



CHATHAM & CLARENDON GRAMMAR SCHOOL

Educational Visits Policy

Agreed by Governors: September 2019

1. Statement of Policy

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

This Educational Visits Policy is produced for sole use within Chatham & Clarendon Grammar School.

It supplements the guidance published by the Department for Education (DfE) and the Health and Safety Executive (HSE) in June 2011, which the school has formally adopted, through the Governing Body. Links to these documents are given below.

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

Out of hours Clubs (music, drama, art, science, sport, homework etc) school teams Regular nearby visits (libraries, shops, parks, place of worship) Day Visits for particular year groups (zoo, seaside, farms) Residential Visits, Overseas Visits, Adventure Activities, which might be classed as higher risk.

2. Aims and Purposes of Educational Visits

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities are outlined in the school prospectus along with the criteria by which students are able to access them and the methods by which parents will be notified and asked for their consent.

Within each curricular programme of work the teachers plan educational visits and activities that support the students' learning. We plan activities in advance and inform parents of these in due course.

3. Approval Procedure and Consent

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Educational Visits Coordinator (EVC) and has nominated the Chair or Vice Chair of the Governing Body as signatory on behalf of the governing body. All Residential trips must be reported to and approved by the Curriculum & Welfare Committee before it is advertised to parents.

Before a visit is advertised to parents the EVC must approve the initial plan and ensure there are sufficient staff for the visit to go ahead. The EVC will also approve the completed plan and risk assessments for the visit at a later date.

An exploratory visit must be made to the planned venue. If this is not practicable alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the students. All payments for the visit will be made through the school accounts.

Parents will be asked to sign a general consent form when their child enters the school. This covers participation in: out of hour's clubs, school teams and nearby visits, residential visits and adventure activities. Parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. They will also be given the timetable for the activities that pupils are involved in and will be informed either by letter or phone call or through their son/daughter if any activity has to be cancelled.

Parents will be fully informed of the activities and arrangements for each visit and for all residential visits they will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has a separate policy for Charging and Remissions which applies to all educational visits.

4. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

The EVC and group leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The school does not support additional people accompanying educational visits who are not students at the school or part of the agreed staff complement. This may include family

members accompanying visits if the Senior Leadership Team (SLT) is not satisfied that there is an educational benefit for the students.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

5. The Expectations of Students and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a student prior to or during the visit if such conduct places a child or children at risk and would have led to a temporary exclusion from school.

6. Emergency Procedures

The school will appoint a member of the SLT as the emergency contact for each visit. All major incidents should immediately be relayed to the school office, the office will relay the problem to the member of SLT, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the school Emergency Plan.

All incidents and accidents occurring on a visit will be reported back through the school reporting systems. If a student requires first aid due to an accident or medical incident, the Group Leader must inform the student's parents as soon as possible.

The school will have emergency funding available to support the Group Leader in an emergency.

7. Evaluation

All visits will be evaluated by the Group Leader with the EVC. A termly summary of all visits will be made to the Governing Body.

The EVC will ensure that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit.

8. Guidance for Group Leaders

Group leaders should be selected by the Headteacher and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff.

The Group Leader must ensure that:

- The school policies and guidelines are followed.
- All required paperwork is submitted to the EVC for approval before the visit goes ahead.
- All accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities.
- They are suitably competent to instruct/supervise students in any planned activity.
- They are familiar with the visit location and centre.
- They understand child protection issues.
- They allow sufficient time to undertake the planning and organisation of the trip.
- They undertake and complete a comprehensive risk assessment.
- They adequately brief colleagues, parents and students.
- They obtain sufficient information about the students to assess their suitability for the visit and the planned activities.
- That they ensure all accompanying staff are briefed on students' medical and special educational needs.
- They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities.
- They have sufficient competence and confidence to assess risks as they change throughout the visit and to make a decision to stop activities if the risk becomes unacceptable.
- They have adequate emergency procedures in place that are known to all relevant parties.
- They have a first aid kit and emergency phone.

Accompanying Staff and Volunteers must:

- Follow the instructions of the group leader
- Help to maintain control and discipline
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable.
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
- Inform the group leader if concerned about the health and safety of students during the visit.

Supervision

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Group leaders will also need to consider the needs of students with SEN and/or physical disabilities. Known behaviours, learning and physical needs should also be taken into account.

The Department for Education and Ofsted have made the following recommendations:

Visits within the UK: One adult per 15 students, with a minimum of two adults. The group leader must be a qualified teacher or other approved person employed by the school. In mixed parties, one male and one female adult. This applies up to and including Year 11 students.

For Year 11 students the ratio is the same for camps and journeys, but for day visits Year 12 and 13 may be accompanied by one adult for up to 20 students of one sex. Mixed sex groups still require one male and one female adult.

Sixth Form: Day visits of a routine nature may be made unaccompanied if authorised by the

Headteacher or Head of 6th Form and advised to parents.

Visits Abroad: The school Policy is that visits abroad should be accompanied by a minimum of one adult to 10 students. Foreign Language Assistants may accompany trips, but do not count as adults in this calculation.

Volunteer Adults: At least half of the adults accompanying an educational visit should be staff based at the school (teachers or other members of staff). Organisers are encouraged to use other adults to meet (or exceed) the minimum staffing requirements. Sixth Formers (over 18) may also be used sparingly. Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be DBS checked if volunteering regularly or on a residential visit.

Exchange Parties: Staff organising exchanges should send a list of host families to the Child Protection Co-coordinator for his/her information. This is to ensure that we do not place a visiting youngster in a home which is potentially unsuitable.

All groups must be led by a teacher.

Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.

9. Risk Assessment

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local museum) but the group leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken before the visit. The risk assessment should identify the following:

- What are the hazards?
- Who might be affected by them?
- 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?

A copy of the 10 key points the HSE recommends considering is at Appendix 2.

If any adventure activities are to be undertaken the school must check that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

A copy should also be given to the Headteacher and the EVC responsible for approving the visit

Risk assessment is not a one-off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

10. Transport

When hiring buses and coaches it is essential that the company is reputable. Local Authorities can provide an up to date 'Approved Bus and Coach Operators List' to enable Schools to identify those operators who are able to provide vehicles and drivers to a minimum standard at all times.

The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for school trips.

If parents' or teachers' private vehicles are used the vehicles must be roadworthy and adequately insured. Documentation must be checked by the Group Leader. All cars must be fitted with suitable child restraints. Parents must provide specific permission for their child to be transported in a private vehicle.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

11. Mini Bus Transport

The school policy is that all Drivers of school minibuses above the specified weight limit must hold a D1 License (those who obtained a license before January 1997 will have one). All those who do not have a D1 license will be required to complete a D1 license test before being permitted to drive.

Drivers will only be permitted to drive a minibus without a D1 license if the following conditions are met:

- The minibus weighs no more than 3.5 tonnes*
- The minibus has no more than 16 seats
- The driver is over 21 years of age
- The driver has been driving on a full license for more than 2 years
- The driver is not specifically remunerated for driving through their contract of employment.

All drivers are required to complete a minibus driving training course (usually one day) before being permitted to drive.

Driver fatigue or distraction has been highlighted as a factor in recent minibus incidents nationally.

For journeys not exceeding 1 hour, a single teacher/driver **may** be considered adequate, subject to the nature of the group and the driver's ability and confidence to manage that group. For journeys involving between 1 hour and 4 hours driving, a second responsible adult should be present to supervise the group.

For journeys involving over 4 hours of driving, the second adult should be a suitably qualified minibus driver. For journeys involving over 4 hours, at least one of the drivers should have had a rest period of at least one hour prior to the start of the journey. Further regular rest periods must be taken – a 15-minute break every 2 hours is recommended.

Drivers must not drive if unwell or if on medication or receiving medical treatment which advise against driving.

Seat Belts: Students and staff travelling in minibuses must wear seat belts by law.

The school now owns a minibus 'lite' which enables staff who do not possess a D1 Driving Licence to drive this vehicle.

Overloading: The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the **maximum laden weight** for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.

The use of a trailer greatly increases the maximum laden weight and is **essential** when transporting a full load of older students plus luggage.

LIABILITY FOR DRIVING AN OVERLADEN VEHICLE RESTS WITH THE DRIVER

12. First Aid and Medical Needs

It is advisable that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for students with medical needs e.g. use of epipen.

A travel first aid kit should be carried and also details of any students with medical needs.

13. Insurance

It is recommended that Group Leaders take out specific travel insurance for **activities that have elements of high risk involved**. Parents can be asked to contribute to this.

14. EMERGENCY PROCEDURES

14.1 Introduction

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the group leaders. Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid.

Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.

a. Recommended Procedures:

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and safe.
- If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the names of the injured and call whichever emergency services are required.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies the injured child/children to hospital.

- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all students and staff are accounted for;
- Control access to phones until contact is made with the Headteacher, emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved.
- If a student requires First Aid treatment, the Group Leader must inform the student's parents as soon as possible;
- If the Group Leader is in doubt over an injury or medical incident, the student must be taken to hospital for medical treatment.

14.3 Give full details of the incident to the Headteacher or designated contact:

- Name;
- Nature, date and time of incident;
- Location of incident;
- Details of injuries;
- Names and telephone numbers of those involved;
- Action taken so far;
- number for further contact.

14.4 Serious Incidents

For serious incidents where the media may be involved, try to identify alternative telephone numbers at "home" and "off-site base" as other lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

The Headteacher or designated senior staff member should arrange to contact parents/carers of those involved. For a serious incident the Headteacher or designated senior staff member should contact parents of all party members. It is also his/her responsibility to act as a link between the group involved, the Chairman of Governors and parents.

If it is necessary to talk to the media, the Headteacher will do this initially. A senior member of staff will be designated as the point of contact for the media and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.

The party leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

- Legal liability should not be discussed or admitted.
- All accident forms should be completed as soon as possible and Insurers, the Health and Safety Executive and the Federation should be informed as appropriate.

Appendix 1 CHECKLIST FOR GROUP LEADER

Description of visit

ACTION TAKEN	YES/NO	NOTES
Outline visit plan approved by Headteacher / EVC		
Venue visited or others consulted		
Risk assessments completed and checked by Headteacher and EVC		
Parental consent forms completed		
Medical forms completed		
Insurances checked		
Staffing levels agreed (based on risk)		
Transport arranged		
Equipment sufficient and suitable		
First Aid arrangements in place		
Qualified First Aider identified		
Staff and volunteers briefed		
Parents briefed		
Participants briefed		
Emergency plan agreed		
Final plans approved by Headteacher and Governors		

Date Completed:

Signature EVC

(for approval)

Appendix 2 RISK ASSESSMENT

The following are the 10 key points to consider when preparing a risk assessment.

1. What are the main objectives of the visit?
2. What is "Plan B" if the main objectives can't be achieved?
3. What could go wrong? Does the risk assessment cover:
 - The main activity
 - "Plan B"
 - Travel arrangements
 - Emergency procedures
 - Staff numbers, gender and skill mixes
 - Generic and site-specific hazards and risks (including for Plan B)
 - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points).
4. What information will be provided for parents?
5. What consents will be sought?
6. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
7. What assurances are there of the leader(s) competencies?
8. What are the communication arrangements?
9. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
10. What are the arrangements for monitoring and reviewing the visit.

EDUCATIONAL VISIT RISK ASSESSMENT

(This form should be completed, in addition to any generic risk assessments that might be used, if there are any specific risks associated with the particular activities undertaken, the actual locations visited, or any individuals involved).

EDUCATIONAL VISIT TO:		DATE(S):
ME:	LEADER'S NAME:	AGES/YEAR GROUP(S) OF STUDENTS:

GENERIC RISK ASSESSMENTS TO BE FOLLOWED FOR THIS VISIT (e.g. Coach Travel):

<p>Specific Individuals at Risk <i>(i.e. Staff or students who may be particularly at risk of harm, or who might present a hazard to others – include risk factors)</i> e.g. Bob Jones - occasional epileptic seizures</p>	<p>Control Measures <i>(i.e. what steps are being taken to reduce the risk of the hazard?)</i> e.g. Bob Jones – regular checks, ensure medication taken, staff/students aware and trained</p>
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SPECIFIC DATE? LOCATION? EVENT? ACTIVITY? (e.g. 24/7/04 Visit to Flamborough Head and beach)	SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?) (e.g. Fast incoming tides @ trapped @ drowning or fall from cliff)	CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?) (e.g. Ring Coastguard – check tides and weather – inform of visit – depart from beach 2 hours before high tide)	COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE (e.g. Check if “Spring Tides”, Add coastguard tel. no. to leader’s mobile phone)	OVERALL RESIDUAL RISK RATING (Low/Med/High) (Take into account both seriousness and likelihood of hazard)

IMPORTANT: The Risk Assessment should be shared and discussed with all the leaders of the visit, and should only be approved once all significant hazards have been identified, the control measures are agreed and will be implemented, AND the overall risk ratings are considered acceptable. In most circumstances, if the Overall Residual Risk is considered “Med” or “High”, the activity/event should be cancelled, or additional control measures put in place to reduce the risk to “Low”.

Risk Assessment carried out by (Name): _____ (Position): _____ Date: _____

Risk Assessment approved by - Overall Group Leader’s signature: _____ Date: _____

- Deputy Group Leader’s signature: _____ Date: _____

- Assistant and Volunteer Leaders signature(s): _____ Date: _____

