

TRAVEL AND SUPERVISION POLICY

Introduction

All offsite visits and activities that are organised and undertaken by Rainbow Horses are regarded as “educational visits”. Whenever pupils leave Rainbow Horses site under the direct supervision of staff, they are undertaking an educational visit.

Aims and Objectives

Rainbow Horses aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. Rainbow Horses’ senior learning facilitator and directors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by Rainbow Horses

Rainbow Horses offers a wide range of educational visits, including:

- shopping
- horse riding
- art galleries
- trips to the vet

Compliance

Rainbow Horses’ policy is to comply with the LA’s Educational Visit Code of Practice and Safety Guidelines. Rainbow Horses’s Educational Visits policy should also be read in conjunction with the other relevant policy documents, such as the following:

- safeguarding
- off site policy

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

Responsibilities

The External Visits Co-ordinator oversees the planning and organisation of Rainbow Horses’ visits, and provides advice and guidance to staff, including recommendations regarding the approval of visits. The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of high risk visits is **Sue Coombes**

The Governing Body representative for educational visits is encouraged to take advantage of specific governor training provided by the LA.

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- Rainbow Horses EVC
- the LA Educational Visits and Outdoor Learning Consultant

– other experts with specialist/local knowledge (e.g. National Park ranger)

Monitoring

To assure quality of standards on educational visits...

• **Rainbow Horses's EVC will accompany at least one visit per year to monitor practice, and to assist with the review of policies and procedures**

The following should be read in conjunction with the corresponding chapters in the LA Educational Visits Guidelines, and provide additional information and policy statements that are specific to Rainbow Horses:

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following

procedures: • **In addition, the Directors should be informed of visits that have taken place**

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the insurance.

3. Selection of young people

Every effort is made to ensure that sjourneys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.

Rainbow Horses has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately.

Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)

4 Staffing selection and supervision ratios .

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.

Rainbow Horses operates all visits on a minimum staffing ratio of one to one

It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong.

5. Selection and suitability of venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Group

Leader must take reasonable steps to check that any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe.

Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom “Quality Badge”. However, if necessary, a form can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

6 Risk assessments and management

Rainbow Horses has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels.

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise.

7. Insurance and finance arrangements (including charging arrangements) The Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The Visit Organiser should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances; – the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;

Rainbow Horses will not charge for:

- any activity undertaken as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at Rainbow Horses, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours. Rainbow Horses may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.

Rainbow Horses may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute.

8. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met.

For the safe supervision of pupils staff must

- **carry a first aid kit and mobile phone.**

The EVC must ensure the safety of pupils travelling by private car, and should:

- assess and decide if the driver is suitably qualified, experienced and competent; – inform parents and obtain their written consent (this may not be possible in emergencies); – gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc; – carry out suitable Child Protection checks (Council policy requires all drivers carrying young people to be DBS cleared);
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- maintain the car so that it is safe to use (service the car and check tyres regularly, carry out a visual check before each trip)
- ensure that learners travel in the back unless parents have consented/requested that they travel in the front
- maintain appropriate boundaries during journeys

9. Parent information and consent

The Group Leader must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.

Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual “rolling” consent for routine visits, or specific consent for a particular visit/activity.

There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by **group organiser** and supervising staff are briefed and trained accordingly.

Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary.

Medical information and consent forms can be obtained from **Rainbow Horses office** Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit.

The Visit Organiser must obtain parent contact details for all pupils on the visit.

10. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.

Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required.

Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.

The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of Rainbow Horses managers and the parents of those on the visit.

A properly equipped first aid kit is always available to staff during visits and must be checked and taken on all visits. Rainbow Horses first aid kits are stored **in kitchen**.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

11. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.

“Buddy systems” are an effective means of promoting safety and welfare within the group. During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognize dangers and manage risks sensibly.

12. Evaluation

It is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't).

It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

Visit Organisers should **take several blank photocopied pages from Rainbow Horses' accident book to record details of any incidents. These can then be copied or added to Rainbow Horses accident book on return home.**

Post visit reviews and accident/near misses records are reviewed **annually**. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, Rainbow Horses will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the directors.

Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Consultant.

This policy has been reviewed and revised by:
Sue Coombes, Director September 2023

Next Review due September 2024