

HAZELDENE SCHOOL



EVC REVISED JUNE 2016

SIGNED DATE.....
HEADTEACHER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED JUNE 2018

HAZELDENE SCHOOL

Policy for Educational Visits and Journeys

Why have school trips

Pupils can derive considerable educational benefit from taking part in trips. They have the opportunity to undergo experiences not available in the classroom; visits help to develop a pupil's investigative skills and also encourage greater independence. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development.

Visits need to be carefully planned in order to meet Safeguarding and Health and Safety requirements and achieve the desired educational and social outcomes.

APPROVAL

The Governing body must approve all visits subject to the guidelines laid down by the Bedfordshire Borough Educational Visits and Journeys guidance. They must satisfy themselves that a risk assessment has been carried out by the Educational Visit Coordinator (EVC) or the group leader. They must ensure that the EVC updates their training every three years.

Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them.

The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. has assessed the risks and have appropriate safety measures in place.

The group leader/trip organiser should take the following factors into consideration:

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of teachers to pupils.
- The group members' fitness, competence and temperament and the suitability of the activity.
- The special educational or medical needs of pupils.
- The quality and suitability of available equipment.
- Seasonal conditions.
- Emergency procedures.
- The need to monitor the risks throughout the visit.

Other considerations which should form part of the planning stage include:

- Communication arrangements.
- Supervision ratios.
- Contingency measures for enforced change of plan or late return.
- Information to parents.
- Preparing pupils.
- Emergency arrangements.
- Arrangements for sending pupils home early.

The following guidelines will be used when visits are arranged:

- A pre-visit will be arranged so that a full risk assessment can be undertaken.
- For all trips/visits that are residential, a farm visit or require a coach for a longer visit i.e Warwick Castle the risk assessment **MUST** be placed on the Borough EVOLVE system for approval.
- A detailed itinerary needs to be planned for the whole visit.
- All visits should be covered by insurance
- Parents/Carers will sign the consent form for all day visits, having been provided with full details of the visit including the statement on insurance cover.
- All adults that accompany an educational visit will have DBS Clearance. This is in accordance with our Safeguarding Policy and Guidance.
- The nature of the visit must be suitable to the age and aptitude of the children.

Supervision – Responsibilities

Bedfordshire Borough's supervision ratios must be adhered to:

Day Visit Ratio in the UK

Foundation Years-	one supervisor for every three young people
Years 1 – 3	one supervisor for every 6-8 young people
Year 4	one supervisor for every 10-15 young people

Overnight Visit Ratio in the UK

Year 1 – 3	one supervisor for every 5 young people
Year 4	one supervisor for every 8 young people

- These are the recommended ratios, but the group leader may alter the ratio depending on the nature of the risks associated with different activities.

- Regular head counting of pupils should take place, particularly before leaving any venue.
- The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.
- For the protection of both teachers and adults, all teachers should ensure that they are not alone with a pupil wherever possible.
- All adult helpers, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. Supervisors should be aware of any pupils who may require closer supervision.
- Teachers retain responsibility for the group at all times.

- Reasonable steps must be taken to include pupils with special educational or medical needs.

- Group Leaders must be aware of the known health problems of the group, have sufficient competent adults to deal with medical problems and have contingency measures in place for the group to be adequately supervised if an adult had to accompany a young person to hospital.

- Group leaders must ensure that adequate arrangements are made to finance the visit and manage the finances. Educational visits may be paid for by any combination of the following:
 - parents' voluntary contributions
 - special fund-raising events
 - donations or sponsorship subsidy
 - school or other funds
 - charitable grants
 - Social services contributions, where applicable

- The group leader will be a teacher on the staff of the school, even when a group leader has been appointed by the venue e.g. PGL. The Group Leader will manage the supervision and conduct of the visit and should have regard to the health and safety of the group at all times. Group leaders will be familiar with Bedfordshire Borough's guidance on Educational Visits. They should also sign the Record of Visits file.

- First Aid provision will be appropriate to the nature of the visit. Where young people are split into smaller groups, and are remote from any First Aid or emergency services, each group should be accompanied by someone with First Aid training. The First Aider is responsible for ensuring that a suitably stocked First Aid kit is available. The content of the First Aid kit will depend on what activities are planned and the numbers in the group.

All supervisory staff must be aware of any allergies/illnesses suffered by participants. Group Leaders must make sure this information is recorded prior to the visit and is made available to all supervisory staff.

- A 'Field File' will be prepared and taken on every educational visit. It may be necessary where group members subsequently subdivide to take further copies.
- A further copy of the 'Field File' will be left with the local point of contact, e.g. the Headteacher, who must be able to be contacted 24 hours a day by the Group Leader.
- A visit evaluation will be undertaken on return. The evaluation should be kept in the visits file to inform future practice.
- A record must be kept of all visits.

Preparing Pupils

Pupils who are involved in a trip's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school trip. Pupils should clearly understand what is expected of them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

Participation

The teacher in charge should ensure that the pupils are capable of undertaking the proposed activity. They should not be coerced into activities of which they have a genuine fear. Pupils whose behaviour is such that the teacher in charge is concerned for their safety, or for that of others, should be withdrawn from the activity. The teacher in charge should consider whether such pupils should be sent home early. Parents and pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

Information for Pupils

- The teacher in charge should decide how information is provided, but ensure that children understand key safety information.
- Pupils should understand: The aims and objectives of the visit/activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- What standard of behaviour is expected from pupils.
- Appropriate and inappropriate personal and social conduct.
- Who is responsible for the group.

- What to do if approached by anyone from outside the group.
- Rendezvous procedures.
- What to do if separated from the group.
- Emergency procedures.
- For all residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated.
- Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.
- If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information.

Transport and Pupils

- Pupils using transport on a visit should be made aware of basic safety rules including:
 - Arrive on time and wait for transport in a safe place.
 - Do not rush towards the transport when it arrives.
 - Wear your seatbelt and stay seated whilst travelling on transport.
 - Never tamper with any of the vehicle's equipment or driving controls.
 - Bags must not block aisles or cause obstructions.
 - Never attempt to get on or off the moving transport.
 - Never lean out of or throw things from the window of the transport.
 - Never kneel or stand on seats.
 - Never disturb or distract the driver.
 - If you feel unwell, tell a teacher or supervisor.

Pupils with Special Educational and Medical Needs

Every effort should be made to include pupils with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?
- The teacher in charge should discuss the visit with the parents of pupils with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

Pupils with Medical Needs

- All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures.
- If the pupil's safety can not be guaranteed, it may be appropriate to ask the parent to accompany a particular child

Parents should be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.
- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.
- Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres, etc.
- All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary.

Communicating with Parents

Before residential visits, or when children are to engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend. The following information on matters that might affect pupil health and safety should be given to parents:

- Dates of the visit.
- Visit's objectives.
- Times of departure and return – parents must have agreed to meet their child on return.
- Modes of travel, including the name of travel company.
- Size of the group and the level of supervision.
- Details of accommodation, with supervisory arrangements on site.
- Details of provision for special educational or medical needs.
- Procedures for pupils who become ill.
- Names of leader, of other staff and of other accompanying adults.
- Details of the activities planned.
- Standards of behaviour expected (this information may take the form of a code of conduct which parents should sign).

- What pupils should not take on the visit or bring back.
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover.
- Clothing and equipment to be taken.
- Money to be taken.
- Details on the cost of the visit.

Parental Consent

A parental consent form should be completed for each pupil in the group.

Some general issues to consider include:

- Allergies/phobias the pupil may have.
- Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any recent illnesses suffered by the pupil.
- Whether the pupil suffers from travel sickness.
- Whether the pupil has any night time tendencies such as sleepwalking.
- Any other information which the parent thinks should be known.
- Parental home and daytime phone numbers and addresses.
- An alternative contact, with their phone number and address.

Medical Consent

This should form part of the parental consent form. Parents should be asked to agree to the pupil receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the head teacher may decide to withdraw the child from the visit – given the additional responsibility this would entail for the group leader

Supervision on Transport

- The group leader is responsible for the party at all times, including maintaining good discipline.

All group members should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport.

Factors that the group leader should consider when planning supervision on transport include:

- Safety when crossing roads – pupils need to know how to observe the safety rules set out in the Green Cross Code.
- The group leader should ensure supervision and discipline is maintained at all times.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
- Head counts, by the group leader or another delegated teacher, should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.

Travel sickness tablets should only be administered to a pupil with previous authorisation from the parents.

Hiring Coaches and Buses

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company.

Operators must have the appropriate public service vehicle (PSV) operator's licence. When booking transport, the group leader should ensure that seat belts are available for pupils.

If any of the group use a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities.

Residential Visits

- The group should ideally have adjoining rooms, with teachers' quarters next to the pupils' – the leader should obtain a floor plan of the room reserved for the group's use in advance.
 - There must be separate male and female sleeping/bathroom facilities for pupils and adults.
 - The immediate accommodation area should be exclusively for the group's use.
 - Ensure there is appropriate and safe heating and ventilation.
 - Ensure that the whole group are aware of the lay-out of accommodation, its fire precautions/exits, its regulations and routine and that everyone can identify key personnel.
 - Security arrangements should be in force to stop unauthorised visits.
 - The manager/owner of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people.
 - There should be adequate space for storing clothes, luggage, etc.
 - Adequate lighting –
 - There should be provision for pupils with special needs and those who fall sick.
 - Windows should be secure and electrical connections safe.
 - The fire alarm must be audible throughout the accommodation.
 - There should be recreational accommodation/facilities for the group.
- After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible.

Emergency Procedures

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.

Inform the emergency services and everyone who needs to know of the incident.

Who Will Take Charge in an Emergency?

The group leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator.

Pre-arranged School Home Contact

The school contact's main responsibility is to link the group with the school and the parents, and to provide assistance as necessary.

All those involved in the school trip, including teachers, pupils and parents, should be informed of who will take charge in an emergency and what they are expected to do in an emergency.

Emergency Procedures Framework during the Visit

If an emergency occurs on a school visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that the entire group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform the school contact.
- Details of the incident to pass on to the school should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).
- Notify insurers, especially if medical assistance is required.*
- Notify the tour operator.*

*This may be done by school contact.

- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.

The main factors for the school contact to consider include:

- Ensuring that the group leader is in control of the emergency, and establishing if any assistance is required from the home base.

- Contacting parents. The school link is the contact between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.
- The school contact should act as a link between the group and the chair of governors and arrange for the group to receive assistance, if necessary.
- Liaison with media contact.
- The reporting of the incident using appropriate forms, if necessary.

Media Contact

Education Authorities usually have a designated person to deal with media enquiries. The media contact should liaise with the school contact, the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.

Emergency Procedures Framework During the Visit

If an emergency occurs on a school visit, the main factors to consider include:

Guidance notes for Governors with regard to educational visits

We must have an Educational Visit Coordinator (**Sue Lewis**)

The EVC must renew her training every three years.

The EV policy should be reviewed bi annually

The Governors are responsible if an accident takes place because the Bedfordshire Borough guidelines have not been followed. We must ensure that policies, practices and procedures relate to Bedfordshire Boroughs guidance.

Training is available for Governors, see handbook.

For visits further a field a specific consent form is required.

Governors should approve visits which are outside the normal operation of the school day.

Parents must be fully informed of the activities the children will be undertaking and the educational value of the visit. They should be made aware of the insurance cover. (This is either copied to parents or available on an office wall for parents to view)

There should be a complaints procedure. (same as school one)