

STOPSLEY HIGH SCHOOL EDUCATIONAL VISITS POLICY

Ratified by the Governing Body **9th May 2016**

To be reviewed (annually) **8th May 2017**

Definition

An Educational Visit is where one or more supervised students are outside of the school boundary for the purpose of learning.

Rationale

Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered at Stopsley High School. Educational visits enhance classroom learning and enrich understanding of topics by giving students the opportunity to experience the subject in a carefully chosen environment. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school. Where possible we aim to enable as many students as possible to participate in the vast range of visits offered by the school.

General Guidelines

All visits must be in accordance with 'Luton Borough Council – EDUCATIONAL VISITS – Policy Document and Guidance – June 2014' Hard copies of the document are available to view from the EVC (Educational Visit Coordinator) or the EVA (Educational Visit Administrator). The document may also be accessed online www.lutonvisits.org.uk .

All visits must go through the schools Evolve website, where approval will be given in consultation with the LA where appropriate.

The primary purpose of all visits and journeys MUST be educational. They should be suited to the ages, abilities and aptitudes of the students participating. There should be clear links between the activities undertaken on visits and the normal work of the school. A visit should not cause undue disruption to the functioning of the school or involve students in party political issues or otherwise promote aims which are inappropriate to the work of the school.

No student should be excluded from an educational visit or journey held in school time because of the unwillingness or inability of his/her parent/carer to pay.

Approval

Overseas, residential and adventurous activity visits require approval, via EVOLVE, from Luton Borough Council. In addition such trips will also require the approval of School Governors.

All other visits must be approved by the EVC/Headteacher.

Approval must be sought, in principal, before any trip is offered to students.

Roles & Responsibilities

The roles and responsibilities of the Governing Body, Head Teacher, Educational Visits Co-ordinator (EVC), Visit Leader and Supervising Adults in an educational visit are defined in the Luton Borough Council Educational Visits policy document and guidance. We will adhere to the guidance published in this document.

It is the responsibility of all persons involved in an educational visit to know their roles and responsibilities.

The role of the Headteacher with regard to Educational Visits

Luton Borough Council devolves power to authorise trips which are NOT overseas, residential or of an adventurous nature to the Headteacher. The Headteacher may choose to appoint an EVC to support them in this role. Where an EVC has been appointed, the Headteacher must be confident in their knowledge of the Local Authorities and schools policy on educational visits and their competence and ability to advise the Headteacher with regard to the competency of the visit leader and whether or not a visit should go ahead.

The role of the Educational Visits Co-ordinator

The EVC is responsible for supporting the Headteacher in the approval process ensuring that the visit complies with the schools policy. As such the EVC must:

- Be confident in the competency of the appointed Visit leader/deputy.
- Ensure that the LBC Educational Visits Policy has been adhered to in the planning of the visit and that staff are fully trained on EVOLVE.
- Ensure that the proposed trip will benefit students and provide value for money for parents.

The role of the Educational Visits Administrator

The EVA will support the EVC by:

- Maintaining EVOLVE for Stopsley High School.
- Ensuring educational visits do not clash with other events
- Supporting group leader/deputy where necessary.
- Identify training needs i.e. EVOLVE, First Aid.
- Ensuring that deadlines are being met within the planning process.
- Collate paperwork as appropriate.
- Liaising with the Finance Department to ensure that payment schedules are applied for collection of monies/payment of invoices.
- Liaising with SEN, HOD, DHOH and SLT where necessary.
- Ensuring that the trip has been evaluated by the Visit Leader once it has taken place

The role of the Visit Leader

The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader must be appointed. If this role changes during a visit, a clear handover must be made.

The key requirements for Visit Leaders are that they must be accountable, and competent and confident to lead the visit/activity, not that they hold a particular post, title or job description.

Being accountable means that the Leader has been engaged through an appropriate recruitment process, which includes vetting and induction into the establishment's policies and procedures. The details of this process may depend upon whether the Leader is employed, contracted or acts as a volunteer, but in all cases should be thorough.

Being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge of the group, the activity and the venue.

Supervision

Members of the teaching staff and other persons with appropriate DBS clearance invited or nominated by the Head Teacher must adequately supervise all visits.

It is important to have a sufficient ratio of adult supervisors to students for any off-site visit based on a thorough risk assessment having been undertaken. The factors to take into consideration include:

- age (including the developmental age) of the group
- gender issues
- ability of the group (including special educational needs, behavioural, medical and vulnerability characteristics of students etc.)
- nature and location of activity (including the type of activity, duration, skill levels involved, as well as time of year and prevailing conditions
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Mixed gender groups should generally be accompanied by a least one adult of each gender. This must be adhered to in respect of residential visits.

On occasions students attend events organised, supervised and run by outside agencies such as Luton Borough Council. As a school we must satisfy ourselves that the arrangements (supervision, risk assessment, etc.) are adequate. Please refer to the EVC before any commitment is made to such an event.

Risk Assessments

A risk assessment is a fundamental part of the organisation of an educational visit. The purpose of a risk assessment is to minimise the risk of students or staff becoming injured during the course of an educational visit to an acceptable or tolerable level.

It is the responsibility of the Visit Leader to produce an Event Specific Risk Assessment (ESRA, Appendix X) where appropriate for the visit.

Risk Assessment does not begin and end at the planning stage of a visit. Visit Leaders and other supervising adults must respond appropriately during a visit to any emerging recognised risk. If at any time the Visit Leader considers there is an unacceptable level of risk to the students, the visit/activity must be stopped.

On all visits all supervising adults assume 'loco parentis' for the students. Supervising adults should assume a 'high level' of 'loco parentis' at all times.

During a visit activities must not extend beyond those described in the risk assessment. This is particularly important if an additional activity may be of a hazardous nature and includes leaving students at a venue to make their own way home or to meet with parents/friends and dropping students off on the return journey unless agreed in writing prior to the visit and appropriate parental permission has been obtained.

Assessing Venues and External Providers

Wherever possible the Visit Leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit
- assess potential areas and levels of risk
- ensure that the venue can cater for the needs of the staff and pupils in the group
- ensure that the group leader is familiar with the area before taking a party of young people

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue.

To reduce bureaucracy Visit Leaders are encouraged to take advantage of national schemes that have been established to eliminate the need for questionnaires and forms: e.g. LOtC Quality Badge, AALA Licence, Adventuremark. Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification should be necessary. There is no requirement to ask for copies of risk assessments for any provider holding the LOtC Quality Badge which also covers learning quality.

Where a provider does not provide such evidence, a signed copy of the Independent Providers form (Appendix X) must be received from them before a visit can be approved.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group.

The designated person for first aid therefore should have working knowledge of first aid in line with the requirements of the visit and be competent to use the first aid materials carried with the group. All adults in the group should know how to contact emergency services.

Where any visit involves a student who carries an Adrenaline Auto-injector (AAI, e.g. EpiPen or Anapen), a member of staff who is trained in the use of AAIs must accompany the visit.

Travel

Students must not be transported in staff private cars unless in an emergency.

Parents should not be used to transport students, other than their own, on an educational visit.

Insurance

The school has a policy which covers all UK visits. The cost is recharged to students and should be included in the financial plan. When organising an overseas or high risk activity visit, the visit leader must ensure that adequate insurance is included for students/staff within the cost of the trip by the tour operator/provider.

Organising an Educational Visit

It is the responsibility of the Visit Leader to ensure the following:

- Identify the need for the trip, the target group of students it is to be offered to and the intended learning outcomes.
- Select place of visit using either past trip experience/using approved trip provider. **All overseas** trips **must** be organised through a **travel company** with specific knowledge of the type of trip being organised.
- Check with the EVA to ensure the trip does not clash with any other events.
- Ensure sufficient staff with relevant experience are available and provisionally booked out for the dates of the trip through the Personnel Manager (Personnel Manager will advise of cover costs involved which must be detailed in the financial plan). All helpers must have DBS clearance if they will be in sole charge of a group of students on a trip and always for residential trips.
- Provide a detailed financial plan and have supporting paperwork relating to costings to ensure the viability of the trip.

- Where possible undertake pre-visits for all new visits and residential accommodation in this country. Seek as much information as possible via other schools and the tour company for overseas visits.
- Produced a detailed Event Specific Risk Assessment for the visit. Site specific and individual students risk assessments should also be included where appropriate e.g. SCD students
- Enter trip details accurately on the EVOLVE system.
- Ensure that parents are given sufficient written information about the visit, including expectations of behaviour and responsibility for collecting their child in certain circumstances, so that they can make an informed decision when deciding whether or not their child should go.
- For overseas visits advise parents that it is their responsibility to ensure that their child has passport, EHIC and Visa where necessary.
- Give sufficient notice and outline cash collection dates.
- Obtain up to date student and medical information.
- Arrange at least one parents meeting for overseas, residential and high risk activity visits, ensuring parents not attending receive all the relevant information.
- Ensure that all staff are fully briefed about their responsibilities and exchange mobile telephone numbers/ pre-arrange meeting point should group get separated.
- A nominal roll (list of all persons participating in an educational visit) should be left with both offices and staff informed (normally via email). Where appropriate a copy of staff/students contact details should be left with the school based emergency contact.

During a visit:

- A nominal roll listing all participants involved in the visit should be completed listing emergency contact telephone numbers for each member of the party. The form should remain with the Group Leader throughout the visit. A copy of the nominal roll should be left in school.
- On all visits, a member of the teaching staff should be designated to take responsibility for welfare issues, any medicines or tablets, which have to be taken by members of the group and for first aid arrangements. This includes the use of an Adrenaline Auto-injector (AAI, e.g. Epipen or Anapen) in an emergency. Specific guidance on the arrangements for students carrying an AAI is given in the Staff Handbook.
- Students are expected to behave in a mature and responsible manner when participating in an education visit.
- Where visits take place during school hours all students should wear full school uniform unless agreed with the Head Teacher beforehand.

Emergency Procedures

Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by leaders. These cannot be comprehensively defined. Less extreme examples could include minor injuries, food poisoning, or young people being temporarily lost, but at the other end of the scale are accidents involving serious injury or fatality.

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s), usually the Headteacher.

In the event of an incident that **does** involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader must adopt the following protocol:

1. Assess the situation
2. Safeguard uninjured members of the group (including self)
3. Attend to any casualties (if applicable)
4. Call emergency services (999 or appropriate local number if abroad, Europe 112, North America 911) if appropriate.
5. Contact the LA Emergency Contact Number (0300 300 8089/+44 300 300 8089 if abroad) and request the help of the Luton Borough Council Duty Emergency Planning Team.

Then:

- Contact your establishment, EVC or Emergency Contact (see below) and seek further advice. If you are unable to do this, ask Luton Borough Council to contact your establishment on your behalf
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Council and for continuing contact with the Council during the incident
- Wherever possible, prevent group members from using telephones or mobiles, or going online until such time as this has been agreed by Luton Borough Council
- Do not allow any member of the group to discuss liability with any other party

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale(it may be appropriate to ask someone else to do this)
- Contact the British Consulate / Embassy if abroad.

Student Illness

If a student is ill and requires medical treatment, parents/carers should be informed at the first reasonable opportunity. If a minor situation is dealt with in house, parents/carers should be notified on return.

Monitoring, Evaluation and Review

The policy will be monitored, reviewed and evaluated annually by the Senior Leadership Team.

Dissemination of the Policy

The full policy is available on request to parents, the LA, and OFSTED through the Head Teacher.

Other Policies that have relevance are:

- Attendance
- School Behaviour Policy
- Charges and Remission
- Equal Opportunities
- Health and Safety
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Other Documents that have relevance are:

- Staff Handbook
- Educational Visits, Policy Document and Guidance, June 2014, Luton Borough Council
- Health and Safety: Advice on Legal Duties & Powers, Feb 2014, DfE
- National Guidance, Outdoor Education Advisors Panel (OEAP)

Date approved by Governors:

Date for review:

Appendices

Eg personal information and consent forms