

## EDUCATIONAL VISITS POLICY

***This policy is applicable to Junior School Pupils only***

*This Policy is available on the College website, or upon request from the School Administration Office.*

### 1. **Introduction**

Extra-curricular activity is a vital part of our programme. Staff at this School organise and lead a significant number of visits, including visits to other schools; students have access to a wide variety of places and experiences and their education is enriched as a result. Staff and students also derive great enjoyment as well as value from visits and we believe that enjoyment is a very important part of a student's education. However, safety is of paramount importance. The aim of this Policy is to provide a framework within which these activities may be encouraged rather than constrained.

This policy is the result of various discussions and publications and advice given by DfE (including *Health and safety: Responsibility and Powers* (2001) and *Health and Safety of Pupils on Educational Visits* (HASPEV 1998), KEC and ISI. More recently it has been updated in the light of the DfE document *Health and safety: Advice on legal duties and powers* (Feb 2014)

Organising a school visit is a very serious responsibility and it is vital that staff understand and observe the School guidance on visits.

For extra-curricular activities, the following procedures will apply. They are:

- a) Reasonable notice to Common Room;
- b) Permission from parents/guardians (except for sports matches);
- c) Completion of appropriate forms where necessary.

This policy should be carefully studied and particularly the items relating to supervision.

### 2. **Involvement of Head of the Junior School & Governors**

The Governing Body of St Lawrence College is supportive of the inclusion of educational visits in the school curriculum.

As part of its responsibility for the general conduct of the school the governing body has:

- Ensured that guidance is available and followed to inform the school's policy on Educational Visits. This includes full parental consent, investigation of parental complaints and discussing and reviewing procedures including emergency plans/systems;
- Ratified the Educational Visits policy;
- Assured itself that the appropriate risk management procedures are in place.

It is the duty of the Head of the Junior School and the Governors to ensure that the St Lawrence College policy on School Visits is observed and reviewed at regular intervals.

The role of the Head of the Junior School is to ensure that the School Policies are implemented and that all activities are properly planned, appropriately supervised and risk assessed by a competent person.

In particular, to ensure:

- that an EVC within the staff is appointed and that tasks are delegated to the EVC as appropriate;
- that the visit leader is appropriately experienced and a competent staff member;
- that the suitability, number and competency of all adults accompanying or instructing is appropriate;
- that adequate child protection measures are in place;

- that proper and effective support structures are in place in the event of a difficulty or emergency, including means of contacting the School;
- that appropriate insurance cover is in place;
- that visits are evaluated to inform future visits;
- EYFS excursions all have at least one person with a current Paediatric First Aid Certificate

The role of the Governing Body is to ensure that guidance is available and followed (from DfE) to inform the school's policy, practice, and procedures relating to health and safety of students on Educational Visits.

Particularly:

- ensure that a policy exists for the co-ordination of visits and their effective and safe management;
- assure itself that the appropriate risk management procedures are in place;
- determine what types of visits may require their specific attention or notification;
- determine its procedures in responding to a major emergency (Critical Incident Plan).

In most cases, the Governing Body's role is to ensure that the school has effective systems in place to enable the Governing Body to feel confident that the various requirements can be met.

Further, to ensure that the Head of the Junior School and EVC have taken all reasonable and practicable measures to include students with additional educational needs or medical needs on a visit.

### **3. Excursions**

i) Only official excursions (i.e. those sanctioned by the Head) are permitted.

ii) While the educational value of sports matches, visits to museums, galleries, theatres etc. is not disputed, members of staff should arrange them so as to minimise disruption to teaching/learning and normal school routine. Every endeavour should be made to plan excursions and sports fixtures sufficiently far ahead to have them incorporated in the school calendar, especially when they involve pupils missing lessons.

iii) When a Party Leader is planning a trip the following steps must be undertaken:

- a. Initiate consent for the trip via the outline request via Evolve software; await online approval of EVC and Deputy Head (day outings) and Head (trips of more than one day).
- b. Plan all necessary practical arrangements for trip: transport (note 12), accommodation, booking of tickets etc. (Check Common Room Procedure for practical advice not contained in this document.)
- c. Complete the online risk assessment, which should include arrangements to be made to care/provide for any pupils with special, medical or dietary needs (checking with SENDCo and/or Medical Centre where necessary).
- d. Ensure the Bursar has electronically signed the form to indicate agreement with details concerning payment arrangements and insurance cover.
- e. Arrange for a colleague, who can be contacted throughout the duration of the trip, to act as School Emergency Contact.
- f. Write to parents explaining plans/arrangements and, where appropriate, obtain parental consent, using the Evolve consent form.
- g. For any trip abroad, of more than one day and/or involving hazardous activities, arrange a meeting of those pupils going on the trip and their parents/guardians.
- h. Publish a list of participating pupils on Evolve.
- i. Take advice from the Medical Centre with regard to provision of a suitable 1st aid kit.
- j. Ensure Evolve is "signed off" by the Head.
- k. For residential trips, all paperwork must be completed at least 4 weeks before departure. For day outings, the deadline is 10 days in advance.
- n. Talk to the children about the risk assessment so they are briefed, their concerns considered and the safety expectations set out in advance.

#### **4. Evolve Online**

- Day Outing Form 10 days in advance for groups on educational visits to theatres, galleries etc., field trips, day trips to France etc.
- Educational Field Trips and Visits Form 4 weeks in advance for groups on field trips, ski trips, games festivals and overseas visits etc. of more than one day's duration.
- Parental Consent Form

Required for trips of more than one day's duration, and/or which involve:

- i) hazardous pursuits;
- ii) extra cost to parents;
- iii) day pupils being delivered or collected out of normal school hours (except calendared matches);
- iv) travelling abroad.

#### **5. Supervision**

a) The supervision ratio will be:

- One adult per 12 pupils (maximum) for Prep age pupils; One adult per 6 pupils (maximum) for Pre-Prep age pupils and One adult per X pupils (maximum) for EYFS, pupils with a minimum of two adults.
- In completing the required risk assessment, the Party Leader should consider increasing the ratio of staff to pupils for trips:
  - i) involving hazardous pursuits;
  - ii) abroad;
  - iii) lasting more than a single day;
  - iv) to unfamiliar locations;
  - v) accompanied by experienced staff.

b) In mixed parties there must be a minimum of one male and one female adult regardless of numbers.

c) The Party Leader will be a member of staff nominated by the Head of the Junior School.

d) When Abroad 50% of supervisors should be members of staff. The remainder may be other responsible adults approved (all of whom must have been CRB checked) by the Head. When practicable the Party Leader is expected to have previous experience of the type of visit contemplated and/or to have researched and taken advice on potential problems and dangers. The Party Leader should make and keep a written record of the research carried out and advice taken.

#### **6. Safety and Discipline**

The safety and well-being of all individuals, staff and pupils, on visits is of paramount importance. Party Leaders MUST read Section 2 of the DSCF document "Learning Beyond the Classroom" for guidance - given in the 'School Administration', 'Visits' folder on the school intranet U\ drive.

Important points to remember:

- All groups must carry a first aid kit, available from the Medical Centre.
- Leaders should ensure that they have written details of any special medical or dietary requirements of pupils (e.g. epilepsy) in addition to the information provided by parents on the consent forms.
- Break down large groups into smaller groups, reporting to a named adult.
- Use a 'buddy' system.
- On ships, in airports or large buildings, the group should have a fixed base or reporting point.
- Fire arrangements and procedures must be ascertained and clearly explained to pupils. If the journey includes an overnight stop, a practice fire drill must be conducted as soon as is reasonably possible and should be before bedtime on the day of arrival. Rules regarding locking of rooms must be considered and made clear.
- Stress the importance of appropriate clothing and footwear.
- Free time should be limited or structured according to the age and maturity of pupils, and the location with due regard to weather conditions, temperature and clothing and has approved the activity as non-hazardous

Group control and discipline is an important factor in ensuring safety:

- Clear instructions to pupils, and clarification of behavioural expectations (note 7h)).
- Regular headcounts.
- Positioning an adult at the head and tail of a line of pupils, moving through the streets for example.
- Crossing roads.
- Staff positioned at the front and rear of a coach.
- A reasonable standard of dress and personal cleanliness, whether the party is in uniform or not.
- At all times, there should be the required levels of supervision by staff.
- High Vis Vests to be worn as distributed by Leader according to location, risk and lighting.

### **Particular Points**

a) **Hazardous Activities** (e.g. swimming, winter sports, rock-climbing, hill-walking, cycling) - the Party Leader and/or at least one other Supervisor must have achieved a recognised qualification standard of proficiency in the pursuits being followed.

b) **“New” Areas** - the Party Leader is advised to make a preliminary visit and/or to take appropriate advice to assess potential problems and dangers associated with any area not visited before.

### **7. Duties of a Party Leader**

a) **Hazards** - the Party Leader must ensure that he/she knows the problems and dangers that are likely to be encountered. A Risk Assessment must be completed.

b) **Individual Pupils** - the Party Leader must ensure that each pupil in a party is accounted for, i.e. the pupil's identity, whereabouts and expected time and place of return.

c) **Safety** - the Party Leader must ensure that all Supervisors know the extent of their responsibilities, the school rules, the rules covering the trip and the safety precautions.

d) **Supervisor knowledge** - the Party Leader must also ensure that the Supervisors know the travelling arrangements, the types of activity permitted (the licence status of any provider of adventurous activities must be checked), the emergency contacts, the special needs of individual pupils and the arrangements for welfare.

e) **Medication and Pocket Money** - the Party Leader must appoint one Supervisor to be responsible for medication and one (who may be the same Supervisor) to hold and account for pocket money.

f) **Emergency Contact** - the Party Leader must arrange a point of emergency contact and ensure that each Supervisor and the School have the name, address and telephone number of “home” for each pupil.

g) **Fire Drill** - wherever pupils stay overnight, the fire drill must be explained to them all by the Party Leader. This should include alarm points, assembly points, use of towels, keeping heads well down, avoidance of panic and so on. The escape routes should be explained and “walked”, if they are complicated, by the whole party, or if this is appropriate for any other reason.

h) **Rules / Pupil Behaviour** - the Party Leader is responsible for promoting good behaviour amongst participating pupils, applying appropriate sanctions, when necessary, in line with the School's Behaviour Policy, and reporting any serious breaches of discipline immediately on return to the Head and Deputy Head. Specifically, (s)he must ensure that each pupil:

- knows the School Rules;
- understands and agrees to abide by any additional rules specific to the trip;
- understands and agrees not to go off on his/her own without permission;
- understands that he/she represents St Lawrence College and must uphold its good name.

i) **Evaluate the trip** upon return, sharing any relevant information with colleagues for future trips.

j) **Trips Abroad** - the Party Leader must ensure that each pupil knows:

- that he/she may not bring animals, insects, vegetable matter, flick knives, real or imitation firearms or fireworks into the U.K., or take them out of the U.K.
- not to stroke or play with animals, and to seek medical treatment immediately if bitten by an animal.

### **8. Parental Consent and Emergency Contacts**

a) **Parental Consent Forms** – an Evolve Parental Consent Form must be completed, signed, received and retained on the trip by the Party Leader for each pupil who will be going on the trip as described in 4. (If it is necessary for the Boarding Housemother to sign a consent form in loco parentis, agreement must have been given by the parent over the telephone and a record kept of the time and date of the call.) The Party Leader is responsible for depositing one copy of each form with the School Emergency Contact before departure.

b) **Emergency Contact** - the Party Leader is responsible for arranging a point of emergency contact before the party departs. He/She must be sure of being able to be contacted and to make emergency contact around the clock until the party returns to the School.

c) **The Leader must inform the School Office** of any anticipated delays 30 minutes before the end of the School day to enable communication to be sent out to parents.

## **9. Information to Parents/Guardians**

Parents must be informed by Evolve about any School visit, including day visits. If going abroad, the Party Leader must organise a meeting for parents.

Parents/Guardians must be informed by letter, accompanying the Consent Form, of each of the following, if appropriate:

- The purpose and location of the visit.
- Address and telephone number of destination(s).
- The nature of the activities involved.
- Dates and times of departure and return.
- Means of transport and route to be taken.
- The names of the Party Leader and other Supervisors.
- Supervision arrangements.
- Name, address and telephone number of School Emergency Contact.
- Cost of visit (including how, and by when, payments should be made)
- Suggested amount of pocket money.
- Recommended clothing (and luggage) requirements and dress code.
- Details of insurance cover.
- Code of conduct – outline the guidelines you will give to pupils and inform parents that, in the event of serious misconduct, the pupil may be sent home. Any extra expense incurred as a result of this will be charged to parents.

## **10. Accident, Injury, Loss and Delays**

a) **Accident or Injury** - if an accident or injury occurs, the Party Leader and each Supervisor must, as soon as practicable, make individual written accounts of what occurred by reference to a sketch plan, if appropriate.

b) **Notification** - the School Emergency Contact must be notified as soon as possible in the event of accident, injury, significant loss and delays or breakdowns that might cause concern to the parents or the School.

c) **Statements and Admissions** - UNDER NO CIRCUMSTANCES MUST THE PARTY LEADER, A SUPERVISOR OR A PUPIL MAKE STATEMENTS TO THE PRESS INDICATING ANY ADMISSION OF LIABILITY. STATEMENTS TO THE POLICE, CUSTOMS & EXCISE OR OTHER OFFICIALS SHOULD ONLY BE MADE IN THE PRESENCE OF A SOLICITOR AND ON HIS ADVICE. Every such statement must be accurate and truthful.

d) **Theft or Other Loss** - where a claim might be brought following theft or other loss, the local Police must be informed. The Party Leader must note down the name and address, date, time and reference of the official to whom the report is made. Written confirmation of the report must be obtained.

## **11. Insurance**

The College maintains the following insurances:

**Employers' Liability** - the College is insured if it causes bodily injury to an employee arising out of or in the course of that person's employment. Particular features:

- Event: Legal liability as a consequence of negligence on the part of the College must be proved.
- Territorial Limit: World-wide in respect of educational visits or other educational activities.
- Indemnity Limit: None.

**Public Liability** - the College is insured in the event that its employees cause injury to or damage property of Third Parties, e.g. pupils, or members of the public whilst carrying on activity on behalf of the College. Particular features:

- Event: Legal liability on the part of the College must be proved.

- Territorial Limit: World-wide in respect of educational visits which are sponsored and directly supervised by the College.
- Indemnity Limit: Ten Million Pounds any one event.
- Disclosure Required: Insurers must be told if a visit involves hazardous activities. Details must be given in advance to the Bursar.

**Personal Accident** - each pupil is insured through the College if he/she suffers any of the permanent disabilities stated in the policy. Particular features:

- Event: No legal liability on the part of the College need be proved.
- Territorial Limit: World-wide in respect of educational visits or other educational activities.
- Indemnity Limits: Sliding scale depending on the disability. Maximum benefit £250,000.

**Holidays and Specific Activities** - Travel Insurance for each pupil, member of staff or other supervisor going on an educational holiday visit is taken out for the party through the relevant travel company by the College. The cover and limits vary. The cover would usually include Third Party Liability, belongings and travellers' cheques, small amounts of cash, medical expenses, repatriation to United Kingdom, cancellation and delay and nominal personal accident benefits.

**Motor Insurance** - the College insures its employees to drive any vehicle or minibus owned by, or hired, or lent to an employee of the College for College business purposes, or any vehicle owned by the College being used by an employee for College business purposes. Cover is comprehensive, but is not available to those who have not attained 25 years of age, unless prior arrangements have been made through the Bursar. Vehicles may be hired only on the authorisation of the Bursar and from the company or companies he nominates. The insurance policy also covers the use of staff owned vehicles used on College business; notice must be given. Members of staff with 6 or more points on their licence must advise the Bursar.

**Particular Points –**

- It is the policy of the College to ensure, so far as practicable, that full insurance cover is in force for all visits abroad and all hazardous pursuits in the United Kingdom.
- Parents are alerted to the importance of disclosing any fact which may influence insurers as to the risk or the premium.

Queries - If any colleague has any doubts or queries over these issues, he/she should consult the Bursar, who will have access to suitable advisors.

**12. Liability of the College**

Notice to Staff provides a set of general guidelines. Unless the contrary is clear, it is not intended to impose legal duties on the College not otherwise imposed by Law as at the date of this Notice.

Whilst the College will use reasonable care to maintain the Insurances set out above, Underwriter's terms and conditions change from time to time and misunderstandings can arise. Any person who requires specific risks or items to be covered (e.g. repatriation to somewhere other than United Kingdom, or a particular motoring risk) is asked to put that requirement in writing to the Bursar. The responsibility for being satisfied that the particular cover is in force is that of the person requiring the cover.

**Drivers** - members of staff authorised to drive any pupils in the party must:

- be over 25;
- have a minimum 2 years driving experience;
- have been on approved training course in handling the size or type of vehicle that will be used within the previous 3 years (e.g. a KCC Minibus Training Course, MIDAS course);
- hold a current licence free from endorsements (and be prepared to show this to the EVC or Commercial Co-ordinator).
- may not permit more persons to be carried in a vehicle than the number authorised for that vehicle.
- must be personally satisfied that they are covered by insurance against the compulsory risks and that they have made all necessary disclosures of material facts, for example the wearing of glasses or any particular problems relating to health.
- must ensure, so far as they can, that the vehicle is roadworthy.
- must not consume alcoholic liquor or inappropriate medication while they are in charge of the vehicle.

**Vehicles**

Reference:	
Owner:	ER
Version:	1.2
Effective Date:	Jan-20

- Use of private cars: Travel on official duties which have the prior approval of the Head or Bursar will be reimbursed at the standard rate or on the cost of second class rail travel, whichever is the lower. A pupil must not travel in a member of staff's private car without the member of staff concerned having first sought parental consent.

**Minibuses**

- Refer to SLCJS (Use of) Minibus Policy on the staff U-drive.

This policy will be reviewed in accordance with the Policy Review Schedule





