

EDUCATIONAL VISITS POLICY

AIM/PURPOSE

The aim is twofold; to ensure that the visit planned is a valuable and worthwhile experience which will add to the social and educational development of students, and that all reasonable steps are taken to ensure the health and safety of everyone involved in the visit.

GENERAL PRINCIPLES

An educational visit is one which has a clearly defined educational outcome. Staff organising visits need to be aware of their legal responsibilities. Organisers have a 'duty of care' and must take reasonable steps to ensure the safety and welfare of those involved.

EDUCATIONAL VISITS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Educational visits should add to and consolidate the taught curriculum. Before arranging a visit, permission to be out of school must be obtained from the Deputy Head (Staff Support) to determine whether staff absence during the excursion can be covered. Relevant paperwork must then be submitted to the Educational Visits Co-ordinator (the Head). At the planning stage, it is the responsibility of the trip organiser to ensure that the proposed trip fits into the school calendar, that disruption to the normal school working day is kept to a minimum, that staff are informed well in advance and appropriate staff accompany the visit. The recommended staff/student ratio for a local day activity is 20:1

In organising such a visit, various items of paperwork need to be checked and completed, and copies of such paperwork are enclosed. This is not intended to cause unnecessary administration, but to ensure that all checks such as parental permission, health / diet and risk assessments have been carried out by the organiser. In other words, to ensure that the "duty of care" has been thoroughly understood and carried out.

Initial approval for any visit must be sought by submitting the EV1 form to the EVC (the Head) 10 working days before the visit is planned to take place. Any overseas trip should be included on the school calendar at the start of the school year so that appropriate 'cover' arrangements can be made. The parental consent form must be completed for all students attending the visit. Other information relating to emergency contacts and summary lists of students and staffing ratios is enclosed. The visit organiser must also complete the generic "Risk Assessment" form, and include any other risks or hazards which are not included. Certain educational visits need notification four weeks before departure:

- UK residential visits.
- All foreign visits.
- Any visits involving adventurous activities, e.g. skiing, climbing, etc (For the above three, the PTR is 9:1.)

All paperwork needs to be completed and submitted according to the above timescale to the EVC.

MONITORING AND EVALUATION

The EVC will monitor the policy and report to the Governors' Personnel Committee who, in turn, have responsibility for reviewing the policy. Changes to the policy will be ratified by the Full Governing Body.

Educational Visits Approval Process

	Description	Action By
Step 1	Approval from the Deputy Head (Staff Support)	Trip Organiser
Step 2	The Group Leader produces a “proposed document” (EV1 form) for the consideration of the Head / EVC. to outline the proposed visit.	Trip Organiser
Step 3	Following approval to proceed from the Head, the Group Leader, complete the educational visits documentation in accordance with the guidance. This documented plan is given to the Head for formal approval. (EV2 Form. Appendix and supporting documentation.)	Trip Organiser
Step 4	The Head approves the documentation after satisfying himself that the visit has been well planned and organised.	Head / EVC

PROPOSAL AND INITIAL APPROVAL FORM (EV1)

TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Proposed Visit To: _____

Purpose of visit and / or objectives:
Approval from Deputy Head gained: Yes / No <i>(delete and date)</i>
Date and Time of Departure:
Date and Time of Return:

Group Information

<u>Young Persons</u> Age Range Number of Young Persons	
<u>Adult Supervision (Ratio 20:1)</u> Number of Staff	
Number of lessons to be 'covered'	

<u>Names, relevant experience, qualifications, specific responsibilities of staff with the group</u> <u>Group Leader:</u> <u>Others:</u>
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<u>Existing knowledge of places to be visited</u>

Itinerary

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Transport Arrangements

Mode of transport to be used on each leg of the visit

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Provider to be used (bus company)

Name

Address and other contact details

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Proposed Costs and Financial Arrangements

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Group Leader

Name	Signature	Date
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Approval

EVC / Head		
Name	Signature	Date

A copy of this form and details of any subsequent changes are to be retained by the EVC.

DETAILED PLANNING APPROVAL FORM EV2

(Information in addition to EV1, including any changes to the original outline plan)

TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Visit Itinerary

Places to be visited:

Date and Time of Departure:

Date and Time of Return:

Group Information

Young Persons

Age Range

Number of Young Persons

Number of Girls

Number of Boys

Adult Supervision (For a non hazardous trip the PTR is 20:1)

Number of Staff

Number of Male Staff

Number of Female Staff

Number of Other Male Adults

Number of Other Female Adults

Names, relevant experience, qualifications, specific responsibilities of staff with the group

Group Leader:

Names of pupils with special educational or medical needs

Travel Insurance Arrangements

For all members of group, including voluntary helpers (attach a copy of quote cover provided)

Insurance Cover:

Policy Number:

Transport Arrangements

Mode of transport to be used on each leg of the visit

Provider to be used (bus company)

Name

Address

Residential Accommodation

Accommodation Name

Address

Telephone Number

Dates Resident (from-to)

Details of the programme of activities including associated planning, organisation and staffing

Existing knowledge or experience of places to be visited and whether an exploratory visit is intended

Two Emergency Contacts at School

Name

Home Telephone Number

Mobile Number

Name

Home Telephone Number

Mobile Number

- Attached are copies of the Risk Assessments for the planned visit.
- I will obtain adequate travel insurance to cover all member of the group.
- I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.

Group Leader

Name	Signature	Date
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Approval

Name EVC / HEAD	Signature	Date
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SUMMARY OF INFORMATION ABOUT CHILDREN PARTICIPATING IN A VISIT

Surname	Forename	Date of Birth	Address	Next of Kin	Contact Tel No.	Relevant Medical Info	Control

RISK ASSESSMENT FORM FOR ALL EDUCATIONAL VISITS

<i>HAZARD</i>	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Exposure to weather - cold, heat, strong wind, over-exposure to sun, ice, snow	Students Staff	<ol style="list-style-type: none"> 1. Consider possible weather conditions and plan appropriate programme, clothing and equipment 2. Plan for students who may not bring suitable clothing - check before departure and/or bring spares 3. Daily weather forecast obtained and plans adjusted accordingly 	Provide students and parents with clear information re: suitable clothing and equipment	<input type="checkbox"/>
Student lost or separated from group, inadequate supervision	Students	<ol style="list-style-type: none"> 1. Ensure supervising staff are competent and understand their roles 2. Supervisory ratios are in line with policy 3. Plan and use suitable group control measures (e.g. buddy system, large groups split into small groups each with named leader, coloured caps, etc) 4. Discuss itinerary and arrangements with students 5. Briefing to all on what to do if separated from the group 6. Head count by leaders, particularly at arrival/departure points and when separating/re-forming groups 	Plan supervision before visit and brief staff and students	<input type="checkbox"/>
Illness or injury	Students Staff	<ol style="list-style-type: none"> 1. At least one First Aid trained leader with each group 2. Leaders know how to call the emergency services 3. Students and parents are given a reminder to bring individual medication, which is kept securely 4. First Aid and travel sickness equipment carried 5. Mobile phones carried, if appropriate 6. Emergency contacts arranged with school/head & parents 	Check First Aid Certificates are current Check medication brought by students	<input type="checkbox"/>

Assessment

Carried Out By: _____ Signed: _____ Date: _____

RISK ASSESSMENT FORM FOR ALL EDUCATIONAL VISITS

<i>HAZARD</i>	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Special needs of specific students - medical, behavioural, educational	Students Staff	<ol style="list-style-type: none"> 1. Obtain information from parents 2. Take advice from SENCO if appropriate 3. Make necessary arrangements for individual students, including individual risk assessment and additional staffing as necessary 	Use recommended Parental Consent Form	<input type="checkbox"/>
Indirect/remote supervision (includes fieldwork, souvenir shopping, theme parks, historic sites, etc.)	Students	<ol style="list-style-type: none"> 1. Check location is suitable for this mode of supervision 2. Ensure students sufficiently briefed and competent (any individual students for whom indirect supervision is not suitable must be directly supervised) 	Included in information to parents	<input type="checkbox"/>
Leaders' own children	Students Other Children Staff	<p style="text-align: center;">(If staff families join the group, student supervision must not be compromised)</p> <p>Staff children are of a similar age to the group and supervised with students or separate supervision is arranged</p>	Consider before staffing is agreed	<input type="checkbox"/>

When all of the above conditions are in place, the activity is considered low risk.
If not in place, then a further assessment must be carried out to determine the level of risk.

This is a generic risk assessment for school use, which identifies the common hazards and risks associated with this type of activity.
Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue, or pupils.

Assessment
Carried Out By: _____ Signed: _____ Date: _____

RISK ASSESSMENT FORM FOR LOCAL VISIT ON FOOT

HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Traffic	Students Staff	<ol style="list-style-type: none"> 1. Avoid busy roads if possible 2. Supervision on pavements, roads and especially when crossing any fast roads at pre-planned points 3. students briefed re: hazards and behaviour required 4. Group to walk on pavements 	Planning of visit and pre-inspection of route	<input type="checkbox"/>
Slips, Trips And Falls	Students Staff	<ol style="list-style-type: none"> 1. Pre-inspection of route 2. Consideration of wet or icy conditions 3. Appropriate footwear to be worn 		<input type="checkbox"/>
Student Lost Or Separated From The Group	Students	<ol style="list-style-type: none"> 1. Students to remain in small groups at all times 2. Supervision planned, especially at key points 3. Frequent head counts 4. Procedures to deal with emergencies, e.g. lost student 		<input type="checkbox"/>

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RISK ASSESSMENT FORM FOR VISIT INVOLVING TRANSPORT (COACH TRAVEL)

HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTION	TICK IF IN PLACE
Traffic Accident	Students Staff	<ol style="list-style-type: none"> 1. Ensure coach used meets LEA recommendations - hired from reputable coach company 2. Coach to have seat belts fitted (one per child) and staff to ensure that they are used 3. Appropriate level of supervision 4. Suitable embarkation points used (e.g. coach park, onto wide pavement) 5. Close supervision and head counts during any breaks in journey and getting on/off coach 		
Service Station and Other Breaks in Journey <ul style="list-style-type: none"> ▪ Traffic ▪ Being left behind or separated from group ▪ Abuse by public ▪ Slips, trips and falls ▪ Travel sickness 	Students	<ol style="list-style-type: none"> 1. Brief students re: purpose and timings of stops 2. Students advised how and where to contact staff 3. Students instructed to remain in groups of two or three (buddy system - each responsible for a named other) 4. Reminders re: moving traffic 5. Careful head counts before departure 6. Students' medical information available and parental consent obtained for administration of medication 	Plan supervision before visit. Brief staff and students	

When all of the above conditions are in place, the activity is considered low risk.

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RISK ASSESSMENT FORM FOR VISIT INVOLVING TRANSPORT (PUBLIC TRANSPORT)

Page 1 of 2

HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTION	TICK IF IN PLACE
<p>Buses, Trams, Trains, Underground</p> <ul style="list-style-type: none"> ▪ Vehicle involved in traffic accident ▪ Busy roads and traffic ▪ Being left behind or separated from group ▪ Slips, trips and falls ▪ Travel sickness 	<p>Students Staff</p>	<ol style="list-style-type: none"> 1. Journey is planned and assessed: key risk points identified 2. Careful supervision, particularly in crowded areas, entry, exit and change points 3. Frequent head counts 4. Large groups divided into smaller ones, each with leader(s) 5. Students know their group and leader 6. Emergency plan in place 7. Students briefed on where they are going and what to do if they become separated from the group 8. Reminders about moving traffic 9. Students' medical information available and parental consent obtained for administration of medication 	<p>Planning</p>	
<p>Ferry Crossing As above, plus drowning</p>	<p>Students Staff</p>	<ol style="list-style-type: none"> 1. Close supervision on vehicle deck 2. Rules established and students briefed, especially re: open deck area (not permitted if it is dark or the sea is rough) 3. Remain in twos or threes (buddy system - each responsible for named other) 4. Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck) 5. Careful head count before disembarkation 6. Planned procedure for missing students, e.g. member of staff to leave as a foot passenger 		

RISK ASSESSMENT FORM FOR VISIT INVOLVING TRANSPORT (PUBLIC TRANSPORT)

Page 2 of 2

HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Air Travel As above, plus Airport Terminal	Students Staff	Pre-booking of seats to ensure the group are seated together		

When all of the above conditions are in place, the activity is considered low risk.
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RISK ASSESSMENT FORM FOR VISIT INVOLVING TRANSPORT (MINIBUS OR PRIVATE VEHICLES)

<i>HAZARD</i>	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTION	TICK IF IN PLACE
Minibus <ul style="list-style-type: none"> ▪ Traffic Accident ▪ Travel Sickness 	Students Staff	<ol style="list-style-type: none"> 1. Ensure minibus driver has appropriate licence 2. Driver to be minimum age 21, with full driving licence, held for at least three years 3. Driver makes appropriate checks before setting off 4. Driver ensures seatbelts are used 5. Luggage on roof is securely fastened and does not exceed 100kg 6. Appropriate level of supervision 7. Suitable embarkation points used (e.g. coach park, onto wide pavement) 8. Close supervision and head counts during any breaks in journey, and when getting on and off minibus 		
Private Vehicles <ul style="list-style-type: none"> ▪ Traffic Accident ▪ Travel Sickness 	Students Staff	<ol style="list-style-type: none"> 1. Driver confirms car is insured to carry students and has a current MOT 2. Seatbelts worn at all times 3. Permission obtained from parents 		

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RISK ASSESSMENT FORM FOR RESIDENTIAL VISIT ACCOMMODATION

Page 1 of 2

HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Fire	Students Staff	<ol style="list-style-type: none"> 1. Check accommodation meets national standards, ie meets the Fire Officer's recommendations/or has a Fire Certificate 2. Visit site - visual inspection of fire escapes, fire alarms, equipment, meeting point and procedures 	<p>Pre-visit check and/or check of information/ assurance from reputable tour operator</p> <p>Check on arrival and take up any issues, such as locked fire doors, with management</p> <p>On arrival, inform group of fire procedures</p>	
Child Protection	Students Staff	<ol style="list-style-type: none"> 1. School has exclusive use of sleeping accommodation 2. Staff accommodation adjacent to and on same floor as students 3. External doors and windows secure against intrusion 4. If student rooms have keys, staff have access to a master key 5. Students can easily contact staff throughout the night 6. Students are checked into rooms at 'lights out' 	<p>Pre-visit check and/or check of information/ assurance from reputable tour operator</p>	
Domestic Hazards	Students Staff	<ol style="list-style-type: none"> 1. Accommodation has Tourist Board rating/other external validation of standards 2. Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings 3. On arrival, staff and students to report any faulty items found in rooms 	<p>Pre-visit check and/or check of information/ assurance from reputable tour operator</p>	

RISK ASSESSMENT FORM FOR RESIDENTIAL VISIT ACCOMMODATION

Page 2 of 2

HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Hygiene	Students Staff	1. Tourist Board rating /Environmental Health endorsement, or similar 2. Visual inspection of washing facilities, lighting, heating, ventilation, catering	Pre-visit check and/or check of information/ assurance from reputable tour operator	
Night-Time Tendencies	Students	1. Information obtained from parents re: students' illnesses, sleepwalking, etc. 2. Suitable supervision arranged to meet students' needs	Use Parental Consent Form	
Special Needs	Students Staff	Accommodation meets any special needs of any member of the group	Pre-visit check as necessary	

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Carried Out By: _____ Signed: _____ Date: _____

RISK ASSESSMENT FORM FOR EXCHANGE VISITS WITH A SCHOOL ABROAD

Page 1 of 2

HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Inappropriate programme arranged by foreign school - high-risk activities or insufficient supervision	Students Staff	<ol style="list-style-type: none"> 1. Both schools have a good understanding of the standards required 2. Agree detailed programme from host school prior to departure 3. If programme involves swimming, adventure activities, etc., check programme with EVC 4. Ensure supervision arrangements comply with those of school 	Early face-to-face planning with host school essential	
High-risk activities during home stays	Students	<ol style="list-style-type: none"> 1. Both schools have a good understanding of the standards required 2. Students well matched with hosts 3. Parents and host family encouraged to make contact 4. Foreign school informs host families of their 'duty of care' to under-age guests 5. Briefings to students and parents re: students' responsibility to make sensible decisions 6. Agree rules on higher-risk activities including evening free time, alcohol, relationships, swimming, cycling, etc. 7. students have telephone contact number to contact accompanying teachers at all times 	Check information host school provides to their parents Information to students and parents - parents informed and agree to participation in any higher-risk activities such as canoeing, mountaineering, etc, if these are arranged by host family. Remind parents that children are not under direct supervision of teachers	

RISK ASSESSMENT FORM FOR EXCHANGE VISITS WITH A SCHOOL ABROAD

Page 2 of 2

<i>HAZARD</i>	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTION	TICK IF IN PLACE
Child Abuse	Students	1. Host school has adequate vetting procedure for host families 2. Students have telephone contact with accompanying teachers at all times	Check adequate procedures followed: make level of checks clear to parents	<input type="checkbox"/>
Road Traffic Accident	Students Staff	1. Explain host country's traffic systems, pedestrian crossings, etc. 2. If necessary, familiarise everyone with right-hand traffic	Plan training	<input type="checkbox"/>

When all of the above conditions are in place, the activity is considered low risk.

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