

EDUCATIONAL VISITS POLICY (excluding EYFS)

Guidance

The Heads of Department (HoD) will be responsible for the implementation of this policy.

Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips to historic sites, museums, galleries, natural features, farms, drama productions
- language exchanges abroad
- field trips, eg geography, history, art history
- adventure activities, eg canoeing, climbing, trekking, horse riding, sailing
- choir concert tours
- sports teams and ski trips

The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

Parents will be notified in advance of:

- selection of a child for a sports team where they will be given a list of fixtures
- a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- planned trips and visits for year groups. Parents of pupils opting for trips will attend the school for a full briefing (where applicable for residential trips)

Individual written consent will be obtained where pupils are taken on a trip or visit that:

- extends beyond the normal school day
- involves an overnight stay
- collection from a different venue
- overseas visit
- extra cost to a parent

The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the school at least three days before the start of the trip

Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.

The HoD will:

- support the Headmaster in the process of approving visits
- ensure, as far as possible, they are spread through different age groups and the school year
- help staff involved with organising tours

- check parental consent forms
- keep records of previous visits, including details of accidents and incidents

All new staff will receive training on planning school visits as part of their induction
 Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. A deputy GL will also be nominated.

The HoD will hold a briefing session for all those nominated as a GL, which will cover:

- conducting risk assessments
- emergency procedures
- school insurance cover
- budgeting for visits
- circumstances when a trip may be terminated

The GL will hold a valid first aid certificate or ensure that one of the accompanying teachers does.

Where a school minibus is used, the driver must have the appropriate qualifications. The driver(s) will complete a driver's declaration form, which is retained by the HoD.

Personal Liability

The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do". The school as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

Insurance

The school has Employers Liability Insurance of £10m and Public Liability Insurance of £20m. It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving. It also does not cover the use of staff members own cars for transporting to or from a school trip/visit.

The HoD and / or GL should check with the Estate and Facilities Bursar when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required. The GL should ensure that they have a copy of the school travel insurance with them on the trip.

Trips and visits planning

The following list relates to planning for longer trips, the text in italics indicates that the action either may not be required or that the timescale may be shortened

At least six months in advance it is recommended that:

- assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's pupils on a site other than the school
- obtain suitable advice from the HoD on suitable dates, previous experience and requirements etc
- discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants

- calculate the staff to pupil ratio
- prepare a draft itinerary
- decide the mode of transport for the whole journey
- prepare a costing for the visit, remembering to allow a contingency for delays and emergencies
- if an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- prepare your own risk assessment
- find other members of staff who are willing to participate, remembering:
 - male / female ratios
 - language skills
 - medical assistance
 - nature of activities
- the school may permit parents and office staff to assist with day trips and sports fixtures
- where parent volunteers participate arrange for enhanced DBS disclosure if they may have unsupervised responsibility for children
- check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider
- undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible
- establish the minimum and maximum numbers for the visit to be viable
- establish any visa and medical requirements
- establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants
- check with the travel advice unit of the Foreign and Commonwealth Office depending on the location
- prepare a written case for counter signing by the HoD and approval by the Headmaster

Staff pupil ratios recommend by the DfE for off site activities are:

1:6 for Years 1-3 inclusive (higher ratio for under 5's)
 1:10 for years 4-6
 1:15/20 for Years 7 upwards (with a larger ratio permitted for overs 16's)
 1:10 for all visits abroad

Risk Assessment

GL's are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The risk assessment includes:

- identifying potential hazards of the location being visited
- listing the groups of people that are at risk from significant hazards
- listing control measures that are in place
- allowance for hazards which may not yet be fully understood due to lack of information
- monitoring hazards during the visit

The GL requests copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment.

Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred. The HoD maintains a dossier of generic risk assessments relating to sports activities, regular school visits and theatre / museum visits.

Procedure after permission for the trip has been granted

- Write a preliminary letter to send to parents and guardians of the target age group outlining (where applicable):
 - purpose of the trip
 - programme
 - expected maximum cost
 - process for expressions of interest and date by when deposit must be paid
 - parents briefing six weeks before departure
 - restrictions on numbers
- Brief pupils about the visit, its dates and purpose
- Check the names of all pupils wishing to participate with the School Secretary regarding any medical or dietary requirements. Discuss any requirements with the HoD (including those for special educational needs).
- Collect the payment for the trip and arrange for accounting procedures with the Finance Bursar
- Arrange with the Finance Bursar to pay any deposits on accommodation, travel, activity centre etc

At least three months in advance

- Finalise costs with the travel company
- Where possible check that all coaches are fitted with seat belts
- Confirm the cost for parents (including contingency provision)
- Inform parents of medical and visa requirements. Any non-British passport holders parents should be advised that it is their responsibility for ascertaining any visa requirements for their child
- Arrange with the Finance Bursar for the parents to be billed for the balance of the cost of the trip / collect the balance of the money for the trip from pupils and pass to the Finance Bursar for crediting to the trip account
- Arrange for the Finance Bursar to pay the travel company /airline / hotel etc with the balance required
- Brief pupils and ensure any specific advance requirements have been communicated

Six weeks in advance

- Give the Finance Bursar details of any foreign currency / travellers cheques etc and agree collection requirements (typically the GL will need to sign and produce relevant documentation at a bank or airport terminal)
- Arrange trip briefing with parents, which will cover:
 - Itinerary, including meeting and collection points
 - contact details for hotels / hostels/ names and addresses of host families
 - kit, equipment, dress code of country and money requirements for pupils
 - expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents expense). This includes, alcohol, tobacco etc usage
 - arrangements for dealing with emergencies and informing parents of them

- arrangements for communicating with parents in the event of return from the trip being delayed
- the need to notify the school of contact with an infectious disease 4 weeks before travelling
- the reasons for why a consent form is essential
- the need for a copy of each pupils passport
- Send all parents a copy of the consent form (example appendix 1) and the return date
- Arrange for any catering requirements with the catering department
- Brief pupils on expected standards of behaviour and cultural differences
- Book travelling first aid kit from the School Secretary

Two weeks in advance

- Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure
- Obtain copies of each pupils passport
- Check all travel tickets and store in the school safe
- If collecting currency / travellers cheques etc arrange for storage with the Finance Bursar in the school safe and make a note of any serial numbers etc
- Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities
- Prepare packs for the School Office and each member of staff containing:
 - the itinerary, with all addresses of locations during the trip etc
 - mobile numbers of participating staff
 - a list of pupils with parental contact details and medical conditions
 - copies of all passports and travel documents
 - emergency contact numbers for the Head Teacher, EVC, designated member of staff on-call
 - out of hours contact numbers for school security
 - address and contact details of nearest British Consul
 - on exchanges contact details / addresses for schools and host families
 - copy of travel tickets and insurance documents
 - copy of the trip risk assessment
 - location of nearest hospital
 - copies of serial numbers of travellers cheques

Day prior to departure / day of departure

- Collect tickets, foreign currency, travellers cheques etc from the safe
- Give trip information packs to nominated persons
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about expected standards of behaviour and sanctions if not followed
- Remind pupils to bring passports and ask to see a copy
- Collect travelling first aid kit (check contents)
- Collect school mobile phone and charger
- Collect any catering provisions

During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden

deterioration in weather conditions. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc
- Checking that all pupils wear their seat belts
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour
- Looking after (or reminding pupils to look after) passports and valuables
- Storing cash, travellers cheques and tickets in the hotel safe
- Keeping an account of all expenditure
- Recording all accidents and near misses

Illness or minor accidents

If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

Emergency procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

After ensuring that the rest of the group are safe and looked after, the GL will:

- inform the Headmaster or on-call member of the SMT of what happened.
- where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained.
- arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
- a full record should be kept of the incident, the injuries and of the actions taken.
- Where appropriate the school communications plan will be implemented

- Where possible, communication with the media should be left to the Headmaster. The GL will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

Delayed return

If the return from a visit is delayed, the GL will phone the school office, or the Headmaster / Deputy Head (out of school hours), who will in turn contact the parents to alert them to the delay and the revised time of arrival.

On Return

- The GL will provide the HoD with a report on the visit.
- The GL will return all school property (together with a report of any lost or damaged property).
- The GL will instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- The GL will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit
- The GL will return any unused cash or travellers' cheques to the Finance Bursar.
- The GL will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill

Report for Governors

The Headmaster's termly report to the Governors will contain a synopsis of all the school trips and visits that have taken place since the last visit. The HoD, who prepares this report, will invite the GL to draft a short report

Appendix 1

CONSENT FORM (FOR A SPECIFIC VISIT - SCHOOL TRIP OR OTHER OFF-SITE ACTIVITY)

[Year] Visit to

(The proposed itinerary is attached).

Departing athours on..... from [the school],

And returning [to the school] athours on

Maximum number of pupils [], who will be accompanied by [] members of the teaching or medical staff, including both male and female staff.

[Where a proposed visit is over-subscribed, places will be offered on a first-come basis].

Type of accommodation:

(1) [Hotel in ... fornights]. Pupils will be accommodated in [] bedded rooms.

(2) [Youth Hostel infornights where there is simple dormitory accommodation]

Transport:

(1) School to [] by coach /school minibus

(2) Outward Flight No [] on [] hours on [], Air [] to []

(3) Coach to hotel

(4) Inbound Flight No [] on [] hours on [], Air [] to [], arriving at [] hours.

[Please note that although it is school policy always to book coaches fitted with seat belts, this is not always possible outside the UK]

Medical Information

Any allergies or sensitivities to food, medication, pets or to insect stings:
Any chronic or recurring medical conditions needing regular or occasional medication or treatment:
Does your son/daughter suffer from travel sickness? If so, may we have your permission to give him/her a travel sickness tablet?
Do we have your permission to give him/her a prescription pain reliever, such as paracetamol?
To the best of your knowledge, has your son/daughter been in contact with any infectious disease over the past four weeks? If so, please give brief details.
Does your son/daughter suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?
Date of last tetanus injection?

Appendix 2

CONSENT TO EMERGENCY TREATMENT

I/ We authorise the Group Leader, or an authorised deputy acting on his/her behalf to consent on the advice of an appropriately qualified medical specialist to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure[under the NHS]/[under the school's travel insurance cover] if he/she is unable to contact me/us in time.

Signature of both parents or Guardian:

Contact Details for the period covered by the trip:

NAME:..... Tel .no:.....Mobile:

Email:.. Work no:.....

NAME:..... Tel .no:.....Mobile:

Email. :..... Work no:

FAMILY DOCTOR:..... Tel .no:.....

Address:

Behaviour code:

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given either by a member of staff [or by an Instructor at the Activity centre] at all times. I accept that where his or her disregard for the code of behaviour either causes danger to him/herself and to others, or offence to the local customs of [] , or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, that he/she may be sent home forthwith at our expense.

Signed: Signed.....

Name: Name:.....

Date: Date:

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to [] School by []

Appendix 3

GENERAL CONSENT FORM

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

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (excluding residential trips)
 - adventure activities at any time
 - off-site sporting fixtures outside the school day
 - all off-site activities for nursery schools
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school - for example, year-group visits to local amenities - as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child *..... suffers from and any medication my child should take during off-site visits:

.....

Signed..... Print Name.....

Date:.....

*insert child's name