



EDUCATIONAL VISITS POLICY AND PROCEDURES

Introduction

The Roman Ridge School recognises our Health and Safety responsibilities and we take all measures within our control to minimise any risk or harm to pupils and employees of The Roman Ridge School.

Management provides adequate instruction, training and information to all staff who are responsible for the safety of both employees and students whilst on an authorised day trips/visits away from school premises, including field trips and outdoor pursuits, overnight trip and trips abroad. We aim to minimise the risk to those who take part in school trips by implementing the following policy.

Planning the visit

The Health and Safety of pupils is of the utmost importance during any educational visit, educational holiday, recreational visit or activity either at home or abroad. Prioritising the safety of all those taking part in the trip is the responsibility of the member of staff in charge, who takes overall responsibility for the organisation and execution of the trip.

Any member of staff interested in organising such a trip, whether within Accra, Ghana or abroad, must first complete an Event Proposal Form (see attached) and obtain the permission of the Sectional Head and Principal before proceeding further.

No child is permitted to participate on any visit or event outside of school without expressed written consent from their parent/guardian. A letter including permission slip must always be sent to parents granting permission for their child to leave site, which is co-signed by the Sectional Head and approved by the Principal. Any overnight trips must request for details regarding essential medical, dietary and other relevant requirements should be sent to parents, stating the purpose, dates / times, travel arrangements, cost and supervision arrangements of the proposed trip and any insurance cover arranged. Staff arranging a trip must ensure that all costs are covered and allowance is made for unforeseeable eventualities.

Terms of necessary payments should be made clear to parents in the letter sent out. All payments must be made through the Main Office only, with cheques made payable to The Roman Ridge School.

All visits out of school should be organised according to the following procedures:

- i. A full risk assessment (see attached) must be completed by staff in charge. Where possible, staff supervising the trip should have visited the sites personally to complete full assessment of all possible risks. Risk assessments completed are valid for 24 months.
- ii. It is essential that proper planning and documentation is carried out prior to departure and that details of the trip is presented to the Sectional Head and Principal. This should include a list of all pupils and staff members permitted to attend the visit, name and contact details of the travel company (if applicable), emergency contact details for supervising staff and parents of pupils taking part in the trip, the full itinerary, name, address and contact details of accommodation being used, emergency travel arrangements. Copies of parental consent forms must be placed on the pupil's file.
- iii. Sectional Head is to ensure that all parents/guardians are fully aware of the details of the programme. If there is to be any form of hazard - e.g. swimming, rock climbing, etc. they must be stated clearly to parents upon their granting written permission.
- iv. Pupils must be under direct supervision of staff at all times. Any activity which may be undertaken which is arranged through a third party – tour guide, etc. must also properly supervised by a member of staff at all times.

- v. Transport used must be approved by the school. Staff in charge must ensure arranged transport is properly equipped with regard to safety measures (i.e. fire extinguishers, First Aid kits, etc.) and complies with local road safety requirements. Details of transport safety standards and procedures are outlined in Health & Safety Policy.
- vi. Staff in charge must ensure that travel arrangements are appropriate for the size of the group and the nature of the activities planned. Whenever possible the school will use its own buses and drivers to transport pupils and staff to and from the venue. In some cases this will not be possible; the school has an approved transport company who will then provide this service. The Office Manager will manage the booking of the transport.
- vii. Before and during the trip, pupils should be made aware of behavioural expectations (see Behaviour Policy), risk assessments and emergency medical procedures. For residential trips and trips abroad, a meeting of parents, pupils and staff involved should be held in advance of the trip to impart all of the above information.
- viii. Any changes to travel arrangements or delays in return should be communicated to the school and arrangements made for parents to be informed. All trip organisers must take a mobile telephone with them, leave the number with the Main Office and leave the telephone switched on.
- ix. The member of staff in charge must report regularly to the relevant Sectional Head, Principal and the Administrator, who are ultimately responsible for ensuring that all visits are run according to strict rules and that all necessary safety precautions are in place prior to the departure of the pupils.

Staffing levels

The information below offers guidelines to staff but staffing levels. Exceptions may be permitted, subject to risk assessment and the nature of the trip, but this is subject to approval by the Principal.

Senior School (Form 3 – Upper 6) - There must be at least one member of staff for every 10 pupils and normally two staff on every visit.

Middle School (Class 5 – Form 2) - For Middle School pupils the minimum ratio is 1 to 10. Parental assistance may be acceptable to increase the ratio of adults to children, should only be given limited responsibility for children.

Junior School (Reception – Class 4) - Staff will decide, in conjunction with Head of Junior School. Minimum ratio is 1 to 10, but this may decrease depending on nature of the trip. Parental assistance may be acceptable, to increase the ratio of adults to children, but should only be given limited responsibility for children.

In certain circumstances, it may be necessary to improve the aforementioned ratios. For example, in cases of activities involving water, other activities of heightened risk, if pupils involved have any medical needs or present significant behavioural concerns, etc.

Medical requirements

A First Aid kit is taken on all trips. Staff must also check in advance any special requirements or medical needs for individual pupils. Copies of personal information and contact details for all pupils involved must be taken on all trips. The member of staff in charge is responsible for ensuring that pupils who need emergency medication, such as epi-pens or insulin, have access to one in an emergency. Member of staff must also receive sufficient training by the Nurse on how to administer any medical equipment in case of an emergency. A detailed medical form should be completed for

all pupils going on residential trips, to authorise a member of staff to give consent for emergency treatment, if deemed necessary by qualified medical practitioners.

Emergency Procedures

In the event of an emergency:-

(a) Ensure all staff and pupils are safe from danger, that appropriate steps have been taken with regard to the welfare of all involved and that any necessary steps have been taken to ensure medical care and hospitalisation of anyone injured.

(b) Notify the Principal or a member of Management as soon as possible. Staff should not speak to the media and must refer all queries to the Principal.

Foreign Travel

Excursions involving foreign travel, may only be done under the direct supervision of a member of School Management.

It is the responsibility of the Staff in charge to ensure the Principal and the Administrator are provided with the following documents at least one (1) month before embarking on travel. Failure to do so may result in the intended trip being cancelled by the school authority. The documents include:

- I. List of all students and staff travelling
- II. Trip Information Package – shared with Parents
 - a. Daily itinerary of events
 - b. Flight Information
 - c. Accommodation details
 - d. Dress Code & Code of Conduct
 - e. Transportation details
 - f. Staff contact information
 - g. Medical care provision
- III. Signed copies of Transfer of Authority forms
- IV. Budget outlining breakdown of foreseen expenditure (must be approved by Administration)

A checkpoint meeting with the Principal will be held at least two (2) weeks before departure. Failure to submit the aforementioned information to the Principal will result in the trip being cancelled or postponed.

Staff in charge must hold a Pre-Departure meeting with Parents/Guardians of those travelling at least two (2) weeks before departure, to distribute and discuss the Trip Information Package, answer any queries that may arise and confirm all necessary arrangements. This meeting must be chaired by either the Principal or the Administrator.

It is the responsibility of the staff in charge to ensure that pupils and parents are aware of the need for documentation, if injections, or any special arrangements are needed. Pupils and their parents should also be aware of any special arrangements which are being made. Staff should not offer advice on appropriate injections/inoculations or any other medical matters. This advice can only be given by a suitably qualified medical professional.

The school does not hold a comprehensive insurance policy that covers staff and pupils of The Roman Ridge School on foreign travel. We therefore recommend that adequate insurance cover is factored into all foreign travel arrangements.

Any pupil with special medication must, in advance, provide details of the problem and advice on travelling. Medical consent forms must be signed by parents.

Throughout the preparation, duration and conclusion of the trip, it is the responsibility of the staff in charge to keep the Principal, Sectional Head(s) and the Administrator updated regularly and furnished with all pertinent information. Upon their return from the excursion, the staff in charge is required to produce a brief written report on the trip (i.e. summary of events, any challenges encountered, etc.) and render accounts to Administration, within 48 hours.

Any member of staff found not to be complying with the policies and procedures outlined risk being sanctioned by the school authority and removed from participating in any future excursions until such time that the school authority is satisfied that the member of staff in question has received adequate support in any area they were found wanting in and now meets our approved standards and expectations. Note that any such decision shall be deliberated upon at a Management meeting and the final decision on the matter rests with the Principal.