

2015

# Educational Visits Policy



**FUTURES**  
Community College

## **Review Framework**

The policy should be reviewed every three years

	<b>Date</b>
This policy was created in:	March 2013
This issue was revised and released in:	December 2015
It was ratified by the Governing Body in:	January 2016
It will be reviewed in:	September 2018

## **Contents**

	<b>Page number</b>
Introduction	3
Purpose	3
Planning procedures	4
Roles and responsibilities	6
Staffing Levels	6
Standards	6
Use of private motor vehicles	8
Summary	8
<b>Appendix 1:</b> Risk Assessments	9
<b>Appendix 2:</b> Evaluation Form	10

## Introduction

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of students.

Under statutory guidance which came into effect on 01 March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines. Further advice was issued by the DfE in February 2014 regarding health and safety law relevant to schools, relating to school trips, which is taken into account in this policy.

This policy applies to all members of staff at Futures Community college who take students off-site. It is applicable to the students participating in the activity and to their parents or carers.

At Futures Community college all staff and governors are fully aware of their responsibilities regarding safeguarding and the welfare of students/staff. This policy has been written taking all aspects of safeguarding into consideration.

### The EVCs at Futures Community College are Wendy Colman and Jeremy Carter

The role of the EVC is to coordinate the visits from this school, ensuring that each has been planned to take account of the needs of participants, the stated education aim of the visit, and to ensure that suitable arrangements are in place to manage risks. The EVC will also ensure that each visit is properly approved by the Headteacher and in some cases, the Local Authority.

All Visit Leaders should read this policy in conjunction with SBC Guidance on School Visits (which can be found at the bottom of the EVOLVE website homepage). Forms referred to in this policy are available from the EVC, or the EVOLVE website (Go into “Guidance” then “Forms”).

All matters relating to visits off the school site, including feasibility, planning, safety, organisation etc., will require the prior approval of the EVC. A Request for School Trip/Event form **must** be completed and submitted **before** any trip/visit or event is booked. See further details in **Section 2** below.

If an external provider or tour operator is being used, it may be useful to use the “External Provider Form” (in the Form section of the website) to obtain essential information from them, at the time of the provisional booking.

## Purpose

Educational visits and residential trips within the UK and to other parts of the world are an important aspect of the curriculum and exposure to a variety of experiences outside the classroom is part of a holistic education. The curriculum content of some subjects requires visits/field studies/recreational activities which take place off-site.

For any trip involving student, safety is paramount and for this and other reasons, meticulous planning and organisation are essential.

This policy sets out the responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students and staff may experience the best possible benefits from these activities whilst at the same time minimising risks to their health, safety and well-being.

## Planning Procedures

The planning procedures are designed to ensure that the following standards are adhered to:

- Responsibilities regarding safeguarding and promoting the welfare of children/staff
- Trips are of a suitably educational nature
- Visits and trips are monitored and every effort is made to minimise disruption to lessons
- The safety of both staff and students is paramount
- Visits and trips are financially sound; those directly relating to the curriculum can only be funded by **voluntary** contributions from parents
- In general, only trips and visits which are **specifically related to examination requirements** will be permitted for students in years 10 and 11
- All students will have equal opportunities to access visits and trips
- Where possible trips should be planned well in advance and published in the school calendar
- Senior staff and, where appropriate, the governing body, approve all trips and visits
- No trips will take place without **all** pre-planning requirements being completed **on time** and **approved**

To ensure compliance with the above standards, **all** staff wishing to undertake any visit or trip with children from Futures Community College should follow the stages of planning outlined below:

### Step 1

**Discuss the initial idea with the appropriate line manager.** The following questions should be considered:

- What is the purpose of the trip? Does it improve or reinforce the understanding of a particular subject area?
- Is the trip essential? Could students access the experience in another way, e.g. video, websites etc.?
- Can the trip be organised in the subject lesson time?
- Is the trip work related and linked to future employment opportunities?
- Does the trip enable students to develop personal, learning and thinking skills such as working as part of a team or to be an independent learner?
- Can the trip be undertaken outside of the school day?
- Does the trip affect examination classes?
- Have staff absences and the effect on other students been taken into account when proposing staffing for the trip?
- Does the trip meet with our safeguarding responsibilities?

### Step 2

**A green Request for School Trip/Event form is completed and submitted to the line manager**

- The form must detail **all** expected costs to be incurred, including those of staff cover
- It is good practice to request agreement from line managers **before** a trip leader invites a member of staff on a trip or visit.

- The line manager checks the form and takes to the SLT for consideration in principle. The trip will be considered to check whether there will be any major disruption to the taught timetable and that it is financially viable.
- **No arrangements or bookings are to be made before the trip has been authorised by the Headteacher**

### Step 3

- **If the trip is agreed and authorised**, copies are returned to the organising member of staff, the finance department, the Headteacher's PA [for the diary] and the EVC.
- Identify any special needs/issues with students.
- Letter to parents should be drafted for approval by the line manager and the Office Manager. This letter must include all details of the trip with a reply slip for completion within a specific timeframe.

*Note: All students attending trips must have **written consent** before attending, **telephone/verbal consent is not acceptable***

### Step 4

- **A risk assessment is completed and submitted to the EVC via the EVOLVE system**
- Risk assessments which need approval from the Headteacher and LA must be submitted at least **5 weeks** prior to departure.
- All other categories of risk assessment must be approved **3 weeks** prior to departure.
- All members of staff participating in the trip need to be fully briefed as to their roles and responsibilities.
- A deputy group leader needs to be identified in the event of the group leader being absent
- The trip leader should be aware of emergency procedures and these need to be referred to in the risk assessment

### Step 5

- All **trip leaders should make arrangements with the finance office** to collect students' payments for the trip. Students will **not** be permitted to attend trips unless they have paid **in full before** the date of the trip.
- Insurance cover must be organised if required

### Step 6

- A specific member of staff should be identified as responsible for **First Aid**

### Step 7

- Two weeks prior to the trip, all staff should be informed, via the **Weekly Bulletin**, of the specific dates and details of which students are going on the trip

### Step 8

- **Appropriate cover work** should be given to the Head of Department and Cover Manager prior to the trip and arrangements made to swap duties.

### Step 9

- The trip leader should ensure they have a copy of **emergency contact details**, a charged mobile phone, a named person on the Leadership team to contact in the event of an

emergency [this person also needs copies of all emergency contact details], details of all external providers, e.g. coach company

### Step 10

- The visit leader must arrange a meeting with the EVC and all students attending the trip
- In the case of an overseas or residential trip the visit leader must arrange at least one meeting with parents of students attending to go through the trip arrangements in detail and allow parents to ask questions.

### Step 11

- After the trip a **balance sheet** of income against expenditure should be completed
- Share the experience via the website and school newsletter
- Ensure that all paperwork taken on the trip is returned to the school and confidentially disposed of
- Complete a visit evaluation form, an example of which is attached, and submit to the EVC **as soon as possible** after the trip.

## Roles and responsibilities

### 1. Trip leader

Is responsible for all planning, organisation and administration of the trip. Oversees all aspects of the trip ensuring that adequate arrangements are planned and implemented for the safety and well-being of all on the trip.

### 2. EVC

Checks and supports the completion of risk assessment. Providers used regularly by Southend schools will have already completed a provider form via the LA, this can be checked with the EVC.

### 3. Leadership Link

Usually the subject area line manager liaises with and supports the group leader. This person is often the emergency contact on the Leadership team. Should the subject area line manager be unable to act as leadership link then the Director of Finance and Resources will fill the role.

### 4. Identified First Aid person

This person may also be the group leader, but they must have a first aid qualification and their role is known to all staff and students participating in the trip

### 5. Parents/Carers

Are responsible for the behaviour of their child on a school trip and should sign a disclaimer to this effect. If a student behaves inappropriately the group leader has a right to ask parents/carers to organise the return of their child to school.

## Staffing levels

Take into account the following factors:

- Sex, age and competence of the group
- Students with medical needs of DSEN
- The type of activity and hazards associated with it
- The length and type of journey
- The competence of staff both generally and in specific activities
- Requirement of the venues to be visited

**There must always be a minimum of two adults for students in years 7-11.**

For single gender parties one staff member must be of the same gender as the students, for mixed groups a staff member of each gender must be included.

**Minimum staffing requirements are as follows:**

Students	Staff	Type of visit	Leader competence
20	1	Most day trips and educational visits	Previous experience
15	1	Visits involving an overnight stay	Previous experience/appropriately qualified for adventurous activities
10	1	Visits abroad	Previous experience/appropriately qualified for adventurous activities

**Standards**

It is expected that all normal school codes of dress and behaviour will be imposed on any trip. Specific arrangements regarding each trip should be discussed with the link member of SLT before the trip goes ahead. It is the responsibility of the trip leader and accompanying members of staff to ensure compliance with such standards. The students and staff should be aware that they are representing the school at all times and are therefore responsible for ensuring they do not bring the school into disrepute. Staff must follow the published dress code policy. The school does not wish to stifle the enjoyment of the trip, but wished to ensure good behaviour and safety for all participants.

Students should be aware that inappropriate behaviour on a trip could risk their chances of taking part in further trips or other sanctions imposed on their return. Names of any students who have breached expectations should be given to the appropriate Head of Year upon return.

The group leader has the right to refuse to take any individual student. However, they must demonstrate that they have:

- Completed a risk assessment for the student which has identified situations which could put a threat to the health and safety of the students and others in the group
- Considered alternatives such as day visits or one-to-one supervision etc.

**Expectations of Staff**

Staff are representing the school as well as the students and are expected to behave impeccably. Staff should dress appropriately for the trip in line with students i.e. if the students are wearing school uniform the accompanying staff should dress accordingly in business dress.

Staff **must not** consume alcohol for the duration of the trip.

Staff **must not** smoke whilst supervising students, this includes the use of e-cigarettes. If staff do smoke they are expected to do so well away from the sight of students.

In the event that activities on the trip are being led by external providers, staff must remain with student groups at all times. Students must never be left in the care of external providers no matter what their qualifications or DBS status – students are the responsibility of the school’s trip staff for the duration of the trip.

### **Use of Private Motor Vehicles**

The use of private motor vehicles for transporting students to and from venues, including sporting fixtures, is discouraged. In the event of an emergency that dictates that a private motor vehicle must be used, the driver of the vehicle must be in possession of Business Insurance. Under no circumstances should a member of staff transport a student in a private motor vehicle on their own.

### **Summary**

Educational trips and visits should be enjoyable learning experiences for all those involved. It is the prime importance of this policy to ensure the safety of staff and students at all times.

## Appendix 1: Risk Assessments

**All staff must carry out suitable and sufficient risk assessments to cover any proposed trip, visit or other activity which takes place off site and involves students.**

The person in charge of the trip or visit must ensure that the risk assessments are carried out, documented and that any control measures are put in place.

Risk assessments are legal requirements, they identify and control risks and they should include assessment of competence, skills and, where necessary, qualifications required by leaders and helpers. The assessment must be suitable and sufficient to identify responses to foreseeable risks to students and staff.

In considering risk, there are 3 levels of which visit leaders should be mindful:

1. Generic Risks – normal risks attached to any activity out of school. These could be covered by careful completion of the SBC Visits checklist. This can be found on the EVOLVE website - Forms
2. Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on the SBC School Visits Risk Assessment Form. [EVOLVE website – Forms]
3. Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

There are many generic examples of risk assessments which can be used as a template to create a risk assessment. The EVC can offer advice regarding risk assessments and further details can be found in SBC's Guidance on School Visits.

Completed risk assessments should be submitted to the EVC and should contain the following information:

- An assessment of risks, produced internally by the trip leader or an assessment produced by an external provider
- A list of all staff and students, highlighting any with special or medical needs
- A full itinerary/programme
- Details of any preliminary visits undertaken
- A copy of the letter to parents
- A copy of emergency contact procedure and contact details
- A named person identified in the event of an emergency who has a list of all the group members and contact details
- Details of all external providers e.g. travel companies, accommodation details
- Clothing and equipment requirements

**No student will be allowed to attend a trip without a signed parental reply slip consenting to the visit and the code of conduct.**

***No Slip – No Trip!***

## Appendix 2: Evaluation Form

### EDUCATIONAL VISIT EVALUATION FORM

#### Visit Details

Year Group								
Group leader								
Number in group	Male		Female		Staff		Age range of students	
Venue							Dates	
Purpose(s) of Visit								
Providers / commercial organisations used								

#### Please comment on any relevant areas

Preparation and planning	<i>In hindsight are there any aspects of this you would do differently?</i>
Aims and objectives	<i>What were the aims and objectives of the visit?</i>
Were aims and objectives achieved?	<p><b>Please circle:</b>                      Wholly                      Partly                      Not at all</p> <p><i>Please comment</i></p>
Staffing	<i>Any comments about staff ratios and levels of competence required</i>
Travel / Transport	<i>Suitability of arrangements, problems encountered. Please rate any commercial provider</i>
Venue	<i>Suitability / appropriateness. Issues encountered or things you might change next time</i>

Supervision	<i>Any thoughts on the way supervision was provided – anything you may do differently next time?</i>
First aid	<i>Suitability of arrangements, first aid administered</i>
Incidents or near accidents	<i>Record here anything you feel was a potential problem for other groups, which you would be aware of were you to run the same visit again</i>

**Quality of external providers**

How would you rate the external provider? Please tick:	Very good, will use again	
	Good but minor issues need addressing	
	Would only use again if significant issues were resolved	
	Will never use again	
Positive comments		
Negative comments		

**Any additional comments**

Completed by \_\_\_\_\_

Date \_\_\_\_\_