



***For every child to reach their potential and
'Live Life in all its Fullness.'***

Policy: Educational Visits

Policy Written: September 2019

Policy Renewed: November 2021

September 2020	**Covid-19 up-dates with regard to school trips.**
November 2021	Change to cost and frequency of trips

Next Renew Date: September 2022

Intent:

Hindsford CE Primary School gives the highest importance to the safeguarding and welfare of children. An important aspect of this is to ensure that all our children are safeguarded when off site on an educational visit.

Aim:

To outline the school's protocol and procedures when an educational visit is organised and when children go off site.

School Statement:

Hindsford is fully supportive of children participating in educational visits and committed to allowing children to attend at least 1 educational visit or visitor to school per term.

**Due to Covid-19, the school has taken the decision to not participate in school trips or have visitors into school during the Autumn Term but instead hold virtual visits such as linking up live with the zoo, museum or visitor that was due to come into school or record a walk around the local environment and play this back to the children in the immersion room (3D Experience) etc. ** School will ensure that all children have the experience of going on at least one school trip this academic year.

The benefits of children attending an educational visit/virtual educational visit or having a visitor come into school are as follows:

- They enable children to share new experiences with each other.
- They fulfill requirements of the National Curriculum through first hand experiences.
- They enable children to develop through personal and social education.
- They stimulate the mental, spiritual and physical development of the child.
- They allow children to explore and develop different environments.
- They can offer a different perspective and style of teaching and learning.

Types of Educational Visits:

- Morning/afternoon/day visits to different places within the local area – i.e. parks, local shops, libraries, churches, local fire/police station etc.
- Morning/afternoon/day visits to local or other schools.
- Morning/afternoon/day visits to other places of interest - i.e. museums, famous landmarks, cities, zoos etc.
- Residential overnight visits.
- Reward visits.
- Working Lunches – Team Captains etc.
- Social/Emotional/Physical Support Visits – i.e. Counseling, Bereavement, Mentoring, Coaching etc.

Roles & Responsibilities:

It is the responsibility of the class teacher to ensure that:

- One educational visit is organised and takes place each term if possible.
- Parents/Carers are informed about the educational visit with plenty of notice.
- There is sufficient adult supervision for the visit.
- Transport is arranged and meets health and safety standards.
- The site is visited prior to the trip to ensure that the environment is safe for children to work/learn in and so that the teacher is aware of any emergency procedures.
- A risk assessment is completed and signed before the visit takes place.
- A first aider accompanies the children and any medicine/inhalers are taken on the visit with the children.
- Additional supervision/support is put in place for children with special needs.
- Children are dressed appropriately for the visit.
- The school kitchen staff are informed if the visit requires any changes to lunch time.

- Children are briefed about safety aspects of how to avoid these and if they happen what to do the trip such as stranger danger, crossing the road, getting lost etc.
- All documentation regarding the visit is given to the Educational Visits Co-ordinator (Mrs. Mitchell).
- Assign a deputy visit lead teacher who can take over the role of visit leader in the event of an emergency.
- Have a mobile phone on them during the trip in case they need to contact school or school needs to contact them.

It is the responsibility of the Headteacher, Educational Visits Co-ordinator & Safeguarding Lead to:

- Ensure that all safeguarding protocol and procedures have been carried out effectively by the class teacher before any child goes off site.
- Ensure that the weather is safe for the trip to take place.

It is the responsibility of the Educational Visits Co-ordinator to:

- Keep a log of all visits that have taken place and signed risk assessments.
- Ensure that the trip is logged on the Wigan Local Authority EVOLVE System where applicable – Currently, the school uses Evolve for over-night trips or trips that have any additional risk attached to them such as if the trip involved water, animals or heights etc.

It is the responsibility of the children to:

- Follow the instructions of the group leader, and other adults, throughout the trip.
- Behave sensibly and responsibly, as though in school.
- Be aware that prior behavioral difficulties may, in exceptional circumstances, stop them from going on the visit.
- Display good manners at all times.

Cost:

Hindsford aim to provide all educational visits at little cost to Parent/Carers however, occasionally a contribution may be asked towards the visit. This will be discounted for any pupil in receipt of pupil premium.

No profit will be made on any educational school visit.

Residential:

Residential visits should be planned several months in advance with teachers holding a parents/carers meeting to talk about the overnight stay and to provide further information to the parent/carer about the visit. Parent/Carers will be given plenty of notice for collection of money and will be given the option to pay this in several installments. All Parent/Carer will be encouraged to talk to the school if they are having difficulty with making these payments and help/support will be given where possible.

Staffing:

In the majority of visits, adults accompanying the children will be members of Hindsford staff. However, occasionally additional adults may be required on the visit, which will result in the school asking some parents/carers or governors to support on the visit. In the event of this happening, all parents/carers will be asked to read and sign the risk assessment and be given a parent/carer guide sheet to read. No parent/carer will be left alone with a group of children.

Supervision:

The lowest ratio must be:

Reception: 1 adult to 4 children

Years 1 to 3: 1 adult to 6 children

Years 4 to 6: 1 adult to 15 children

Residential: 1 adult to 10 children

These ratios however must be carefully considered for the type of educational visit taking place. For example more adults may be required on residential and on visits involving the children participating in an active sport. These ratios must also be carefully considered for the children that are attending and if within the cohort there are children who require 1:1 supervision.

Travel:

All visits taken by coach/mini-bus will follow the guidelines below:

- * All coaches/mini-buses will be fitted with lap belts and checks must be carried out to ensure that the children are wearing these belts before the coach/mini-bus departs.
- * A head count must take place before the coach/mini-bus departs.
- * Adults must sit at intervals throughout the coach/mini-bus.
- * A first aid kit, including a sick bucket, must be taken onto the coach/mini-bus.
- * Children must remain seated at all times when the coach/mini-bus is in transit.
- * The noise level should be kept to a minimum level.
- * The coach/mini-bus must be a non-smoking vehicle.
- * In the event of bad weather conditions, the Headteacher/EVC will make the decision whether or not it is safe for the children to travel.

**All Covid-19 guidelines must be followed with regard to public transport. **

All visits taken in a private vehicle, including transporting a pupil from one location to another, will follow the guidelines below:

*The staff member driving the vehicle will have to show their driver's license, business insurance, MOT and proof of Road Tax before being allowed to have a pupil in their vehicle. The school will make a copy of this to keep on file.

*There must be two members of staff present per trip.

*The Pre-Use of a Vehicle Check must be completed on the day of the vehicle being used. This can be found in Appendix 3.

*Staff driving the vehicle must be familiar with the document below which sets out their responsibility for driving at work.

[https://www.hsa.ie/eng/publications_and_forms/publications/work_related_vehicles/safe_driving_for_work_handbook .pdf](https://www.hsa.ie/eng/publications_and_forms/publications/work_related_vehicles/safe_driving_for_work_handbook.pdf)

* A head count must take place before the car departs.

* A first aid kit, including a sick bucket, must be taken in the car.

* Children must remain seated at all times when the car is in transit.

* Seatbelts must be worn correctly at all times.

* The noise level should be kept to a minimum level.

* The car must be a non-smoking vehicle.

* In the event of bad weather conditions, the Headteacher/EVC will make the decision whether or not it is safe for the children to travel.

All Covid-19 guidelines must be followed with regard to pupils being transported in a car which will include, keeping the windows of the vehicle down, hand sanitising both before and after the trip, not eating or drinking during the trip and all staff members to wear a mask during the trip

Inclusion:

The school will make whatever adjustments required for all pupils to be able to access the trip and avoid the participant being placed at a substantial disadvantage. This will be in line with the Equality Act 2010.

When booking an education visit the following checklist has been put together to support staff.

Appendix 2: List of school visits which require Evolve involvement (Level 2)

Preparation for Trip (At least 4 Weeks before the trip takes place)	Check
* Decide what trip will be - Is the trip educational & supportive of the children's studies?	
* Cost out the trip – i.e. collect quotes for entrance fees, transport, resources etc.	
* Present idea and costing of the trip to the Headteacher and EVC/School Business Manager.	
* The class teacher/TA along with the EVC/School Business Manager to book the trip, add the date to the school diary & inform the kitchen staff about lunches on this day.	
* Speak to the EVC/School Business Manager about writing a letter to send home to parents/carers. (Ensure that the letter includes: the date of the trip, time, cost (if any), venue, what transport is going to be used, what clothing should be worn and information about lunch.)	
*Speak to the EVC/School Business Manager about insurance required for this trip and whether this needs to be logged on Evolve. (See Appendix 2 of Educational Visits Policy)	
*Speak to the EVC/School Business Manager to send an e-mail requesting any risk assessments that they have on site or for a particular activity so that these can be incorporated with the school risk assessment. Also, their fire drill arrangements.	
Preparation for Trip (At least 2 Weeks before the trip takes place)	
* Speak to the EVC/School Business Manager about any payment/petty cash/school cheques that will be needed on the day.	
* Check that all the permission slips have been completed and signed. Send reminders for any parent/carer that has not signed the slip.	
* Arrange adult supervision for the trip, ensure that there is at least one first aider scheduled to go on the trip. (<i>Ratio: EYFS - 1:4, Y1, 2 & 3 – 1:6, Y4 to Y6 - 1:15</i>)	
* Speak to the first aider about being responsible for preparing and taking a first aid kit with them.	
* Make a list of all the children with any allergies or asthma.	
* Organise the children into groups and allocate an adult for each group.	
* Write a risk assessment for the visit and give a copy to the Headteacher or EVC/School Business Manager to check and sign.	
* Carry out a monitoring visit to the place where the children are visiting, speak to the person in charge – write out an itinerary for the day.	
The Day Before the Trip	
* Charge i-pads if they are going to be used for photographs.	
* Collect inhalers and first aid packs.	
* Prepare sick bucket for the coach.	
* Check that any mobile phones used during the trip are fully charged and with credit on them for emergencies.	
* Print of a map of the route to the venue for the children to look at and follow.	
On the Morning of The Trip	
* Brief all adult helpers of the itinerary and ensure that they have seen and signed the risk assessment.	
* Collect any free school meal packed lunches from the kitchen.	
* Ensure that all children are suitable dressed for the trip.	
* Put the children into partners and talk to them about their groups and designated adult.	
* Talk to the children about school visit safety – i.e. walk at all times, using the coach seat belts, staying near their adult, stay with partner etc.	
*Carry out personal vehicle check if one is being used.	

The following activities are regarded as 'adventurous' and require LA approval:

- All activities in 'open country'
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Gill Scrambling
- Abseiling
- Coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Snow sports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling

The following activities are not regarded as adventurous and therefore do not require approval (Level1). However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Headteacher is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Ice skating. (Ring)
- Pedal Go-Karts
- Local traffic survey
- Museum, library, etc.
- Farm and Zoological
- Physical Education and Sports Fixtures (other than the above)

Daily Vehicle Pre-Use Safety Checklist

Vehicle Type: **Registration:**

Driver Name: **Date:**

Exterior Check

Interior Check

	OK	Not OK		OK	Not OK
Oil level (once only at the start of the day)	<input type="checkbox"/>	<input type="checkbox"/>	Check brakes before driving (prior to allowing passengers on board)	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level (once only at start of the day)	<input type="checkbox"/>	<input type="checkbox"/>	Wipers and washers are working correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen washer fluid level (once only at the start of the day).	<input type="checkbox"/>	<input type="checkbox"/>	Fuel level and known type of fuel (diesel or petrol).	<input type="checkbox"/>	<input type="checkbox"/>
Brake fluid (once only at start of the day).	<input type="checkbox"/>	<input type="checkbox"/>	Location/condition of wheel brace & jack.	<input type="checkbox"/>	<input type="checkbox"/>
Exhaust is secure and without excessive noise and/or smoke emissions.	<input type="checkbox"/>	<input type="checkbox"/>	Position, function/purpose of all dashboard controls. Test horn.	<input type="checkbox"/>	<input type="checkbox"/>
Windows and wiper blades are clean and undamaged.	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors are correctly adjusted, clean and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>
Lights including brake lights and indicators are clean and working (including trailer).	<input type="checkbox"/>	<input type="checkbox"/>	Position of driver's seat so as all controls can be operated comfortably.	<input type="checkbox"/>	<input type="checkbox"/>
Doors open, close and lock properly.	<input type="checkbox"/>	<input type="checkbox"/>	Seat belts are fitted and working correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressures; including spare & any trailer tyres. Wheel-nut security.	<input type="checkbox"/>	<input type="checkbox"/>	Location and contents of first aid kits and fire extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>
Tyre tread; including spare and any trailer tyres is at least 1.6 mm across the tyre.	<input type="checkbox"/>	<input type="checkbox"/>	Money (change) for parking, tolls or the telephone.	<input type="checkbox"/>	<input type="checkbox"/>
Lift or ramp, if fitted, works correctly and safely. (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Location of relevant paperwork e.g. permit disc, insurance, road tax, MOT, emergency numbers and driver's licence	<input type="checkbox"/>	<input type="checkbox"/>
Roof rack or trailer is properly fitted and all loads are even and securely held. (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

All defects or body damage found must be reported:

Educational Visit to: Contact Number of Location: Contact Number of Staff Member in an Emergency: Bus/Coach Company Information:

Date of Visit:	Pupils/Class:	Age of Pupils:	Lead Teacher: Other Staff:
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Activity	Hazard Identified	Who	Control Measures	Risk Rating After Control Measures
Walking to the Event.	Trips or falls resulting in major / minor injuries	Adults and Children	<ul style="list-style-type: none"> * Talk to the children about only walking and not running. * Ensure that the children are wearing sensible footwear. * Adult to walk at the front of the line to ensure the avoidance of any debris. * Children to walk on the pavement and away from the edge. * If having to cross the road, adult/s to ensure that the green cross code is followed. * Adults to stop traffic whilst children cross. * Speak to the children about road safety. * Staff member to carry school first aid kit and a qualified member of staff. 	Low
Walking & Attending the Event	Sickness	Children	<ul style="list-style-type: none"> *Staff member to ensure that adequate resources are taken if a child is sick – i.e. wet wipes/paper towels etc. 	Low
Walking & Attending the Event	Missing Children	Children	<ul style="list-style-type: none"> * All children to be put into pairs/groups of three. * Head counts to be carried out regularly throughout the afternoon. * Children to be given a designated adult to stay with. * Clear boundaries to be set once inside the building/at the event. *Class teacher to talk to the children about stranger danger and staying with the group. *Second member of staff (where applicable) to walk at the back of the line. 	Low
Walking & Taking Part in Activities	Asthma Attack	Children	<ul style="list-style-type: none"> * All adults to be aware of any children and to ensure that all children needing inhalers have them with them. * Recognition of the signs and symptoms of an asthma attack. <p>Names of Children with Asthma:</p>	Low
Inside the Building/At the Event	Fire within the Building/at the Event	Adults and children	<ul style="list-style-type: none"> * Ask the staff of the school/event to explain fire emergency procedures to the children as soon as they enter the building/event. * All adults to be familiar/ aware of where the fire exits are positioned. * Take head count once safely outside the building. 	Low
Eating & Drinking	Allergic Reaction	Adults & Children	<ul style="list-style-type: none"> *Teacher to ensure that a list of children with any food or drink allergies are listed here: *Teacher to inform the place of the trip of any allergies. *Teacher to send a letter out to parents/carers if the children are not allowed to bring anything such as nuts in their lunchbox. *Teacher to ensure that any medicine required in response to an allergic reaction is taken on the trip. 	Low
Attending the Event	Allergic Reaction	Adults & Children	<ul style="list-style-type: none"> *Teacher to ensure that a list of pupils with any other allergy is listed here – For example to a certain type of material – plasters etc: *Teacher to ensure that there is someone on the trip qualified to administrate any medicine required to support if a child if they are having an allergic reaction. *Teacher to ensure that any medicine required in response to an allergic reaction is taken on the trip. 	
Sporting Event:	Accident during the sporting activity resulting in minor or major injuries.	Children	<ul style="list-style-type: none"> *Teacher to ensure that the room/field/area which the sporting event is taking place in is assessed for suitability of the activity i.e. space, windows, free from obstacles, free from debris, safe floor surface etc. *Event to be led by a qualified sporting instructor. *Pupils are informed of the importance of good behaviour and are clear of what is acceptable pupil behaviour during sport activities. Continuous reiteration of rules to pupils as part of the teaching staff supervisory role. *If equipment is to be used for the event, guidelines to be consulted regarding the safe lifting, moving and setting up of this equipment. *Pupils and staff to be informed in advance of the appropriate sports clothing that should be worn for the event. This must be adhered to. *Teacher to ensure that any spillages are cordoned off and cleaned immediately. Surface use is prevented until area is sufficiently dry. *Teacher to ensure that adequate lightning is available for the event to take place safely. *Teacher to ensure that pupils receive appropriate pupil warm-up/down and cool down sessions. *Water to be regularly available during the event for hydration purposes. *Individual and specific needs and medical restrictions considered, depending on the activity. *Teacher to monitor pupil performance and encourage breaks when needed – This will prevent pupils from becoming exhausted. 	Low
Sporting Event:	Invasion of Pupil Privacy	Children	<ul style="list-style-type: none"> *Teacher to ensure that adequate changing facilities are available for the children to change safely and respectfully. 	Low

Appendix 5:

Supplement for travelling on the bus/coach:

Travelling on the bus/coach.	Road Traffic Accident resulting in minor/major injuries or death	Adults & Children	<ul style="list-style-type: none"> * Driver to be fully qualified – School Business Manger to check this information with the bus/coach company. * Ensure all children are wearing a seatbelt and that these remain fastened for the duration of the journey. * Keep the noise to a minimum level when on the bus/coach. * All children to stay in their seats. * Assessment of weather conditions made on the morning of the trip (safe roads). *Bus/coach company to be responsible for the condition of the vehicle however, if a member of Hindsford staff feels that this is unsafe, to report this and not allow the children to travel within this vehicle. 	Low
Travelling on the bus/coach.	Travel Sickness	Adults & Children	<ul style="list-style-type: none"> * Stops if necessary. * Have sick bags in the first aid kit & wipes & a sick bucket. 	Low
Travelling on the bus/coach.	Breakdown	Adults & Children	<ul style="list-style-type: none"> * School Business Manager to check procedures set out by the bus/coach company if the vehicle breaks down. Procedures to be agreed by school – i.e. another vehicle to be sent. * Remove children from the bus/coach to a safe place. *Contact school to inform of breakdown. *Bus/coach company to be responsible for the condition of the vehicle before commencing on the journey however, if a member of Hindsford staff feels that this is unsafe, to report this and not allow the children to travel within this vehicle. 	Low
Getting out of the car & walking from the bus/coach to the building/event.	Trips or falls resulting in major / minor injuries	Adults and Children	<ul style="list-style-type: none"> * Children to take care when getting out off the bus/coach– Not on the roadside, do not jump off the bottom step – Have a member of staff stood by the exit of the vehicle. *Agree a safe place for the children to stand once off the bus/coach. * Talk to the children about only walking to the building/event. * Ensure that the children are wearing sensible footwear. * Adult to walk at the front of the line to ensure the avoidance of any debris. * Children to walk on the pavement and away from the edge. * If having to cross the road, adult/s to ensure that the green cross code is followed. * Adults to stop traffic whilst children cross. * Speak to the children about road safety. * Staff member to carry school first aid kit. 	Low

Supplement for travelling in a staff members car:

Travelling in the car.	Road Traffic Accident resulting in minor/major injuries or death	Adults & Children	<ul style="list-style-type: none"> * Driver to be fully qualified. Drivers Licence on School File. * Ensure all children are wearing a seatbelt and sat in the back of the car – booster seats used if required. * Keep the noise to a minimum level when in the car. * All children to stay in their seats. * Assessment of weather conditions made on the morning of the trip (safe roads) *Certified MOT- Inspection of vehicle on the morning of travel. *Vehicle check to be carried out in the morning.
Travelling in the car.	Travel Sickness	Adults & Children	<ul style="list-style-type: none"> * Stops if necessary. * Have sick bags in the first aid kit & wipes & a sick bucket.
Travelling in the car.	Breakdown	Adults & Children	<ul style="list-style-type: none"> * Take breakdown recovery number. * Remove children from the car to a safe place. * Ensure all checks have been completed on the car before using it. *Contact school to inform of breakdown. Where possible, another vehicle to be used to collect the children.
Getting out of the car & walking from the car to the building/event.	Trips or falls resulting in major / minor injuries	Adults and Children	<ul style="list-style-type: none"> * Children to take care when getting out of the car – not on the roadside. * Talk to the children about only walking. * Ensure that children are wearing sensible footwear. * Adult to walk at the front of the line to ensure the avoidance of any debris. * Children to walk on the pavement and away from the edge. * If having to cross the road, adult/s to ensure that the green cross code is followed. * Adults to stop traffic whilst children cross. * Speak to the children about road safety. * Staff member to carry school first aid kit.

Appendix 6: Example of a Hindsford Risk Assessment – Swimming

Educational Visit to:

Contact Number of Location:

Contact Number of Staff Member in an Emergency:

Bus/Coach Company Information:

Date of Visit:

Pupils/Class:

Age of Pupils:

Lead Teacher:

Activity	Hazard Identified	Who	Control Measures	Risk Rating After Control Measures
Walking to the Event.	Trips or falls resulting in major / minor injuries	Adults and Children	<ul style="list-style-type: none"> * Talk to the children about only walking and not running. * Ensure that the children are wearing sensible footwear. * Adult to walk at the front of the line to ensure the avoidance of any debris. * Children to walk on the pavement and away from the edge. * If having to cross the road, adult/s to ensure that the green cross code is followed. * Adults to stop traffic whilst children cross. * Speak to the children about road safety. * Staff member to carry school first aid kit. 	Low
Attending the Event.	Sickness	Children	<ul style="list-style-type: none"> *Staff member to ensure that adequate resources are taken if a child is sick – i.e. wet wipes/paper towels etc. 	Low
Attending the Event.	Missing Children	Children	<ul style="list-style-type: none"> * All children to be put into pairs/groups of three. * Head counts to be carried out regularly throughout the afternoon. * Children to be given a designated adult to stay with. * Clear boundaries to be set once inside the building/at the event. *Class teacher to talk to the children about stranger danger and staying with the group. *Second member of staff (where applicable) to walk at the back of the line. 	Low
Walking & Taking Part in Activities.	Asthma Attack	Children	<ul style="list-style-type: none"> * All adults to be aware of any children and to ensure that all children needing inhalers have them with them. * Recognition of the signs and symptoms of an asthma attack. <p>Names of Children with Asthma:</p>	Low
Eating & Drinking.	Allergic Reaction	Adults & Children	<ul style="list-style-type: none"> *Teacher to ensure that a list of children with any food or drink allergies are listed here: *Teacher to inform the place of the trip of any allergies. *Teacher to send a letter out to parents/carers if the children are not allowed to bring anything such as nuts in their lunchbox. *Teacher to ensure that any medicine required in response to an allergic reaction is taken on the trip. 	Low
Attending the Event.	Allergic Reaction	Adults & Children	<ul style="list-style-type: none"> *Teacher to ensure that a list of pupils with any other allergy is listed here – For example to a certain type of material – plasters etc: *Teacher to ensure that there is someone on the trip qualified to administrate any medicine required to support if a child if they are having an allergic reaction. *Teacher to ensure that any medicine required in response to an allergic reaction is taken on the trip. 	Low
Inside the Building/At the Event.	Fire within the Building/at the Event	Adults and children	<ul style="list-style-type: none"> * Ask the staff of the school/event to explain fire emergency procedures to the children as soon as they enter the building/event. * All adults to be familiar/ aware of where the fire exits are positioned. * Take head count once safely outside the building. 	Low
Swimming.	Drowning Slips on wet surface resulting in major / minor injury Panic Attacks / Anxiety	Children	<ul style="list-style-type: none"> *Qualified Swim Instructors to deliver lessons. *Additional supervision from Hindsford staff during lessons. *Children to be spoken about safety around the pool and in the changing rooms. *Children to follow pool rules such as walking around the pool, no diving, only getting in the water if being asked to, listening to the instructor etc. *Children to be spoken to before the lessons take place to explain what will happen during the lessons and explain the dangers of water if instructions are not followed. *Staff to ensure that any spillages are cleared up immediately. 	Low
Changing.	Privacy	Children	<ul style="list-style-type: none"> *Teacher to ensure that adequate changing facilities are available. *Children to change in separate changing rooms regarding gender and, where possible, individual changing rooms. Parent helpers must not enter the changing rooms. *Children to wear appropriate swim ware. 	Low

1:1 Pupil with SEND Needs		Adults & Children	*Pupil to have 1:1 support at all times – Ratio is not to be included as a class ratio. *Arrangements for changing and when in the water to be discussed and agreed with parents and SEND Co-ordinator.	
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