



GRANGE SCHOOL
A Culture of Continuous Improvement

Educational Visits Policy

Compiled by: Signature: Date:	Approved by Governing Body () Signature: Print name: Date:
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Educational Visits Policy

Introduction

Pupils can derive a good deal of educational benefit from taking part in visits. Educational visits play a major role in the education and development of all young people. They can contribute significantly to the development of cross curricular skills and to personal and social education through the use of problem solving methods and approaches and through encouraging responsibility, self-confidence and self-reliance. This policy is designed to help teachers, Governors and other interested parties to ensure that pupils stay safe and healthy whilst on Grange School visits.

This policy draws on information contained in:

- Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies - posted on the DfE website ([education.gov.uk](http://www.education.gov.uk)).
<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools>
- This policy fulfils the requirements set out in the ISI Handbook, January 2012, para 71, p.19, 20, regulation Part 3, paragraph 12

Aims and Objectives of Grange School Educational Visits:

- To give all children a wide range of high quality experiences outside the classroom, including the opportunity of at least one residential experience in any one phase of education at Grange School.
- To provide school staff with easily accessible advice, guidance and resources as well as good professional development opportunities.
- To “make the case”, so that there is general understanding of the unique contribution that school trips can make to children's lives.
- To encourage parents and carers to back school trips.
- To encourage partnerships between schools, local providers and other organisations over visits and out of school activities.

In deciding if a visit application merits approval the school will consider the following:

- There are clear and justifiable objectives for the visit. For example where does it fit into the structure of the year? What is the value of the event to individuals and groups? (ISI, 71, 2, 8)
- The visit leader is clearly identified and sufficiently responsible and capable of taking charge of the particular visit (ISI, 71, 1).
- Parental notification and consent has been undertaken (ISI, 71, 5).
- Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate (ISI, 71, 4).
- All transport arrangements have been adequately assessed (ISI, 71, 6).
- The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by

- information and advice received from other sources (e.g. school or independent person with local knowledge). Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced (ISI, 71, 2).
- Written risk assessments and control measures to control the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit (ISI, 71, 2).
 - A check must be made to ensure any provider has public liability insurance as well as suitable arrangements for participant welfare (ISI, 71, 7).
 - Consideration must be given to deciding if contractual insurance (personal accident and travel insurance) is necessary for the participants and staff and for informing parents about any cover applying to the visit (ISI, 71, 7).
 - The financing of the trip must comply with Grange School regulations (ISI, 71, 5).
 - An emergency procedure is in place, which includes means by which Grange School and the group are able to contact each other (ISI, 71, 10).
 - What are the teaching implications due to staff and pupil absence? (ISI, 71, 3)
 - Can the trip be undertaken at a more convenient time during the academic year? (ISI, 71, 2)

A final decision with regard to commissioning and enabling a visit or event is taken by the Principal who will base the decision on the above objectives and criteria whilst also giving consideration to the balance of teaching implications and the value of the trip.

The vetoing of a visit does not prevent it being reviewed and implemented at a future time. As a result, this could then facilitate a smooth progression to the academic year minimising any detrimental effects to teaching across the school.

The academic year will have a regulated range of stimulating trips organised uniformly across all year groups in such a way to enhance the academic progression of all pupils in the school.

After the visit:

- Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities.
- The standard school accident report form must be submitted to the Health and Safety Officer for any accident that resulted, or could have resulted, in serious injury.

An incident report must be submitted to the school giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider.

PLANNING VISITS AND EXPEDITIONS IN Grange School

The following is aimed at tackling common questions from staff when planning visits and is designed to encourage 'good practice'. Some of these guidelines only apply to longer expeditions, and overseas visits but you are advised to read through all these guidelines before planning any visit. They should be read in conjunction with the guidelines setting out the procedure for planning visits and Form 1 (Approval in Principle), the financial

form(s), Form 2A (Short Visits) and 2B (Longer and Overseas visits) and the Risk Assessment instructions (ISI, 71, 2).

Planning ahead

The aim, when possible, should be to obtain approval in principle and financial approval a term in advance for short visits and some longer visits. Some longer visits and all overseas visits should normally obtain approval in principle and financial approval a year in advance of the planned visit. Only when approval in principle has been given should details of a visit be entered into the School calendar.

The school recognises that every educational trip requires considerable time and effort to organise, and there are associated costs. For this reason, the trip organiser is required to state the purpose of the visit at the outset when seeking initial approval. The organiser is also required to evaluate the trip on return and submit to the Principal.

The event must be placed into the school calendar (hardcopy and on the website, by passing the details to the Administrator once authorised by the Principal. Therefore the full academic year of events will be organised and entered by the end of the preceding summer term.

Staffing

As with all visits, various factors will be taken into consideration such as the age of the group, the medical needs of any pupils within the group, the duration and nature of the visit and the activities planned for the visit.

As a general rule, the following applies:

- Groups on visits must have at least two members of staff.
- If there is a mixed group of girls and boys, at least one female and one male member of staff must accompany the group on the visit.
- Normally a staff ratio to pupils of 1 member of staff to 8 pupils should be followed. (A higher ratio of staff to pupils is required for younger children and staff should be aware of official guidance, under EYFS guidance, for instance.) (ISI, 71, 3).
- All groups on visits must have a nominated group leader and nominated deputy leader
- Where pupils below Y6 are on a residential visit, at least one of the staff members must be female and one male even if the party is made up of boys alone or girls and boys.

Parents on off-site visits

Short Visits (non-residential). Parents **may** be invited to accompany a group on a day visit but at no time must a parent be left in charge of a pupil(s). Parents **may** be asked to assist in managing a group but only under the overall supervision of a teacher. In planning a visit group leaders must ensure that there is adequate Highgate staffing from the outset. Parents do not count as part of the ratio

Longer visits (residential home and overseas). Parents and any other adults (including spouses) accompanying the group must be CRB checked. This must be budgeted for when the financial proposals are forwarded to the Bursary. If a group leader plans to

invite parents or other adults or non-Grange pupils on a trip they must declare this on Form 1. Generally inviting parents etc will be the exception rather than the rule (ISI, 71, 9).

Tour Companies and External Providers

Only licensed providers may be used. It is also advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you.

Insurance

The school's public liability insurance is extended to also cover pupils and staff, to and from the educational visit venue. Details can be obtained from the Bursar.

Pre-visit inspection

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability.

Travel Arrangements (ISI, 71, 6, 10)

Pupils must be required to wear safety belts in all vehicles. It is Group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.

For travel by train and underground, particular care needs to be given to the risk of some pupils being separated from the rest of the group and this must be set out in the Risk Assessment.

When travelling abroad pupils need to be briefed on matters such as securing passports and visas, baggage security and airport security checks.

Parents must be clear about the travel arrangements when they sign the consent form.

First Aid (ISI, 71, 10)

When assessing risk, particular attention must be paid to any member of the group who has a disability, medical condition or specific educational need. Parents are requested to provide any update of medical information on the consent form and to give consent for any emergency medical treatment which may be necessary. In addition the school's database will be checked for medical conditions. It is the trip organiser's responsibility to ensure all medical information is taken on the trip and ensure the relevant supervising staff are provided with appropriate information.

At least one member of staff must be nominated as being i/c First Aid; this is in addition to the School Nurse.

This Nurse is:

- a) Responsible for the first aid bag. This should be taken on visits, as appropriate
- b) to administer basic first aid, though they must be careful to avoid administering medical treatment beyond their training, skill and knowledge
- c) To remain with a casualty while emergency help is summoned and, when necessary, accompany the casualty to hospital.

Accommodation

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the Group Leader on arrival. The group should then be given a briefing/fire drill.

Pupils should know where staff rooms are located and these should be in the vicinity of pupil accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. As far as is reasonably possible, ground floor accommodation should be avoided for female students. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leader should have a room list. No boys in girls' rooms and vice-versa (ISI, 71, 1).

Risk Assessment

A full written Risk Assessment is required for all visits (use the forms provided). The Risk Assessment must

- a) identify specific hazards/risks
- b) state who is at risk
- c) set out measures to control/minimize the risk
- d) calculate the estimated Risk Rating
- e) set out the emergency procedure to be followed

All Risk Assessments must be visit specific and must cover the full itinerary. Risk Assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.

If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own Risk Assessment and to refer to and include this as part of your own.

There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, Group Leaders and staff should always have and be prepared to revert to a 'Plan B'. Pupils must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

Any pupil who is deemed to be a risk to the safety of other pupils should not be allowed on a visit. (In such circumstances you must discuss the matter with the Principal in the first instance.)

*Generic risk assessments are available from the Administrator and may be helpful (though they must be adapted to the specific visit). *To be put in place*

It is important that pupils going on a visit are properly briefed before departure and given clear instructions as the visit progresses (ISI, 71, 2, 4).

Code of Conduct and Behaviour (ISI, 71, 4)

On all visits pupils should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public and conduct that enhances the reputation of the School. As far as possible, normal School rules apply.

For visits involving overnight stays and overseas visits pupils and parents should agree to the following as a minimum:

- Pupils carrying out the instructions of the Group Leader and Staff at all times.
- Local/National laws apply at all times
- All Staff must be alcohol free at all times
- In mixed groups, girls and boys may not enter each others' rooms.
- Pupils must be reminded not to carry, have in their possession or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon.
- No smoking.
- Pupils must adhere to all deadlines and be in their rooms at the time stated by the Group leader. (Group leaders must make proper arrangements to check this with frequent roll calls)

Repatriation

For foreign visits parents should be told that in the unlikely event of a gross breach of the code of conduct, a pupil might be repatriated. This would be the decision of the Group Leader and in consultation with the School 24/7 contact and the Principal. It would be at the parent's expense (ISI, 71, 4).

Remote Supervision

'Unsupervised time' on a visit is no longer an acceptable concept. At all times group leaders and staff are responsible for pupils. Any period of 'remote supervision' must be covered by the drawing of clear boundaries for pupils, emergency procedures and how contact with staff can be made. It is often good practice to issue pupils with a card giving mobile phone contact numbers of staff and the address and contact numbers of the place of residence if an overnight stay is involved. The associated hazards should be considered in the overall risk assessment. On expeditions pupils should normally be in groups of at least four and briefed on how to respond to an emergency. Parents must be fully briefed on the arrangements for any periods of 'remote supervision' (ISI, 71, 10).

Passports, Visas and Travel Documents

Group Leaders should make a copy of all passports and visas, and retain a copy throughout the visit. A second copy should be given to the Principal (and 24/7 School Contact)

Exchange Visits

It is good practice to draw up a protocol with the host school in order to ensure that an agreed health and safety policy is adhered to by host families and that all the families involved are aware of the content of the protocol.

Meeting with parents and pupils before departure

It is good practice to invite parents of pupils going on a visit, accompanied by the pupils themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. This applies to mainly longer visits and especially to overseas visits.

Parental Consent

No pupil may go on a visit without parents having given their written consent by signing the consent form.

Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.
- Any hazardous activities, the supervision provided and the risk assessment.
- Details of any period of 'remote supervision' and the control measures in place.
- Insurance arrangements including insurance for hazardous activities. (Longer and overseas visits) Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medication (Normally if a pupil needs to purchase and take any medication, he or she should obtain either in advance or at the time permission from a parent. Paracetamol should not be given to a pupil who is receiving other medication from a doctor. Aspirin, or preparations containing aspirin, may not be given.)
- Full contact details of the hotel/place of residence (Longer and overseas visits) and group leader.
- The Code of Conduct for the visit (longer and overseas visits).
- A copy of the risk assessment (for overseas visits or major expeditions)

The signed consent forms should be retained by the Group Leader throughout the visit. A copy of the set of consent forms must be given to the Principal (and the 24/7 School contact) before departure.

All staff should be given and retain through the visit a list of staff and pupils on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers for the hotel or equivalent if a longer or overseas visit.

Reporting incidents/near misses (ISI, 71, 10)

It is a requirement that any accident or 'near miss' on a visit should be reported immediately on return to the Principal and also through the procedure set out in the School Policy for reporting accidents.

If you have any area of Health and Safety concern you must report it to the Principal immediately on return.

Report on visit

You are asked to give some feedback on your visit (particularly expeditions, longer and overseas visits) to the Principal, to enable good practice to be maintained. You are also invited to share details of your visit and photographs on the [Intranet](#).

Parent Volunteers for School Trips and Activities

Parent Volunteers who are engaged in formal, regular contact with pupils (e.g. through library duty, sports coaching or supporting a club or society) will be subject to the normal school procedure for checking staff, including a requirement for a CRB disclosure.

Parent Volunteers who may be considered by the School to accompany a school trip or visit that involves a residential stay will be subject to the normal school procedure for checking staff, including a requirement for a CRB disclosure.

Parent Volunteers who assist the School in one-off activities or shorter trips (not involving a residential stay) will agree to be subject to the School's guidance for their involvement. This guidance states that:

- Parent Volunteers will receive a copy of the School's Safeguarding and Welfare Policy in advance of their involvement and will provide formal evidence to the School that they have received, read and understood this policy.
- Parent Volunteers cannot be included in the staff: pupil ratio for any trip or activity.
- Parent Volunteers must never be allocated sole responsibility for an individual child or group of children on any trip or activity.
- Parent Volunteers must always work under the direct supervision and guidance of a nominated member of staff on any trip or activity.
- The member of staff in charge of the trip or activity where Parent Volunteers are involved must make reference to their involvement and the guidance given to parent Volunteers in the Risk Assessment prepared in advance of the trip or activity.

If a member of staff in charge of a trip or activity has any questions about the guidance given above they should contact the Principal.