

## EDUCATIONAL TRIPS AND VISITS POLICY

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# SCHOOL JOURNEYS AND EDUCATIONAL VISITS (including EYFS)

## Introduction

Safety has to be at the top of the agenda in planning a trip. This policy reflects the guidance set out in the Department of Education's (DfE) Health and safety on educational visits guidance (2018) and covers the systems that need to be followed in order to ensure that all St Andrew's Prep trips are as well-planned and properly managed as possible. Attention to detail at the planning stage is critical.

## Our Trips and Visits

We regularly take pupils on day trips to: historic sites, museums, galleries, natural features and farms to support the curriculum.

You can find more about the trips, visits and activities that are available to each year group from our web site, our prospectus and our notice boards around the school.

## Information on Planned Trips and Activities

A child's school calendar lists the trips and visits that are due to take place over the coming academic year, together with a list of planned home and away sports fixtures. Parents should always be notified in advance:

- if a child has been selected for a sports team, and will be given a list of fixtures. Family and friends are very welcome at all our matches, both home and away.
- if a child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site, we will always seek parental permission if the visit involves an extra charge, supplying a packed lunch or late return to school.

We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group.

DfE guidance contains advice on the legal framework for health and safety on school visits and the responsibilities of Governors, Heads and teachers.

**The Governors:** The governors are ultimately responsible to ensure that the educational visits are conducted according to the regulations and guidance provided by the DfE.

**The Head:** The Head has been delegated the task from the governors for ensuring that the management of visits and ventures meets the regulations and guidance provided by the DfE and others as well as conforming to the School's own Health and Safety Policy.

**The Educational Visits Coordinator (EVC):** The EVC is appointed by the Head and should:

- be an experienced visits leader
- have the status to be able to guide the working practices of other staff

- be confident in assessing the ability of other staff to lead visits
- be confident in assessing outside activity providers
- be able to advise headteachers and governors when they're approving trips
- have access to training, advice and guidance

The EVC is charged with the ensuring following

- Adequate child protection procedures are in place
- All the necessary preparation has been completed before the visit begins
- A risk assessment has been completed and safety measures put in place
- Training needs have been considered by a competent person and action taken
- The group leader is suitably experienced to organise the group
- The group leader has been allowed sufficient time to organise the visit properly
- Supervision ratios are appropriate
- Non-teacher supervisors are appropriate persons to supervise children
- Parents have signed a consent form where appropriate
- There are adequate arrangements for medical needs and special educational needs of pupils
- There are adequate first-aid facilities
- Travel arrangements are appropriate and travel times out and back home are known
- There is adequate insurance cover for the visit
- The address and telephone number of the venue and a contact name are available
- The group leader and group supervisors have a copy of the emergency procedure and so does the nominated school contact; the same people should have a list of the names of all pupils and adults on the visit (including any specific medical needs), contact details and, in the case of adults, next of kin.
- There is a contingency plan

The Head of Pastoral Care is the school's EVC. He supports the Headmaster in the process of approving visits, ensuring that they are spread through the different age groups, and the school year, (although there is inevitably a concentration during the last part of the summer term, when exams have finished and the weather is at its best). The Charity's Bursary and the Headmaster's Office help staff involved with organising tours, with checking parental consent forms and with keeping records of all previous visits. The HoPC keeps copies of Risks Assessments and other documentation required when using outside organisations. All new staff have a session on planning school visits as part of their induction training.

**The Group Leader:** The Group Leader has to be cleared by the EVC as being appropriate to manage such a venture. It is expected that the leader will have developed some experience through an apprenticeship style of system over time, matched by their recognised ability to manage other leaders and pupils appropriate to the context, length of time and the objectives of the venture. This would not normally be a newly qualified teacher (NQT).

**Volunteers and other responsible adults:** The EVC must be satisfied that any volunteers are in fact 'responsible adults'. This may require criteria and evidence according to the context of the venture. All such adults must be clear about their role and responsibilities during the visit.

## Approval

In the first instance the proposed visit should be discussed with the Educational Visits Coordinator (EVC), Deputy Head or Head. Once initial consent for the trip has been granted, the organiser must complete the application form for the approval of Educational Visits (see Form No. 1) which is then passed on to the Head for approval. NB: The Head must authorise ALL visits of whatever duration.

In a large school like St Andrew's Prep it is unlikely that the Head will be aware of all the likely problems each visit may create. The application form for the approval of Educational Visits states where the trip is to and its purpose, the dates and time for leaving and returning to the school, the number of pupils involved and their year groups, the names of the members of staff accompanying the party, the transport to be used and the cost per pupil. Other staff should receive adequate notice of the trip. The organiser should also be responsible for informing the parents, kitchens, Transport Supervisor and staff with pastoral responsibility for the pupils, including the Medical Centre. Appendix 1 is attached to the Educational Visits Form and is to be used as a 'tick sheet' in preparation for any member of staff taken a trip off-site.

## Risk Assessment

The DfE guidance 'Health and Safety of Pupils on Educational Visits' stresses the importance of completing a risk assessment to be approved by the EVC well before the visit. This need not be complex nor, in most cases, require professional expertise, but the EVC should ensure that the person carrying out the risk assessment is competent to do so. (For a generic risk assessments see Form No. 2). Risk assessments should be completed, read and signed by all accompanying staff and handed to the EVC for approval, ideally a week before the trip.

The five stages of assessment involve the following questions:

- What are the hazards?
- 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 put the safety measures in place?
- What steps will be taken in an emergency?

When assessing the risk in relation to a school visit, the following factors are important:

- The type of activity and the level at which it is undertaken
- The age, competence, fitness and temperament of the group members
- Any special educational or medical needs of pupils
- Supervision ratios and the competence, experience and qualifications of supervisory staff
- The location, routes and modes of transport
- Emergency procedures

Pupils must never be put in situations which expose them to an unacceptable level of risk. The DfE's advice is emphatic that the visit must not go ahead if the risks cannot be contained. Advice on preparing Risk Assessments is available from the Head of Facilities Management (HoFM)

## Using outside organisations

Schools using an outside organisation to provide an activity must check they have appropriate safety standards and liability insurance. Prior to the trip, the trip leader should check to see if the outside organisation the school are using holds a Learning Outside the Classroom Quality Badge <https://lotcqualitybadge.org.uk/search>

The School's EVCs hold the responsibility to ensure that the following due diligence of external centres and staff is conducted for any adventure training activity as follows:

- Copies of employer liability insurance
- Copies of Public liability insurance
- Copies of centre activity risk assessments
- Copy of licence to operate under Adventure Activities Licensing Regulations 2004
- Checks of competence and capability of centre staff technical ability
- Copies of DBS Enhanced for staff having unsupervised time with children

Copies of all documentation should be submitted to the EVC and be reflected in the School risk assessment for approval.

## Information for Parents

Many short visits take place during the school day in connection with work being done by pupils.

Equally, there are the many activities after school or at weekends which come within the school's regular programme. Such visits and activities are accepted as a matter of routine and do not involve parents being asked to give consent.

Where the nature of a visit or journey makes it appropriate to ask parents for consent, it is important that they should know what is involved. Information should be sent to the parents in writing when they are asked to agree to their children taking part in the visit.

## Supervision

### The Standard of Care

School journeys and educational visits are an extension of school activities. Teachers, and by extension other adults, responsible for supervising pupils taking part in journeys and visits must be expected to act towards the pupils as a careful parent would towards his or her children in similar circumstances. It is a professional duty, included in the School Teachers' Pay and Conditions Document, for a teacher to maintain the good order and discipline of pupils and safeguard their health and safety, not only in school, but also when they are taking part in authorised activities elsewhere. In the case of a journey, they are responsible for the pupils in their care 24 hours a day, seven days a week. The responsibility is not lessened because the duty is undertaken voluntarily. In all cases where the teacher has accepted the care of the children, he or she must take responsible precautions for their safety. School rules should still be applied to ensure the discipline and control of the pupils.

### Levels of Supervision

All staff or volunteers accompanying the trip who are to be in charge of pupils must have the relevant checks in accordance with the school's recruitment procedure. NB: Volunteers and parents accompanying overnight trips need enhanced DBS checks

There are no statutory requirements for staff-pupil supervision ratios. Levels of supervision need to be decided for each visit or journey, according to all the circumstances (e.g. age, previous experience and maturity of pupils, whether the party consists of boys or girls only or both, the capabilities and previous experience of the supervisory staff, travel arrangements, activities to be undertaken, time of year, etc.).

The DfE offers as guidance the following ratios for visits to local sites and museums or for local walks:

- One adult for every 15-20 pupils in Year 7 and above.
- One adult for every 10-15 pupils in Years 4 to 6
- One adult for every six pupils in Years 1 to 3 but a higher ratio for under-fives
- One adult for every 4 pupils over 2 years old in Nursery.
- One adult for every 3 babies (under 2 years).

### **Preparing pupils with special and medical needs**

The School Nurse publishes a list of those children with special medical and dietary needs.

The SENCO publishes a list of children who have special educational needs together with their Individual Plans.

The teacher in charge should ensure that there are adequate arrangements for children with special medical and dietary needs, and for pupils with special educational needs. If necessary, the teacher in charge should sit down with the relevant staff and discuss how any special requirements for the trip are to be undertaken.

### **Discipline and Rules**

From the earliest possible opportunity during the preparation of the trip, the importance of good order and discipline should be emphasised to everyone taking part. As well as reminding them that they are representing the school, it should be pointed out that a climate of responsibility is essential for their health and safety and to ensure the trip is as enjoyable and successful as possible.

The party leader should make it clear what is expected of the pupils by explaining the code of behaviour which must be accepted by each pupil if he or she is to take part. They should be aware that the appropriate action may be taken if any misbehaviour occurs, particularly if it puts any of the pupils at risk of injury.

A number of basic rules are necessary for all school trips, e.g. what is suitable clothing, what articles and how much money may be taken and rules about free time and unsupervised activities.

The pupils should also be clear about what to do in cases of emergency. Other rules may be necessary depending upon the circumstances. Where there are outdoor activities, the rules of

one or more of the Country Code, the Mountain Code and the Outdoor Studies Code could be relevant.

When pupils are at an activity centre, it is essential that they know and understand the safety and general rules of conduct of the centre.

Similarly, they must be aware of particularly rules which apply when travelling by transport or walking along roads.

The location of the trip may necessitate a number of basic safety rules. When for example, pupils visit a farm, there are risks from dangerous equipment, hazardous substances such as pesticides, heavy vehicles and dangerous areas such as grain silos and slurry pits. As well as safety rules, there should be procedures for hygiene in place.

## **Parental Consent**

Where appropriate it may be necessary to secure parents' written permission for a child to go on a trip. Parents need only be asked to sign one consent form in respect of a series of trips that are part of a particular course. Written consent that the parent accepts the risks must be obtained if there are special risks or conditions, such as a non-returnable deposit. For longer trips (lasting more than one day), parents must give their consent. Consent forms should give full details of the itinerary: the name and address of destination, dates and times of departure and return, cost and method of travel, inoculations necessary, etc. before they are asked for their consent. A model consent form is attached in the Educational Visits Form Pack.

On the consent form, parents should provide necessary information about the child and include details of any relevant medical condition and any medical treatment required. There should be an emergency contact telephone number and an alternative contact. Other information may be needed depending upon the nature of the trip. It may be necessary to know of any special dietary requirements and whether the child suffers from travel sickness. If the trip includes physical activities, parents should be asked to state whether there are any in which the child cannot participate. It may be necessary to be informed of the swimming competence of the child.

### **Written notice to parents**

Where parental consent is not required for a trip, teaching staff should, out of courtesy, give consideration to informing parents of a forthcoming trip and alerting them to any special requirements, e.g. mufti dress or school uniform.

Extract from Terms and Conditions – as signed by all parents:

*7. The School's Obligations*

*(e) Parents 'also consent to their child being taken to matches, tournaments, theatre trips and on other such excursions, lasting no more than one day, that from time to time are required in the course of their education. In the event of the outing lasting more than one day, a separate consent form will be required.'*

### **Medical Treatment**

When taking children under 16 abroad, it is advisable to obtain written parental consent to any necessary medical treatment. Parents should be told that the teacher is in 'loco parentis' and

must be free in the child's interest to take such action as a prudent parent would for his or her child. In a sudden emergency, there is unlikely to be time to contact the parents. The party leader should, of course, take along a complete list of emergency contact addresses and telephone numbers and contact parents as soon as possible in the event of a child being injured or falling ill.

A supply of first-aid equipment should, of course, be taken and it should be decided which member of staff will administer first aid. The School Nurse will provide the Group Leader with an adequately stocked First Aid box. The Group Leader should obtain the address and telephone number of the nearest hospital and doctor before departure.

Parents should be asked whether any medical points should be watched with individual children. They should be encouraged to hand any medications, together with instructions, to the party leader so that he or she may ensure they are taken at correct intervals. Staff should not hand out travel sickness pills indiscriminately as they can cause unpleasant side effects in some people. A medical model consent form is attached in the Educational Visits Form Pack.

## **Collection of Money**

### **Payments for trips**

Most trips will involve an additional charge being levied to parents. When deciding the price to be charged, the Group Leader should take into account all the costs arising as a result of the trip. This will include entrance fees, coach hire (if required), cost of using a school mini bus (and driver, if necessary). The Group Leader should aim to recover the total cost of the trip. In situations where the cost of the trip cannot be fully recovered, the Group Leader should seek approval from the Headmaster.

### **Payment in advance**

All trips requiring a payment should be received in advance. The Group Leader should arrange for collection of monies from parents and note money received on a pupil docket form. Cheques (preferably not cash) should be stored in the safe. Special arrangements should be put in place with the HoFM to transport large sums of cash to the Bursary.

### **Pupil docket form**

Pupil docket forms are available to download directly from the St Andrew's School portal. The docket form is an excel spreadsheet which lists every pupil registered at the school. Various sort functions allow users to define and sort pupils according to categories such as name, form, year group etc. The docket form should be used to record monies received or amounts to be charged retrospectively for each individual trip.

If parents are being charged retrospectively for a trip, the Trip Leader should complete a Pupil Docket form and email it to the Bursary in order for parents' accounts to be charged the cost of the trip.

## **Personal Liability and Insurance**

The law places the Group Leader "in loco parentis". Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that St Andrew's Prep, as their employer

will always support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

The Charity has £10M of Employers' Liability Insurance and £30M of public liability insurance; in addition, the cost of overseas trips will include group travel insurance. Cover will include cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The group travel insurance covers overseas visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Finance Director at Eastbourne College, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

Staff should check with the Finance Director that the appropriate insurance provision has been made for their trip either by the school or with the organisation arranging the stay.

St Andrew's Prep policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school).

## **Emergency Procedures**

The DfE guidance Health and Safety of Pupils on Educational Visits describes emergency procedures as an essential part of planning a school visit. As such, the school has a critical incident plan should this be required. To ensure the safety of the pupils in the case of an emergency and to provide the necessary staff at school with the relevant information as swiftly as possible, the trip leader should:

- To establish the nature and extent of the emergency as quickly as possible
- To ensure the safety of all the group(s)
- To identify any casualties and get them immediate medical attention
- To ensure that any casualties taken to hospital are accompanied by a teacher and that the rest of the group are adequately supervised and kept together
- To ensure that emergency procedures are being followed by the group
- To notify the police if necessary
- To inform the school contact; the information given should include details of the incident, where it occurred and the date and time, details of the persons concerned, any injuries and action taken so far.

One of the important responsibilities of the school contact is contacting parents. Parent contact details should be available at all times while the group is away. If there is an emergency, the parents should be kept as well informed as possible. It may be that the school contact is the designated person to deal with media contact. Alternatively, it may be a governor. This is an important task. On no account should the name of an injured person or the name of any of the participants be released to the press.

The emergency procedure should also deal with accident reports, insurance notification and report arrangements (including RIDDOR) and the other formalities if the emergency happens abroad. All accident reports and other records must be completed carefully. Particular care is

required in the preparation of any statement because of the possibility of legal proceedings resulting from an accident or emergency situation. The HoFM and Matron will provide assistance in the case of reporting to RIDDOR.