



*'Learning together through love, friendship, forgiveness and faith.'*

## **Educational Trips & Visits Policy**

**Introduction** The school follows the policies outlined by RBWM which can be accessed at

<http://rbwmeducation.rbwm.org.uk/Content/?documents>

Below is a working document which highlights the most needed parts of the policy for everyday trips and visits. It is updated regularly in accordance with changing practice and recommendations. Educational trips and visits are an important part in the life of St Michael's Church of England School. We have a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Each year the school arranges a number of activities that take place off site and/or out of school hours, which support the aims of the school.

These aims state that we encourage children to:

- develop self-confidence and independence
- encourage children to explore and experiment
- encourage children to apply themselves to a variety of tasks independently
- provide worthwhile activities appropriate to the age and ability of the child
- challenge all children to ensure that they reach their full potential as a fully rounded individual
- provide opportunities so that children develop an understanding of the world in which they live.

The school's Educational Visits Leaders are Lorna Anderton, Emma Klinker and Julia Flood.

### **Principles**

- all visits comply with the school's health and safety policy
- all visits have a named party leader and a deputy in case of emergency
- no visit will take place without a thorough risk assessment of the destination and travel route
- Educational Visits will be approved by the Head Teacher and Chair of Governors where appropriate
- adequate child protection procedures are in place
- the correct adult: child ratios will be adhered to in line with RBWM advice
- RBWM and/or governors will approve all residential visits as appropriate
- Parents will be informed of trips

- a first aider will accompany all trips with adequate first aid equipment and necessary preventative medicines for children with known medical requirements
- buses/coaches with seat belts will be used
- adequate insurance cover will be in place
- venue contact details and names of all visit participants will be left with the school
- there will be a contingency plan for any delay

#### **Role of party leader**

- To have overall responsibility for the supervision and conduct of the visit and to have regard to the health and safety of the group. The party leader will:
  - obtain the Headteacher's prior agreement before any visit takes place
  - complete pre-visit checklist (appendix 2)
  - appoint a deputy in charge of the visit
  - conduct an exploratory visit (if possible) to undertake a risk assessment. In cases where a visit is not possible, then advice and information must be sought from appropriate sources. Where a visit is made the school will refund the cost of fuel on receipt of a valid fuel receipt. The costs involved in a longer journey will be met by refunding the cost of a second class rail ticket or fuel at a rate negotiated with the Head teacher before the journey takes place. This cost should be built into the overall cost of the activity.
  - liaise with the school admin staff to organise coach/minibus hire, and if funding is needed, communicate with families in need of assistance.
  - complete a comprehensive written risk assessment for aspects of the trip for which they have responsibility (amend existing RA if venue previously visited) and ensure that all accompanying adults have a copy and understand their responsibilities
  - ensure the ratio of adults to children is appropriate
  - clearly define each group supervisors role and ensure all tasks have been assigned. Ensure all the group supervisors have the correct paper work, first aid and individual's medication
  - be able to control and lead children of the relevant age
  - ensure adequate first aid provision is available
  - consider stopping the visit if the risk to health and safety of the children and adults is not acceptable
  - carry all children's and adults' medical and GP details. School or nominated SLT to be emergency contact and hold all contact details in case of need to get in touch with parents.
  - inform the school kitchen of the trip. Check that children who are entitled to free school meals have a packed lunch.
  - **Supporting staff should:**
    - follow the instructions of the party leader and help with behaviour management
    - notify the party leader if they think the risk to health and safety of the children and adults is not acceptable
    - Have read the Risk Assessment and comprehend their responsibilities

#### **Non-teacher adults should:**

- do their best to ensure the health and safety of everyone in the group
- follow the instructions of the party leader and teacher supervisors

- Speak to the party leader if concerned about any aspects of the health and safety of the visit.
- Be responsible for their group, as part of risk assessment
- Be aware of what to do if they have a Children Protection concern

#### **Children should:**

- be given clear instructions
- Understand the aims/objectives of the visit, how to avoid dangers, what standard of behaviour are expected, what to do if separated from the group and the emergency procedures.

#### **Child Protection**

The planning and organisation of all visits, particularly those of a residential nature, must include precautions to protect children from abuse such as racial, sexual or physical harassment from either adults or other children. All staff must have the required safeguarding checks. Any parents accompanying should have read the parent helper booklet (appendix 3) and not be left alone with any of the children.

#### **RBWM / Authorisation**

Any visit involving an overnight stay or a journey by air or sea must have authorisation from RBWM.

#### **Risk Assessments**

Risk assessments are legal requirements. ***They involve the careful examination of what could cause harm during the visit and whether precautions have been taken, or whether more should have been done. The aim is to ensure no-one gets hurt or becomes ill. Risk assessments should explicitly cover how SEN and medical needs are addressed.***

Staff are only responsible for conducting risk assessments on the elements of the visit over which they have control. Anything provided by an outside contractor will be the responsibility of that contractor. Staff should ask that the provider has risk assessments in place. The written risk assessment, which is the responsibility of the party leader, should be given to Elaine Stevenson and Phase Leads (Emma Klinker and Julia Flood) before the visit, so that he/she can see that effective planning has taken place. Copies of the forms should be given to all supporting adults and the school office on the day of the trip. The party leader and other adult supervisors should continually re-assess risks throughout the visit.

#### **Risk assessments should be based on the following:**

- what are the hazards?
- Who might be affected by them?
- What safety measures could be put in place to reduce risks to an acceptable level?
- What steps will be taken in an emergency?

**The following factors should be taken into consideration by the party leader when assessing the risks:**

- the type of activity taking place

- location, routes and mode of transport
- the ratio of adults to children
- the age of children
- SEN and medical needs of the children
  - seasonal conditions, weather and timings
  - emergency procedures

### **Supervision ratios**

Staffing must be determined by the risk assessments.

The following ratios are considered the minimum:

Reception 1:6

KS1 1:8

KS2 1:10

However, any activity deemed to have a higher risk should include more adults. This would be assessed through the risk assessment process.

### **First Aid**

A first aider must be appointed for each trip. This person appointed will be in charge of ensuring all individual medication is taken on the trip as well as a suitably stocked first aid kit.

### **Transport - Private Vehicles**

- Members of staff must have insurance with a clause to the effect that he or she is covered to use the car for business, i.e. school use (OA6).
- Parents must be insured to carry children and their other documents must be current. An official form to be completed by parents is available for this purpose. If a child is to go in another parent's car, ALL parents must be aware and have given consent.
- Have the correct child seats, if necessary.

### **Communication with Parents**

- Parents should be informed of the activity and given the details such as date, time, place etc, in advance.
- Parents should be informed of requirements such as lunches, drinks, spending money and suitable clothing.
- Almost all visits that take place during school time can only be funded by voluntary contributions to cover the cost involved. Activities that take place largely out of school time can be charged for in the normal way.
- If the activity is out of school hours parents must be given the emergency mobile number. The mobile will be held by a member of the SLT for the duration of the trip.

In general a parental consent form should be received by the school before a child is allowed to go on an activity, though for a short visit, eg, a walk to the local Church, or other location in the school's locality a consent form is not necessary.

Parental consent is essential for all activities involving an overnight stay or for a journey by sea or air. For this sort of activity parents must also complete a medical consent form. A copy of the approved document is available via the office.

### **Coaches**

- Children should sit no more than two to a seat and should not sit in the centre seat at the back of the coach or next to an emergency exit
- Children should wear seat belt
- Should not eat or drink in the coach unless they have permission
- Helpers should sit amongst the children and at least one adult should be near the back of the coach
- Children should be allocated to a coach and use that coach throughout the trip
- Where more than one coach is involved each coach should be treated individually as far as counting the children is concerned
- The party leader is responsible for safety on the coach and if he/she thinks the coach might be unsafe he or she should not allow the children to board it.

### **Emergency Procedures**

The Head teacher or Assistant Headteachers are the emergency school contacts for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The party leader will leave full details of all participants (OA4 forms) with the school office prior to any trip.

### **Insurance**

- A list of visits is kept and submitted to the service from time to time.
- Insurance for longer visits should be obtained prior to the visit by contacting the RBWM team and insurance providers in advance of the group departing.
- A copy of the insurance cover is available for inspection in the Off-Site Activities and Hazardous Activities Handbook which is kept in the school office. Off- site sporting events
- the Headteacher must know in advance that an event will be taking place
- a list of children and adults taking part must be left in the school office
- risk assessments need to be in place for the journey, injury or illness to children or staff
- parents must give permission for children to participate
- parental permission to transport children must be sought in writing.

### **Monitoring and Evaluating Visits**

The success of all visits will be reviewed immediately afterwards by party leaders with consultation with participants. Risks may be re-assessed during or immediately afterwards by party leaders. These should be recorded and stored in the Risk Assessment folder in the school office.



## **Educational Trips & Visits Policy**

### **APPENDIX 1: EDUCATIONAL VISITS PROFORMA/TRIP REQUEST FORM**

**This proforma can be used prior to a visit taking place. No visit may take place without HT authorisation.**

<b>Name:</b>	
<b>Proposed classes:</b>	
<b>Trip Lead:</b>	
<b>Proposed dates:</b>	
<b>Is diary free? (Circle) Yes/No</b>	<b>YES/NO</b>
<b>Trip destination:</b>	
<b>Trip purpose/link to learning:</b>	
<b>Overall cost:</b>	
<b>Cost for families:</b>	
<b>Number of staff needed:</b>	
<b>Other planned trips for year:</b>	
<b>Agreed by Phase Lead (sign and date)</b>	
<b>Agreed by Headteacher (sign and date)</b>	

**Appendix 2:**

## Risk Assessment Checklist

Party Leader:	
Date of trip:	
Times of trip:	
Place of trip:	
<b>Please complete the section below at least 5 days before the school trip is to take place.</b>	

	Signature/Initials	Name	Date
Trip and risk assessment approved by EVC leader			
Trip and risk assessment approved by Head teacher			
Parents notified or given permission			
All adults attending briefed on risks			
Any parents or volunteers attending briefed on safeguarding (information sheet)			



## **APPENDIX 3:**

### **Child Protection Procedure at St Michael's.**

At St Michael's we are committed to keeping children safe. As a result, we have strict child protection procedures which must be followed when someone is working with our pupils.

All adults have a duty of care to our pupils and this extends to our expectation for all adults to follow the school's Christian values and to treat all school members with courtesy, care and respect.

Children often disclose sensitive information to adults around them. This information is personal and private to the child.

If a child says something to you which you are unsure about and or you believe means that the child is not safe in some way then please follow these steps:

- Please reassure the child that you are listening to them
- Do not promise the child that you will keep it a secret. Instead explain that it is your job to keep the child safe and so may have to pass on information.
- Just listen. Do not ask the child any questions. It is very easy to lead a child with their answers without meaning to.
- Please make sure the child knows that they can talk to a member of staff if they want to talk further; and make sure that the Designated Safeguarding Team are aware as soon as you can.
- Please keep the information confidential and private. It is not yours to share.
- This also includes if you think children are engaging with or are at risk from extremist views either through media such as computers or their families.

As soon as you are able, please write down what the child has said in their words on the School's Safeguarding form. Add the date onto it and your name. (See the attached form of this sheet for further information).

If you are in school, please hand directly to Mrs Klinker (Designated Safeguarding Lead) or Mrs Anderton (Deputy Safeguarding Lead). If you are not in school, please pass on to the teacher in charge who will ensure the form reaches the required adult. Please remember if you are at all unsure, it is better to write it down. Once the form has been handed to the adult, it will be dealt with appropriately and according to our school policy.

### **Educational Trips & Visits**

## **EDUCATIONAL VISITS POLICY – Medical needs**

1. If a pupil needs to be hospitalised the pupil will not be driven in a car to the hospital unless advised by the ambulance crew. The School has a duty of care and if the situation worsened, through being transported incorrectly, the school would be liable for further damage. In all actions a first aid qualified person will make the decisions and only if a paramedic or equivalent has authorised use of a car will it be acceptable. The sections on dealing with students with medical problems are clearly stated in the new Act Supporting Children with Medical Conditions in Schools which come into force in September.

2. The school cannot wait for a parent to take a pupil to hospital, doctors surgery etc. If an incident happens under our duty of care, doing nothing until a parent arrives would be viewed as negligent. Asking a parent to come to school to take their son/daughter for medical attention necessitates the need for the school to 'risk assess' whether a parent will carry out the responsible action. If an accident happens when we have a duty of care for the pupil then we must provide adequate medical provision, if not we will be negligent. The school will call an ambulance and then call a parent. Unfortunately, there have been reports of students waiting for a long time, with a serious bone break, until a parent arrived.

3. From September 2014 the law changed over the support of pupils with medical conditions. Therefore:

- Refer to the Medicines in school policy
- Individual Healthcare Plans for children with medical conditions are tailored with parents and children (if appropriate) so all parties are aware
- Staff are trained to support children with medical conditions and all relevant staff are aware of a child's condition and understand the child's Individual Healthcare Plan.
- No child shall be excluded from an activity due to medical grounds unless it is damaging to themselves or the group in some way – please see next page.

4. If a pupil needs hospitalisation when on a trip, the pupil may need to go to hospital without a member of staff with them if there are only 2 pastoral staff on the trip. Parents helping on the trip cannot be counted as pastoral staff (unless trained on EVL and risk assessed as a pastoral member of staff) or they are the parent of the pupil with the need to be hospitalised.

5. Medical consent forms. All that is needed to be carried on a trip in the UK is the name, medical details and GP contact details of each on the trip. The other details need to be held by the emergency contact – Head teacher or Assistant Head. In the event of an emergency, the leader is not to deal with parents when they are on a trip, that is the Emergency Contacts' responsibility. The carrier of the OA4 forms can see the parental consent.

6. All providers used by the school must have a public liability insurance of £5,000,000 minimum if the trip is a school organised activity this will entail more research rather than using an agreed external company or provider whose own insurance covers the whole activity. This is especially so if this is a trip abroad. It is also important to note that any claims made under a public liability claim abroad will need to go through the courts in the country where the claim is made. All costs for legal support etc. would be the responsibility of the school. Where possible organisations that hold one of the three 'Badges' overleaf will be used as they comply with national recommended standards. If

companies for residential trips, in particular, do not hold one of these badges a discussion takes place with the Outdoor Education Service.



<http://www.schooltravelforum.com/>

7. Training of staff. A school has a number of Acts of Parliament which govern its practice. Key Acts are the Education Act and the Health and Safety at Work Act along with HASPEV (Health and Safety of Pupils on Educational Visits). All of these state that staff need to be appropriately trained for the actions they are responsible for. Under the SLA you have with the Outdoor Education and Visits Service training is provided for leading trips. It is also important that staff have updates as this is a constantly changing practice. The service will provide a short update to staff whenever you feel it is needed as well as providing training for all staff. The strong recommendation is that all staff are trained by the Outdoor Education Service and have appropriate updates.

8. Risk assessments. It is a legal requirement to have risk assessments in place for all activities. HSE has increased its charges/fines for not having them in place. It is a necessity for all trips to have them in place. They do not have to be rewritten for every activity i.e. swimming can have the same risk assessment each week unless changes enforce the need for a change e.g. health of a student, weather getting there, new venue etc.

9. Parental Permission. It is not necessary to get parents' permission for any activity in curriculum time, if it is deemed by the Head to be part of the curriculum then it is acceptable to proceed. Learning is not taken place only in a classroom. This was recently supported by Mr Gove and the DfE. As long as planning complies with the Borough Policy then the trip/activity cannot be stopped by a parents wish and can take place anywhere.

10. Adults on residential trips. All adults on residential trips must hold a CRB or DBS which has been processed through RBWM or through the Academy. CRB's from other organisations are not acceptable.

11. Further information can be found at:

<http://rbwm-education.rbwm.org.uk/Content/?documents>

## **Day trips, residential visits and sporting activities (from the act)**

40. Governors ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Schools should make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

41. Schools should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

### **In summary:**

- Each school should have a trained EVC, or the Head needs to have the knowledge to ensure the school meets its legal responsibility.
- All staff must be trained to carry out their roles and this needs to be evidenced by the school.
- All staff must be updated as legislation and guidance changes.
- All staff need access to all policies and guidelines.
- The school needs processes with reference to hospitalisation.
- Risk Assessments must be in place for all outdoor activities.
- £5,000,000 public liability insurance must be in place with all providers who are facilitating a school trip.
- The Borough prefers all residential providers to hold one of the 3 'Badges' • All adults on residential trips must hold a Borough DBS

## **Data Protection**

External providers and compliance with Data protection and Child Protection Acts.

Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes

- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure • not transferred outside the UK without adequate protection

Any contract with an external provider, whether for one day, in school or a residential must;

- Be with the school. It cannot be with individual parents.
- On no account can the external company have any contact details of the child, student or young person.

All emergency contacting must be done through the staff of the school and its process.

- It is not the legal responsibility of a company or remit of an insurance company, that the names, addresses, telephone numbers (or in one case the email addresses) of a minor to be given to the external organisation.
- If an organisation or company can provide a legal reason why they need the information (of an address, but never the phone or email contact details) they must also show that the information will be destroyed immediately after the event.
- It is essential that when medical details/medical plans are given to a provider, they are clear, precise and helpful in all ways for the provider to be able to maintain, as far as is reasonable, the health and safety of a child, student, young person and leader.

**It is therefore imperative that such actions are sorted before any arrangements and contracts are signed**

**Reviewed: September 2018**

**Next Review Date: September 2020**