

EDUCATIONAL VISITS POLICY

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To be reviewed August 2015 by the Outwood Grange Academies Trust Board

Ref: OGAT

Educational Visits Policy

The Academy policy is to ensure that the safety of students, employees and others on educational visits is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

To achieve its objective to ensure safety the Academy will ensure that:

- all visits are approved by the Academy Council and the Senior Leadership Team (SLT) as appropriate
- a person is nominated to coordinate educational visits and that person will be trained in the role of an Educational Visit Coordinator (EVC)
- Group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to students is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
- consent is obtained from parents for all visits
- arrangements are made for students with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

Responsibilities

Group Leader

- To complete all relevant Academy Educational Visits documentation, including risk assessments and consent forms
- To complete risk assessments or acquire assessments completed by external agencies (for example, a tour operator) as appropriate
- To ensure all students have made necessary payments and completed the necessary documentation

- For overseas visits, to ensure photocopies of pupil passports (and EHIC cards if relevant) have been taken
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country
- To provide reasonable notice to the Vice Principal Deep Experience (or other nominated person) to allow them to assist in completing agreed tasks
- To plan for students with special educational needs, pre existing medical condition or a disability and ensure appropriate provision
- To lead the trip in accordance with the approval given by the Academy Council and ensure all staff and students are fully briefed and that emergency arrangements are in place
- Record the details of any accident or incident in line with the Academy policies
- Have completed the Visit Leader training as recommended by the Outdoor Education Advisers Panel.
- To provide the opportunity of financial support towards the trip being available for students who are or have been on Free Schools Meals.

Supervisory staff

- All staff assisting with supervision on any trip will be conversant with the Trust's Visits Guidance and the specific risk assessment/s for that event.
- All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.
- Staff will feed back information to the Group Leader to enable a full review of the trip to be completed.

Vice Principal Deep Experience, Educational Visit Coordinator (or other nominated person)

- To coordinate all educational visits to ensure Academy Procedures are complied with and all documentation is completed
- To liaise with Group Leaders to ensure the approval requirements for each visit are clearly communicated
- To retain all documentation in relation to each school visit.
- Provide support and guidance to Group Leaders
- Ensure that any accident/incident on a visit is notified to the SLT and a record is kept and that future visits are reviewed in light of previous incidents
- Ensure this Policy is kept up to date and that amendments are notified to the SLT
- Have completed the EVC training as recommended by the Outdoor Education Advisers Panel.

Senior Leadership Team

- To consider the suitability of all proposed educational visits
- To 'sign off' all documentation (including risk assessments) prior to approval.

Academy Council

- To approve all school trips.

Visit Procedure

The following steps outline the procedure to be followed for all visits:

1. The Group Leader must complete the Provisional Trip Application Form and send it to the Vice Principal Deep Experience (or other nominated person) for submission to the SLT.
2. The Group Leader will arrange for Parental Consent Forms to be sent and returned to school
3. Group Leader to ensure all lessons are covered where other teachers are providing supervision on the trip
4. After initial approval for the visit has been received the Group Leader must complete the form Application for the Approval of Educational Visits and the transport risk Assessment.
5. Approval by the Academy Council is given
6. Group Leader completes Risk Assessment Action Plan for Educational Needs.
7. Complete Emergency Contact Information
8. Completion of a school trip list by the Group Leader
9. School matron provides medical information on students taking part. First Aid kit provided and first aider nominated for the trip
10. Brief all teachers and adults accompanying the trip
11. Brief students and issue Checklist for Students
12. Register taken on the day of the trip
13. Visit. Implement and monitor safety standards in line with risk assessment
14. Notify Vice Principal Deep Support or other nominated person of safe return
15. Review visit.

Staffing of Trips

Ratios:

It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:

- Sex, age and ability of group;
- students with special educational or medical needs;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of students;
- First aid cover.

Ratios of staff to students for *low risk activities* are:

Year 1 - 3	1 Teacher to every 6 students for all visits. (under 5s reception classes should have a higher ratio)
Year 4 -6	1 Teacher to every 10 – 15 students for all visits.
Years 7 +	1 Teacher for every 10 students for visits in the UK 1 Teacher to every 8 students for visits outside the UK or for more hazardous activities In all cases there will be a minimum of 2 members of staff

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. The ratios stated are the minimum acceptable.

Except in special circumstances and with the agreement of the SLT, there must always be a minimum of 2 teachers with any visit. For certain visits a higher ratio will be appropriate because the leader of the visits has to ensure that there is a safe level of supervision at all times.

For visits abroad, at least 3 teachers must accompany the party unless the number of students is fewer than 10, in which case there should be 2 teachers.

If an adult who is not a member of staff is accompanying the trip then they must have an up to date and valid CRB check, authorised by the HR department.

No member of staff can be included in the staffing ratios if they are accompanied by their own child who is a minor (under 16).

Group Leaders must be experienced and have undertaken training as recommended by the Outdoor Education Advisers Panel.

Sporting Fixtures

The level of supervision should be at least in the ratio of one teacher to 15 students. At the end of a fixture, staff must ensure that all students are supervised until they are collected.

The use of students' cars to transport other students is not allowed.

Emergency Procedures

Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident.

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all Group Leaders and their deputies.

- Establish nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and arrange for first aid
- Establish names of the injured and call relevant emergency services.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party is 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 children are accounted for.
- Control access to telephones until contact is made with the Vice Principal Deep Experience and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication identify alternate telephone numbers in case telephone lines become jammed).
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- Media:
 - A designated person should act as the point of contact with the media to whom all involved should direct questions.
 - Under no circumstances should the name of any casualty be divulged to the media.
 - The Party Leader should write down as soon as practicable all relevant details. A record should be made 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 and insurers and the HSE should be contacted.
 - Inform parents of any delays that will be necessitated.

Additional Procedures for Visits Overseas

Prior to the visit the tour leader should obtain and take with them:

- European Health Insurance Card (where appropriate) and significant medical histories.
- Details of insurance arrangements and the company's telephone number.
- Location of local hospital/medical services.

In the case of an emergency the framework outlined above should operate. In addition the group leader should notify the British Embassy/Consulate.

After the Trip

The trip leader must inform the Vice Principal Deep Experience (or whoever has been delegated as the school contact) that the party has returned safely and ensure that all the students are safely collected from school by a responsible adult, such as a parent or guardian.

If any difficulties or incidents occur on a school trip, the Vice Principal Deep Experience must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly.