



## **Educational Trips & Visits Policy**

### **Safeguarding of Students**

A school visit is any time students are taken 'off-site' and approval must be sought along with consent from parents. The Governing Body recognises the valuable contribution that the wide range of additional activities including visits, sporting activities, clubs, exchange and residential experiences make towards students' academic, personal and social education.

This procedure covers all types of educational visits, including:

- Out of hours Clubs (where these involve off-site activities)
- School teams visiting other schools or venues
- Regular nearby visits (libraries, shops, parks, place of worship)
- City visits
- Visits to other education providers; schools, colleges and universities
- Day visits for particular groups
- Residential Visits
- Overseas visits
- Adventure Activities, which might be classed as higher risk

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for students and as optional activities.

### **1. Obtaining Approval**

The School policy for trips and visits follows the model offered in the DFES publication "Health and Safety of Students on Educational Visits", 1998 and with reference to "School trips and outdoor learning activities - Tackling the health and safety myths" (HSE 2011).

The school subscribes to our interpretation of this guidance and has a designated Educational Visits Co-ordinator (EVC) who is currently the Headmaster.

The organiser of any school journey / visit / activity is responsible for ensuring that proper health & safety and financial arrangements are carried out. Trip leaders must read and implement all stages of the instructions. They are **mandatory** and not optional.

Prior to placing any booking, or informing students or parents, please follow the procedure below:

- a) Obtain a Trips & Visits Pack. (reference copy at the end of this section. (Copies are also available in the staff room and on the staff area of the school website)
- b) Complete stage 1 of the checklist and await approval from the Headmaster (EVC). Consult to ensure that the proposed dates are appropriate.
- c) Clarify the category of the trip. All trips will need EVC approval certain trips may need additional approval through the local authority.
- d) All staff members accompanying the trip or visit should sign the School Visit or Trip Staff checklist
- e) When approval has been granted the trip may be booked and parents may be informed. Complete the remaining recommendations on the Checklist for Trips and Visits.
- f) If the trip is out of school hours ensure that you have a member of SLT / EVC as an emergency contact and that they are provided with details of students and a contact number for the teacher in charge of the visit.

Approval for trips and visits should be sought from the EVC at least two weeks in advance. For residential visits, this should be 4 weeks in advance to allow for adequate communication with any Local Authority Outdoor Education Advisor or other external advisor.

Whilst specific approval from Governors for all trips is not a requirement, the Governors will receive a regular update on trips planned / completed each term. The governors will however need to approve **ALL** residential and Foreign Trips. Approval should be gained through the Staff & Pupil Committee.

## **2. Information to Parents/Carers**

The letter to interested parents / students should be copied to the Headmaster (EVC) and the Business Manager.

This letter must include full details of the proposed trip / visit / journey / activity, together with the total cost to be charged. Reference should be made to the Charging Policy.

It must also be made clear in the letter:-

- a) The nature, purpose and schedule of the event
- b) Whether the activity is compulsory or voluntary
- c) A request for parental approval
- d) That parents should provide any necessary medical or dietary information pertaining to their child. Please also refer to the medical policy with regard to procedures for administration of medicines to students.
- e) Whether any charges are compulsory or voluntary (if the latter, mention should be made that the trip will only be able to proceed should sufficient voluntary contributions be forthcoming)
- f) What the charges include and, where appropriate, a breakdown of such charges (particularly in respect of board and lodging)
- g) What the arrangements are for paying for the activity as well as liabilities in respect of any loss of deposit (e.g. for non-payment by specific dates)
- h) Whether any financial support is available, and in what circumstances
- i) If required by the trip leader, some or all students may be asked to sign a code of conduct agreement.
- j) Parents will be asked to collect any students whose behaviour warrants it.

Consent must be given before a child is included in any educational trip or visit. For sporting participation, general consent can be obtained covering fixtures across the year. In such cases, additional consent is not required although parents/carers must always be advised when a child is to participate in a fixture.

### 3. Calculating Costing

- (a) Final debit balances are **not** allowed. Your planning must take into account of this when calculating the costs to students.
- (b) You must include in your costing at the planning stage **ALL** known costs, including those relating to printing, postages, telephone calls, bank charges and, if applicable, a contribution to min-bus costs.
- (c) The mini-buses cannot be provided free of charge. A charge currently fixed at 40 pence per mile will be made to cover fuel and to defray the costs of depreciation and wear and tear. This must be built into trip costs. PE fixtures may not be required to self-funding.
- (d) Detailed costing must include cost of cover generated by the proposed trip or visit where appropriate for information purposes although this cannot be passed on to students. If in doubt, the organiser should discuss this with the EVC.

## **4.0 Financial Procedure for School Journeys, Visits and Activities**

### **ALL TRIPS MUST BE SELF-FINANCING**

All money for any visit/activity must be paid in advance or during the week of the activity but not after the event, otherwise discrepancies will be met by the co-ordinator of the trips prior to any expenditure being incurred.

Each activity account will have its own unique number. Accounts will be opened by the Business Manager on production of a copy of the letter which has been sent to parents /students about the activity.

### **PAYMENTS IN**

- a) All cash collected from students for any activity must be paid in through the school fund to the front office or to the Business Manager.

**Under no circumstances should you borrow and/or use the money collected to pay for items relevant to the trip, or give refunds to students.**

- b) A receipt will be given to students for all monies paid in for any activity by the Business Manager.

### **PAYMENTS OUT**

- b) Any cash withdrawals/refunds to students, cheque payments or petty cash may be obtained from the Business Manager prior to the activity if there are sufficient funds in your account.

Advance notice of at least a week is necessary if large sums of cash are required on the day of your activity.

### **FINAL BALANCE SHEET**

#### **It is important to remember that**

- (a) There should not be a planned final credit balance. Any credits remaining in excess of £5 per pupil should be returned. Other balances will be paid into the School Fund.
- (b) A full list of names of students and staff participants and the income received from each participant must be prepared. It should also show clearly the names of those withdrawn and the incomes received and any monies refunded.

*At the conclusion of your visit, a final balance sheet should be completed and handed to the Business manager, together with all relevant receipts for audit.*

## 5.0 Charging Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities including visits, sporting activities, clubs, exchange and residential experiences make towards students' academic, personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for students and as optional activities.

In accordance with Sections 106-111 and 117-118 of the Education Reform Act 1988, Circular 2/89 and Statutory Instrument 1989 number 37 Education (Prescribed Public Examinations) regulations 1989, the Governors have determined the following Charging and Remissions Policy:

**Board and Lodging** on residential visits will be charged for whether or not undertaken during or outside school hours except that if students' parents receive Income Support or charges for board and lodging on visits **which are other than optional extras** will be waived for that pupil at the discretion of the school.

In the case of activities wholly or mainly outside school hours but not a requirement of a public examination or the National Curriculum, charges will be made in accordance with the statutory provisions. The basis for calculation of the cost, any remissions and the extent and source of the remission will be decided on an individual basis.

## 6.0 Voluntary Contributions

The Governing Body note that Section 118 states that **voluntary** contributions may be invited for any materials and an activity whether during or outside school hours, residential or non-residential. They also note that the terms of any request to contribute must make it clear that:

- (a) There is no obligation to contribute
- (b) Registered students at a school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

In the light of the above the Governing Body will decide on an individual basis those activities and materials for which voluntary contributions will be invited, how contributions will be invited and how, if the activity is in school time, no child whose parents are unable or unwilling to contribute, will be treated differently from the rest.

## 7.0 School Contributions

The Governing Body support the use of Pupil Premium funding to subsidise costs of school trips and visits. The maximum contribution that shall be made to a trip or visit shall equate to either 50% to a maximum of £200. For students not in receipt of Pupil Premium funding, other

funding may be available at the discretion of the Headmaster & Governing Body. Any such funding will again be limited as above.

## **8.0 Qualifications of Supervisors and Student : Staff Ratios**

To assist schools when carrying out a risk assessment on a proposed educational visit, the following information on qualifications and numbers of supervisors is provided:

Supervisory provision should be appropriate to the number in the group, the age, ability and sex of the students and the activities to be undertaken. At least one supervisor or leader of each sex should accompany mixed groups.

Whilst the ratio of staff to students may vary according to the nature of the visit it is generally recognised that a teacher, or other adult, to pupil ratio should be a minimum of 1:12 for most activities and particularly on visits overseas although it may be a little less generous than this on local visits with older, more responsible students, say up to 1:15 ratio. Certain hazardous ventures will require rather greater supervision with fully trained personnel accompanying groups.

Where adventurous activities are to be undertaken it is appropriate to consider a level of supervisor qualification which is commensurate with the most hazardous of the intended activities, see previous advice on “The Activities Centres (Young Persons Safety) Act 1995 / The Adventurous Activities Licensing Regulations 1996”, dated 11<sup>th</sup> December 1996. All trips involving adventurous activities must have Local Authority approval.

Likewise, unless an “opting out” system can be arranged whereby pupil numbers are reduced for a particularly hazardous activity, it is necessary to consider, for the whole expedition, ratios of staff to students appropriate for the most hazardous elements.

## **8.0 Insurance for schools**

The school will ensure that it has in place a policy for all trips and visits, including visits abroad and adventurous activities. If booking with a provider, care should be taken not to pay for extra insurance where it is not required. A copy of the schedule is available from the Business manager when a school fund is set up for a school visit.

Parents should be advised that students are covered under the school’s liability policy in respect of its negligence, but if a pure accident, no cover exists. The parents are then in a position to choose for themselves whether or not they effect cover for their family.

This service also provides information from different companies selling insurance and related services.



## School Visit or Trip Staff Checklist



**Description of visit including dates:**

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Action	Yes/No	Notes
Outline visit plan approved by Headmaster / EVC		
Venue visited		
Risks assessments completed and checked by EVC		
Parental consent forms completed		
Medical forms completed		
Insurances checked		
Staffing levels agreed		
Transport arranged		
First aid arrangements in place		
Staff & Volunteers briefed		
Parents briefed		
Participants briefed		
Emergency incident plan agreed		
Final plans approved by Headteacher and governors (where appropriate)		

**Staff to read and sign below**

I understand my duty of care as defined by the teachers' pay and conditions.

I have read the school Educational Visits Policy.

I have read and understood the risk assessments for all aspects of the trip or visit.

I have discussed any areas of the risk assessment I am unclear about.

I have received appropriate advice / training to enable me to supervise or assist this trip.

I understand that all members staff whether designated group leader or not, are equally responsible for all aspects of safety and care of students throughout the trip.

Position	Name	Signature
Group Leader		
Deputy Group Leader		
Additional Staff 1		
Additional Staff 2		
Additional Staff 3		



## EDUCATIONAL TRIP / VISIT RISK ASSESSMENT

(This form should be completed, in addition to any generic risk assessments that might be used, if there are any specific risks associated with the particular activities undertaken, the actual locations visited, or any individuals involved).

<b>Educational trip or visit to:</b>		<b>Date(s) of trip or visit:</b>	
<b>Name Group Leader:</b>		<b>Age range / Year Group</b>	

<b>Generic risk assessments included as part of this visit pack</b>  e.g. Minibus travel, coach travel etc.
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<b>Specific students / other individuals at risk</b> e.g. John Smith - Epileptic	<b>Control measures in place</b> Appropriate staff training completed Checks on medicine
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SPECIFIC DATE? LOCATION? EVENT? ACTIVITY?	SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?)	CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?)	COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE	OVERALL RESIDUAL RISK RATING (Low/Med/High)
<i>Dunstable Downs - 24/09/2013</i>	<i>Steep drop</i>	<i>Students to walk away from the edge and stick to marked paths</i>	<i>Pre-departure briefing and briefing on arrival</i>	<i>Low</i>
	<i>Risk of separation</i>	<i>Agreed meeting point if separated Students to stay in groups</i>	<i>Groupings agreed</i>	<i>Low</i>

IMPORTANT: The Risk Assessment should be shared and discussed with all the leaders of the visit, and should only be approved once all significant hazards have been identified, the control measures are agreed and will be implemented, **AND** the overall risk ratings are considered acceptable. In most circumstances, if the Overall Residual Risk is considered “Med” or “High”, the activity/event should be cancelled, or additional control measures put in place to reduce the risk to “Low”.

Risk Assessment carried out by:		Date:	
Risk Assessment approved by: (EVC/SMT)		Date:	
Overall Group Leader’s signature:		Date:	
Deputy Group Leader’s signature:		Date:	
Submitted to LA for approval : (Where appropriate)		Date:	
Approval received:		Date:	