



The Governing Body of Blackfen School for Girls adopted this Education Visits Policy on \_\_\_\_\_.

Next review date is: **December 2016**

## Statutory Statement

There is no legal requirement to have an EVC. However it is recommended that an EVC is appointed to liaise with the Local Authority's outdoor education advisor. (**Health and Safety: Advice on Legal Duties and Powers DfE June 2013**)

## Rationale

Educational Visits play a significant part in the development of young people, adding to many aspects of the curriculum and broadening their experiences. Blackfen School for Girls fully supports and encourages all visits that are correctly planned, managed and conducted. At Blackfen we acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of students.

## Outcomes

- provide 'high quality educational visits' for as many students as possible
- the leaders of the educational visit are competent to lead
- the residual risk following implementation of any control measures is deemed to be acceptable
- relevant aspects of the risk assessment process should be shared with staff and helpers involved in the visit, as well as participants and where appropriate parents
- there is an **appropriate supervision level at all times**, and that this level of supervision has been approved by the EVC and Head of Establishment
- parents and those with parental responsibility are made fully aware of the likely risks and their management, so that consent or refusal can be given on a **fully informed** basis
- the standard public liability cover will be in place and the **AIG Travel Insurance** that includes cover for: Personal Accident, Cancellation, Loss of Money, Personal Property and Medical Expenses for all School Journeys
- parents are aware of the intended form of transport, and their consent obtained
- all staff involved in water-margin activities are conversant with, and adhere to guidance contained within the document: '**Group Safety at Water Margins**', produced by DfES
- all staff involved in a visit are aware of the action to be taken in the event of an emergency

## Key Roles

### Head

- To appoint an EVC
- To formally approve all educational visits

### EVC

- Will be the principal contact with the LA over visits planned by the establishment
- Will be involved in the planning and management of Educational Visits including adventure activities led by the Establishment's staff
- Will ensure that an appropriate policy is in place for Educational Visits, and that this is updated as necessary
- Will be required to attend training, and up-date training where appropriate
- Will ensure that DfES guidance, LA guidance, the policy, is readily available for access by staff
- Will keep appropriate records of Educational Visits, and to make these available to the LA where requested, as part the LA's statutory monitoring role

### Staff leading visits

- Will ensure there is an **appropriate supervision level at all times**
- Will organise the visit in accordance with the procedure as laid out in appendix
- Will complete all the necessary online visit forms on EVOLVE
- Will attend a 'Health and Safety' meeting with the EVC
- Will maintain contact with the EVC at various intervals during the visit

### Students

- Will act and behave in every way as if they were still on school site

### Parents

- Will give consent on an informed basis and to complete any relevant documentation

## Monitoring and Evaluation

This policy will be monitored and evaluated by the governors' Curriculum Committee annually.



# Blackfen School for Girls

Raising aspirations - releasing potential

## Appendix to Education Visits Policy

*Please note: all forms referred to in this policy are available in Fronter/Trips/Documents*

### Overview

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

There is no legal requirement to have an EVC. However it is recommended that an EVC is appointed to liaise with the Local Authority's outdoor education advisor. **(Health and Safety: Advice on Legal Duties and Powers DfE June 2013)**

**This school's EVC is Simon Neil**

The role of the EVC is detailed in Section 2 of the publication 'Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE 2012' (the booklet), a copy of which is on Fronter under 'Trips'. This has been compiled by the local authority.

All Visit Leaders are required to read the booklet in conjunction with this policy. All forms referred to in this policy are available from the EVC, or may be photocopied from the booklet, or downloaded from EVOLVE.

### Approval for Visits

Before any visit outside school is allowed to go ahead the following chain of approvals needs to be obtained:

The Head – Mathew Brown:	Approval of letter to parents and in principal to the visit
The Business Manager - Gary Morgan:	Approval of costing (effect on costs)
Finance Manager	Approval of costing (effect on costs)
The EVC – Simon Neil	Approval and supervision of visit
Office – Janice Clayton	Check for calendar clashes
Cover – Roberta Keenan	Check for cover clashes and cover costings

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

Approval of 'normal' day visits is at the discretion of the EVC. However; visits that are either:

- Overseas
- Residential or
- Involving an adventurous activity (as defined in Section 29 of the booklet)

will require the additional approval of the LA (Visit Form online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made. A member of the governing body will be appointed to oversee this and liaise with the EVC.

If an external provider or tour operator is being used, such as:

- Duke of Edinburgh
- Bexley youth services
- Overseas expeditions such as World Challenge
- An education or field studies centre
- Youth hostel or other accommodation centre or hotel
- Professional educational visits organisers or tour operators

they must complete the 'Provider Form' at the time of the provisional booking. The procedures to be followed in this case are outlined in Section 29 of the Booklet.

## Competence to Lead

- Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In assessing competence to lead, the EVC will take account of the factors stated in Section 10 of the Bexley Booklet. Staff who wish to lead (i.e. supervise or instruct) an adventurous activity as defined in Section 21. Must first upload details and scanned copies of all relevant qualification (e.g. instructor certificates, first aid, etc) to the 'My Details' section of their EVOLVE account. Full procedures and criteria can be found in Section 28 of the Bexley Booklet.

## Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

## Cost of Trips

- It is recognised that all monies paid for Educational Visits are voluntary contributions and that no student should be prevented from attending an Educational Visit because of an inability to pay. However, if insufficient monies are collected to cover the costs then it may be necessary to cancel the Educational Visit.
- Students should pay all monies for the trip through Wisepay or in exceptional circumstances into the Finance Office. Parents who have been offered financial assistance will still be asked to make a contribution to the cost of the trip. The Business Manager, prior to letters going home, must agree arrangements for this. Under no circumstances should Teaching staff collect money from students.
- Additionally parents/carers should be given the opportunity to pay for any trip in instalments. Consequently an initial letter should go out in good time with clear dates of when instalments should be paid.
- Additional contributions to help towards the costs of cover will have to be discussed with the EVC in conjunction with the Business Manager. The following additional costs are guidelines only:
- Local day trips (not travelling by coach) – usually no additional costs, unless a large group is taken.
- Day trips with a coach – additional £5 per student.
- Residential trips – additional £4 per student per day.
- However, in certain cases it may be possible to reduce or negate cover costs altogether. Factors such as:
  - Number of teachers out of school.
  - Number of lessons needing covering.
  - Number of cover assistants available.
- Will be considered before any final decision on additional cover costs is made. There will be no additional cover costs during enrichment week as all students are off timetable during this period.

## Plan B

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of **Plan B**.

## Staffing Ratios

A professional judgement must be made by the Visit Leader, Head teacher and EVC as to the appropriate ratio for each visit.

This will be determined by:

- Type, duration and level of activity
- Needs of individuals within the group (SEN)
- Experience and competence of staff and accompanying adults
- Nature of the venue
- Weather conditions at the time of year
- Nature of transport involved.

However, when planning a trip the following guideline may be useful:

- Day trip – 1 adult to 15/20 students, 1 adult to 20/30 sixth form students
- Residential trip – 1 adult to 10 students
- Overseas trip – 1 adult to 10 students
- High risk trip – 1 adult to 8 students.

**Bexley guidance do not have a set criteria on staffing ratios. This is the responsibility of the school to set in place and the main priority is that the Trip Leader is competent to lead the trip.**

## Supervision

Students must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of students
- Age of students
- Responsibility of students
- Competence/experience of staff
- Environment/venue

## Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the students in their immediate care and be provided with details of students with special medical conditions.

## First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water etc).

'Basic Skill' e.g. a 3 hour non-assessed course, is generally suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

First aid kits are available from the School office. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

## Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all students and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all students must wear a seat belt. Staff must ensure that students comply with this rule; students may also be asked to check the seat belt of their neighbour.

If any students are to travel by car, the driver must complete the form 'Private Car'. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

### **Water 'Margin' Activities**

Where students might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. **This document can be found on the EVOLVE website.**

### **Educational Visits Checklist**

The 'Educational Visits Checklist' is an essential part of the risk management process and is applicable for all visits.

### **Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. It is also important to ensure that details of other incidental activities are included, together with **Plan B** if appropriate. The letter should also state the cost of the visit per student.

In addition the letter should include the following phrase after the details of the cost: 'Payment of this charge is voluntary and no student will be excluded due to her inability to contribute. However, if the number of students actually paying is insufficient to cover the charges, the visit will not be able to go ahead. In cases of financial hardship please contact either the Business Manager or Mr Neil in confidence, so that help may be offered.' Even if help is provided a contribution towards the cost of the trip will be expected.

The reply slip should read:-

'I give permission for my son/daughter \_\_\_\_\_ in Reg \_\_\_\_\_ to take part in a visit to [insert venue details]. I have read and understand the information about the visit. I enclose a cheque for £ [amount] made payable to 'Blackfen School for Girls/I have paid via the School's Wisepay system.'

In the case of sports fixtures, the reply slip should read:-

"My son/daughter \_\_\_\_\_ is able to play in the ..... match (at .....) on .....  
I have read and understand the information in the letter, and give permission for my son/daughter to take part."

## **Booking an Educational Visit outside School**

### **Before the Visit**

1. Fill in the school's preliminary 'Outline Approval for an Off-Site Visit' at least 6 weeks in advance and submit to the EVC along with letter to parents. It is important that all costs and number of teaching hours that need to be covered are accurately entered on the form. A decision will then be made about whether cover costs should be included in the cost of the trip. The letter to parents should contain the information under 'Seeking Parental Consent' above.
2. Attend meeting with EVC to discuss the trip and costs.

If approved:-

1. Complete the Check list Educational Visits Checklist
2. Book Visit
3. Book Transport
4. Send letter home and Student Medical Forms home
5. Complete Staff Medical forms for all staff going on trip
6. Complete the Event Specific Risk Notes (ESN)
7. Complete the online Educational Visit Form and copy to EVC. EVOLVE website [www.lbbexleyvisits.org.uk](http://www.lbbexleyvisits.org.uk), username is your Surname followed by a space followed by your first initial. The Password is blackfen666.
8. Ensure that the Letter to parents, Educational Visits Check List, ESN and any other relevant documents are attached to the online Visits Form
9. Submit online Visits Form to EVC and await final approval from Head Teacher
10. Attend Health & Safety Meeting with EVC

### **On the Day of the Visit**

Be sure to:-

- Collect 'Emergency Card Visit Leader and Emergency Card Home Contacts' from School reception
- Collect first aid kit(s) from the School office
- Collect any medication being held in the School office
- Collect School mobile from the School reception and advise number being given out (provide this to parents beforehand if necessary)
- Brief supervising parents (if applicable)
- Give supervising parents their lists of students (if applicable)
- Register students

During the course of the visit, students should be double-counted regularly as appropriate, and always when changing locations. When boarding coaches, registers should be taken rather than counting.

The School mobile phone(s) should be switched on during the entire homeward journey.

### **Accident/Incident whilst on a school trip**

If an accident or incident should occur whilst your son/daughter is on a school trip, the school will ensure the following actions are taken:-

- Administer first aid where appropriate. This may be a member of staff who is first aid trained or qualified staff at the venue.
- Teachers will ensure they have a number of Accident/Incident forms with them in case of need.

- Teachers will complete an Accident/Incident form if required. This should be given to the EVC admin support (Miss Rogers) on return from the trip to upload onto Evolve.
- Teachers will inform the parent/carer of the accident/incident that has occurred by telephone.
- Teachers will inform the Head of the establishment of the accident/incident that has occurred by telephone.
- The EVC will follow up the incident on return from the trip.

### **After the Visit (Evaluation)**

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the de-brief is to identify what went well and what could have been done better, in order to inform future planning.