility for prayer.

Sending Health and Safety form to the venue and seeking approval and parental consent.

Seek permission from the Head Teacher – At least 10 working days before trip. Visits aboard or those that will carry a higher risk must be authorised by the Trust Health and Safety Committee.

See attached sheet **APPENDIX 2**

**Health and Safety information from venue**

See attached sheet. You may wish to visit the venue beforehand, but this visit should take place in your own time.

**APPENDIX 3**

The organiser may wish to send home a letter to parents containing information about the venue and the expected behaviour of their daughters. This is a recommended for trips/ activities like theme parks when poor behaviour might result in accidents.

On certain trips i.e. adventure trips or those abroad, you might also advise parents for the need of extra insurance cover.

On the day of the trip, the organiser should brief pupils on expected behaviour and any Health and Safety Issues.

All serious accidents should be reported as soon as possible to the Head teacher who contact the relevant Trust Convenor and parents as soon as possible.

EDUCATIONAL VISITS POLICY AND GUIDELINES

# PLANNING THE VISIT

**What is needed for planning a trip:**

**Discussion in the department/committee about the aims and objectives of the trip.**

**Go through the Health and Safety Issues; decide on the Pupil to Staff Supervision Ratio**

**Suggested 1:15. However for theme parks 1:10. Trips abroad 1:8**

**Do a Risk Assessment – see attached sheet APPENDIX 1**

## Decide who is going to organise the trip

This includes the venue, coach, seeking permission of the Head Teacher, informing the cover co-ordinator and the members of staff/parents who you want to accompany you. Finding out if there is a facility for prayer.

Sending Health and Safety form to the venue and seeking approval and parental consent.

Seek permission from the Head Teacher – At least 10 working days before trip. Visits aboard or those that will carry a higher risk must be authorised by the Trust Health and Safety Committee.

See attached sheet **APPENDIX 2**

## Health and Safety information from venue

See attached sheet. You may wish to visit the venue beforehand, but this visit should take place in your own time.

**APPENDIX 3**

The organiser may wish to send home a letter to parents containing information about the venue and the expected behaviour of their sons. This is a recommended for trips like theme parks when poor behaviour might result in accidents.

On certain trips i.e. adventure trips or those abroad, you might also advise parents for the need of extra insurance cover.

On the day of the trip, the organiser should brief pupils on expected behaviour and any Health and Safety Issues.

All serious accidents should be reported as soon as possible to the Head teacher who contact the relevant Trust Convenor and parents as soon as possible.

EDUCATIONAL VISITS POLICY AND GUIDELINES

**RISK ASSESSMENT APPENDIX 1**

**STEPS TO BE TAKEN WHEN ASSESSING RISKS**

|  |
| --- |
| 1 PLACE TO BE VISITED e.g. Paris Potential hazards:  \*walking in the city streets \*travelling by ferry  \*loss of passport \*unsuitable hotel |
| 2 **LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE SIGNIFICANT HAZARDS TO YOU IDENTIFIED**:  \*pupils \*non-teaching staff  \*students \*teachers  \*group leader |
| 3 **LIST EXISTING CONTROLS OR NOTE WHERE INFORMATION MAY BE FOUND:**  \*ensure sufficient supervision \*know details of the consulate  \*clear guidance to pupils \*exploratory visit |
| 1. **HOW WILL YOU COPE WITH THE HAZARDS WHICH ARE NOT CURRENTLY OF FULLY CONTROLLED UNDER (3)?**   List the hazards and the measures taken to control them. |
| **5 CONTINUAL MONITORING OF HAZARDS THROUGHOUT THE VISIT:**  Adapt plans and then assess risks as necessary |

# RISK ASSESSMENT ACTION PLANS ARE ON THE STAFF COMMON IN THE HEALTH & SAFETY FOLDER UNDER PLANNING FOR TRIPS

CHECK LIST

DEPARTMENT/COMMITTEE APPROVAL? YES/NO

ORGANISER APPOINTED? YES/NO

VENUE AVAILABLE? YES/NO

DOES THE VENUE HAVE A PRAYER AREA? YES/NO

COACHES AVAILABLE? YES/NO

DATE AVAILABLE? YES/NO

IS COVER AVAILABLE? YES/NO

HAS A PRE-VISIT BEEN ARRANGED? YES/NO

HAS A RISK ASSESSMENT BEEN CARRIED OUT? YES/NO

APPENDIX 1

HAS THE HEALTH AND SAFETY LETTER BEEN SENT TO THE

VENUE? – APPENDIX 3 YES/NO

DO YOU NEED TO TAKE A FIRST AID KIT OR MEDICATION? YES/NO

HAVE YOU GIVEN THE HEADTEACHER THE CONSENT FORM

FOR APPROVAL? – APPENDIX 2 YES/NO

HAVE YOU SENT OUT A LETTER INFORMATION PARENTS AND

REQUIRING CONSENT AND COST? YES/NO

IS EXTRA INSURANCE NEEDED? YES/NO

HAVE PARENTS BEEN ASKED TO SIGN A LETTER ABOUT

PUPIL BEHAVIOUR? YES/NO

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PLACE | DATE OF TRIP | | NAME OF ORGANISER | | DEPARTMENT |
| SCHOOL YEAR TO BE TAKEN | | NO OF PUPILS TO BE TAKEN | | NO OF TEACHERS REQUIRED | |
| NAME OF STAFF | |
| AIMS AND OBJECTIVE OF THE TRIP | | | | COVER AVAILABLE YES□ NO □  SIGNATURE OF CO-ORDINATOR | |
| ANY AREA OF CONCERN  (ie LIST THE NAMES OF PUPIL WITH MEDICAL NEEDS AND PRINT OUT THEIR RISK ASSESSMENT TO GIVE TO STAFF RESPONSIBLE FOR PUPIL ON THE TRIP) | | | | | |
| NAMES AND NUMBERS OF ADULTS (PARENTS/NON TEACHING STAFF) TO ACCOMPANY   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_List 99 / CRB Checks Yes / No * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_List 99 / CRB Checks Yes / No | | | | | |
| APPROVAL OF HEAD TEACHER:Approved Not Approved DATE \_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| REASONS FOR REFUSAL | | | | | |
| PLEASE ATTACH   1. TRIP RISK ASSESSMENT 2. RELEVANT PUPIL RISK ASSESSMENT 3. RELEVANT VENUE RISK ASSESSMENT IF AVAILABLE | | | | | |

**RISK ASSESSMENT FOR** DATE OF ASSESSMENT

**NAME OF ASSESSOR**

|  |  |  |  |
| --- | --- | --- | --- |
| AREA OF RISK | LEVEL OF RISK  High, medium, low | CONTROL MEASURES IN PLACE | ADDITIONAL CONTROL MEASURES |
| Journey on Coach | LOW | * Take plastic bags in case of travel sickness. Advise pupils who are travel sick to take appropriate medicine. * Coach hired from reputable firm. Pupils checked on entry to coach. Pupils reminded about wearing a seat belt. | * .Pupils medical conditions requested on letter * Designated first aider on the trip |
|  |  |  | * . |
| Visiting A VENUE | LOW | * Check to see if they have their own risk assessments. * Advise pupils to follow all safety instructions issued by staff or members of the organisation being visited. * We advise pupils of nearest fire exits * Pupils advised to wear suitable footwear |  |
| Pupils in shops | LOW | * Pupils asked to go into shops only when in the presence of a teacher. * To follow any instructions given by sales staff in the shops |  |
| Pupils with MEDICAL CONDITIONS | LOW | * Pupils identified * Pupils reminded to take inhalers | * STAFF RESPONSIBLE FOR PUPIL MUST HAVE A COPY OF THE RISK ASSESSMENT |

ASSESSMENT AND ACTION PLAN PREPARED BY

Checked & approved by Health and safety Co ordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONSENT OF HEAD TEACHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_