



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LoK Health and Safety on Educational Visits Policy

February 15

2021

Revised by S. Ahmed

		Next Review Date	30/11/2023
Approved By	Position	Date	Sign
Shakil Ahmed	Headteacher	18/02/2021	
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1. Vision Statement

We believe that outdoor educational and offsite activities have a positive impact on raising standards, being a valuable and important part of the learning process.

2. Policy

All visits must have an identifiable educational benefit for the participants and must be led by a competent Group leader and accompanying adults.

All those involved in the organisation and running of educational visits will comply with national and the school's guidelines on the health and safety of participants on educational visits. The Management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process and approved by the Head Teacher or Assistant Head.

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.

3. Practice

The Headteacher must consider his or staff training needs with respect to Educational Visits.

Ensure that educational visits follow National, LA and schools guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit. A Group Leader will be nominated to lead each educational visit.

During the planning of a visit the Group Leader will:-

- Ensure that the visit is planned and comprehensively risk assessed. An exploratory visit should be made for visits abroad or a residential visit or an outdoor activity such as trekking in a location that is not familiar to the Group Leader. In other cases, exploratory visits should be undertaken whenever possible. Risk Assessment should be approved by the Head Teacher or Assistant/Deputy Head.
- The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Head teacher must approve the risk assessment and where there is any doubt the Headteacher should take advice from the governing body.
- Also, written/documentary assurance of risk assessment and appropriate measures should be obtained from providers such as tour operators etc.
- Ensure that the visit complies with National, LA and school guidelines.
- Ensure that parents/guardians are made fully aware of the nature, purpose and detail of a visit, including details of any financial contributions/charge, and that permission including all relevant information is obtained for any off site activity. Such detail should be provided to parents well in advance of the proposed visit.
- Ensure that appropriate enquiries are made of any establishment or company being

used for residential or outdoor adventurous activities.

- Ensure that provision is made for any incident, including first aid and a procedure to follow in the event of an emergency or other serious incident.
- Ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.
- Ensure that 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.
- Relevant details of pupils with medical/specials needs/disability should be obtained and catered for.
- Pupils should be made aware of relevant details of the visit and of key safety and behavioural issues.

Immediately prior to the visit:-

- Pupils should be reminded of relevant safety measures required on the visit and of key safety and behavioural expectation from them.

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 on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.

Regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.

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.

During a visit all participants will:-

- Ensure they cooperate 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.

After the visit the Group Leader will:-

- Ensure that the visit is reviewed and a report is made to the Head 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 colleagues for consideration in the planning of future educational visits and activities.