

## **Educational Visits Policy**

### **Educational Visits and Off-Site Activities**

Educational visits and learning away from the school site is actively encouraged and supported at Hornchurch High School. The following statement by Judith Hackitt, CBE, Chair of the Health and Safety Executive perhaps defines our approach.

“ The next generation is tomorrow’s workforce. Helping young people to experience and handle risk is part of preparing them for adult life and the world of work. Young people can gain this experience from participating in challenging and outdoor events made possible by organisations prepared to adopt a common sense and proportionate approach that balances benefits and risk.”

#### **Educational Visits Policy**

1. Authorisation – Legal Responsibilities
  2. Types of Visits
  3. Risk Assessment
  4. Parental Consent
  5. Staffing – competence and training
  6. Supervision
  7. Insurance
  8. Emergency Planning
  9. Summary checks
- Appendix A: Sign-Off system – Flow Diagram  
Appendix B: Staffing

## 1. Authorisation – Legal Responsibilities

- The Head Teacher, via the **VETs** must formally approve and sign off any educational visit or other off-site activity.
- The governing body must formally approve and sign off all foreign, residential and adventurous activity visits.
- The EVC must: Ensure educational visits meet the school's requirements. Support the Head and Governors with approval and other decisions. Assess the competence of prospective leaders and staff. Ensure risk assessments meet requirements. Organise training and induction. Ensure parents are informed and give consent. Organise emergency arrangements. Keep records of visits, accidents or incident reports. Review and monitor practice.
- The Visit Leader must: Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.
- All staff carry a legal responsibility for the welfare of students in their care during any visit.

## 2. Types of Visits

- All visits to comply with this **Educational Visits Policy**
- All local visits to be approved by the **VETs**
- Adventure activities, all residential trips, and trips abroad require authorisation by Governors.
- This policy must relate to the DFEE Health and Safety Advice and Havering Any Educational Visit Policy and Guidance. These may be viewed in the Health and Safety Section of the 'S' Drive.

## 3. Risk Assessment

### All visits must be Risk Assessed

- A risk assessment must be undertaken identifying **significant** risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.
- Use of a 'provider', for example accommodation or adventurous activities, you must contact them and obtain their risk assessments for these elements of our visit, or at least written evidence of their risk assessments.
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the **individual pupils** on each occasion.

- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit, including near misses
- The Albany's philosophy is to recognise that it is essential to keep students safe whilst also allowing them to learn to be risk aware, not risk naive.
- Sample Risk Assessments are provided on the 'S' Drive.

#### 4. Parental Consent

Signed parental consent **must** be obtained for all trips and visits. This may include the use of an electronic signature.

One parental consent may however, cover a programme of regular or ongoing activities during the student's time at The Albany. This includes activities such as school sports fixtures or fieldwork in the local area. Parents must still be informed however of when, where and what their child will be doing.

For "one off" visits, including anything outside of the local area or involving residential or adventurous activities, parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- Venue(s) and travel arrangements
- Dates and times of departure and return where visits exceed beyond the school day
- The nature of activities planned (including plan B)
- Kit list
- Arrangements for supervision
- Code of conduct or standard of behaviour expected during the visit
- Financial contribution expected from parents
- Insurance arrangements
- Contact system in case of emergency
- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours
- Arrangements for dismissal at the end of the visit

#### 5. Staffing – competence and training

- There **must** be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.
- All staff should be assessed for competency and training provided for visit leaders.
- The staff-pupil ratio must be determined as part of the risk assessment. Staffing ratios for visits: Identify legal staffing ratios and appropriate supervision arrangements for types of visits taken: (may specify minimum school requirements based on Havering Guidance and establishment considerations such as SEN / behavioural / age / activity / location / transport / Visits lasting longer than one Day / Visits of one Day or less

- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.
- School policy must be followed with regard to DBS checks and other relevant safeguarding requirements.
- If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained in writing.

## 6. Supervision

- Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.
- The visit leader must determine when supervision must be '**direct**' and when it may be '**remote**':
  - **Direct supervision** – pupils remain within sight and/or hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group
  - **Remote supervision** - pupils are allowed to operate unaccompanied in groups of at least 3. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency.
- A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.

## 7. Insurance

The Albany School Insurance can cover all pupils on Education and Off-site visits but you must check with the finance office.

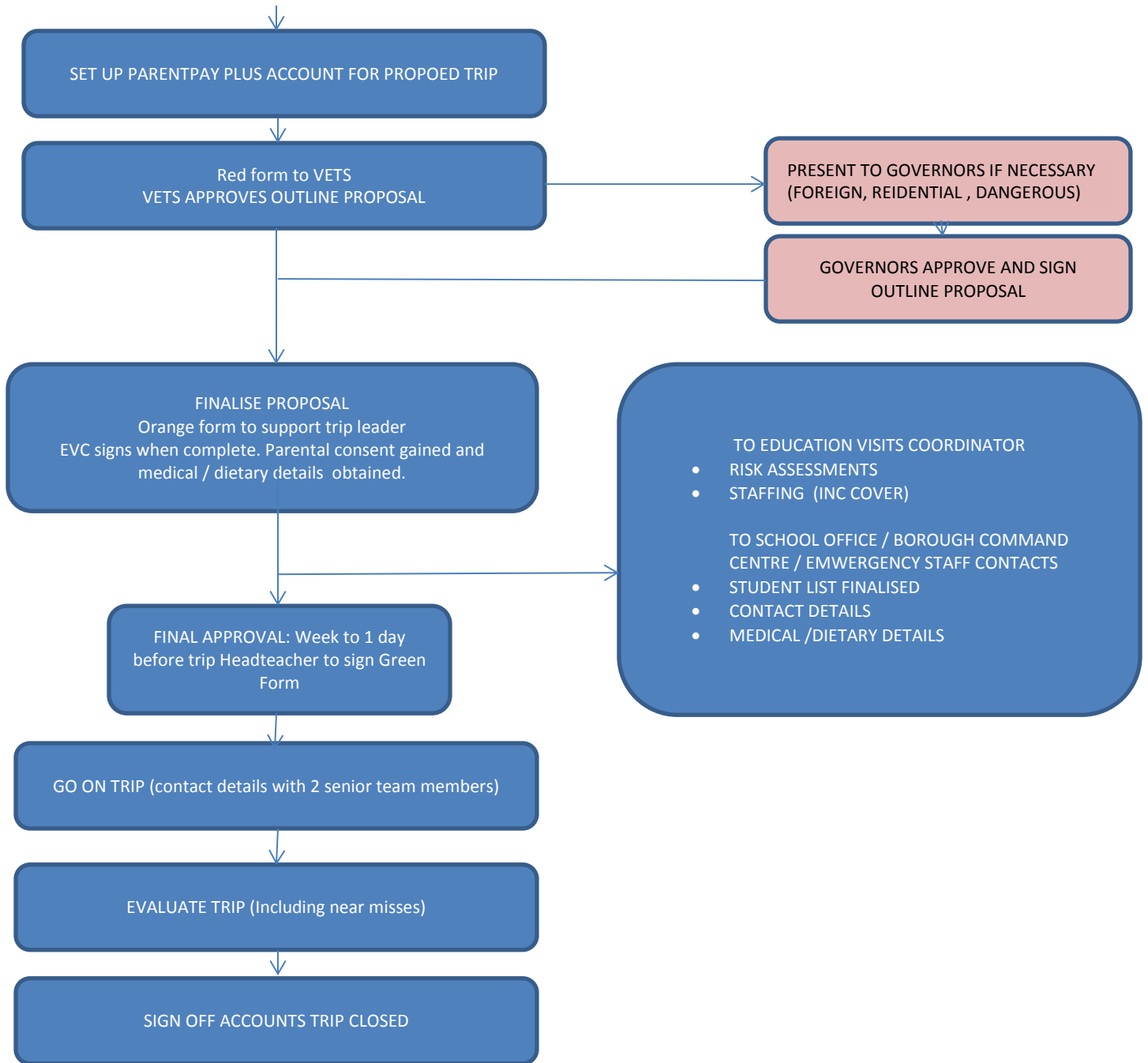
No forms of indemnity or 'insurance waivers' may be signed without reference to the school's Governors.

## 8. Emergency Planning

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, **two emergency school contacts must be identified**, normally members of the school's leadership team. The emergency Senior Team contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.







## **Appendix B - Staffing**

### **STAFFING ON TRIPS**

The minimum number of adults to accompany each party is set out below. Of this minimum number at least half shall be members of the teaching or non-teaching staff providing that there is at least one teacher or youth worker (except in (b.iii) below).

(a) Visits of More Than One Day's Duration

- (i) Two adults for a party not exceeding 20 young people and, for a larger party, one additional adult for each additional 15 young people or less. A party of both sexes should be accompanied by adults of both sexes.
- (ii) Where a party is participating in an educational cruise, an exchange/study visit and some supervision is provided by the cruise operator, or by the staff of the receiving establishment, the proportion of adults may be reduced to one adult for each 15 young people.

(b) Visits of One Day or Less

Two adults for a group of young people (approximately 30 young people) and, for a larger party, two adults for the first 20 young people plus one additional adult for each additional 20 young people or less; except that:

- (i) Only one adult, who shall be a member of the teaching staff, need accompany a party if that party consists of less than 20 secondary age young people.
- (ii) On a visit where door –to-door transport is provided by coach, to a place of entertainment, museum or art gallery, each party of young people shall be accompanied by a minimum of two adults or by at least one adult, in the case of a visit to a museum where the young people will be under the supervision of museum staff. At least one of the accompanying adults must be a member of the teaching staff.
- (iii) Only one member of the school teaching staff or a responsible adult nominated by the Headteacher need accompany a group of 6 or less young people on a visit of less than half a day which is confined to the locality and does not involve adventurous activities. **The nominated person should be recorded with the Governors and general parental consent should also be obtained.**

**Appendix C: Form of consent (Letter/ Form information)**

Visit To



1. I apply to you for a \_\_\_\_\_ place on this visit, the details of which, including insurance arrangements, have been received and noted by me, for my son/daughter/ward.

Full name

2. If a place is available, I agree:

a) to pay to you my share of any reasonable expenditure which, you properly incur in organising the visit;

b) to pay to you on account a deposit of £

3. I understand that the deposit or any part of it may not be returnable unless:

a) I cancel the place before you incur any expenses or enter into any commitments, or

b) you cancel the visit for any reason and some money remains after meeting all expenses and commitments.

4. I also agree that if the visit is cancelled for any unavoidable reason I may be requested to pay a reasonable share of the cost of meeting all expenses and commitments where this is not covered by my deposit, nor by insurance. I understand that under no circumstances would I be liable for more than the stated cost of the trip.

5. I also agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner.

Medical conditions/relevant history

Dietary requirements

Signed:

Date:

Parent/Guardian

Name: (in block capitals)

Address and telephone number

Alternative Tel No

(to be used in an emergency only)

**Appendix D1 : Trip Forms (Residential ,Dangerous or Abroad)**

**VET Proposal**

**(Red Form)**

All visits, events and trips run by The Albany are run to benefit our students. There is usually a cost or risk to other activities in the school and it is vital these are considered. Please complete this form as fully as possible before passing on to EVC and VETS.

**Benefit** (include: who, where, how, why, when)

**Risk** (include: timings, staff affected, lessons affected, major safety hazards)

**Cost:** Give an accurate breakdown of costs and discuss with LPA  
**See Reverse**

Signed: Trip Leader \_\_\_\_\_ Date: \_\_\_\_\_

Signed: EVC \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Headteacher \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Chair of Governing Body \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendations:**

**Appendix D2 : Trip Forms (Not Residential ,Dangerous or Abroad)**

**VET Proposal (Red Form)**

All visits, events and trips run by The Albany are run to benefit our students. There is usually a cost or risk to other activities in the school and it is vital these are considered. Please complete this form as fully as possible before passing on to EVC and VETS.

**Benefit** (include: who, where, how, why, when)

**Risk** (include: timings, staff affected, lessons affected, major safety hazards)

**Cost:** Give an accurate breakdown of costs and discuss with LPA  
**See Reverse**

Signed: Trip Leader \_\_\_\_\_ Date: \_\_\_\_\_

Signed: EVC \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendations:**

**Orange Form**

**VET Checklist** (to be completed at least 3 weeks prior to visit.)

**Visit, Event or Trip to:**

**Date of VET:**

**Group Leader:**

**Other Staff involved:**

<b>Planning Consideration</b>	<b>Date done</b>	<b>Staff sign</b>
If using a commercial organisation or provider has it been approved by VETs / Governors?		
Has evidence or risk assessments been gained in writing from external providers?		
Is pre-visit required?		
Have adverse weather conditions been considered and a Plan B outlined?		
Are proposed staffing levels adequate?		
Are first aid arrangements adequate?		
Have emergency procedures been produced?		
Have roles & responsibilities of staff been clarified?		
Have hazards travelling to/at destination been identified and suitable control measures introduced? (significant findings/ risks assessed must be listed on separate form)		
Has a person been allocated responsibility for briefing on local fire & health & safety rules?		
Have the individual needs of all participants been considered(e.g.SEN)?		
Have security arrangements at venue been assessed?		
Have financial details been cleared and signed off by Finance office?		
Has cover for staff been approved / arranged?		
Has the visit been approved by VETs?		

**Itinerary**

<b>Date / Time</b>	<b>Venue</b>	<b>Activity</b>
<i>EG: Friday 12<sup>th</sup> December 2016</i>	<i>Bluewater shopping centre</i>	<i>Students to complete survey on</i>



<i>Between 11.00am and 1.00pm</i>		<i>customer use. Personal shopping also allowed</i>

**Please attach appropriate risk assessments**

*Signed (Group Leader) :*

*Date:*

*Signed (EVC) :*

*Date:*

*Signed (Headteacher) :*

*Date:*

*Signed (Chair of Governors if Necessary) :*

*Date:*

**Green Form**

**Final checklist to be completed by visit organiser. This must be completed and handed to the school office prior to the visit leaving.**

**Visit / Trip to:**

**Date of Trip:**

**Group Leader:**

**Other Staff:**

	<b>Visit Organiser signed</b>	<b>Date</b>
I have checked Albany visits policy and handed in Risk Assessments to school office.		



Parental Consent forms have been returned for <b>all</b> students		
I have briefed parents and staff		
I have arranged 2 SLT contacts and they are: (for trips outside of normal school office hours only)		
<b>Primary Contact</b> Name:                      Number:	<b>Second Contact</b> Name:                      Number:	
I have collected the School mobile phone & first aid kit or provided my own mobile phone details		
Where necessary, emergency cards for students have been collected and will be distributed (If allowing remote supervision)		
Meeting points/times arranged and staff /students made aware of them		
Contact details are held by group leader <i>and</i> SLT contacts (if trip runs outside of school office hours)		

**Signed (Group Leader) :**

**Date:**

**Signed (Headteacher) :**

**Date:**

**Signed (Chair of Governors if Necessary) :**

**Date:**

**Received in Main Office:**

**Date:**

### **Appendix E: Borough Emergency Forms**

#### **EDUCATIONAL VISIT - EMERGENCY DETAILS**

These forms must be **typed and e-mailed** to [schooltrips@havering.gov.uk](mailto:schooltrips@havering.gov.uk) **five working days before the departure day of the visit**

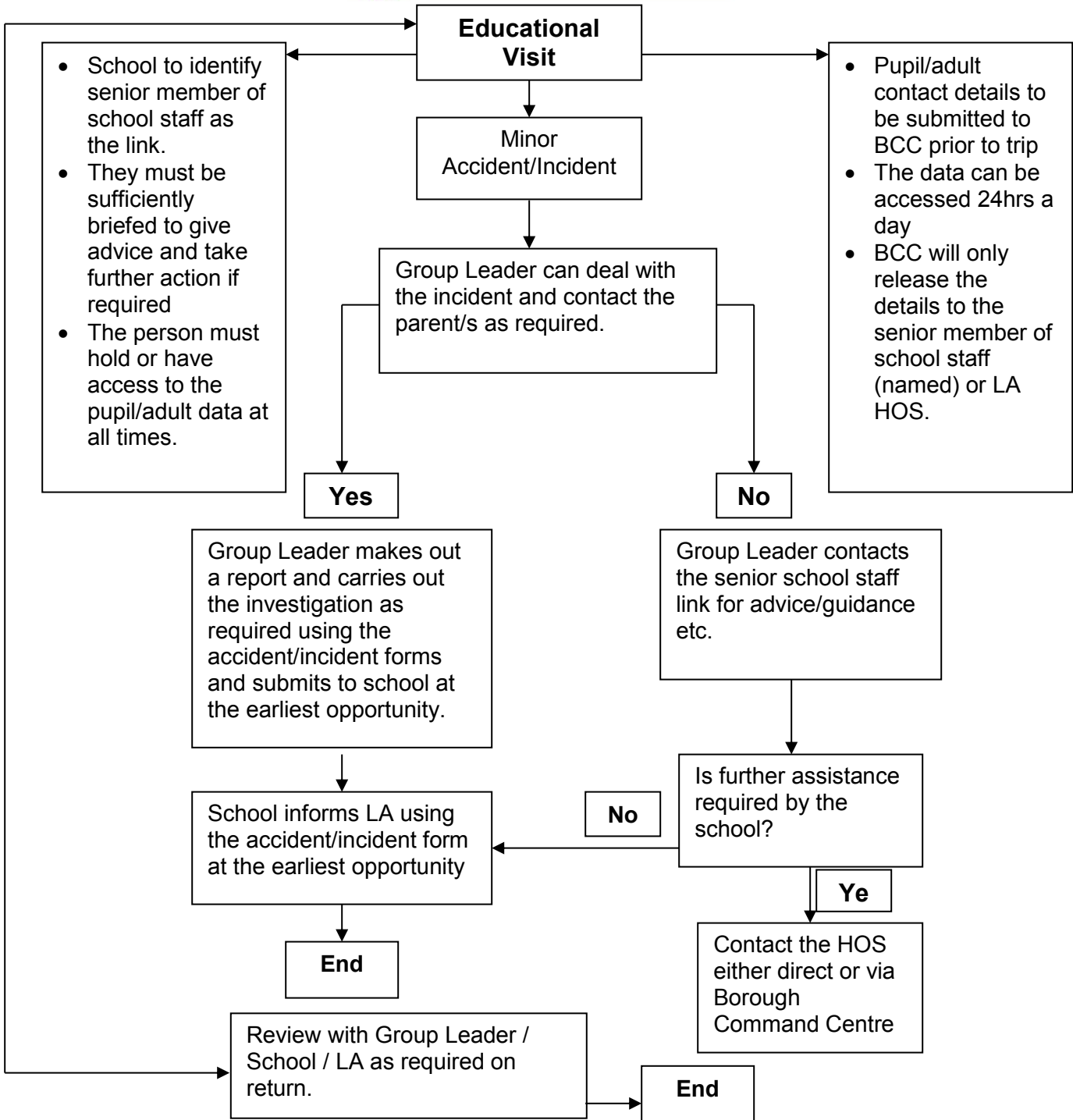
Schools must also provide a **list of pupil and staff on the visit**. This must include an up to date typed list of addresses and emergency contact numbers.



Establishment Name	The Albany School
Departure Date	
Return Date	
Visit to	
Accommodation Address	
Contact No.	
Party Leader	
Contact No.	
School Link 1	
Contact No.	
School Link 2	
Contact No.	
Tour Operator	
Contact	
Contact No.	

**Appendix F Emergency Flow Charts**

**EDUCATIONAL VISITS EMERGENCY ACTION PLAN  
MODEL ONE – SCHOOL MINOR ACCIDENT/INCIDENT**



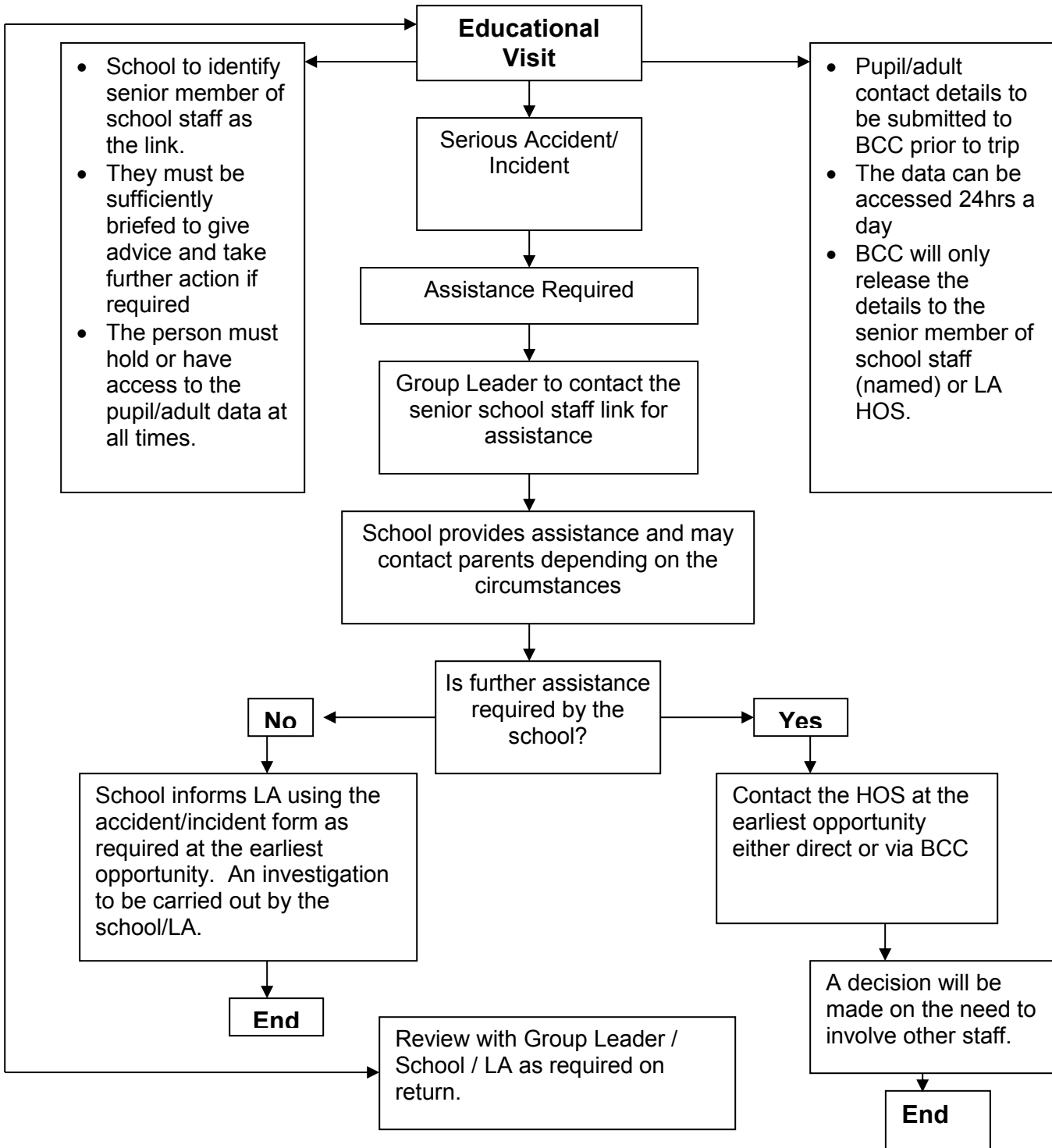




**EDUCATIONAL VISITS**

**EMERGENCY ACTION PLAN**

**MODEL TWO – SCHOOL SERIOUS ACCIDENT/INCIDENT**



Key : BCC = Borough Command Centre HOS = Head of Service