



# Educational Visits Policy

## Rationale for Educational Visits

At Pentland Field School, we believe that off-site visits broaden and develop teaching and learning experiences that are not available in the classroom. Off-site visits and activities provide opportunities for the enhancement of learning within the National Curriculum. They also allow opportunities for pupils to participate in activities that develop their knowledge, skills and understanding of Personal, Social and Health Education, Citizenship, Health and Safety, Values for our Society and experience the wider community.

## Aims and Objectives

The aim of this document is to ensure the safety of Pentland Field students and staff when they are engaged in any outside of school activity. The policy contained in this document must be followed when planning any off-site visit.

It is essential that staff planning an off-site visit have read the relevant sections of the policy before taking any pupils out of the school grounds

## Inclusion Policy Statement

Visits are an integral part of the curriculum at Pentland Field School. All students are encouraged to participate irrespective of social background, culture, race, differences in ability and disabilities. Each student has an entitlement to experience

- Effective independent learning opportunities
- Success in learning
- Achieving as high a standard as possible

Teachers will set appropriate learning objectives, respond to pupils' diverse learning needs and the school will make provision, where necessary, to support students to enable them to participate effectively in off-site visits and will plan accordingly to ensure equality of opportunity.

## 1. Introduction

Pentland Field School recognises and accepts that learning that takes place out of the classroom is a valuable tool in every one of its pupils' education if conducted within a safe and healthy environment. It is the intention of the Pentland Field Local Advisory Board members that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school visits.

The overall high quality of planning and leadership on school visits will be evident from the contribution these journeys will make to the all round ethos of the Academy and the interaction between students and staff.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Trips and Visits Policy can only be successfully implemented with the full co- operation of everyone concerned.

## **2. Responsibilities**

### **Responsibilities of the Eden Academy Board of Trustees**

In discharging its responsibilities, The Eden Board of Trustees will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- ensure that there is an effective and enforceable policy for the provision of health and safety on Educational Visits throughout the Academy, and, that it is implemented;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made.

## **3. Trips and Visits Procedures**

### **Rationale**

These procedures apply, in the appropriate context, to single day visits, to longer journeys at home or abroad involving overnight stays, and to any visit in or outside normal school hours (including weekends and holidays) which is organised by the staff of the Eden Academy or for which students are recruited during school hours and for activities that are considered adventurous or hazardous.

### **Responsibilities of the Head of School**

The Head of School has responsibility for the day-to-day development and implementation of Educational Visit practices and conditions for all staff and students. The Head of School will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented in relation to school visits.

The Head of School will:

- be familiar with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure for educational visits;
- be familiar with the requirements of the appropriate legislation and codes of practice;
- ensure that there is an effective and enforceable policy for the provision of health and safety on Educational Visits throughout the Academy, and, that it is implemented;
- identify and evaluate risks relating to possible accidents and incidents connected with school sponsored activities, including work experience and other off site activities

In particular, The Head of School undertakes to provide as far as is reasonably practicable:

- the adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision.
- communications to ensure parents/carers are fully informed on the arrangements for all trips and visits, which include at least one overnight stay, by holding a parents/carers and students' meeting prior to the trip taking place. At this meeting at least one parent/carers and the student should be expected to attend as a prerequisite to the student being allowed on the trip.
- effective guidelines and risk management to enable Educational Visits to occur ensuring the safety of both students and staff.
- a management structure to give support and guidance so that staff feel able and are willing to undertake Academy visits
- safe and healthy working practices that take account of appropriate statutory requirements, code of practice and guidance;
- supervision, training and instruction so that all staff and students can undertake Academy-related activities and visits in a healthy and safe manner.

### **Responsibilities of the Educational Visits Co-ordinator**

The Head of School will designate an appropriate member of staff to be the school's Educational Visits Co-ordinator. The EVC will be responsible for the day-to-day implementation of the Educational Visits Policy and will be the designated contact for all staff planning on organising an Academy visit. The EVC will be a member of the senior leadership team and will receive appropriate training in order to carry out this responsible role.

### **Responsibilities of the group leader**

- Plan activities with due regard for health and safety, considering the hazards identified as a result of the activity, the environment, the journey and the needs of the children.
- Write the risk assessment, seeking support from the EVC if required, and submit for authorisation to the EVC within agreed timescales.
- Brief all other adults working or volunteering on the trip or activity in good time so that they are a) clear on their roles and responsibilities, b) clear on the risks associated with the trip or activity and how they can go about minimising them.
- Debrief the EVC if there are any near-misses or points of policy or interest arising from the trip or activity.

### **Responsibilities of Supervisory Staff**

- All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to educational visits
- All supervisory staff are expected to exercise a higher duty of care than that which a careful parent/carer would exercise in the same circumstances.
- Responsibility for specific visits will be written into the job descriptions of school staff where appropriate.

- Supervisory staff will take a direct interest in the Academy's Educational Visits Procedures and in ensuring that staff, students and others comply with its requirements.

#### 4. Approval and notification

- Members of staff wishing to organise visits must obtain the EVC's approval before publishing arrangements or entering into any commitment.
- Requests for approval should indicate the nature of the trip and highlight any activities that may be regarded as hazardous.
- Risk assessments for all proposed activities should also be submitted within agreed timescales.
- Timescales for the submission of risk assessments to the EVC is as follows:
  - **Activities that are residential, adventurous and/or abroad = at least one month in advance**
  - **All other activities = at least one week in advance**
- Failure to keep to agreed timescales for the submission of risk assessments is likely to result in the cancellation of an activity as the EVC cannot be sure that due consideration has been given to the risks associated with an activity.
- Authorisation for regular weekly timetabled trips must be given by the Head of School or other senior leader before students leave the premises. Teachers must complete the relevant authorisation forms before the off-site visit commences. They should also attach the risk assessment to the authorisation form.

#### 5. School Day Off-site visits

Letters to parents/carers should have full details of the visit including:

- Educational justification of visit
- Date and times for trip
- Transport arrangements
- Supervision by staff
- Clothing and equipment needed
- Eating arrangements (if required)
- Parental/carer permission slip for signature
- Medical information/diet information(if required)
- Emergency contact name and phone number

#### Residential Visits

A detailed plan of the proposed residential visit should be presented to the Head of School and EVC. The planning for a residential visit should include (in addition to the above):

- Inspection Visit undertaken
- Letter to parents/carers with plan of trip including dates and safety provision

## **6. Parental Consent**

Specific consent must be obtained from the parent/carer(s) of every child before commencement of any trip.

At the same time a parental/medical consent form must be obtained for all visits and overnight stays.

## **7. Supervision**

Groups should be accompanied by members of staff or other approved escorts in the ratio not less than one adult per 4 pupils for day visits, and 1 per 2 pupils for overnight stays.

For off-site visits which involve 'adventure activities', it is essential that the group is supervised by an instructor who is competent, with a minimum of 1 instructor to 6 pupils, depending upon the needs of the specific pupils

Consideration should be given where appropriate to the need for escorts of each sex, and for sufficient members of the staff to participate in the visit to ensure an appropriate level of supervision and discipline.

## **8. Finance/Costing of Journeys**

The member of staff in charge of a journey or visit is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged contribution from Academy funds or Pentland Field funds.

The following main costs need to be considered but others will apply depending on the nature of the journey:

- Accommodation
- Food
- Travel/transfers
- Insurance
- Contingencies

### **8.1 Accounts**

A record of receipts and payments should be kept and supported by documentary evidence. These records should be available at any time for examination by the Principal and/or the Finance Director/Officer and will be reviewed annually by the Academy's Auditors. They should be retained at the Academy for a minimum period of six years.

For all practical purposes the Academy Head of Finance & Resources (HoFR) will act as the bank for all Academy trips and journeys. All income relating to the journey should be passed to the HoFR and all payments should be requested from him and

his team. In no circumstances should the personal accounts of members of staff be used for any Academy activity.

## **8.2 Parental Contributions**

For journeys and visits that are part of curricular activity and which take part wholly or mainly in school time, parents/carers should be asked to make a voluntary contribution to travel and accommodation costs.

If any cannot or will not, their children will not be excluded from the activity, the cost being met by school or central funds. Clearly if a significant proportion does not pay, then the school may well decide not to make good the shortfall in income and the activity will not go ahead.

For journeys and visits that are not part of the curriculum (i.e. that take place wholly or mainly out of school hours), full cost recovery from parental contribution is the norm.

## **9. Parental Communications**

The need for close communication with parents/carers is obvious, so that they are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems.

The School Office must be advised of all trip itineraries and contact phone numbers so that contact with the party can be maintained at all times.

If the visit finishes outside school hours or away from the school premises, parent/carers must be notified of the arrangements for dismissal. Careful consideration must be given, in particular, to dismissal arrangements late in the evening.

## **10. Accidents and First Aid**

Any injury incurred by a student or member of staff on a trip should be reported by completion of an Accident Report Form as for all accidents within the Academy. (If required a RIDDOR form must also be completed). An incident report checklist and accident report form is provided within the school visits pack.

It is essential to have a member of staff on each trip who is a qualified First Aider.

### **10.1 First Aid and Medical Details**

When obtaining permission from parents/carers to take students on a visit, information must be sought as to the relevant medical details. All members of staff accompanying the students must be fully aware of any particular requirements.

Normally in the event of an emergency requiring a pupil to be taken to hospital, the member of staff in charge will act 'in loco parentis.' In non-life threatening situations permission to administer treatment and anaesthetic will normally be given once parents/carers have been contacted. In a dire life-threatening emergency, the member of staff must check the Emergency Contact List to ascertain whether permission has been granted by the parents/carers for the administration of medical

treatment or anaesthetic. Members of staff are not authorised to give permission if parents/carers have not indicated that this is acceptable.

A proper first aid kit must be taken on all visits. The administration of medicines should be in keeping with the Academy's rules.

## **11. Transport**

See separate Minibus Regulations covering the use of the Academy's own buses in the Health and Safety Procedures.

Where minibuses or coaches are hired in, trip leaders should ensure that only reputable contractors are used, the buses have seat belts on all passenger seats,

## **12. Guidelines for pre-trip meetings**

### **12.1 Rationale**

The Academy's policy is that all overnight Academy trips must be preceded by a meeting for at least one parent/carer and the student and that attendance at this meeting is a condition of the pupil's participation on the trip. The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and to address any parental worries or concerns. It is important that parents/carers are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the trip.

Pre-trip meetings also have the advantage that they enable all the paper-work and much of the administration to be completed in one go.

## **13. AOTTs (Adults Other Than Teachers)**

All adults other than teachers and school support staff on an off-site visit must have a List 99 check and risk assessment or a full DBS enhanced clearance check

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