

# HASPEV Policy

(Health & Safety of Pupils on Educational Visits)

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# HASPEV Form

Revised December 2021

At ABC, educational visits are intended to enrich a child's learning experience. As it is widely acknowledged that not all children learn in the same way, educational visits allow students the opportunity to expand their learning in ways different from those typically available inside the classroom. They allow a subject to be brought to life.

Well planned and executed educational visits provide our Primary pupils and Secondary students with valuable experiences which enhance their learning giving them the opportunity to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

This policy is applicable to all learners at ABC.

### ***Responsibilities***

The Principal shall formulate the policy, based on international best practice and ABC procedures. The General Manager, as the legal representative of the school, is responsible for all matters and final approval of the educational visit.

Before taking children off-site for any visit, all staff must familiarize themselves fully with relevant guidance and follow this policy. All ABC rules apply on visits and pupils' behaviour, welfare health and safety is the responsibility of accompanying staff.

### ***Inclusion***

Reasonable accommodations will be provided to allow all to participate in scheduled educational visits.

### ***Visits Costs***

ABC will strive to offer educational visits with a minimum of expense to the individual student. Financial cost should not be a barrier to participation.

## **EDUCATIONAL VISIT PLANNING**

The Head of School is responsible for seeing that a teacher, proposing the educational visit, plans, implements, and assesses the trip with the following guidelines in mind:

- 1) the objectives of the trip are specifically related to the curriculum, co-curricular enrichment and that learning objectives are in place
- 2) the total ongoing school programme will not be adversely affected by participation of staff and students taking the trip
- 3) the planning of the trip provides for the safety and access of students
- 4) appropriate educational experiences will be provided for those eligible students who do not participate in curriculum-related field trips scheduled on school days
- 5) the proposed program is feasible within the time allocated
- 6) there should be existing knowledge of the place to be visited by a teacher or staff member, unless the trip has been experienced previously

- 7) the financial impact on school system and family resources will be considered
- 8) the planning of the visit provides the correct ratio appropriate for the particular student group and the trip (see HASPEV form)
- 9) the transportation for educational visits is approved by the General Manager but the visit leader understands they are responsible for the trip, including revising the transportation and conduct of the driver is suitable for the trip
- 10) Written parental permissions for the trip have been received for all the learners attending.

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils. The following guidelines support the planning and implementation of educational visits organised at ABC.

The **Senior Leadership Team (SLT)** at ABC will endeavour to ensure that:

- 1) group leaders are suitable
- 2) all necessary actions have been completed before the visit begins including the completion of the HASPEV Form
- 3) the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively
- 4) the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity
- 5) all supervisors on the visit are appropriate people to supervise children and have appropriate clearance
- 6) parents have signed consent forms
- 7) arrangements have been made for all the medical needs and individual needs of all the children
- 8) the mode of travel is appropriate
- 9) travel times out and back are known
- 10) they have the address and phone number of the visit's venue and have a contact name
- 11) that they have the names of all the adults and pupils in the travelling group, and school has the contact details of parents and the staff'.

The **group leader**, is responsible overall for the supervision and conduct of the visit, and should have been appointed SLT. The Group Leader should:

- 1) appoint a deputy
- 2) be able to control and lead pupils of the relevant age range
- 3) be suitable qualified if instructing an activity and be conversant in the good practice for that activity if not
- 4) undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- 5) undertake and complete a comprehensive risk assessment (HASPEV Form)
- 6) have regard to the health and safety of the group at all times
- 7) know all the pupils proposed for the visit to assess their suitability
- 8) observe the guidance set out for teachers and other adults below
- 9) be capable of undertaking a dynamic risk assessment during the trip and able to make executive decisions concerning the safety of the children. This includes stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable
- 10) allocate roles and responsibilities to other adults on the trip and monitor their effectiveness

### **Other teachers and adults involved in a visit**

Teacher and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group
- follow the instructions of the leader and help with control and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

### **Parental Communication**

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health which might be relevant to the visit.

### **Planning off-site visits**

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid or mitigate them.

The General Manager is responsible for the planning of off-site visits. In practice, the detailed planning is delegated to the group leader, but the Head of School and General Manager must be satisfied that the person planning the visit is qualified to do so and has the necessary experience.

The group leader must agree all plans with the Head of School and the General Manager.

### **Risk Assessment**

A risk assessment **MUST** always be carried out before setting off on a visit, using the HASPEV Form.

The HASPEV form includes the following considerations:

- educational objectives of the trip
- departure and arrival times
- staff attending, their roles and contacts
- ratio of adult/pupils
- generic risk assessments for travel
- specific risk assessment of venue and activity
- groups at risk and possible consequences
- action required to minimize risks
- what steps will be taken in an emergency
- identification of pupils with additional needs for supervision or special measures
- checklist and declaration for group leader

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

The group leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken
- the location
- the competence, experience and qualifications of supervisory staff
- the group members' age, competence, fitness and temperament
- pupils with special educational or medical needs
- the quality and suitability of available equipment
- seasonal conditions, weather and timing
- condition of transportation and ability of the driver

### **Exploratory visit**

Wherever possible the group leader should undertake an exploratory visit. If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

### **First Aid**

First Aid provision should be considered when assessing the risks of the visit. All trips should have at least one trained basic first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

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

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils.

### **Preparing Pupils**

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about 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. The lack of control and discipline can be a major contributory factor when accidents occur.

Pupils and staff **MUST** receive a HASPEV briefing at the start of the trip

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils will return home early.

### **Parental Letter of Consent**

ABC will seek consent for all educational visits off-site. Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- dates of the visit;
- times of departure and return;
- travel information
- details of accommodation with security and supervisory arrangements on site
- names of leader, or other staff and of other accompanying adults;
- visit’s objectives
- details of the activities planned and of how the assessed risks will be managed
- clothing and equipment to be taken
- money to be taken

If parents withhold consent the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Principal will need to consider whether the child may be taken on the visit or not.

### **Cancellation/Exclusion from School Sponsored Trips**

The Principal and General Manager have the authority to cancel any field trips up until the time of departure for any reason. In such event, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed.

In the event a student fails to meet expectations for appropriate conduct on a field trip, including but not limited to those set forth in the school’s Code of Conduct, school staff may contact the student’s parents or guardian, and staff shall have the discretion to send the student home. **The student’s parents or guardian shall be responsible for any additional expense incurred in such circumstances.** Students may also be disciplined in accordance with the school’s Code of Conduct.

### **When the policy applies:**

This policy is in force anytime children are educational visit away from ABC.

## ABC- Application for the Approval of an off-site visit

Place(s) to be visited: \_\_\_\_\_ Group Leader: \_\_\_\_\_

Purpose of visit: \_\_\_\_\_

Educational Objectives: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Group: \_\_\_\_\_ Date of event: \_\_\_\_\_

### Details

#### Timings

Departure from College: \_\_\_\_\_ Arrival at venue: \_\_\_\_\_

Departure from venue: \_\_\_\_\_ Estimated return to College:  
 \_\_\_\_\_

#### Staffing:

Staff Names	Assigned role or responsibilities during visit (e.g. First Aid)	Mobile phone number
1	Group Leader	
2		
3		
4		
5		
6		
7		

**THIS MUST BE COMPLETE BEFORE TRIP WITH ALL STAFF DETAILS**

**COPY OF FULL RISK ASSESSMENT LEFT WITH SCHOOL RECEPTION, COPY GIVEN TO HEAD OF SCHOOL**

#### Staff Ratio:

*1 adult to every 3 Preschool children*

*1 adult to every 6 in Year 1 & 2 students*

*1 adult to every 12 in Year 3 to 6*

*1 adult for every 16 in Years 7+*

For high risk activities such as outdoor education, or high risk venue.

*Primary School 1:4*

*Secondary School 1:8*

#### Transport:

*(SOCAR buses within the City Limits to be organised with the General Manager, visits outside the city, to be organised with commercial travel companies)*

Company: \_\_\_\_\_

Outline Route: \_\_\_\_\_

**Generic Risk Assessment:**

Potential hazard		Group at risk & possible consequences	Action needed to minimise risk
Car, bus accident		All – injury/death	A briefing re accident procedures should be given prior to departure..... When travelling everyone must wear a seat belt.
Vehicle Breakdown		All – collision resulting in injury/death	Everyone must safely leave the vehicle to assemble in a safe place eg behind a barrier next to the road
	Stranger danger	Student - abduction, harm	Brief group re stranger danger: never go off on own (including toilet visits), do not talk to strangers, do not pose for photos for strangers, inform staff member if going somewhere, if unsure about anything, seek staff.
	Losing a student	Students – fear, injury, abduction.	Brief re staying with group (see above) Brief group regarding lost procedures prior to departure: seek a member of staff or authority figure (eg policeman), Use your mobile to call them, if possible.
	Weather problems	All – sunburn, heat injury, hypothermia, cold injury etc	Everyone to be informed in advance about bringing clothing and equipment appropriate to the weather forecast. Cancel visit if potentially harmful extreme weather. Joining instructions to include link to weather report.
	Walking near/across roads.	All – injury, death	Briefing to group re conduct when walking: Walk on pavements, paired up in lines, do not run. Walk facing oncoming traffic. Safest route to be worked out and identified to all prior to departure.
	Travel sickness	All - sickness	Advise everyone to take precautionary medication if they suffer from travel sickness. Take sick bags.
	Medication	Students – overdose, sickness, death	Ensure that all medication that is required for individual students is within their individual first aid kit (IFAK) and that ALL staff are aware. Ensure that pupil's medical information is taken and adhered to.
	Allergy	Pupils - sickness, allergic reaction, death	Ensure that pupil's dietary information is taken and adhered to by them. Any students with allergies have their epi-pen in their IFAK.

Event Specific Risk Assessment **TO BE FILLED IN BY GROUP LEADER. ALL RISKS AND HAZARDS CONSIDERED**

Existing knowledge of place(s) to be visited:

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Potential hazard	Group at risk & possible consequences	Action needed to minimise risk

Students who may need extra supervision or who may be at greater risk	Reason	Action needed to minimise risk to these students

*Please attach additional venue specific risk assessments if necessary.*

**Emergency Contact Phone Numbers:**

Principal: +994 50 844 85 50                      Gen. Manager: +944 50 844 85 65                      Safety Officer: +944 50 844 85 56  
 Police/Emergency: 102    Ambulance/Medical: 103                      Fire/Rescue: 101

**Checklist:**

Letter, with consent slip signed by parents (copy attached)	
Transportation booked/arranged	
Copies of this form left with reception and Head of School	
Group list (attached)	
School Medical Staff have been informed of student list	

**Declaration of Organising staff**

I have undertaken this risk assessment. In the Event of a Disaster on a Visit I agree to conform with the requirements of the school concerning emergency procedures (Crisis Management Plan). I declare that the information I have given is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_ -

**Declaration of Head of School or Principal**

I have studied and reviewed this application from my staff member and I am happy with its contents.

HoS Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_

**Declaration Of General Manager**

I have studied this application and I am satisfied with all aspects including the planning, assessment and organisation of this visit. Approval is formally given for the event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_