

Hinchliffe Mill Junior and Infant School

School Visits Safety Policy

(Revised March 2013)

At all times the safety of the children is paramount on school visits and common sense must prevail at all times. All staff should be aware of the LEA guidelines for school visits and those of the DfE.

Prior to the Visit

1. A Visits Information Sheet or EV form must be completed.
2. A risk assessment of the visit must be done and attached to the Visits Information Sheet.
3. It is preferable that a member of staff on the visit has previously visited the destination of the visit.
4. Permission slips must be completed for **all** pupils on the visit.
5. Approximate time of return to school should be given to parents.
6. Please check that all information that you have given is correct. This can sometimes be a problem if using a master copy of a letter from the past.

Kirklees information

The educational visits advisor Ian Kirkby is an excellent source of help and information. His details are:

Ian M Kirkby,
Education Visits Advisor,
Somerset Buildings
10 Church Street
Huddersfield
HD1 1DD

Mobile Number: 07969 918252
Mobile Short Code: 01074
e-mail: ianm.kirkby@kirklees.gov.uk

The website also has a number of risk assessments for visits in the area.

On the Day of the Visit

1. Ensure that an adult is in the office for the duration of the visit to answer the telephone. If the visit is residential ensure that the list of staff telephone numbers is taken on the visit and that of the relevant schools section.
2. In the School Office there should be available a folder containing:
 - A list of all children on the visit with address, telephone number and DoB
 - This list should also contain all adults who are on the visit
 - All the permission slips for the children who are on the visit
 - The completed Visits Information Sheet (Appendix 1)
3. The staff member organizing the visit must take with them:
 - A mobile phone
 - A copy of the list of all on the visit
 - The contact numbers of school, school kitchen, Headteacher, School Administrator and Caretaker
 - A First Aid Kit
4. A second copy of the list sealed in an envelope should be left with the coach driver.

Contacts

School	01484 222476
Headteacher	01484
Chief Education Officer	01484 222100
LEA Press Officer	01484 221850
Chair of Governors	01484
School Administrator	01484
School Kitchen	01484 222479
Caretaker	01484

On being notified of an Incident/Accident

1. Any person receiving a call in school shall:
 - Ask the caller to identify themselves
 - Ask where and what number they are calling from
 - Check details of the incident and record them
 - Location of incident
 - Which Hospital any casualties (if any) have been taken to
2. They should immediately contact:
 - Schools Section at Oldgate House 01484 225008
 - Headteacher
 - Chair of Governors

Oldgate House will advise on the way to deal with any issue correctly.

3. **The priority is to inform parents of what has happened before they hear it through the media.**
4. Other children in school should not be alerted unless absolutely necessary
5. Make a note of all parents who have been contacted and any that are unavailable
6. Staff trying to contact school should use the kitchen telephone number if the office one is engaged
7. **Do not discuss the matter with the press unless advised to do so by the Authority**

This Policy will be reviewed on a biennial basis.

The Headteacher Mrs. Liz Noble is responsible for the review of this policy.

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School Visits Information Sheet

This must be completed prior to all school visits.

Location of Visit		Date
Departure Time		Anticipated Time of Return
Telephone Number of destination	Mobile phone number of staff member	
Coach Company	Telephone Number of Coach Company	
Number of children present – see attached sheet for details		
Staff names and contact numbers		
Number of Helpers Present		
Helper Names and Contact Numbers		
Contact Numbers		
School	01484 222476	
Headteacher	01484	
Chief Education Officer	01484 22100	
LEA Press Officer	01484 221850	
Chair of Governors	01484	
School Administrator	01484	
School Kitchen	01484 222479	
Caretaker	01484	
Directory Enquiries	192	