

Key Information for All Staff – Educational Visits

Please read, and digest, the information on this sheet. It offers tips on 'best practise' and safety for any trip. The Trip Leader is ultimately in charge of the trip and will have planned what is to happen during the day. If you need advice on any aspect of the trip then please consult them first.

Much of the information on this sheet is covered in more detail in the risk assessments that are prepared for each trip.

Behaviour

Impress upon the children that at all times and in all places they are representing the school and that 'The Golden Rules' must be maintained. They must have a good time, but they must also behave even better than they do in school!

Groups

Staffing arrangements must meet the needs of all children and ensure their safety. Divide your class up into groups appropriate to their age and the level of supervision needed for the trip. Staff : pupil ratios for school visits will depend on a number of factors, including the:

- Age and number of pupils involved
- Pupils' special educational or medical needs
- Degree of responsibility and discipline shown by the group
- Type of visit and nature of the activities
- Level of risk
- Location and travel arrangements

Each group should be assigned to an adult (staff or volunteer) as their 'group leader'. Consideration needs to be made for children with specific needs, in particular behavioural, and the experience levels of accompanying adults.

The group leader is responsible for the children in their care, but any serious concerns should be directed towards the Trip Leader as they are always in a position of overall responsibility. If a parent has their own child in their group then this will not count as part of the staff:pupil ratio which your trip leader will have set.

Buses

A member of staff must lead the party onto the coach, with another adult (not necessarily staff) standing by the door to help children embark safely. It is recommended that you begin filling in seats by starting at the back to expedite the process. Leave spaces to allow for group leaders to sit with their children: they should help to get them settled and secure seatbelts, but it is the Trip Leader's responsibility to check, or delegate, that all seatbelts are fastened before the coach gets underway.

Disembark children in reverse order, i.e. starting at the front of the coach, again to ensure it is done quickly and with minimum fuss. A member of staff must disembark first and show the other adults / children where to wait. Do not allow children to remove their belts or stand up until the coach has come to a complete stop and you have asked them to do so!

Toilets

A member of staff must always accompany children to the toilets. In a public place a member of staff must always enter the toilet first to check that they are safe and appropriate to use (i.e. clean and, if possible, empty of members of the public). Where toilet facilities are limited please use your judgement to make use of whatever is available, e.g. disabled toilets.

Once children are finished they may be sent to wait nearby with another adult, but the member of staff must stay until all children are done. Children should be given access to toilets regularly and at appropriate times to limit disruption during activities: parent helpers may need to be informed that the children can be told to wait! Always take children in groups of at least 2. Never allow yourself to be alone with a child. In the rare event that a child needs help (undo buttons etc) always make sure that another member of staff is present.

Toileting is part of intimate care and school policy must be followed. Children must always be encouraged to be fully autonomous and must carry out tasks around bodily functions themselves (undressing, wiping, redressing etc). Children who need specific support will have a plan in place agreed by parents, that the Trip Leader will discuss with you. Every child's right to privacy must be respected.

Water

Children should be given regular access to water during the day, particularly during hot weather. Please be aware that some children may not have a drink so make appropriate arrangements.

Lunch

Ensure that all children have got a lunch before leaving for a trip, either from home or provided by the school. When eating children must tidy up after themselves – check the area to make sure that no litter is left behind.

Medicines

Ensure that all appropriate medicines are taken for the children in your class. All staff (and affected pupils) should be aware of the location of the medicines, e.g. with the first aider or class teacher. Make sure that group leaders are aware of any special requirements for children in their care.

If a child is likely to require their medicine during the day, e.g. asthma sufferers, ensure that they are near to their medicine, i.e. in the group of the staff member carrying it, or older children may be responsible for it themselves.

Conduct

Please remember that you are, at all times, responsible for the children in your care. If you require a comfort break at any time please arrange that other adults are aware and that the children in your group are adequately supervised. If you wish to buy your own refreshments please do so at an appropriate time (e.g. when the children are having their own lunch) and with regard to ratios and supervision. Please be considerate of children's safety if having hot drinks.

Staff and volunteers who smoke are expected to do so well away from, and out of sight of, the children. As with other situations, ensure that the children in your group are adequately supervised in your absence and that the Trip Leader knows that you have gone.