



Putting young people first

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WHEELS VOCATIONAL & LIFE SKILLS CENTRE

Health and Safety of Students on Educational Visits Policy

Adopted September 2013

Date of Last Review: September 2025

Next Review: September 2026

Company Registration No. 06608327

Registered Charity No. 1157795

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Policy Statement

Wheels Vocational and Life Skills Centre recognises and accepts its responsibilities for Health & Safety of its students, so far as is reasonably practical, by ensuring that every attention has been paid to the planning of off-site visits and that risk assessments have been carried out prior to the visit or journey.

PLANNING THE VISIT

- Ensure that all risk assessments have been carried out prior to the visit and that the appropriate number of staff will be in attendance, including a qualified first aider.
- Risk assessments should be obtained from the place of visit.
- Ensure that any training needs for the visit have been assessed and put in place – the group leader should have experience of supervising students on outings / visits. Frequent visits (for example, to a swimming pool or football pitch) will not need a risk assessment for every visit.
- Child protection procedures should be checked and in place – all staff should have up to date DBS checks.
- Ensure that any insurance cover is in place.
- Emergency contact numbers should be available for all students attending the visit.
- Arrangements should be made for any necessary medical or special educational needs of the students – staff must be aware of procedures on how to cope if a student becomes ill during the visit.
- All staff and parents/carers should be aware of the details of the visit, pick up and drop off points, departure and return times and should have details of who to contact in the event of an emergency.
- Parental/carers consent should be obtained in writing and also consent for any medical treatment if required.
- The group leader should be appointed by the Senior Leadership Team and may have a nominated deputy for the visit, if numbers attending, so require.
- Clear procedures must be in place if the visit/outing becomes a risk to health & safety and the students should be returned to base. Staff are acting as the responsible parent during the visit.

SUPERVISION

- The following should be taken into consideration when organising supervision of the visit:
 - Gender, age and ability of the group.
 - Training requirements and nature of the activity.
 - Duration of the journey and type of accommodation (if necessary).
 - First aid cover.
- All supervisors must be aware of their roles and responsibilities - lack of control and discipline is a major cause of accidents. Pupils should be made aware of potential dangers.
 - Students should be made aware of the aims and objectives of the visit.
 - Any background information required and, if appropriate, any information on customs and behaviour required.
 - How to avoid specific dangers and why safety precautions are in place.
 - Seatbelts must be worn and students should stay seated whilst travelling – they should be made aware of the safety aspects of travel.

EMERGENCY PROCEDURES

Emergency procedures are an essential part of planning a visit. If an accident happens, the priorities are to:

- Assess the situation – establish the nature and extent of the emergency as quickly as possible.
- Safeguard the injured member of the party – whilst ensuring that the rest of the group are safe and looked after.
- Inform the emergency services and everyone who needs to know of the incident.
- Ensure that the casualty / casualties are accompanied to the hospital by an appropriate adult.
- Notify the police if necessary.
- The group leader should take charge and ensure that the emergency procedures are followed and the Centre contact and parent notified.
- A written record of the event should be kept.

RESPONSIBILITIES OF THE STUDENTS

All students are expected, within their expertise and ability, to:

- ✓ Exercise personal responsibility for the safety of themselves and their fellow pupils.
- ✓ Observe standards of dress consistent with safety – wearing appropriate safety/training equipment as required.
- ✓ Observe all safety rules and in particular, the instructions of the staff in the event of an emergency.
- ✓ Use, and not wilfully misuse, neglect or interfere with anything that is provided for safety purposes.

NOTE

Young people must be protected at all times due to their inexperience and possible lack of awareness of risk. It is the responsibility of all staff to ensure their safety at all times.