



Educational Visits Policy

Go everywhere in the world and tell the good news to everyone
Mark 16:15

Policy Statement

Educational visits provide a valuable opportunity for pupils to encounter experiences, which are not available to them in the classroom. They can enable pupils to develop initiative, resourcefulness and independence. However, it is essential that all such visits be carried out with the highest regard for the safety and welfare of the pupils taking part in them.

The aim of this policy is to encourage educational visits by providing staff with a system which will give them the confidence to plan and carry out such trips knowing they are following recognised best practise and have done all they can to ensure a safe and successful visit.

An educational visit is any event, which takes place off the school premises.

Hurst Knoll St James' Educational Visits are planned and supervised in accordance with the Department for Education (DFE) advice policy 'Health and Safety Advice on Legal Duties and Powers' (February 2014) and in conjunction with this the Health and Safety Executive (HSE) policy statement 'School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths (June 2011)

Responsibilities

Individual accountabilities for the implementation of this policy are as follows:

- **Governors** – for ensuring that there is an effective policy for Health and Safety at Work in respect of its employees and learners on educational visits and that it is reviewed and updated on a regular basis.
- **Headteacher and Local Authority** – for ensuring that the procedures in place for educational visits satisfy the requirements of the guidelines provided by the DFE and for authorising high risk activities and residential visits.
- **Educational Visits Co-ordinator (EVC) and Health and Safety Lead (HSL)** – for ensuring that all relevant documentation and risk assessments have been completed prior to the visit. They should also ensure that:
 - Parents have signed the consent form when their child started at HKSJ which includes any medical conditions. This is updated on a yearly basis.
 - Suitable and sufficient controls are in place to manage the risks identified by the risk assessment
 - The Group Leader has the necessary competence and experience for the role
 - Adequate child protection procedures are in place
 - Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered
 - Parents should be notified of any off site visits for 'awareness purposes' particularly if they involve, possible late arrival home
 - Arrangements have been made for the medical needs and special educational needs of all the pupils
 - Adequate first aid provision will be available, including a travel first aid kit
 - The mode of travel is appropriate

- There is adequate and relevant insurance cover
- The Group Leader, group supervisors and school emergency contacts have copies of agreed emergency procedures, including the names of all the adults and pupils travelling in the group and details of next of kin for residential trips specifically
- There are suitable arrangements in place for funding the visit. Whenever voluntary contributions are asked for, it must be made clear to parents and carers that there is no obligation to contribute. However, school may indicate the amount required for the visit to take place and advise parents/carers that the visit may not go ahead if there are insufficient contributions
- The EVC/HSL have responsibility for ensuring that all relevant documentation and risk assessments have been completed prior to the visit.
- Obtain their EVC prior agreement before any firm plans are made
- Obtain the Local Authorities agreement before any high risk or foreign visits take place. All requests must be submitted well in advance of the scheduled start date of the visit. This will allow for clarifying / resolving any issues that may arise;
- Schools are not expected to seek the approval of the LA for visits involving low risk activities and which last for a day or less
- Comply with the requirements of this policy and any other guidelines and policies
- Appoint a deputy and keep them fully involved in the preparation and organisation
- Clearly define each group supervisors/volunteers role (where applicable) and ensure all tasks have been assigned
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place
- Be aware of child protection issues
- Ensure that adequate first aid provision will be available
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents (where necessary), including filling in the 'proposed visit form' and giving it to the EVC
- Undertake and complete a comprehensive risk assessment, a copy of which must be given to the EVC and HSL and saved on the schools P: drive in folder titled Educational Visits
- Ensure that staff and volunteers involved in the visit are fully aware of what the proposed visit involves, have a briefing meeting if necessary
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure the ratio of staff to students is appropriate for the needs of the group
- Consider stopping the visit if the risk to health and safety of the pupils is unacceptable, and have in place procedures for such an eventuality
- Ensure that group supervisors have details of school emergency contacts
- Ensure that group supervisors and school emergency contacts have a copy of the emergency procedures
- Ensure that the group's staff and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Ensure all group leaders, staff and volunteers responsible for a group on the visit each have a mobile phone and all numbers are shared with each member of the group. Also ensure the EVC has contact numbers in the school in the event of an emergency.

School staff on educational visits act as employees of the school whether the visit takes place within normal working hours or outside those hours, by agreement with the Head teacher

- **School staff** - on educational visits must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:
 - Follow the instructions of the group leader
 - Consider stopping the visit or the activity, notifying the group leader, if they think the risk to health and safety of the pupils in their charge is unacceptable

- **Adult volunteers** - on the visit acting as supervisors must:
 - Do their best to ensure the health and safety of everyone in the group
 - Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
 - Follow the instructions of the group leader and staff supervisors and help with control and discipline
 - Speak to the group leader or staff supervisors if concerned about the health or safety of any pupils at any time during the visit

- **Pupils** - also have responsibilities during educational visits. The group leader should make it clear to the pupils that they must:
 - Not take unnecessary risks
 - Follow the instructions of the leader and other supervisors, including those at the venue of the visit
 - Dress and behave sensibly and responsibly
 - Look out for anything that might hurt or threaten himself or herself or anyone in the group and tell the group leader or supervisor about it
 - Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways where possible

- **Communication with Parents**
 A letter should be sent, if appropriate, to inform parents of a visit with the following information to be considered for the letter:
 - Date of visit, place of visit, purpose of visit
 - Times for leaving school and returning to school if it is outside normal school hours. Parents should be informed of what time their child needs to arrive at school if it is before 8.50am
 - Any medical conditions relevant to the nature of the trip
 - Clothing required or school uniform (including wellies, warm waterproof clothing, sun cream, hats etc)
 - Arrangements for food – school dinner, packed lunch, additional food/drinks required etc
 - Transport – how pupils will be getting to and from the place of visit
 - Opt out statement (not permission reply slip)

If the trip is running late and the expected time of arrival back at school is not going to be met then there will be regular updates with the school office and SLT where necessary. The school office will then inform parents and carers through the appropriate channels depending on the time of day and situation e.g. text message, verbal, written note on school gate etc.

Parents should be able to make an informed decision on whether their child should go on the visit. The group leader should ensure that parents are given sufficient information about the visit.

The group leader should also tell parents how they could help prepare their child for the visit and reinforce expectations of behaviour and personal safety.

Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.

Special arrangements may be necessary for parents for whom English is an additional language. Parents may need help to:

- Provide the group leader with emergency contact numbers
- Sign the consent form
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit

- **The EVC will:**

- Liaise with school staff to ensure that educational visits meet the school requirements including those of risk assessment
- Maintain a set of Generic Risk Assessments for educational visits and the documents necessary for planning and executing an educational visit
- Support the Governors with approval and other decisions
- Support the emergency arrangements and ensure there is an emergency contact for each visit
- Keep records of individual visits including reports of accidents and near misses
- Review systems and, on occasion, monitor practice
- Complete a pupil voice evaluation to evaluate the effectiveness and impact of the visit/experience following the visit (this will be completed by the Cornerstones Lead for topic based visits)

Actions

All educational visits require formal planning. Whether the visit is to a local park, museum or swimming pool; or includes a residential stay in the UK; it is essential that formal planning take place before setting off. This involves considering the dangers and difficulties that may arise and making plans to manage them.

Risk assessments should be completed well before the visit and should be approved by the EVC. A risk assessment for a visit need not be complex but it should be comprehensive. A Generic risk assessment has been prepared for educational visits, however, the group leader, to make them relevant to the actual visit must edit these. Particular attention must be paid to fire and other safety precautions and emergency evacuation procedures.

Before booking a visit the group leader should obtain written or documentary assurance that providers have, themselves, assessed the risks and have appropriate safety measure in place. Group leaders should ask the provider if they have a Quality Badge. These are not compulsory but can give reassurance if in place.

Whenever possible, an exploratory visit should be made by the member of staff who is to lead the group on a residential visit; or who is to instruct or lead the group in an activity such as trekking; in a location that is not familiar to them.

If an exploratory visit is not feasible then the group leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other organisations who have recently visited it, and from local organisations such as tourist's boards.

First aid should form part of the risk assessment. Before undertaking any off-site activities the group leader should assess what level of first aid should be needed.

All accompanying adults should be familiar with the first aid guidelines, and it is recommended that at least one of the supervising adults accompanying the group should have a current qualification in first aid, or has completed the online training for first aid.

It is important to have a high enough ratio of adult supervisors to pupils for any visit. Exact ratios will depend on a number of factors; however, it is always good practice to have a minimum of two staff on any educational visit. It is also good practice to have at least one member of staff who is the same sex as the pupils.

All volunteers and staff employed by the contractors must be List 99 checked as a minimum; however, it is preferable that Enhanced DBS checks are conducted where practicable. It is the responsibility of the group leader to ensure the HSL has all the relevant details in advance to be able to carry out a List 99 check.

For the protection of both adults and children, all adult supervisors/volunteers should ensure that they are not alone with pupils wherever possible.

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times.

Pupils, whose behaviour is such that the group leader is concerned for their safety, or that of others, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils should be sent home early. Parents of pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safest and who will meet the cost.

Every effort should be made to ensure that school journeys and activities are inclusive and available and accessible to all who wish to participate, irrespective of special educational needs, ethnic origin, sex, religion, etc. All pupils should be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with special educational needs, a suitable venue should be selected.

The Group leader must ensure the needs of pupils with a medical condition are met and the information necessary to manage the medical safety of the individual and others during the visit is shared.

Group leaders and the EVC should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit.

Staff and others who drive pupils in their own cars must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for transporting the pupils.

The public liability insurance policy held by Tameside MBC covers the legal liability of the Council and its employees against third party claims for negligence in respect of staff and pupils taking part in all recognised school activities, including school visits. This includes loss, or damage or injury through negligence sustained and/or caused by staff, pupils and other members of the party.

For travel organised through a tour operator, the group leader should ascertain the details of the insurance held by the tour operator.

When planning to use adventure activity facilities offered by a commercial company, the group leader should check whether the provider is legally required to hold a licence for the activities it offers and, if so that the provider actually holds a licence.

Staff 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 and employees should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Monitoring and Evaluation

The HSL is responsible for monitoring the operation and effectiveness of the policy, in consultation with the EVC

Reviewed and Adopted by the Governing Body Autumn 2016

Appendices

Consent form for local school trips and other off site visits

Details of Proposed Educational Visit

Coach Booking Request

Risk assessment proforma

Education/experience charter pupil voice evaluation

**CONSENT FORM FOR LOCAL SCHOOL TRIPS
AND OTHER OFF-SITE ACTIVITIES**

Please sign and date the form below if you are happy for your child:

To take part in local school visits and other activities which take place off school premises during the normal school day.

To being given first aid or urgent medical treatment during any school trip or activity.

Written parental consent will not be requested from you for off-site activities which usually take place during the normal school day – for example visits to our local church and visits to local amenities which may form part of the school’s curriculum.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity. This information needs to be put in writing and handed to the school office.

The school will send you information about the following trips and activities before they take place where separate parental consent would be required includes;

The trips and activities where separate parental consent would be required include;

- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day,
- all off-site activities for nursery schools.

Please complete the section below and return to school.

**CONSENT FORM FOR LOCAL SCHOOL TRIPS
AND OTHER OFF-SITE ACTIVITIES**

Name of pupil.....

Year.....

Signed.....

Date.....

Details of Proposed Educational Visit

Class Teacher/Year group	
Place of Trip	
Date of trip	
Times of trip Departure from school Arrival back at school	
Curriculum link	
Number of children:	
Number of adults required	
Cost of Transport Cost of Venue Other Cost Total cost of the visit	
Voluntary Contribution per child:	
Cost to school:	
First aider:	

Visit Leader: _____

Date _____

Trip approved by EVC: _____

Date _____

Once permission has been granted for the visit to take place, the Visit Leader must ensure that the following have been attended to:

- A letter has been sent to parents/carers, and a parental consent form has been returned (copy saved on the public server and a copy to the office)
- Risk assessments have been carried out
- All appropriate safety issues considered.
- Coaches booked
- Provision has been made for pupils with medical conditions or other special needs.
- All pupils taking part in the visit have been briefed.
- All supervising adults have been briefed.
- Appropriate meal arrangements have been made

Coach Booking Request

Please complete the information below for coach quotes and return office

Destination

Address:

Date of Trip:

Coach Size (Pupils and Adults)

Departure Time from School:

Collection Time from Visit:

Date submitted for quotation:

Signed (Teacher)

Office to complete info below.

Coach Company	Quote	Date of trip	Departure time	Collection time	Company selected for booking

Teacher to notify office which company they want the coach to be booked with.

P:\Staff\Health and Safety\Educational Visits\Educational Visit Forms Oct 2015\Coach Booking Request Form.doc

Risk assessment – to be completed for all Educational visits.

Class:	Venue:	Contact name and telephone number at venue:	
Teacher in charge:		Contact number:	
Designated leader in case of emergency:		Contact number:	
Number of children (to be amended on day of trip):	Number of adults:	Adult: Child ratio:	
Names of all adult helpers, including next of kin name and contact number:			
Nominated first aider:			
Date of travel:	Leaving school at:	Arriving back at:	
Transport – contact name and number of company:			
Medical needs: Please attach sheet listing any medical needs for pupils attending the trip (available from the office)			
Activity Arrangements			
Staff		Pupil	
Environment		Environment	
Hazards (including worst likely injury):		Hazards (including worst likely injury):	

Precautions to avoid/reduce the risk:

Precautions to avoid/reduce the risk:

Overall assessment of risk (medium, high, low):

School Telephone No:

Headteachers Telephone No:

Signed (Teacher) _____ **Date** _____

Signed (H&S Officer) _____ **Date** _____

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Class:
Date of Visit:
Pupils Interviewed:

EDUCATIONAL VISIT EVALUATION FORM – EXPERIENCE CHARTER (Pupils)

What was the 'Experience' ?

Where did you visit? / Who visited your class?

Enhancements from the visit

Have you been on a visit like this before?

Tell me about the visit. What did you do?

Did you enjoy the experience? Why?

How did the experience make you feel?

Before

During

After

**Do you think other children should have this experience next year?
Why?**

Any additional comments on links to SMSC/British Values from the visit

What made it a memorable day for you?

Class:
Date of Visit:
Pupils Interviewed:

EDUCATIONAL VISIT EVALUATION FORM - CORNERSTONES (Pupils)

What is the cornerstones topic you are learning about?

Where did you visit? / Who visited your class?

What stage of the topic was the trip? start, middle, end

Learning enhancements from the visit

What did you learn that you did not know before?

What was the best part of the visit?

Did the visit help you to understand the topic better? How?

What work have you done/are going to do to show your learning from this visit?

Now that you have completed the topic, how was the trip relevant to your learning?

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Completed by _____ Date _____