



EDUCATIONAL VISITS POLICY

1. Introduction

The School places a high value on fieldwork, excursions, visits and organised trips. It is a central part of the ethos of the school to provide the opportunity for educational visits and school excursions. Educational visits may vary from a local trip to an overseas expedition. The planning required will vary but the principles of assessing risk and putting in place reasonable control measures remain the same.

Pupils' physical and moral safety is of paramount concern. The School accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DfE Guidance Health and Safety of Pupils on Educational Visits). This policy (along with the procedures and Risk Assessment) is supported by and works in conjunction with the School's Behaviour and Anti Bullying Policies and the Safeguarding Policy and is overseen by the Educational Visits Coordinator.

This policy and procedure is informed by:

- The School's Health and Safety Policy
- Health and Safety advice on legal duties and powers, 2014 (DfE)
- Guidance for Health and safety on educational visits (26 Nov 2018 – Gov.uk)
- Standards for local Health and Safety of Pupils on Educational Visits (HASPEV) – Gov.uk, Feb 2014)
- National Guidance October 2020 (updated and including Document 4.4K "Coronavirus"), OEAP
- Adventure Activities Licensing Regulations <https://www.hse.gov.uk/aala/>
- Keeping Children Safe in Education 2021
- All relevant government advice and regulations concerning Covid-19 current at the time of the visit

Governors will ensure that;

- the school has an Educational Visits Co-ordinator who has access to appropriate high-quality training and to further competent advice.
- all trip leaders receive appropriate training.

Every visit needs to be planned very carefully considering the procedures and guidance in this document. Any staff planning a visit are expected to familiarise themselves with the guidance contained in this document and to follow school procedures at all times to ensure the health and safety of pupils and staff. Proper organisation is of paramount importance as an accident or injury, as well as causing distress for the individual and his/her family, could have a devastating effect on the community and school. This guidance is provided to help teachers and everyone associated with educational visits minimise the likelihood of anything going seriously wrong.

The key task for the Group Leader is to think through the health and safety risks of the pupils and staff involved in the visit or activity and seek to mitigate them. Organisers are deemed to be "in loco parentis" and must take such care of pupils as would a "prudent" parent.

The aim of this policy is to provide advice and guidance that will enable those in charge to have confidence in knowing that they have taken all reasonable precautions to ensure the safety of those in their care, their colleagues and themselves.

All documentation for educational visits can be found on SharePoint under Whole School Documents → Educational Visits. The policy can also be found in the 'Policies' folder.

2. Authorisation for Visits

- a) First seek authorisation for your educational visit/activity to run with the school calendar; apply to the Deputy Headteacher during the calendar consultation period in May/June each year explaining the educational purpose of the visit or activity.
- b) If calendar authorisation is given then every trip will need you to complete a risk assessment on Evolve with EVRA (Appendices A, B and C) and Medical Needs attached to show that you have thought through the risks. The EVRA template needs to be amended to focus on the specific risks of the visit you are planning. If it is an annual visit, then a review and update of an existing EVRA is required. The documentation will then be checked and the trip authorised by the EVC.
- c) For adventurous, hazardous, residential, and/or abroad trips, further authorisation will need to be obtained from the Headteacher and the Local Education Authority (LEA) via Evolve. Adventurous or hazardous activities range from swimming through windsurfing and canoeing to rock climbing and abseiling. For hazardous activities, pupils will need to be supervised by suitably trained personnel who are licensed by the Adventurous Activities Licensing Regulations (2004). If a trip leader is unsure if their planned trip falls into this category, they must seek clarification through the EVC.

Evolve, Medical Needs, and EVRA forms will be considered first by the school's Educational Visits Co-ordinator (EVC) and then by the Headteacher and approval only granted if it is clear that all risks have been considered and any medium or high risks mitigated:

- Complete Evolve form giving full details of the visit/activity, pupils involved, insurance and tour operator details, if appropriate.
- Complete EVRA form appropriate to the trip planned (Appendix A-C) detailing the risks.
- Provide a list of pupils, any medical conditions, special needs, safety plans, and emergency contact details.

- For single day, non-adventurous trips, submit the form to the Educational Visits Coordinator **at least two weeks before** the planned trip commences. If the trip is residential or adventurous and requires LGB authorisation, the form must be submitted **at least a month before** the trip commences.
- For residential visits, hold an Information Evening for Parents approximately four weeks before the visit departs, to brief them about the nature of the visit, activities involved, levels of supervision, safety issues and pupil behaviour expectations.

3. Participation in Educational Visits

The opportunities to take part in educational visits are open to all pupils. However, the school reserves the right to preclude pupils whose behaviour gives sufficient grounds for the belief that proper standards may not be maintained out of school and/or the health and safety of the party may be affected. This will generally include any pupil on a Final Warning or who is excluded in the previous 6 months prior to the visit or once the visit has been organised. Excluded pupils are not entitled to have their deposit refunded. Exceptions to this rule should be discussed with the Headteacher.

In addition, whilst we strive for inclusion of all pupils in all aspects of school life, there may also be pupils whose needs cannot be met on an educational visit. Every effort should be made to make reasonable adjustments for all pupils, further guidance on this can be obtained from the EVC or Headteacher.

4. Charging

Clearly, we have to charge for all visits and activities, or we wouldn't be able to run them; however, legally, we are only allowed to charge for visits if they are more than 50% outside curriculum time. If, therefore, a visit is more than 50% in curriculum time, then we request a voluntary contribution and use the wording in paragraph 7 'Letters to Parents'. If the visit is more than 50% out of curriculum time, then we can expect payment and do not need to refer to a voluntary contribution in the letter.

5. Financial Support for Pupil Premium Pupils

As explained in our Pupil Premium statement, pupils entitled to Free School Meals (FSM) in Years 7 - 11 are entitled to a subsidy on educational visits up to a maximum of £15. A subsidy to Challenge Week trips will also be made. There are also subsidies available to students who are entitled to the Sixth Form Bursary. There is also a small hardship fund for pupils/students who are not Pupil Premium or on a 16-19 Bursary. Please ensure that you make clear the cost of the trip to pupils eligible for FSM in your letter.

6. Planning Details

Getting the detail right is essential to a successful visit. Attached is a comprehensive checklist which should be used throughout the process (Appendix F).

7. Letters to Parents

Standard wording for letters to parents should include the following:

- A summary of what visit has been organised and for which pupils (year group/tutor group).
- The reason for the visit and its educational purpose.

- Details of all times, dates, accommodation, locations, transport arrangements and arrangements for dropping off and collecting pupils if appropriate. Consent must clearly state that pupils are permitted to meet and/or to be dismissed from a location other than the School
- Details of cost and method of payment; mention subsidies for pupils eligible for FSM (see paragraph 12). Mention that deposits are non-refundable unless the trip is cancelled.
- Arrangements for first aid.
- Consent – this can be obtained through ParentPay or Microsoft Forms if no payment required.

All letters to parents concerning school visits should also refer to these four issues:

Charging policy. See paragraph 4 above. If appropriate, please include the standard wording “The cost of this visit is..... We require you to make a contribution to cover this cost. If not enough contributions are received to cover the costs then the visit cannot go ahead.”

Behaviour policy. We are not under any obligation to take pupils on visits who cannot behave properly. The issue of the safety of the group is paramount and that of the public’s view of the school is also very important. Please include the standard wording “We reserve the right to preclude from this visit any pupil whose behaviour leads us to believe that she/he will not follow instructions or might behave in a way that might endanger the good order and safety of the rest of the group.”

First aid policy. It is not compulsory to have a qualified first aider on all visits; however, it is strongly recommended on hazardous visits which take place some distance from the availability of a doctor or hospital. If there is no qualified first aider on a trip, it is advisable to let parents know. The following wording should be used: “Could parents please be aware that there will not be a qualified first aider on this trip. Staff are, of course, in loco parentis and, in the event of illness or accident, will ensure that pupils receive specialist medical support as soon as possible”. However, the trip leader must ensure that a designated teacher is responsible for pupils’ medical needs, including first aid and medication for pupils and that he/she takes a First Aid kit on the visit as well as Accident Report Forms.

As a general rule, it is not necessary to ask for details of pupils’ medical conditions as these are provided by parents on admission. Trip leaders should ask the Trips Administrator for a list of pupils’ medical conditions and emergency contact numbers. It is advisable that they remind parents to ensure that the Trips Administrator has up-to-date details of their child’s medical needs. Trip leaders should make themselves aware of any required treatment or medication and seek further information from parents as necessary.

Parental consent. Parental permission and consent is required for **all** trips, regardless of whether they are in curriculum time, non-hazardous, or non-residential.

Parental consent can be gained through ParentPay if payments are required, but a letter outlining details of the trip and stating that consent will be given through ParentPay is still required. If students are meeting or being dismissed from a location other than Glenthorne High School, explicit consent must be gained from parents for this. Paper reply slips can be used, but Microsoft Forms is often a more efficient way of gaining electronic consent on specifics such as travel arrangements, dismissal times etc.

Model letters, which can be adapted, are given in **Appendix D**.

8. Supervision

The DfE provides general guidelines on levels of supervision as follows:

- Non-hazardous day trips in the local area: 1:20 (1:15 if the visit involves travel on the underground).
- Residential/foreign/hazardous visits: 1:10/12

Adults other than teachers can participate in supervision. All adults supervising pupils on educational visits must have an up-to-date enhanced DBS disclosure. Staff participating on the trip should be briefed in advance about their roles and responsibilities. Pupils with SEN may need 1:1 support through TAs and this will not count towards the overall ratios in place. For guidance on SEN support on trips, please communicate with the SEN department or EVC.

All staff on the trip must have a list of school numbers and contacts. Sufficient mobile phones should be taken, with a small number of school phones available from Finance. As a minimum this should be the trip leader's and at least one other mobile. Contacts for the school and emergency numbers should be added to mobiles in case of an emergency.

Pupils should always carry their own asthma inhaler or epi-pen if required and the designated member of staff for first aid should carry a spare.

All staff must ensure that they are in a fit state to carry out their responsibilities throughout the whole trip. This includes overnight for residential trips. Staff are not permitted to drink alcohol or smoke on educational visits.

The following procedures should be adhered to:

- **Only agreed and authorised activities should be undertaken;** adventurous and hazardous activities must be authorised in advance with the correct level of instruction/supervision in place; no swimming/paddling must be allowed without prior agreement and safety measures must be in place.
- Pupils must be sub-divided into groups, with each group the responsibility of one member of staff. When walking, one member of staff must lead the group and one follow at the rear with other staff actively supervising throughout the walk.
- Regular roll calls and head counts must be undertaken during the visit. This is essential when boarding coaches, leaving venues, or moving positions.
- Pupils must be advised of appropriate clothing and footwear in advance.

Additional procedures must be adhered to during **residential visits**:

- Accommodation should be as discrete to the group as possible and where there is no 24-hour reception cover, security arrangements should be in force to deter unauthorised visitors. These matters should be checked well in advance by the Group Leader along with other basic security checks.
- One member of staff must take charge of the medical information, checking for potential problems prior to the visit and taking responsibility for medication during the visit. The student list should be checked for any with safety plans and the DSL and/or appropriate pastoral lead should also check the pupil list to advise on any mental health and wellbeing concerns.
- Pupils should be given guidance on health and safety issues in the residential centre as well as fire drill procedures.
- Telephone contact lists for parents need to be checked. A mobile number alone is not sufficient and parents should, if at all possible, provide a reliable landline number as well. If the contact is not going to be the parent then this must be clarified and agreed who this is and that this person can act "in loco parentis."
- Telephone contact numbers should be checked at the Parents' Information Meeting.
- The behaviour policy must be explained to parents and pupils. The agreement which parents sign should cover this but parents should also agree to a procedure for the early return home of any pupil who puts the rest of the party at risk. This will include their responsibility to cover any extra costs.
- Any incident requiring medical intervention or of any other significance must be reported immediately to the Educational Visits Co-ordinator and the emergency contacts for the visit by telephone, fax or e-mail.
- Gender-questioning pupils should be identified, and adjustments can be made to ensure that gender-questioning pupils are able to participate in the trip. Adjustments and arrangements will be discussed and agreed with the individual young person and their parents/carers. Adjustments may include providing access to neutral toilets, changing and showering facilities, where available. A separate bedroom may be provided, where available. These situations can vary and are dependent on wider context, age, sexual maturity, and gender identity of the individual and where they may be in any transition process. Decisions should be made on a case-by-case basis.

9. Transport

- Coaches provide an easy and relatively safe way of transporting pupils. However, they have become increasingly expensive. They are only ever economical if you can fill most of the seats. We have good connections with local coach companies.
- Where public transport needs to be used, make very clear to parents in the initial communication what is planned. Also, you cannot assume pupils can make their own way home from, for example, Morden Underground Station, and you will have to clarify these arrangements with parents and obtain very clear consent.
- Please be aware that most private car insurance does not cover business use which would include taking pupils to a school activity in your car. It may only take a simple phone call to obtain this and may or may not be free. Under no circumstances should any teacher take any pupil in his or her car unless they are certain that they are fully insured.

Where parents take other parents' children to the school to go on a visit they do so by mutual agreement outside of the school's remit. For us to ask parents to take a group of pupils on a visit organised by the school would require those parents to have insurance that covers business use.

- The school minibuses can be booked and used for educational visits by staff who have been driving for more than 2 years and who have had at least two hours' driving experience in the minibus without pupils and with an experienced minibus driver who is a member of staff. The procedures for booking and use of the minibus are to be found in Appendix E.

10. Telephone Contacts and Emergency Procedures

All staff participating on the trip must be briefed in advance on emergency procedures.

In the event of an emergency, accident or behavioural incident, please ring the Headteacher immediately. Under no circumstances speak to parents direct or to the media. Contact with parents and, if necessary, with the media, will be dealt with by the school.

There needs to be a system of contacting parents when pupils are on a visit; this may involve the use of mobile phones or Group Call but it is essential that all parents are able to be contacted. Further, this system needs to work from the school as well as from the point of the visit.

11. Insurance

The school currently has insurance which covers all personal accidents on school visits London Borough of Sutton (LBS). The school also has Employer's liability insurance with LBS. For all other insurance, trip organisers will need to take out further insurance with private companies. If a pupil has a pre-existing medical condition, additional travel insurance may need to be acquired by parents. Evidence of this additional insurance should be reviewed by staff and the EVC before approving the pupils attendance on the trip.

A UK Global Health Insurance (UK GHIC) card will be required for all pupils participating in visits abroad. Please ensure that parents acquire a card for their children and that you keep them for the duration of the trip.

12. Finance

The Finance Office will assist you with the financial process for educational visits. Please liaise with them well in advance of the visit and do not publicise the visit to pupils until the Finance Office have the letter for parents and have set up the visit/activity on ParentPay. You should allow at least a week for this to happen.

Please encourage all pupils to pay by ParentPay; if not, payments can be accepted at the Finance Office by credit/debit card or in cash.

The Finance Office are happy to book coaches/accommodation and support you with the budgeting. Please remember that for any visits in curriculum time, 10% needs to be added to the budget to cover the costs of supply teachers; please calculate these costs when you are planning the visit budget, ensuring that the visit does not make a financial loss.

After the visit, please liaise with the Finance Office to prepare financial accounts for the visit which need to be approved by the Headteacher and are subject to audit.

Policy reviewed: **July 2023**

Next review date: **July 2025**