

## Educational Visits Policy

**Educational Visits co-ordinator:** Mrs B Allen

These are subject to any regulations in force at the time. Teachers leading residential trips are strongly advised to read the DfE document: 'Health and Safety of Pupils on Educational Visits' which can be found on Staffshare in the trips folder.

Any visit in school time should be of real educational value and should be linked with the normal work of the academy. There must be a clearly identified purpose to the visit, appropriate to the age and ability of the group.

Teacher organisers have a general common-law duty to act as a reasonable parent would in looking after pupils in their care in the particular circumstances of the visit. They also have a responsibility under their conditions of employment for 'maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere'. We have an inherent duty to ensure that all reasonable steps have been taken to minimise risk and maximise pupil and staff safety.

In terms of **staff supervision** for trips, the following guidelines should normally be followed:

- A minimum of 2 adults (at least one being a teacher) for any trip outside walking distance of the school
- 1 adult to 10 pupils for trips abroad, with a minimum of 2 adults (one of each sex if a mixed party)
- 1 adult to 15 pupils for residential visits, with a minimum of 2 adults (one of each sex if a mixed party)
- 1 adult to 20 pupils for day visits outside walking distance of the school, with a minimum of 2 adults (preferably of opposite sexes if a mixed party)
- 1 adult to 25 pupils for a short local visit (eg during a lesson) and here 1 teacher may be sufficient (but this will depend on the nature of the group and the work to be done).
- Pupils with a statement will need to be supported by a TA and the Trip Leader must liaise with CHI before asking a TA to go on a trip.

Please note that a deputy leader must be appointed and all staff need to be clear about their role on the trip.

Alternative arrangements for SEN students may need to be considered, including transport. Trip leaders must inform Miss Allen which SEN students are due to go on their trip, so that she and Mrs Hull can meet to discuss how best to accommodate them.

**Pupils should wear school uniform for all trips during school time unless it is not considered practical and you have agreed this with the Headteacher.** The wearing of uniform makes it easier for staff to identify pupils and signals that the same standards of behaviour are required as when in school. NB On residential trips there must be no smoking or consumption of alcohol by any year group.

If your trip does not meet the guidelines above, you must discuss the situation with the Headteacher before making any final plans.

It is the academy's policy that academy staff **may not** drive minibuses. All minibuses used for academy trips must have forward facing seats and be fitted with seat belts. **Pupils must be seated at all times when the coach/minibus is moving and wear the seat belts provided.**

The academy may seek voluntary contributions in support of any activity, whether during or outside school hours, residential or non-residential. If the level of contributions is not high enough, the activity may have to be cancelled.

The following procedures should be followed:

1. Before approaching any pupils/parents or entering into any arrangements, complete a **trips form** (kept in the filing tray in the staffroom and in the trip file on Staffshare) and a **risk assessment** and hand/email them to BA. The EVC will look at cover implications and staffing in liaison with the Head and, after considering the risks involved, date, cost and insurance provision, will decide whether the trip may proceed.

It is the headteacher's responsibility to ensure that the qualities of leadership, judgement, anticipation and control are present on the part of all who accompany the visit, especially the group leader.

The EVC will decide which of the following categories the trip fits into:

- A – Non-hazardous day trip
- B – Non-hazardous residential trip in the UK
- C – Hazardous activities and non-UK residential trips

If the trip falls into categories A or B then the trip leader will need to complete a **risk assessment** based on the following considerations:

- What are the hazards?
- Who might be affected by them (consider staff as well as pupils)?
- 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?

It is advisable to carry out an exploratory visit in order to carry out a risk assessment, but if this is not feasible then specific written information from the venue must be obtained and if possible contact made with other schools who have visited the venue.

If the trip falls into category C, an enhanced risk assessment will need to be completed. This needs to be done in conjunction with the EVC.

Staff must ensure compliance with any statutory requirements and work within the standards of competence and guidance recommended by national governing bodies and other recognised organisations.

- 2 Check that the trip is convenient to staff and enter it on the year calendar (if possible before September).
- 3 Obtain travel quotes, maps and guides and any relevant information from the Tourist Information Centres. Check insurance requirements. Journeys abroad and visits which involve potentially dangerous activities will require insurance which must be included in the cost. Journeys to the EEC and some other countries will also require each person to obtain a European Health Insurance Card.
- 4 The Headteacher has at her disposal a small sum of money agreed by the Governors to subsidise visits where the cost of the trip would be out of proportion to its real value, eg when there are only a few participants.

NB Pupils who are in receipt of free school meals do not need to pay for school trips which are an essential part of the course they are following. It is also possible to subsidise an individual pupil who suffers genuine hardship. If you know or suspect that a pupil's parents or guardians are genuinely unable to pay the whole cost, the parents/guardians can be invited to contact the headteacher. This must be done sensitively, either through the headteacher, with the parents directly, or with the child on her/his own if s/he has raised the question directly. The headteacher can then discuss the circumstances directly with the parents and act accordingly.

- 5 The parents are then to be sent a letter with as much detail about the trip as possible.
  - This must include dates, total costs, supervision arrangements throughout the trip (especially details of any 'free' time), any necessary equipment or clothing and pocket money required.
  - You also need to include the phrase 'The school does reserve the right to refuse places to pupils whose work is not up to date, whose behaviour gives cause for concern or who has a poor attendance record'.
  - You also need to state in the letter that students are 'not allowed to use **mobile phones** or other communication devices on trips' unless permission is given by a member of staff.
  - For residential trips, you need to state that safe arrival at the destination will be reported on the school intranet for parents to check.
  - A school consent slip should be attached for residential trips only and a refundable deposit can be asked for at this point. Other trip letters require a reply slip from parents to confirm that their son/daughter intends to go on the trip. Parents will complete a generic consent form at the beginning of the year that will cover all day trips and sporting activities.
  - At this point you also need to complete a Parentpay pro-forma (found on Staffshare under Parentpay). A letter cannot be sent out until this has been completed.
- 6 For residential trips, parents should also be asked to agree the arrangements for sending a pupil home early (in the case of poor behaviour) and who would meet the cost. Pupils pay Ms Aitkenhead for trips in the School Office at breaks or between 1.00 and 1.30 pm or via ParentPay and will be issued with a receipt.
  - I. Ms Aitkenhead, who will collect the money, should, where possible, be given a list of pupils participating in the trip and she also needs to be told if there are a limited number of places so that any further pupils making payments go onto a reserve list.

- II. The official school consent form (which Ms Aitkenhead will run off for you with the relevant details filled in) must be collected for residential trips– it gives contact numbers and any necessary medical details or dietary requirements.
- III. As soon as the trip is definitely taking place and the approximate numbers of participants are known, the member of staff in charge should confirm staff involved with Mr Lyon (so that cover can be arranged) and notify the Canteen. When travelling to a non- English speaking country ideally, one member of staff who is competent in speaking the language should be included on the trip.
- IV. 7 days before the departure date you must ensure all consent forms are collected and copies are given to the EVC.
- V. **Shortly before the departure date**
  - Organise a Parents' Evening for any residential trip
  - At least one month before departure, collect in passports and EHIC cards and check they are in date for the period of travel abroad and make copies of those documents for each student and member of staff going on the trip

Notify the parents and children of:

- the date and exact times of departure and arrival
- boarding point/s
- food for the journey (not glass bottles)
- emergency procedures, including any contact numbers
- any telephone chain
- Trip Code of Conduct (i.e. no use of electronic communications devices, including Nintendo DS's etc...)

**Before departure:**

- Ensure that all pupils are briefed on the code of conduct for the trip.
- Leave a list of pupils on the trip on the staffroom notice board.
- Leave a copy of this list, together with all details of the trip and emergency procedures / contact numbers, in the School Office. ***For trips in holiday time, at weekends or those that return after school hours, a nominated member of the Senior Leadership Team must also be given all the details so that they can act as contact in the case of an emergency.***
- Leave details of any work set with JL.
- Arrange for first aid box, sick bags and large bin liners.
- Confirm final transport arrangements.
- Check on any recent changes in medical circumstances and contact details.

## **VI. During the trip:**

Whatever the length and nature of the visit, regular head counting of pupils should take place. A register should be taken (in silence) at the beginning of any trip.

At the beginning of the trip, the group leader must tell pupils what to do if they become separated from the group. Each pupil should also know which member of staff is responsible for them or their group. It is recommended that each participant carries the emergency contact number/details with them.

All staff should carry a full list of group members (including adults) with the appropriate contact numbers, medical details and consent forms.

High standards of behaviour should be expected at all times. ***On no account may pupils be allowed to purchase or consume alcohol, cigarettes or illegal substances.***

On your return to school please wait until all pupils have been collected.

## **VII After the visit:**

- Complete statement of income/expenditure and finalise financial details with the Finance Officer.
- Arrange for any expenses, refunds.
- Write a short report for the headteacher (see suggested pro-forma), outlining how the trip went, any poor behaviour by pupils (and, where appropriate, action taken) and any way in which you would change arrangements for another occasion.

*Revised July 2015*