



# Redroofs

## School for the Performing Arts

### **SCHOOL VISITS & ACTIVITIES POLICY**

#### **Introduction**

Students at Redroofs Theatre School may be involved in school visits of an educational nature. There will also be visits resulting from students attending auditions, rehearsals or performances as organized by the Redroofs Theatre School Agency; as well as visits resulting from some students taking part in cabarets and choir performances.

The Co-Directors are responsible for educational visits and activities.

Students go on auditions, to rehearsals and performances. Students are always accompanied by a licensed chaperone or own parent who is responsible for travel to and from the venue and for supervision on site.

Redroofs Theatre School is responsible for cabarets, where groups of students leave the school premises to take part in a performance elsewhere. The same conditions apply to these visits as to educational visits.

Pupils enjoy opportunities for enriching learning through visits to theatres. The school management team fully supports this additional learning resource and students regularly enjoy and benefit from such activities. However the health, safety and welfare of the students must be a key priority at all times. All such visits and activities must be carefully planned to complement and enhance the curriculum.

The Co-Directors must only agree to a visit after a full risk assessment has been completed. The school must obtain parental consent in writing where required and ensure that full records of each student's medical needs are available to the person in charge of the visit. Visits should offer an opportunity for all students to participate regardless of their abilities, therefore, developing further 'the whole child'.

#### **General information**

##### **Staffing ratios:**

For day visits in the UK-

At least two adults, one of whom must be the teacher in charge, for groups up to 20. Mixed parties to be accompanied by an adult of each sex except for groups of children under 11 which may be accompanied by two female members of staff.

No more than 10 pupils in Years 5/6 and 7 to one supervising teacher/adult.

No more than 12 pupils in Years 8/9/10 and 11 to one supervising teacher/adult.



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Volunteers accompanying visits, including for overnight stays, are DRB checked.

### **First aid and mobile phones and emergency contact details**

Each group leader must have access to a mobile telephone, a basic first aid kit and a list of the students on the outing with any medical requirements and emergency contact details clearly noted. A copy of this list should also be available in the school office with parental permission slips attached. Where medical help is not readily available at least one member of staff should be a competent first-aider. The party leader must delegate responsibility to ensure that mobile phones are charged.

### **Medicines and Medication**

In general, medicines should be clearly labelled with name and dosage and handed to the Party Leader. It is not desirable for young children to be responsible for their own medication. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, e.g. asthma where it would be wrong to separate an asthma sufferer from a prescribed inhaler. Similar care and consideration might need to be exercised for the sufferer of diabetes. In such circumstances, it would be advisable to consult with the young person's parents/carer and if necessary seek medical advice.

Parents are requested to sign a permission form for emergency medical treatment if the parents cannot be contacted during a visit.

### **Planning**

The Co-Directors must appoint a group leader early on in the planning process who will take responsibility for ensuring that all stages in preparing for the visit are met. The school office staff will assist in preparing letters to inform students and their parents, collecting moneys and updating the list.

The group leader must make sure that the school office staff has an up-to-date list of contact details, instructions for reaching the venue, together with tickets or any other letters of introduction in case he or she is not able to be in school on the day of the visit. The Co-Directors must appoint an alternative group leader in such a case.

### **School rules**

The school rules and code of conduct apply equally off site as in school and pupils are expected to uphold the highest order of presentation and conduct to reflect the high standards expected in school.



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### **Travel to and from the venue – general guidelines**

Travel to a venue must always form a key component of a risk assessment when organizing a trip.

### **Evacuation/Major Incident**

If the school is evacuated for any reason the school office will contact the teacher in charge of any school visit. The teacher in charge of any school visit, or in the case of a chaperone escorting pupils off site for the Agency, should follow the guidelines of the place they are visiting in the event of a major incident. If telephone contact should be lost the teacher in charge should remain in, or go to a place of safety and wait till contact can be restored.

### **Risk assessment**

The management of Health and Safety at work Regulations 1992, made under the 1974 Act requires that we assess the risks of activities and introduce measures to control those risks.

Effective risk assessment should be based on these considerations:

- \*What are the hazards and who might be affected by them?
- \*What safety measures need to be in place to reduce risks to an acceptable level?
- \*Can the group leader in charge of the visit put the safety measure in place?
- \*What steps will be taken in an emergency?

Members of staff wishing to organize a visit must fill in a risk assessment form before making any bookings or travel arrangements, and submit it to the Co-Directors well in advance of the visit (at least one week) for approval.

Residential, overseas and unusual trips will require special consideration, and in most case an exploratory pre-visit. The Co-Directors must ensure that, in the case of field studies, museum, farm and industrial visits, a preliminary visit by the teacher is made where the site is not known to accompanying staff. In all other cases, a preliminary visit is strongly recommended but, where this is not possible, the leader must obtain information of the places to be visited with particular regard to potential hazards.

Once a risk assessment has been completed it should be kept on file for future reference and be updated when any changes occur.

### **Approval Process**

All off-site activities should firstly have the approval of the Co-Directors in the case of school visits; the Senior Agent for Agency arrangements or Redroofs Theatre School for cabarets and choir gigs.



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These individuals should be satisfied with the purpose, planning and proposed staffing for the proposed off-site activity. This approval should be sought and recorded on the appropriate form. Sufficient information must be given and also any significant changes and progress must be communicated before the proposed date of the visit.

Special consideration must be given to hazardous activities or activities in areas of high risk.

### **After the visit**

A report on the visit should be made to the Co-Directors. The party should be debriefed and any follow-up completed. Any appropriate letters of thanks should be sent and all accounts checked, finalized and closed.

### **Insurance**

Check cover for trip