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## SSWL Educational Visits Policy

### EDUCATIONAL VISITS

#### Introduction

While there is widespread agreement that trips are of great educational and social value to students of all ages, their planning and execution are often causes of anxiety for teachers. A well-planned trip is key in inspiring confidence in parents, colleagues and students alike.

Educational visits can increase student interest, motivation and achievement. Colleagues are encouraged to develop ideas for visits wherever possible.

#### We aim to:

- Adhere to local and national guidelines regarding Health and Safety and effective practice for educational visits.
- Follow the procedures set out in Hounslow's "Safety Guidance for School Journeys & Off-Site Activities".
- Maximise entitlement and achievement for all students.
- Allow students access to a broad curriculum beyond the School environment.
- Contribute to the spiritual, moral, social, cultural, physical and emotional development of the student.
- Allow students an informed perspective about the role of the individual within the community and the world of work.
- Enable students to appreciate and value our plural society.

## Clarification of roles

The Principal has designated the role of Educational Visits Co-ordinator (EVC) to the vice Principal at the School.

The EVC should ensure that:

- visits comply with national regulations and guidelines and the School's own Health and Safety Policy;
- adequate safeguarding procedures are in place;
- all necessary actions have been completed before the visit begins;
- the risk assessment has been completed and appropriate safety measures are in place;
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or person in charge of the activity is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- all staff involved are competent to carry out such responsibilities as they may be allocated;
- group leaders are allowed sufficient time to organise visits properly;
- non-teacher supervisors such as assisting staff and voluntary helpers are appropriately trained and competent to carry out tasks allocated;
- parents/carers have, where required, signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the students;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- a School contact has been nominated (this may be the appropriate senior staff) and the group leader has details;
- the group leader, group supervisors and nominated School contact have a copy of the agreed emergency procedures;
- the group leader, group supervisors and nominated contact have the names of all the adults and students travelling in the group, and the contact details of parents/carers. Contact details of teachers' and other supervisors next of kin are available through the school;
- there is a contingency plan or plan B in place should the visit plan be significantly changed or cancelled;
- there is a contingency plan for any delays including a late return home.

### **The Group Leader**

The group leader will have overall responsibility of the supervision and conduct of the visit and will have regard to the health and safety of the group. The group leader must be an employee and will be appointed or approved by the EVC. The group leader will:

- obtain the EVC's prior agreement before any off-site visit takes place;
- follow the relevant regulations, guidelines and policies;
- appoint a deputy;
- clearly define each group supervisor's role and ensure all tasks have been assigned;
- be able to control and lead students of the relevant age range;
- be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child protection issues as required, at the discretion of the school's designated child protection officer;
- 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/carers;
- undertake and complete a comprehensive risk assessment;
- review regularly undertaken visits/activities and advise the EVC where adjustments may be necessary;
- ensure that teachers and other supervisors are fully briefed and are aware of what the proposed visit involves;
- have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to students is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health or safety of the students is unacceptable
  - and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the School contact;
- ensure that group supervisors and the School contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- observe the guidance set out for teachers and other adults below;
- Ensure Teachers and Adult Volunteers know their responsibilities and have read the Health and Safety of Students on Educational Visits policy and the risk assessment.

### **Staff**

Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances. They should:

- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the students in their charge is unacceptable;
- ensure that they have read the risk assessment and make the Group Leader aware of any concerns that they might have.

### **Adult Volunteers**

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit.

Non-teacher adults 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 students except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of students at any time during the visit;
- ensure that they have read the risk assessment and made the Group Leader aware of any concerns they have.

### **Students**

The group leader will make it clear to students 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 to local codes and customs;
- look out for anything that might be harmful to the individual or group and report concerns to the group leader or supervisor about it.

Any students 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 students should be fulfilled in other ways wherever possible.

### **Parents/carers**

Parents/carers should be able to make an informed decision on whether their child should go on the visit. The group leader will ensure that parents/carers are given sufficient information in writing and are invited to any briefing sessions.

The group leader will inform parents/carers 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/carers for whom English is a second language. Parents/carers will need to:

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

## **Types of Trip**

### **TYPE I VISITS**

There are two categories of Type I visit:-

- regular, routine off-site activities. (e.g. the use of off-site facilities for PE).
- specific, one-off or occasional visits.(e.g. museum visits, field study visits).

### **TYPE II VISITS**

Type II visits are those which fall into one or more of the categories below A:

Visits including an overnight stay;

B: Visits including adventurous activities supervised by employee or volunteer;

C: Visits including adventurous activities supervised by an external provider (e.g. a commercial centre or hired instructor);

D: Visits abroad;

E: Visits in any of the categories above for which insurance is arranged other than through the school scheme

### **Supervision and Staffing ratios**

The School will ensure that there is an appropriate level of supervision at all times for all visits. This must be approved by the EVC.

The suitability on the level of staffing on an individual visit will be based on the following factors:

- The type, level, and duration of activity
- The nature and requirements of individuals within the group, including those with additional needs
- The experience and competence of staff and other adults
- The venue, time of year and other factors
- The contingency or Plan B options

A visit must not go ahead where the EVC is not satisfied that an appropriate level of supervision is in place.

Staff assigned to support the special needs of an individual cannot be included in the overall staffing ration.

The following ratio is guidance for all visits

- EarlyYearsFoundationStage1:4
- KeyStage1andYear31:6
- KeyStage21:10
- Age11–181:20 for Type I or 1:10 for Type II

For all Type II visits and when the minibus is used for a long journey a teacher and a second adult must accompany the party.

## **TRANSPORT, INSURANCE**

### **Insurance**

All participants in Type II visits must be insured through The School's visit and journeys insurance policy.

Occasionally package trips will include a specific insurance for the activities involved. In these circumstances the parents should receive full details of the insurance cover and sign to confirm their acceptance and understanding of the insurance in place to cover the trip.

### **Coaches and Taxis**

Coaches and taxis should always be arranged via the School's approved suppliers and students will always be accompanied by at least one member of staff.

Seatbelts are to be worn at all times.

### **Minibuses**

Minibuses must be used in accordance with the School's minibus policy.

### **Private Cars**

Students are not permitted to travel in private vehicles belonging to staff.

### **Public Transport**

Occasionally public transport will be used. Staff members will ensure students follow all safety guidelines during the journey.

The School will ensure that there is an appropriate level of supervision at all times.

## **Emergency Procedures**

In the event of an emergency during an offsite Activity the following procedures should be followed:

- 1) Primary concern is to ensure the health and safety of all members of the Group at all times. Any actions needed to ensure this should be taken immediately, in the given circumstances. E.g. contacting emergency services, administering 1st Aid, obtaining local assistance, etc.
- 2) If urgent information is required from the affected person's Emergency Contact to assist with the affected person, then this should be done. Otherwise, the School will make contact with Emergency Contact.
- 3) The EVC, Executive Principal or Principal should then be contacted as soon as possible on the emergency numbers and fully briefed on the situation.
- 4) The School will then,  
Provide the Group Leader full remote assistance, contacting necessary authorities, services, organisations etc to ensure safety of the Group  
Contact the affected person's Emergency Contact, to inform them of the situation and how it is being managed
- 5) The School will inform the Group Leader,  
Of any further relevant information regarding the affected participant provided by the Emergency Contact,  
Of any intention by the Emergency Contact to make their way to the location of where the affected participant is being treated.
- 6) Under no circumstances should any media contact be made by anyone within the Group. The Executive Principal will manage any communications regarding the media in conjunction with the Trust Board.
- 7) In order that the situation can be managed in an orderly manner, other members within the Group should be discouraged from making communications on their mobile phones regarding the incident. Any unmanaged communications to parents/carers may cause undue distress.

## GUIDANCE FOR ORGANISING TRIPS AND VISITS

### Initial Proposal for Educational Visits

First, discuss the proposal with the subject leader and EVC. You need to establish some information before requesting permission for the visit. You must not commit to pay anything at this stage until the *“Initial Proposal for Educational Visits”* form has been approved.

<b>Name of visit</b>	This is how the visit will appear in the calendar.
<b>Proposed destination</b>	The place where you consider the main base to be (with postcode, if possible).
<b>Proposed date(s)</b>	You are advised to look at the calendar before choosing the date(s).
<b>Rendezvous time</b>	The time when the pupils will be instructed to rendezvous.
<b>Return time</b>	The time when the visit formally ends, according to your arrangements.
<b>Year group(s)</b>	Please indicate if it is a whole year visit.
<b>Number of students</b>	Put a precise number which matches the number of names on the register.
<b>Cost per pupil</b>	Put a precise cost which matches the cost quoted in the letter.
<b>Visit leader</b>	The member of staff who is responsible for the visit.
<b>Proposed first aider</b>	The member of staff with the appropriate first aid qualification to attend.

### Permission

All residential educational visits for the following academic year must be approved by end of the previous academic year. All non-residential educational visits or events must have initial approval from the EVC at least one half term prior to the educational visit or event taking place. If visit/event is approved, trip/event planning policies and risk assessment must be followed. Please do not seek to circumvent this procedure by requesting permission from a different person.

### Finance

Complete the *“Finance arrangements for school trips”* form taking into account all aspects of the trip that the student may need to pay for example: travel, contribution to fuel costs (minibus), entry/course fees.

Some activities offer free adult places/entry on a pro rata basis, however, if the number of adults exceeds the free places offered the cost of the adult places/travel will generally need to be built into the cost of the trip. Insurance is applicable to every person who participates on the trip. Other expenses may include photocopying letters or activity sheets, extra excursions/meals not included in cost of a residential stay. In the case of more costly trips please consider the payment schedule. All money from students will need to be paid in at least two weeks prior to the trip taking place. Quite often tickets/places

booked are only held for a short period of time please bear in mind it can take 2 to 3 days to organise a cheque. Payments will only be made against a signed (by yourself) invoice and a completed and authorised *“Finance arrangements for school trips”* form and *“Educational visit planning form”* along with a copy of the letter that is given to the student regarding details of the trip. Please hand these completed forms to the School support manager in the main office. The Office will set up a spread sheet to record/monitor student payments. An account will be opened for each individual trip. Payments cannot be made until funds are to hand. Before the trip letter is issued you must ensure that the school support manager has all trip details along with a list of

students the trip will be available to. Finally, a trip should not make a profit (or loss!). Under no circumstances should staff handle trip funds.

Below is the link and password information for the free ticket scheme – that you need to book 14 days in advance and there are some time restrictions. Check this out first to see if this meets your requirements if not we can do a group booking over the phone and pay using the school credit card but you would need to get a quote from SW trains (details also below) first.

Link below for free tickets

Login: Longford58TW14 Password:  
duster

<https://schoolparty.tfl.gov.uk/>

### **SWT Group Travel**

Tel: 023 8072 8162

SWT Group Travel South  
West Trains CSC Overline  
House Blechynden  
Terrace Southampton  
SO15 1GW

### **Letter**

In the interests of legality, clarity and consistency of communication with parents, a standard letter format is used. It is essential that this template is used and that the reply slip for the letter is retained in full. The letter must be generated for parents through the main school office.

*Attach the letter to the planning form.*

### **Consent**

You are required to collect consent forms from parents for all educational visits with signed written permission from parents. These must be retained by the visit leader. If attending a residential trip you must also obtain signed "*Student code of conduct for residential visits*" and "*Residential visit consent form*".

### **Staff**

Record the relevant contact and medical details for staff accompanying the visit. Remind staff accompanying the visit that they need to book their absence and set cover, during term time. The minimum staff-to-pupil ratio is 1:20 for type I trips and 1:10 for type II trips. Students must never be sent on a visit



unaccompanied, though there may be planned periods of remote supervision during a visit.

*Pass the printed full contact details for all staff to the EVC at least one full working week before the visit.*

### **First aid**

The visit leader requires a working knowledge of first aid and must carry a medical bag, requested from the Medical Centre using the appropriate form. Day visits require a member of staff with a one-day first aid certificate (e.g. St John Ambulance Schools First Aid or British Red Cross First Aid for Teachers) if the activities include unsupervised time, walking in rural areas or sports. All residential visits require a member of staff with a one-day first aid certificate, who is contactable 24 hours a day. Any visit involving adventure activities or camping require a member of staff with a two-day first aid certificate (e.g. St John Ambulance Activity First Aid or NGB Outdoor First Aid or NGB Rescue and Emergency First Aid). Any swimming activities must be supervised by a qualified lifeguard.

### **Risk assessment**

Your responsibility is to take reasonable action in the case of risks. So to start with, you should undertake an inspection visit. Risks should be assessed at the main base and all the places to be visited. In the interests of clarity and consistency, a standard risk assessment format must be used. The risk assessment template comes pre-loaded with generic risk assessment practice for a wide range of activities. Irrelevant activities should be removed so the result is a bespoke document, for the requirements of your visit.

Three **crucial** points about using the risk assessment document:

1. Add your own visit-specific locations and risks to the document.
2. Read the generic risk assessment practice. You're not safe unless you carry it out.
3. Treat the risk assessment as an **active document**. Discuss it before visiting each site with all staff.
4. If the cost of undertaking an inspection visit is prohibitive then it is acceptable to use a risk assessment provided by a local organisation or tour operator. You must observe that risk assessment has been carried out by the organiser of any local activities.

Points 1 to 3 above are still crucial.

The School has insurance cover in place for day trips and no additional charge should be made for this, however, if insurance is included as part of the package (e.g. residential trips) the School insurance is not applicable.

*Attach the risk assessment to the planning form.*

### **Bookings**

Once you have permission to proceed with the planning, you should book any necessary transport (the finance office can provide you with a list of companies previously used by the School). You must see written evidence of the company's public liability insurance and attach this to the risk assessment. If more than one coach is to be used, it is essential that the drivers travel in convoy. Private cars are not to be used to transport students.

Only when you have booked the transport, and you know you can actually reach your destination, should you make a booking for accommodation. You must observe that safety procedures are in place at all accommodation venues.

Only when you have booked the accommodation, and you know you can actually stay in your destination, should you make a booking for activities.

### **Register**

Having completed the booking process, and finalised the numbers, you should produce (1) a student photo register, (2) a parental contacts register and (3) a student medical details register, please ask the school support manager for support with this if required. You should also print a simple register of names for the visits notice board in the staff room and email all staff requesting permission if the educational visit is taking place during term time. You should inform staff of this trip 1 month prior to departure and send reminders 1 week before and 24 hours prior to departure.  
*Attach the register to the planning form.*

### **Itinerary**

A schedule of all the places to be visited, including their post codes and telephone numbers where available, should be drawn up in order. Include the names and contact numbers of transport companies.  
*Attach the itinerary to the planning form.*

### **SLT contact point**

You need to arrange an SLT contact point. This person must be available 24 hours a day throughout the duration of the visit. A telephone tree should be provided to the SLT contacts, in case parents need to be contacted in the case of an incident, or a late return. You need to book a school mobile phone from the Office. Students must not be given the private telephone numbers of members of staff. You must ensure that you provide SLT contacts with the phone numbers of the School /Staff mobile.

### **Information to Students**

Students should understand:

- the aims and objectives of the visit/activity;
  - the background information about the place to be visited;
  - basic foreign culture and customs;
  - how to avoid specific dangers and why they should follow rules;
  - why safety precautions are in place;
  - why special safety precautions are in place for anyone with disabilities;
  - what standard of behaviour is expected from students;
  - appropriate and inappropriate personal and social conduct including sexual activity;
  - who is responsible for the group;
  - what not to bring back either within the UK or from abroad such as drugs, knives etc; !
- what to do if approached by anyone from outside the group;
- rendezvous procedures;
  - what to do if separated from the group;
  - emergency procedures.

For residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when students will also need to know about any ground rules agreed between the group leader and host family.

Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. Students should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.

**Final check**

You should now be able to complete the “*Educational Visit Planning form*” and submit it to the EVC. Copies of the visit documentation should also be given to Reception, to the SLT contacts and to the visit staff. Please submit all paperwork at least six weeks before the trip is due to take place. On the day of the visit submit final version to the EVC and School support Manager. Take with you a copy of the Educational Visits Form with SLT contact numbers. Call the school at 8:15 to confirm students are present if the educational visit leaves before the School day.