



# THE KNIGHT'S ACADEMY OF DANCE

## *Visits Policy*

**Last reviewed: September 2019**

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures

.



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## *Visits Policy*

### *Statement of intent*

The Knight's Academy of Dance (***the dance school***) thinks that its pupils can derive considerable benefit from taking part in planned visits. This gives them the opportunity to undergo experiences that are not available in the dance studio. Visits help to develop a pupil's greater independence and provides pupils with knowledge and awareness of the world around them and encourage personal and social development.

### *Planning Visits*

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them by carrying out a full risk assessment.

Stacey Knight (***the Principal***) will take the following factors into consideration:

- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of teachers to pupils;
- the special educational or medical needs of pupils;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue; and
- the need to monitor the risks throughout the visit.

Other considerations which should form part of the planning stage include:

- communication arrangements;
- information to parents;
- preparing pupils;
- emergency arrangements;
- for the protection of both teachers and adults, all teachers should ensure that they are not alone with a pupil wherever possible; and
- all supervisors carrying with them a list of all pupils and adults involved in the visit at all times.

### *First Aid*

On any visit the Principal will have a good working knowledge of first aid and ensure that an adequate first aid box is taken. It is sensible for at least one other of the group's teachers to be a fully-trained first aider. The minimum first-aid provision for a visit is:

- a suitably stocked first-aid box and
- a person appointed to be in charge of first-aid arrangements.



## *Preparing Pupils*

Pupils who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a visit. Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

## *Information to Pupils*

The pupils need to understand key safety information, such as:

- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- what standard of behaviour is expected from pupils;
- appropriate and inappropriate personal and social conduct;
- who is responsible for the group;
- what to do if approached by anyone from outside the group;
- rendezvous procedures;
- what to do if separated from the group; and
- who is responsible in any instances where the group leader has delegated responsibility to another member of staff.

## *Transport and Pupils*

Pupils using transport on a visit should be made aware of basic safety rules including:

- arrive on time and wait for transport in a safe place;
- do not rush towards the transport when it arrives;
- wear your seatbelt and stay seated whilst travelling on transport;
- never tamper with any of the vehicle's equipment or driving controls;
- bags must not block aisles or cause obstructions;
- never attempt to get on or off the moving transport;
- never lean out of or throw things from the window of the transport;
- never kneel or stand on seats; and
- never disturb or distract the driver.
- If you feel unwell, tell a teacher or supervisor.

## *Pupils with Special Educational and Medical Needs*

Every effort should be made to include pupils with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the visit?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional supervision be necessary?

The teacher in charge will discuss the visit with the parents of SEN pupils to ensure that suitable arrangements have been put in place to ensure their safety.



All teachers supervising visits will be aware of a pupil's medical needs and any medical emergency procedures. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany their child.

Parents of children with medical needs will be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.
- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.
- Parental home and daytime phone numbers and address
- Special transport needs for pupils who require help with mobility.

All teachers supervising the visit will be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary.

### *Communicating with Parents*

Before visits, parents should be supplied with written details of the proposed visit. The following information on matters that might affect pupil health and safety should be given to parents:

- Dates of the visit.
- Visit's objectives.
- Times of departure and return – parents must have agreed to meet their child on return.
- Modes of travel, including the name of travel company.
- Size of the group and the level of supervision.
- Details of accommodation, with supervisory arrangements on site.
- Details of provision for special educational or medical needs.
- Procedures for pupils who become ill.
- Names of staff and of other accompanying adults.
- Standards of behaviour expected.
- What pupils should not take on the visit or bring back.
- Clothing and equipment to be taken.
- Money to be taken.
- Details on the cost of the visit.

### *Parental Consent*

A parental consent form should be completed for each pupil in the group.



Some general issues to consider include:

- Allergies/phobias the pupil may have.
- Whether the pupil suffers from travel sickness.
- Any other information which the parent thinks should be known.
- Parental home and daytime phone numbers and addresses.
- An alternative contact, with their phone number and address.

### *Medical Consent*

This should form part of the parental consent form. Parents should be asked to agree to the pupil receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities.

### *Planning Transport*

The Principle will give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Type of journey – local or will it include long distance driving, i.e. motorways.
- Traffic conditions.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.

### Seat Belts

All minibuses and coaches which carry groups of 3 or more children aged between 3 and 15 years inclusive, must be fitted with a seat belt for each child.

### Hiring Coaches and Buses

The Principle is responsible for ensuring that coaches and buses are hired from a reputable company.

Operators must have the appropriate public service vehicle (PSV) operator's licence. When booking transport, the group leader should ensure that seat belts are available for pupils.

### Private Cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety and that they have appropriate licence and insurance cover for carrying the pupils.

### Insurance

The Principle must ensure, well before the group departs, that adequate insurance agreements are in place.

### *Emergency Procedures*

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably



prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

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

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who needs to know of the incident.

#### Who Will Take Charge in an Emergency?

The Principle will usually take charge and will ensure that emergency procedures are in place and that back up cover is arranged.

If an emergency occurs on a visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are always adequately supervised and kept together.
- Notify the police if necessary.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.

**Reviewed by Stacey Knight, Principal**

**Date: 6<sup>th</sup> September 2019**