# Educational Visits

# September 2022 - 23

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| Approved By: Lorraine Bowman  |
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# Introduction

We believe that the pupils’ education is enriched significantly by the opportunities trips and visits offer. Due to the nature of our school buildings some curriculum areas are delivered off-site, and these are justified through the curriculum offer. Visit leaders are asked to justify their trip and the venue they have chosen. In order to ensure that pupils, parents and staff are fully informed about the arrangements for off-site activities and to make every effort to ensure the safety of all personnel on such trips the following procedures are adopted.

The school recognises the distinction between every day, routine trips - such as sports centres or reward trips - and more major trips which will require extra planning - such as full day visits or residentials. The responsibility for overseeing the organisation of all trips and visits is delegated to the EVC (Educational Visit Coordinator) in school who is appropriately trained, keeps records of all off-site activities and who ensures that appropriate risk assessments and related tour operator forms are completed before a trip can take place.

All trips are organised following guidelines laid down in the Department for Education guidance on Health and Safety on Educational Visits:

The school ensures that the person managing the trip has support, status and competence for the role, understands the risks and is familiar with the activity.

For residential trips, previous experience of leading a trip or supporting a trip is essential before taking the lead role.

For all school visits, there is a designated safeguarding officer on call and a member of SMT on call.

Ratios for trips are as follows:

## Senior School

Day trip 1:5

Residential trip 1:3

A minimum of two staff is essential on any residential trip.

## Lower School

Day and residential trips

Years 4 – 6 1:3

Reception – Year 3 1:3 (for residential trips centre staff are in addition)

All off-site activities require permission from the Headteacher.

Every trip has a nominated party leader who takes responsibility for ensuring the trip is organised in line with this policy document.

In liaison with the EVC, the party leader recruits and leads a team of staff (and sometimes parents). Before, during and post trip, the party leader takes full responsibility for every aspect of the trip including communication with parents, and the completion of all health and safety forms. There is administrative support for this, however it is the party leader who leads this process. All Health and Safety and decision making in case of an emergency is the party leaders’ responsibility with emergency SMT support.

Trips are carefully planned with due regard to safety. Where trips are organised through a travel company which organises all the transport and accommodation, only recognised and reliable companies are used and staff must ensure that the schools’ **Activity Providers and Tour Operators Declaration** form is completed and the **contract** is cross checked by SMT and the board and the EVC before any money is paid to the company.

When the trip is organised in-house, careful guidelines are followed regarding modes of transport and chosen routes, especially where the pupils have SEN which may impact on their safety when away from school.

All residential trips require the parents to complete the **‘Update Consent and Contact Form**’. Pupils may not travel on trips without the necessary consent form being completed.

In order for SMT to provide comprehensive support to staff with regard to student physical and mental well-being for residential trips, as soon as pupils have been identified staff must immediately send a list of the pupils to the HT and the EVC

Parents are always informed in writing of the arrangements for any trip their child is involved in and are always provided with an emergency school contact number for use whilst the trip is in progress.

Parents complete an Annual Medical Information and Consent Form for all category A, low-risk day trips. Residential trips (or day trips with any degree of risk involved) require trip-specific consent forms. These forms also include emergency contact numbers for parents (or parentally nominated alternates) during the trip.

The party leader is responsible for checking the medical details from Arbor of all pupils travelling on the trip and must organise a meeting with SLT and EVC and Pastoral Lead at least two weeks before the departure of a residential trip. Some pupils require individual risk assessments which are produced by the staff in conjunction with the parents, the party leader and the EVC.

A qualified first aider should be on every trip and should take a first aid bag.

Staffing ratios are laid down by the school and it is the party leader’s responsibility, in conjunction with the EVC, to ensure that these are adhered to.

The party leader always has an emergency contact phone number back at school for use if required during the trip. A senior member of staff takes over for out of school hours.

The party leader is responsible for preparing a risk assessment for the trip. This should be discussed with all staff travelling with the party and should be shared with any parents accompanying the trip on the day of the trip.

Without a full DBS, parents are not left alone with a group of pupils.

The party leader is responsible for ensuring high standards of pupil behaviour. Pupils are briefed before a trip and on frequent occasions during a trip.

## GUIDELINES AND ADVICE FOR RESIDENTIAL TRIPS

The following guidelines and advice are useful tips to follow when organising a residential trip.

**Parents Meeting**

All staff supporting a school trip will be expected to attend all parent meetings and staff briefing meetings. For residential trips this is an essential part of the organisation as parents feel reassured they can talk to the staff looking after their children whilst they’re away. This will also provide invaluable support for the party leader and give important information regarding the itinerary.

## Pastoral Responsibilities

All members of staff on a residential trip have a duty of care to look after the pupils in their care. This includes travel to and from venues where the pupils should be supervised by all travelling members of staff.

The party leader should split the pupils into sub-groups and assign a member of staff to each group. This gives the pupils a first point of contact and is useful for spreading out the tasks

Staff should familiarise themselves with the pupils in their group before departure and should be prepared to step in to support other groups when necessary.

## Permitted Expenses

The school will reimburse employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business. These include events, external meetings, school visits and training. For every purchase an itemised receipt should be collected and returned to finance at the end of the trip.

## Staff and Alcohol

It should be noted that it is a disciplinary offence for a teacher to be at work, (as they are when accompanying a school trip), when affected by drink (even if not ‘drunk’ in the everyday sense of the word). Or indeed by other substances which may affect their judgement and behaviour (other than those medically prescribed and of which the school is aware), as being in such a state potentially puts pupils and colleagues at risk and may also undermine discipline and good order and perhaps bring the school into disrepute.

**Pupils and Alcohol**

Pupils are not allowed to consume alcohol.

## Telephone Calls and Data Roaming

Staff who need to make or receive frequent business calls when out of the office or outside normal working hours will be provided with a school mobile telephone. This should be used for business calls. Pupils should not have access to staff personal numbers and parents should not have access to the trip mobile number. In case of an emergency parents should contact the emergency backup number.

## Taxis

Under normal circumstances, all staff will travel with the party to the airport or train station ready for the onward journey. However, where this travel is impractical due to medical conditions, disability, injury and/or carriage of equipment/luggage, time of the day/night, taxis may be used if agreed in advance with the Head and party leader.

## General

The same level of professionalism should be adopted on a residential trip as in day-to-day school life. Punctuality is essential for the smooth running of a trip from both pupils and staff.

Roles and responsibilities for staff should be clearly defined before the day of departure via a staff briefing which should be carried out in a meeting led by the party leader.