



ST LAWRENCE COLLEGE

EDUCATIONAL VISITS POLICY

This policy is applicable to EYFS and 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 in the Junior School organise and lead a significant number of visits, including visits to other schools; pupils have access to a wide variety of places and experiences and their education is enriched as a result. Staff and pupils also derive great enjoyment as well as value from visits and we believe that enjoyment is a very important part of a child'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.

Organising a school visit is a very serious responsibility and it is vital that staff understand and observe the School guidance on visits. The Junior School has invested in Evolve Software which is an online system for the planning, approval and management of EV and sports fixtures. The system enables timely efficient communication with colleagues and parents and enables self review, increases staff confidence and ensures all staff follow the EV policy and National guidance.

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

- a) Reasonable notice in order to gain permission from SLT
- b) Permission from parents/guardians (except for sports matches and local, low risk area visits within the designated area);
- c) Completion of Evolve software forms and assessments.

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

2. **Involvement of Head of the Junior School, Bursar and 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 Educational Visits is observed and reviewed annually.

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 and other JS trips all have a member of staff who is First Aid trained.

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 Pupils 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 Pupils with additional educational needs or medical needs on a visit.

The school has invested in Evolve software which coordinates all aspects of visit planning, authorisation, risk assessments, on the day online paperwork and post trip evaluation.

3. **Excursions**

i) Only official excursions (i.e. those sanctioned by the Head or Deputy Head) are permitted. The Educational value of trips is integral to a balanced, exciting and enriched curriculum. Every endeavour should be made to plan excursions and sports fixtures sufficiently far ahead to have them incorporated in the school calendar.

ii) When a Visit Leader is planning a trip the following steps must be undertaken:

- Initiate consent for the trip via the outline request via Evolve software; await online approval of office, Head, Deputy Head, or Head of Pre Prep.
- Plan all necessary practical arrangements for trip: transport (note 12), accommodation, booking of tickets etc.
- Complete the 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).
- Arrange Emergency contact information between Visit Leader and the school office (during school hours) and a member of SLT (out of school hours).
- Write to parents explaining plans/arrangements and, where appropriate, obtain parental consent, using the Evolve consent form. However, for local trips and fixtures consent will be requested annually from parents / guardians. These visits will be in the local Thanet area and low risk. A guidance map for staff is available for reference.
- For any trip abroad, of more than one day and/or involving high risk activities, arrange a meeting of those pupils going on the trip and their parents/guardians.
- Publish a list of participating pupils on Evolve.
- Take advice from the Medical Centre with regard to medical needs of particular pupils and collect a First aid kit.
- Ensure Evolve is "signed off" by the Head.
- For residential trips, all paperwork must be completed at least 4 weeks before departure. For day outings all paperwork must be completed before departure.
- Talk to the children about the risk assessment so they are briefed, their concerns considered and the safety expectations set out in advance, enabling them to be independent and reduce their own risk.

4. **Evolve Online Consent Forms**

- Online parental consent forms are sent out in advance to parents for groups on educational visits to theatres, galleries, field trips, etc.

5. **Supervision**

a) The supervision ratio will be:

- One adult per 12 pupils (maximum) with a minimum of two adults. For EYFS one adult per 4-5 pupils for those age 3 years and one adult per six children if aged 4 to 5 years old.
- In completing the required risk assessment, the Visit 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.
 - vi) volunteers may be included to increase supervision, those without a DBS would not be left alone with pupils at any time, those with a DBS will be first to be asked.

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

c) When abroad 50% of supervisors should be members of staff. The remainder may be other responsible adults approved (all of whom must have been DBS checked) by the Head. When practicable the Visit 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 Visit 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.

Important points to remember:

- All groups must carry a first aid kit, available from the Medical Centre.
- Leaders should ensure that they have details on Evolve 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.
- Staff will conduct regular headcounts throughout the trip.
- JS pupils to be supervised at all times and in the line of sight of a member of staff.
- Fire arrangements and procedures must be ascertained and clearly explained to pupils for all indoor destinations.
- Stress the importance of appropriate clothing and footwear.
- Free time should be limited or structured and supervised 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:

- Staff will give clear instructions to pupils, and clarification of behavioural expectations.
- Regular headcounts will be conducted.
- An adult will be positioned at the head and tail of a line of pupils, moving through the streets for example.
- Staff will take extra care and issue clear instruction before crossing roads.
- Staff will ensure the group maintains a reasonable standard of dress, whether the party is in uniform or not.
- At all times, the required levels of supervision by staff must be maintained.
- High-Vis vests to be worn as distributed by Leader according to location, risk and lighting.

Particular Points

- a) **Hazardous Activities** (e.g. winter sports, rock-climbing or hill-walking) - the educational provider must have achieved a recognised qualification standard of proficiency in the pursuits being followed and the operator must have appropriate insurance cover in place.
- b) **“New” Areas** - the Visit 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 Visit Leader

- a) **Hazards** - the Visit 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 Visit Leader must ensure that each pupil is supervised appropriately.
- c) **Safety** - the Visit 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 Visit 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 Visit 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, during a single day visit small amounts of money may be held by the pupils.
- f) **Emergency Contact** - the Visit Leader must arrange a point of emergency contact and 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 Visit Leader. This should include alarm points, assembly points, 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 Visit 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;
 - 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 Visit 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 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 by email or over the telephone (and a record kept of the time and date of the call.) The Visit Leader is responsible for ensuring access to the details are accessible by the Office and SLT
- b) **Local area Visits and Fixtures**- Parents are to complete consent for fixtures and local area visits (LAV) annually. Visit Leaders need to complete the Sports or LAV section on Evolve to log the visit. Dynamic, ongoing risk assessments are to be completed during the LAV with written RA to be completed if the Visit leader, EVC or SLT deem it necessary. At least 24 hours notice is required before a LAV. All duties of a Visit Leader are compulsory for a LAV as per a normal Educational visit.
- c) **Emergency Contact** - the Visit Leader is responsible for arranging a point of emergency contact before the Visit departs. The School Emergency Contact must ensure they are contactable in emergencies around the clock until the Visit returns to the School.
- d) **The Leader must inform the School Office** of any anticipated delays 60 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 Visit Leader must organise a meeting for parents.

Parents/Guardians must be informed by Evolve, as part of the Consent Form, of each of the following, if appropriate, particularly for residential trips:

- The purpose and location of the visit.-
- The nature of the activities involved.
- Dates and times of departure and return.
- Means of transport.
- The names of the Visit Leader
- Name, and telephone number of School Emergency Contact.
- Suggested amount of pocket money.
- Recommended clothing (and luggage) requirements and dress code.
- 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 Visit 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 VISIT 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 Visit 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. All activities deemed as "high risk" should be confirmed with the insurance company before booking.

Motor Insurance - the College insures its employees to drive any vehicle or minibus owned by, 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, however restrictions apply for staff under the age of 21 who are excluded from driving certain College owned vehicles. Staff under the age of 21 are to confirm they are covered under the insurance policy for the vehicle they are driving. All staff are to ensure they have the correct endorsements for the vehicles they operate. The policy does not cover staff over the age of 70 years. Vehicles may not be hired or hired for reward for goods or passengers under the terms of the insurance policy. Staff must seek prior approval from the Bursar before hiring vehicles for College use. The insurance policy also covers the use of staff owned vehicles where they are used in exceptional circumstances only for College business. 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.
- All staff are required to: notify the Bursar of any restrictions on their licence; complete an annual driving declaration form, or advise of any changes to the conditions to their licence.

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

Unless the contrary is clear, it is not intended to impose legal duties on the College not otherwise imposed by Law.

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 during the Visit must:

- have a minimum 2 years driving experience, to be confirmed by the Visit Leader before the visit commences;
- 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 or be under the influence of drugs or alcohol, or medication that might impede the ability to drive while they are in charge of the vehicle.

Vehicles

- 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

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may only travel in a staff member's car in exceptional circumstances and may do so only when the member of staff concerned has first sought and gained 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

REVISION HISTORY

Version No.	Revision Date	Summary of change	Approved by	Updated by
1.1	11/04/2018	Date of <i>'Health and Safety: Advice on legal duties and powers'</i> updated	JAC	DJJ
1.2	27/01/2020	Review and update of policy for Junior School specifically.		ER
1.3	06/01/2022	Changed terminology from Party Leader to Visit Leader, adapted more fully for JS and the use of Evolve and Local Areas Visits (LAV).		ER and KM
1.4	02/05/2023	Reviewed and updated for Junior School.	ER, JAC, BGD	KJM & SR