

BROCKINGTON COLLEGE



EDUCATIONAL VISITS POLICY

Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development. We lay particular stress on the Christian values of perseverance, learning, wisdom, justice, koinonia, forgiveness and compassion for individuals and across the school community.

Signature: Date:

Printed Name: Position:

Date of Review	January 2019
Next Review	January 2021
Approval By	Principal
Review Frequency	Two Yearly

Aims

Brockington College recognises the importance of school trips for the educational, social and moral development of pupils. The purpose of this policy is to ensure that school trips are undertaken as safely as reasonably possible, while retaining the enjoyment and educational or social value of the activity. To this end the careful preparation and supervision of school trips is essential. While the complete eradication of risk is impossible, the aim of this policy is to ensure that trips are well planned in advance, that all foreseeable risks have been considered and safety measures put in place. All staff on a school visit have a duty of care to act in the manner of a prudent parent in exercising their responsibilities towards the pupils. The first consideration at all times is to be the safety of participants.

Role of the Educational Visits Co-ordinator (EVC)

This is a pivotal role in that the EVC shall be responsible for ensuring the safety of the school visit before, during and after the trip has ended. The EVC will work closely with the Principal and Group Leaders around the strategic and operational aspects of school trip procedures.

The EVC will:

1. ensure that the School's Trips Procedure is followed;
2. **ensure that for every visit, all members of staff accompanying or leading trips are aware of the procedures outlined in this policy;**
3. ensure that Group Leaders have completed a trips pack;
4. satisfy his/herself that appropriate risk assessments, including pre-visit assessments, have been satisfactorily undertaken – this also includes the competence and insurance cover of any external agencies involved in the trip;
5. check that an appropriate Group Leader is nominated and a Deputy Leader where a large group is involved.
6. satisfy herself as to the Group Leader's competence and ability to maintain discipline;
7. ensure that all staff on the trip including non-school staff are both competent and appropriate for the trip;
8. if necessary, train or arrange for staff or non-school staff to be trained;
9. confirm with the Principal that non-school staff volunteers can attend the visit and make sure that DBS disclosures are in place where necessary;
10. ensure that parents/carers are fully informed about the trip, have provided their full and unequivocal consent to their child going on the trip and can be contacted for its duration;
11. ensure that supervision ratios are appropriate;
12. where an external agency assists with the visit, ensure the agency is competent and has appropriate insurance cover;
13. ensure that emergency arrangements for a trip are in place;

14. consider how pupils with special needs or a disability, as defined by the Disability Discrimination Act 1995, can be involved in school visits;
15. keep records of visits including reports of accidents or incidents (near misses);
16. review practice and systems in the light of any lessons learned during the visit;
17. attend such training sessions as are required to ensure that he/she has the necessary competence and skills to act as an EVC;
18. prepare forms and checklists for Group Leaders to complete in preparation before the trip and for reporting following the trip;
19. ensure proposals have been approved by SLT with regards to dates and cover arrangements;
20. discuss the proposed visit with the proposer as a first step.

Procedure for a School Visit

1. The teacher wishing to undertake a school trip will complete a proposal form and pass it, with all details, to the EVC. (See appendix 2 part A and B). This plan will be discussed with the Principal who, if satisfied the trip is appropriate, will consent to the trip going ahead. The EVC will then approve the trip in writing and return it to the party leader. No further action should be taken until the proposal form is returned.
2. Each visit will have a designated Group Leader who is employed by the school and is considered by the EVC and Principal to be sufficiently competent and experienced to fulfil this role. The Group Leader will be competent to undertake ongoing informal risk assessments as the trip progresses. Such assessments will consider unforeseen aspects of the trip such as illness of staff; inability of pupil to participate; change of weather or venue.
3. The Group Leader should then proceed with planning and keep a file containing all relevant paperwork.
4. Parents/carers will be informed of the proposed trip by letter which must be approved by the Principal prior to distribution. Trips are launched during assembly time and reminders put on the daily bulletin.
5. Parent/carer written consent for their child to attend the trip and for members of staff to carry emergency contact details on the trip will be obtained. Any child whose parents/carers fail to give their full unequivocal written consent to both of these matters will not be allowed to participate.
6. **If the trip is over-subscribed, the Group Leader must apply the school selection policy (Appendix 1) and also check the school trip database which is held in the school office.**
7. The Group Leader will undertake formal written risk assessments for all aspects of the visit, including travel arrangements. **These risk assessments will be: Generic activity risk assessments, i.e. assessments of risk likely to apply to the activity wherever and whenever it takes place; Visit/site specific risk assessments**

which are likely to differ from place to place and group to group. Pupil specific risk assessments according to individual needs.

8. If necessary the Group Leader/EVC will arrange for a pre-visit, especially when neither the school nor the Group Leader has visited that location before.
9. Where an activity centre or external agency is engaged by the school, the distinction between the responsibilities of the school and the staff of the agency needs to be clearly defined in writing.
10. The involvement of any non-contracted adult must have the written approval of the Principal; in any residential trip such persons must have undergone a DBS check.
11. Up to date medical information should be obtained on all pupils, especially for a residential visit. Pupils with a medical record which gives cause for concern should only be taken on a visit after consultation with the EVC, SENCO, School Nurse or other medical professional, as well as parents/carers. Individual risk assessments should be completed on said pupil.
12. The EVC will ensure that all reasonably practicable efforts have been made to include special needs or disabled pupils as fully as possible in the visit.
13. If a pupil is taken to a doctor or to a hospital or for whom there is any medical concern, then it will be the normal procedure for the parents/carers to be informed.
14. The EVC will also satisfy himself/herself as to the suitability and competence of other supervisory adults to discharge the responsibilities assigned to them. In all matters the school expects members of staff or non-staff volunteers to carry out their responsibilities in a manner which is fair and reasonable.
15. At the conclusion of the trip the Group Leader will ensure that a full report of the trip, including a record of any accidents or incidents, together with any recommendations for amendments to procedures or arrangements for the management of similar trips, is completed and filed with the EVC. He/she will also ensure that, where appropriate, a full account of the finances is provided and a copy kept with their files.
16. At all times the Principal reserves the right to exclude any pupil from participating in a trip or expedition or any part of a trip. This authority is delegated to the Group Leader, who is authorised to forbid the pupil from participating at any time during the trip if it becomes clear that the pupil is either incapable of, or insufficiently responsible to, undertake all or any part of the trip or activities within the trip.

Trips Pack

All group leaders must complete the 'trips pack' (Appendix 3) and forward it to the EVC 10 days prior to a day visit and 20 working days prior to a residential visit. The 'trips pack' is a working document that all Group Leaders should share with their team. Copies of this are held by the EVC and members of the SLT whilst the visit is in place.

Supervision

1. Every trip must have a clearly designated Group Leader. Where there is a large party (over 30 pupils), a Deputy Leader must also be designated.

2. The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the pupils, the experience of the accompanying adults and the presence of any special needs or disabled pupils.
3. The EVC and the Principal will ensure that the allocation of staff to a trip is equitable and made with due regard to experience, expertise and the ability to control the group in a manner which ensures the participants' safety and protects the good name of the school.
4. While every trip must be judged on its merits, the school recommends a staff/pupil ratio of 1:15. Where the school is visiting abroad and/or a remote area or is undertaking a higher risk activity, a higher staff to pupil ratio will be required. This must be discussed with the EVC.
5. Where a mixed sex visit is being undertaken, both male and female teachers must accompany the visit. For a single sex trip there should be at least one member of staff of the same sex.
6. The Group Leader must clearly explain the responsibilities and expectations to all members of staff and adult supervisors on each visit; a briefing meeting is considered best practice.
7. Pupils must know where they can contact an adult member of the party at all times. The Group Leader should consider providing them with a 'survival card' showing the name, address and telephone number of the group's accommodation, as well as the name of the school and Group Leader and any other contact telephone numbers (this should also be in the appropriate foreign language if abroad).
8. All staff must carry a list of all pupils on the visit as well as a copy of the parent/carer emergency contact numbers, in line with GDPR guidelines. Checks and roll calls should be frequent and a check must always be called when pupils re-join any transport before departure. This should be done by at least 2 different members of staff. Members of staff must take all precautions to keep emergency details confidential and safe. The Group Leader must ensure that all copies of emergency contact details are shredded on return.
9. According to context, pupils should not wander around on their own unsupervised, but in groups of at least two or three. Where appropriate, maps of the area should be distributed. If free time is allocated on a visit abroad, then parents/carers must give permission for this prior to the trip.
10. Non-contracted adults can only accompany residential visits if the written permission of the Principal has been obtained and DBS disclosure obtained.
11. A first aid trained adult should ideally accompany each trip and a first aid kit must be taken on each visit. If it is a residential visit, a suitably trained first aid adult must be in attendance as specified by the Local Authority and information should be detailed within the Evolve documentation.
12. Each member of staff on a trip will need to be EpiPen trained if a member of the student group is a EpiPen carrier.

13. Fire procedures at residential sites are to be checked, as far as is possible, prior to the visit being undertaken. On arrival, all pupils and members of staff must be aware of the fire procedures for the building.
14. A pre-trip briefing for staff on residential trips must be arranged prior to the visit to review safeguarding with the lead DSL.
15. Group leaders must ensure GDPR compliance by including the following paragraph t in letters sent home:

“When making arrangements for school trips it is necessary to share information about your child with the venue, accommodation and transport providers for legal and safeguarding reasons. If travelling overseas this will also include immigration control. Details about your child may also be required by insurers.”

FOR TRIPS OUTSIDE THE UK

“Whilst pupils are outside the UK, members of staff from the school and those supervising, travelling or arranging travel or accommodation may communicate with parents and carers using the contact information provided. At times this may be using mobile communications, social media or other methods. This may require data to be stored or to travel outside of the approved EU locations. We believe that keeping parents and carers informed about the wellbeing of their children must be the priority. Data sharing in such cases will be limited to what is necessary.”

Insurance Arrangements

1. For each school trip the Group Leader should ensure adequate insurance is in place, as provided by the school’s insurers or by separate insurance for specific trips. Details can be obtained from the Business Manager.
2. Parents/carers must be made aware of any insurance cover that has been arranged.
3. Copies of travel insurance must be available to parents.

Transport

The Group Leader/EVC will consider the transport needs of the party. They will:

1. ensure that the tour operator and/or coach companies are reputable;
2. check that there are sufficient adults on the trip to supervise the pupils and maintain good discipline;
3. ensure that any members of staff or non-staff drivers have the appropriate qualifications and, if necessary, insurances for driving the vehicle;
4. consider whether there are any safety concerns arising from the mode of transport and plan in advance how to deal with these concerns, for example pupils travelling on a ferry or a train;
5. ensure that first aid is available is at all times.

Charging

Group Leaders must decide whether the proposed trip is an optional extra or one requiring voluntary contributions. The appropriate following statement must be included in the letter to parents/carers inviting the pupil to take part in the trip. This must be included in the initial letter to parents/carers with payment arrangements via Parent Pay, deposits and deadlines.

OPTIONAL EXTRA

“The visit is an ‘optional extra’ under the 1996 Education Act and the school is allowed to make a charge in full. The visit will cost _____. If there are insufficient pupils to make the trip/activity viable, then the trip will be cancelled and a full refund will be given.”

VOLUNTARY CONTRIBUTION

“Under the 1996 Education Act, the college requests a voluntary contribution of £___ if you wish your child to take part in this visit. The contribution is voluntary, but the visit will only take place if there are enough voluntary contributions to make the trip possible otherwise the trip will be cancelled and a full refund will be made. Please indicate your agreement to pay the voluntary contribution on the reply slip. Parents who are eligible for a reduction according to the schools charging policy or receive free school meals, should apply in writing to the Organiser and College Principal.”

Health, Safety and Emergency Procedures

The safety of ALL members of the party is the paramount responsibility of the Group Leader. Safety takes precedence over every other consideration.

When planning your activity, you MUST have familiarised yourself with the Educational Visits Code of Practice. The EVC has a copy or you can visit: www.leics.gov.uk/oe

1. Group Leaders must ensure that a first aid kit is taken on every school visit and must ensure that at least one member of staff is a first aider (residential) or has a minimum of a ‘working knowledge’ of first aid (day visits). First aid kits are available from the School Health Co-ordinator.
2. Group Leaders must make sure that pupils are fully briefed about the local conditions which they are likely to face; pupils must also be told what to do if they encounter any difficulty or emergency or to know where to find either the Group Leader or an adult.
3. All adults on a visit must have a list of pupils and their parents’/carers’ emergency contact numbers.
4. Parents/carers must be informed at the earliest opportunity if an emergency occurs.
5. In the event of an accident, illness or concern, parents/carers must be informed as quickly as possible. If any pupil sustains an injury, an accident report must be made and eyewitness accounts recorded in accordance with the Health and Safety Policy.
6. A point of contact (EVC/Principal) must be established at the school in order to transmit information to parents in certain circumstances (eg late returns on residential visits).
7. Members of staff should remind themselves of the general rules regarding contact with parents or the press in the event of an emergency: Avoid pupils contacting

parents/carers; use school contact to relay information; do not discuss matters with the press.

8. All members of staff must have a mobile telephone with them during the trip. Numbers must be shared across the staff team.
9. The EVC, or nominated school contact for the trip, will prepare or authorize contingency plans for eventualities which may happen on a visit (eg care and/or return of ill/injured pupils, early return for disciplinary reasons). As far as is possible, parents should be informed of these plans in advance of the visit.
10. The EVC or a senior member of staff must be available to the Group Leader for emergency contact.

J.Wyeth
January 2019

Appendix 1

School Trips and Residentials

Terms and Conditions in the Event of High Demand

The following conditions apply to school trips and residentials, in the case of high demand. Pupils will be **de-selected** based upon and in order of the following criteria:

1. The college feels that the pupil is a threat to Health and Safety on the trip or residential. (This should be applied in all cases regardless of high demand)
2. A pupil's behaviour across all areas as judged by C3/C4 incidents in the three months prior to gaining a place. Pupils should be removed from the list in order of the amount of C3 and C4 incidents in the previous three months, until the trip numbers are reduced to the right amount. (NB The college retains the right to remove a pupil from a trip they have secured a place on, if behaviour is not satisfactory in the lead up to the trip.)

If the trip is still oversubscribed as a result of the de-selection process, the remaining pupils will then be **selected** based upon and in order of the following criteria:

1. In the case of a subject-related trip, the pupil has shown commitment to learning and extra-curricular opportunities within that specific subject
2. The amount of previous residential trips attended by pupils for selection for a residential or day trip, with a place allocated to those that have attended the least number of residential trips. (This should be checked with the database held by CPS and the EVC.)
3. Attendance is 95% or above in the three months prior to securing a place. (Except in the case of authorised absences due to long term medical conditions/exceptional circumstances.)

If there are still higher numbers of pupils eligible than the amount of places available:

1. Lots will be drawn by the Trip Leader in the presence of another member of staff.

Please note these conditions may be applied when there are adequate places, but concerns about the pupil's interest, behaviour or attitude.

The college also reserves the right to apply other conditions deemed necessary regarding placement on any trip or residential, in which case these conditions will be shared with parents/carers prior to trip selection.

J.Wyeth
August 2016