

# **Educational Visits Policy**

## **Independent School and Nursery for Boys and Girls**

**Sancton Wood School**

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## **Policy Statement**

This policy is available to parents and pupils and to all members of School Staff.

This policy is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other school trips.

The schools recognise the value to pupils of educational visits.

Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills.

The school also recognises and accepts that such educational visits may present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside the classroom.

This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended.

This policy has been drafted in accordance with the updated Department for Education (DfE), Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies (2011) and the Health and Safety Executive's (HSE) School trips and outdoor learning activities (June 2011).

## **The Aims of the Policy**

The aims of this policy are:

- to define the procedures for planning and preparing for an educational visit or school trip
- to define the procedures for assessing any risks that might be associated with an educational visit or school trip
- to detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips
- to define the roles and responsibilities of group leaders and other supervisors during educational visits and school trips
- to define the charging policy and financial arrangements in relation to educational visits and school trips

## **Procedure**

### **Planning and Preparation**

Permission must be sought in advance from the Headteacher or Deputy Head before a trip is booked.

For Early Years trips, the Head of Nursery and Infants should also be consulted.

The Educational Visits Committee (EVC) must authorise all out of school trips whatever the duration and purpose, this committee is comprised of:

- The Headteacher, Richard Settle
- The Deputy Heads, Hannah Settle and Julia Cottam
- Head of Department, Julia Cottam (Prep), Debra King (Upper Prep), Nicola Henson (Nursery & Pre Prep)
- The directors of the school will be asked to give specific permission for any overseas trips or any high risk trips.

The Headteacher will ensure that

- an educational visits committee has a standing item on each week's Management meeting

The EVC will ensure:

- all educational visits comply with the offsite educational visit policy
- the ratios of staff to pupils are appropriate
- the risk assessment has been completed and appropriate safety measures are in place
- adequate first aid provision has been addressed and arrangements have been made for medical needs
- the mode of transport is suitable
- the group leader and school emergency contact have a copy of all the adults and pupils travelling in the group
- there is adequate insurance cover
- there is a contingency plan for emergency situations
- all group leaders are approved
- adequate child protection measures in place
- group leaders use Evolve to complete the planning documents ahead of the trip
- group leaders upload completed risk assessments and other relevant documents to Evolve

In preparing for a school trip the group leader will be allowed sufficient time to organise the trip, in most cases this should be in the preceding term.

They will provide the following information to the EVC via the Head of Department

- the nature, purpose and length of the proposed visit or journey
- the number and ages of the pupils who will be involved
- the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any local authority regulations or guidelines
- the name and experience of the proposed party leader
- the experience of any adults other than teachers who have been asked to act as supervisors for the trip
- the proposed transport arrangements
- completed risk assessment taking into consideration: health and safety, first aid medical and dietary requirements of the children and staff
- all accompanying staff have been fully briefed on the findings of the risk assessment and the procedures for the trip
- Evolve will generate a group register with contact details for the group leader to use in an emergency.

## Risk Assessment

The Schools adopt a common sense and proportionate approach to health and safety on educational visits.

An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every educational visit.

A competent person will undertake a thorough risk assessment for every educational visit or school trip.

If there is a generic risk assessment already in place for a specific type of trip or activity, the group leader may (where appropriate) carry out a dynamic risk assessment by reviewing the generic risk assessment and taking into account all the relevant factors, including the specific characteristics and needs of the pupils attending the educational visit before embarking on the visit.

Staff will assess the risk in order to determine.

- What potential hazards are involved in the visit or activity?
- Who might be affected by the hazards?
- What safety measures need to be put in place to reduce any risks to an acceptable level?
- Is the party leader able to put the safety measures in place without specialist assistance?
- What arrangements are there for dealing with an emergency?

The risk assessment should take into account factors such as:

- 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 individuals within the group
- supervision ratios
- the competence, experience and qualifications of the supervisory team
- the location, routes and modes of transport to it
- contact details and permission for emergency and medical treatment if parents cannot be contacted

## **Recommended Ratios**

The recommended ratio of adults to children is:

Nursery and Reception	1:6 (1:4 for under threes)
Years one to three	1:8
Years four to six	1:10-15
Years seven onward	1:15-20

## **Consent**

General consent will be given by parents during the admissions process for trips on foot during the school day that require no cost. This consent will be given through the Parent Portal on SchoolBase.

Specific parental consent will be sought when a trip requires travel and/or incurs a cost.

## **First Aid Provision**

Staff will have regard to the Schools' first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each educational visit.

The minimum requirements for educational visits are:

1. a suitably stocked first aid container;
2. at least one appointed person to take charge of first aid arrangements;
3. in Early Years settings at least one person who has a current paediatric first aid certificate must attend the educational visit.

## **Transport Arrangements**

The Schools will use the school minibus for class trips, where possible. If a coach is required the

school will use an appropriate provider. Where public transport such as the Underground is used this will be considered in the risk assessment.

## **Charging Policy and Financial Arrangements**

For educational visits and other school trips, the school charges for:

- travel costs
- entry costs

The group leader will ensure that he or she has access to sufficient funds to meet any emergencies that can be reasonably foreseen.

Any cost incurred by the school must be approved by the Head or the Educational Visits Co-ordinator.

## **Insurance**

There shall be appropriate insurance cover in place for each educational visit which should include, but is not restricted to, employer's liability insurance, public liability insurance and personal accident insurance.

Staff should consider whether the whole of the educational visit is covered by the Schools' existing insurances. If not, staff should consider whether separate insurance is required.

Parents should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.

Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.

The Schools cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

## **Child protection**

The Schools' safeguarding and child protection policy and procedures will apply at all times during educational visits.

For the duration of the educational visit, the group leader will carry out the duties of the School's Designated Person or will name an appropriate adult member of the group to do so. If necessary the School's Designated Person will be contacted for advice.

Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Schools' Designated Person and to the Head immediately on return.

## **Inclusion**

The Schools will make every effort to ensure that all pupils are able to take a full and active part in educational visits, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc. This will include making reasonable adjustments to help overcome or minimise difficulties encountered by pupils who suffer from disabilities.

The Schools will only consider preventing a pupil from attending an educational visit as a last resort and will only do so following consultation between the school the pupil and the parent(s). The reasons a School may need to consider preventing a pupil from attending an educational visit might be where it is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the pupil concerned or others on the educational visit or where it is not possible to make reasonable adjustments to enable the pupil to attend.

The Schools will work with parent(s) and pupil(s) in order to agree a way forward in respect of the proposed educational visit and retain a written record of the steps taken and the final decision.

## **Roles and Responsibilities**

### **The Group Leader**

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- the appropriate booking form is completed
- supervisory responsibility is allocated to each adult for named pupils
- each adult knows which pupils they are responsible for
- each pupil knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- no parents accompanying the trip are allowed to have sole charge of a group of named pupils
- all adults and pupils are aware of the expected standards of behaviour
- staff are suitability competent to instruct pupils in an activity
- approval is sought from the [Head, HOD or EVC]
- all planning documents and risk assessments have been completed and uploaded on Evolve
- adequate first aid provision is available
- ratio of staff to pupils is adequate
- he/she continually monitors the appropriateness of the activity throughout its duration considering where the appropriate the abilities of the group members and the prevailing conditions
- children and staff are aware of the behavioural expectation of staff whilst on the trip
- no volunteers have unsupervised access to children
- they have adhered to the safeguarding, behaviour management policy and school minibus statement
- all teachers of lessons that will be affected by the trip have been informed (including internal

and visiting teachers.)

The group leader will be expected to have made an exploratory visit to the location or researched the visit in advance if a visit is not possible.

## **Supervisors**

Individual supervisors will be expected to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- carry a list/register of all group members
- directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present
- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the group leader or other supervisors if needing help
- have prior knowledge of the venue (the group leader should normally have made an exploratory visit)
- anticipate any potential risk by recognising hazards and act promptly where necessary
- continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out
- ensure that all pupils are aware of an appropriate rendezvous point
- ensure that all pupils know what to do if they become separated from the group
- have appropriate access to first aid

## **Accidents and emergencies**

All members of the educational visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

In the event of an emergency all members of the group should:

- assess the nature and extent of the emergency;
- take immediate action to safeguard themselves and other members of the group;
- remain calm.

Staff should:

- summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;
- if there are casualties ensure that they are accompanied and that the remainder of the

group is adequately supervised;

- seek assistance from the EVC where appropriate;
- follow the procedures below:

The group leader should ensure that the incident is properly recorded and that the Head is contacted as soon as reasonably practicable.

The Head/ member of the EVC will make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable. The Head will ensure that appropriate reports are made to other agencies such as Ofsted or the HSE

<b>Circulation</b>	Website: parents, Bulletin: staff
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## Appendix 1

### Sancton Wood School

To ensure the smooth operation of a school with a very busy daily schedule of booked events it is essential that trips are organised well in advance. This enables a sensible distribution of trips throughout the term and will ensure that all classes and visiting providers have time to plan for any potential disruption. As the school becomes busier each term's calendar will become more complex. The calendar will be finalised during school holidays and will be published in final form on the first day of a term. All specialist external providers of services in the school are also expected to make all plans with the school before the start of the term.

#### **Normal Booking procedure**

##### **Initial Ideas**

A proposal for a trip outside school should be made to the relevant HOD. This should include evidence of the academic relevance of the trip, details of the venue, classes involved, rough costs and numbers of staff needed.

1. The deadline for proposals is one full week before the end of the preceding term.
2. The group leader should seek initial authorisation from their relevant HOD and then complete the educational visits form on Evolve.
3. If the trip is authorised the EVC and HOD may make some recommendations regarding suitable times of the term and preferred days of the week.
4. A detailed plan should then be made and the educational visits form on Evolve should be updated. This should include provisional booking of the venue and transport providers, with exact timings, dates and staff requirements. Reference should be made to the draft calendar, advance cover notes and the timetable to ensure that there are not any clashes. Efforts should be made to avoid disruption to lessons such as PE, Swimming, Music etc. Efforts should be made to ensure pupils are back at school for normal finish, thus not disrupting pick up and clubs.
5. Any adjustments and final decisions regarding the trip need to be made by the last day of term.
6. The Communications Officer will then add the trip to the calendar and the relevant HOD will allocate staffing and arrange cover as necessary.
7. HODs/ EVC/ Trip leader will inform Victoria Greenhill of any changes to the normal routine that affects lunch sittings. HODs will inform visiting providers of any pupils who may be

missing from their lessons.

8. The trip Leader will ensure the dates and times are put on the school calendar and parents will be notified.

Procedure in the event that a trip needs to be booked after the calendar has been published.

1. The same initial proposal needs to be submitted to the HOD/ EVC. This needs to be done at least one month before the earliest possible date for the event.
2. EVC/ HOD will then assess this proposal within one week and provide their recommendations.
3. If authorised full details and bookings need to be made within the next week.
4. The registrar will then update the calendar and inform all parents and staff of the change in the calendar.

## **Adventure Activities and external providers**

Where the main activity is an Adventure Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. This should include, but is not restricted to the guidance Handbook for group leaders (DFES-0566-2002), Standards for adventure (DfES 0565 2002) and Group safety at water margins (DfES/CCPR/2002).

Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

The Group Leader should check if external providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at [www.aals.org.uk](http://www.aals.org.uk).<sup>1</sup>

If an external provider is used, the Group Leader should ensure that they are competent and should endeavour to use providers holding a Quality Badge or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk>.

If an external provider holds a Quality Badge further assessment of their competence is not required, but the Group Leader should check that they can meet the particular needs of the group.

If the group leader assigns the technical instruction of the group to an external provider he / she should agree with the external provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of supervisors and external providers.

The group leader and School staff retain responsibility for the moral and emotional well being of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

The group leader will take appropriate steps to ensure that external providers do not have substantial unsupervised access to pupils unless this has been authorised and risk assessed by the School.

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<sup>1</sup>

The group leader will ensure that all appropriate safety measures are taken and that all safety equipment provided is used in accordance with the recommendations of the appropriate national governing body or association for the sport or activity concerned.

Prior to commencement of any Adventure Activity the group leader should be fully satisfied with arrangements for health and safety.

In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Plan B.

### **Off-site accommodation and trips abroad**

The Schools will ensure that all off-site accommodation provided for use by pupils on educational visits is satisfactory and, where possible, has been assessed by the School before use.

Where this is not possible, for example: for exchange visits in private households and / or on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.

Pupils staying in off-site accommodation on educational visits will be supervised at all reasonable times by supervisors or by legally appointed chaperones or external providers who have been approved by the School to accommodate and supervise them on its behalf.

Supervisors will have at least daily contact with pupils and regularly discuss any concerns that pupils may have in relation to their accommodation or care.

The group leader will ensure that pupils have details of the School's designated point of contact, who will be contactable at all times.

Group leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of external providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks which are made.

If the host School, placing agency or external provider does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of pupils, the group leader should seek further assurances and / or reconsider whether the educational visit should take place at all.

### **Visits outside the UK**

Care should be taken over selection of the supplier of transport and accommodation and only firms with ABTA membership should be used.

The Group Leader will ensure that each pupil has their passport and necessary visas and other travel documents before embarking on an Educational Visit outside the UK.

If possible one of the Supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an

emergency.

It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with the group and / or take them to the police station. They should also carry the Group Leader's name and contact number.

The Group Leader must ensure that each pupil knows:

- that he / she may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items;
- all similar rules that apply on arrival in and leaving any country being visited;
- that children under 17 are not entitled to duty free allowances;
- that any pupil bitten by an animal must seek medical treatment immediately.

Each pupil attending a visit in another EU member state should have a European Health Insurance Card (EHIC). This can be applied for on-line, by telephone or by post and is obtainable free of charge. See [www.ehic.org.uk](http://www.ehic.org.uk).

Where relevant, risk assessments will include obtaining information on the need for vaccinations and / or inoculations and ensuring that these are carried out in good time before the Educational Visit takes place.

### **Farm Visits**

Due to the additional risk involved when visiting a farm staff must ensure:

- pregnant members of staff do not attend
- children wash their hands immediately after leaving the farm
- the farm reputable
- refer to the HSE guidance on farm visits (this is a pdf document located here:  
[http://www.sanctonwood.co.uk/policies/whole\\_school\\_policies/off-site\\_activities](http://www.sanctonwood.co.uk/policies/whole_school_policies/off-site_activities)

### **Pupils' Pocket Money**

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_



## **Model forms**

The following model forms are attached and can be used for all Educational Visits, although not all sections will be relevant to every visit:

- 1 Confirmation from the EVC / Head / Governing Body for a visit to go ahead
- 2 General consent of Parent / Guardian for all Educational Visits
- 3 Consent of Parent / Guardian for a specific Educational Visits

**Form 1: Confirmation from the EVC / Head / Governing Body for a visit to go ahead****Confirmation from the EVC / Head / Governing Body for a visit to go ahead****To the Group Leader**

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this Educational Visit. Approval is given.

Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.

Please provide me with feedback about the Educational Visit, including details of any incidents as soon as possible but no later than 14 days after the party returns.

**Signed** .....

**Name** .....

**Date** .....

## **Form 2: General consent form for all educational visits and other off-site activities**

To be completed when the pupil enters the School.

\*Please ensure that you update us if these details change

### **General consent form for all educational visits and other off-site activities**

This form must be returned to [● name of member of staff]

**Pupil's surname** .....

**Pupil's first name** .....

**Date of birth** ..... **Form** .....

**Pupil's home address** .....

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**Name of parent / guardian** .....

**Home telephone\*** .....

**Daytime telephone\*** .....

**Emergency contact details (if different to above)\*** .....

### **Consent**

Please note that the School does not generally require written consent for trips which take place during normal school hours and which form part of the School's curriculum.

The School will therefore not request written consent from parents for the majority of Educational Visits offered.

However, consent is required for certain off site activities and those which take place outside of normal School hours.

Please sign the Parent(s) / Guardian(s)' declaration below if you agree to your child to taking part in the following visits:

- all activities which involve Pre-Nursery, Nursery or Reception children

- off-site activities that will extend beyond the normal start and finish of the School day
- overnight and residential stays
- activities during School holiday period or during weekends
- visits outside the UK
- Adventure Activities
- all activities involving remote supervision and / or where supervision will be exercised by an External Provider
- activities for which risk assessment has shown a high risk
- off-site sporting activities outside of normal School hours.

The School will provide you with information about proposed Educational Visits before they take place, which will give you the opportunity to tell the School if you do not wish your child to take part in a particular trip.

#### **Health, disability and special needs**

Please provide details of your child's medical condition(s), long term medication requirements, dietary requirements or special needs below:

I confirm that to the best of my knowledge and belief the pupil is in good health. I am aware of no reason or medical grounds why the pupil should not take part in Educational Visits.

I have provided full information on any disability or special needs that might affect the pupil's ability to take part in Educational Visits or have an effect on the safety and welfare of others in the party.

I agree to update the School in the event that my child's health, disability or needs change.

#### **Accident / illness**

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

#### **Visits abroad**

I certify that the pupil has a current passport and (if applicable) all necessary visa(s) and satisfies the entry requirements of the country to be visited.

I confirm that the pupil has had the necessary vaccinations / inoculations for the country to be visited.

**Transport**

I consent to the pupil travelling by any form of public transport and / or in a motor vehicles driven by the Group leader or any other Supervisor who is authorised by law and duly insured to drive.

**Personal effects of the pupil**

I acknowledge that the pupil will be responsible for the safety of his / her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

**Breach of discipline**

I understand and accept that if the pupil is sent home early from the Educational Visit because of a breach of discipline, I will be required to meet the costs.

**Indemnity**

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the Educational Visit insurance including any liability incurred by the pupil (alone or with others).

Please note that nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death.

**Parent(s) / Guardian(s) declaration**

**Name of Parent / Guardian** .....

**Signed** .....

**Relationship to pupil** .....

**Date** .....

**Name of Parent / Guardian** .....

**Signed** .....

**Relationship to pupil** .....

**Date** .....

**Pupils declaration**

I promise to observe the rules governing behaviour on Educational Visits and also the School Rules and / or Code of Conduct (where applicable). I will do my best to ensure the safety of myself and other members of the party. I will at all times act with courtesy and consideration for others and do my best to uphold the name of the School.

**Signed (by pupil)** .....

**Name** .....

**Date** .....