

SCALBY SCHOOL

Educational Visits Policy

The Governing Body referred to in this document will be taken to mean the IEB, until such time as a new Governing Body is established.

HISTORY OF DOCUMENT

Issue No.	Author	Date Written	Approved by Governors	Comments
1	NYCC	M. McCluskie	11.11.09	

This policy replaces an earlier document approved by the previous Governing Body. It has a greater emphasis on inclusion. There may still have to be individual exclusions from visits for behavioural reasons. These will be dealt with on a case by case basis.

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered at Scalby School. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school. Where possible we aim to enable as many students as possible to participate in the range of visits offered by the school.

PURPOSE

- 1 To ensure that every student has the opportunity to benefit from educational visits.
- 2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- 3 To enable the school to identify appropriate functions, responsibilities, training support and monitoring for all governors, the Headteacher, staff helpers, students and providers involved in educational visit.
- 4 To comply with LEA 'Safety Guidelines for Education Visits and adventure Activities' and to keep up to date with further advice.
- 5 To meet DfES guidelines (1998) entitled 'Health and Safety of Students on Education Visits' (HASPEV) and DfES 3 part supplement and guidance (2002).
- 6 To ensure that where appropriate further advice is sought from LEA and other technically competent personnel.
- 7 To ensure that educational visits are in line with school policies on special needs, inclusion and equal opportunities.

BROAD GUIDELINES

PLAN – DO – REVIEW - RECORD

APPROVAL

All visits are linked to the school aims and planned and approved at least 12 weeks in advance in accordance with the visits planning procedures. Approval for visits should be sought by completion of the Educational Visits Proposal Form (Annex A) which should then be handed to Mr McCluskie (Educational Visits Coordinator.)

Governors delegate approval of low risk and routine visits and occasional opportunities to the Educational Visits Coordinator.

All higher risk visits including adventure activities, residential visits and foreign travel will be submitted for Governors' approval after approval by the Educational Visits Coordinator. The designated governor for school visits will give initial approval on behalf of the Governing Body. This will be reported to the Full Governing Body at the earliest opportunity.

Where appropriate LEA approval and further technical advice will be sought.

The Educational visits Coordinator will overview the approval, planning and review and evaluation of trips.

There will be a named group leader and where appropriate, a deputy, on all visits. Her/ his role is to :

- Plan the trip and complete the required pro forma related to school trips.
- Ensure sufficient staff of the right experience are checked (CRB if these helpers will be left in sole charge of students on a trip and always for residential visits). Supervising staff should be carefully briefed about their role before the trip.
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- Consider SEN and disability access issues and liaise with the SEN department as required.
- Ensure that risk assessments and management including generic, site specific and ongoing are undertaken and recorded. (See Annex B).
- Ensure that Best Value is applied when selecting providers, appropriate checks are made (See sample letters - Annex C), insurance and financial support procedures are followed.
- Hold a parents' meeting if the visit is residential or high risk. (See parents' meeting checklist below)
- Ensure emergency procedures are planned and followed. (See below)
- Undertake pre-visits for all new visits and residential accommodation in this country and where possible, for trips abroad. Where pre-visits are not possible abroad, the group leader should aim to seek as much information as possible via other schools and the tour operator.
- Evaluate the visit after it has taken place. (Annex D).

PARENTS

- 1 Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- 2 Parents meetings will be arranged for all residential trips and high risk activities.
- 3 Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost of and be responsible for collecting students in certain circumstances.

STUDENTS

- 1 Students should be briefed about the aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- 2 Where possible students should be involved with planning, developing codes of conduct, assessing/ managing risk and evaluating their own attitude, behaviour and learning.

GENERAL POINTS FOR ORGANISATION OF A VISIT

- 1 A member of SLT will be a point of contact made known to parents before a trip and for a residential visit a member of SLT will meet and see off trips.

2 **Funds**

- Money collected from students to fund a trip must be paid into the Scalby School Fund account. If money is to be collected by instalment, payment cards are available from the Office.
- A rough breakdown of the costs must be submitted to the EVC in advance of arranging a visit. Any surplus left in the account on completion of a balance sheet will be returned to students. Minimum refund £5 per student.
- If a trip is a compulsory element of a course the school will endeavour to help meet the costs for parents who are struggling to find the funding. In such cases parents should be asked to speak to the group leader.

3 Day trips to support curriculum area should generally aim to involve all students in the relevant year group.

4 **Selection of students**

- As soon as students have been provisionally accepted onto a trip, a list of names should be handed to the Learning Manager, SEN Manager and the EVC who will forward any relevant student information. Only then should students be firmly allocated a place.
- Group leaders should send a list of students participating on each trip to the Office so that a central list may be kept. Leaders should consult this prior to making the selection of students to ensure that as many students as possible are able to participate in a trip during their school career.
- Leaders should make the criteria used for selecting students if the trip is oversubscribed. In most cases it is appropriate to hold a ballot in these circumstances.
- On letters to parents informing them of trips, it should be made clear that participation on such trips depends on the sensible behaviour of the students.

5 **Special Needs**

The special needs of individual students (medical, sensory, physical, educational and behavioural) will be taken into account by the group leader. The leader will discuss the necessary special arrangements with the Special Needs staff based in the school. The main issues to consider are:

Access
Travel
Equipment
Personal hygiene (toileting)
Sleeping arrangements
Safety
Support (Finance and additional staffing)
Differentiated activities.

6 **Rooming on residential visits**

The following guidelines should be followed:

- Avoid single rooms for students
- Students should have adjoining rooms with staff quarters next to them
- Access to student rooms by staff must be available at all times
- Male and female sleeping areas should be separate (eg separate floors)
- Locks on all rooms should work
- Security arrangements must be in place e.g. is reception staffed 24 hours
- The party must be made aware of fire exits
- Guidelines should be issued re safety in rooms e.g. balconies.

7 **Use of outside contractors e.g. tour operators and coach companies**

- It is necessary for the group leader to check the safety management systems of all outside contractors used for the visit and written confirmation provided (see Annex C for sample letters).
- Where foreign coach companies are used, checks should be made about the availability of seat belts and parents informed accordingly.
- The group leader (or other supervising staff in his/ her absence) retains the responsibility to overrule decisions reached by staff provided by outside contractors if she/ he feels that the safety of the students is at risk.

8 **Supervision**

- Supervising staff must be fully briefed about their responsibilities by the group leader before and during the trip. Appropriate checks must be carried out for non teachers who will be in sole charge of a group of students.

- Where parents are used to supervise a trip, they should not be responsible for directly supervising their own child in order to avoid conflicts of loyalty. They must accept that the group leader ultimately has overall responsibility for their child during the trip. Parents must be made aware of these points prior to the trip.
- On a residential or day trip in the UK supervision rates should be 1: 15 for routine trips and 1: 10 for trips of a hazardous nature. On foreign visits the ratio is 1:10.
- Students should always be in groups of at least three if they are not being directly supervised and they should be made aware of an emergency contact point that will be staffed throughout the activity.
- Group leaders should plan and prepare appropriate supervision and planning for 'down- time' during a residential visit.
- The group leader should ensure that the mobile phone network in the area to be visited works for their party or if this is not possible that the location of the nearest available landline is known.
- A male and female member of staff should accompany a trip involving both girl and boy students.

9 **Swimming**

Swimming activities are extremely hazardous. Students should only be allowed to swim in a swimming pool if a fully qualified life-saver is present. A member of staff should always remain outside the water for surveillance purposes and groups of no more than 15 students should be using the pool at any one time. Parents must be clearly informed of swimming activities **before** the trip. Swimming in the sea must not be permitted.

10 **Foreign visits**

In addition to the points made for all trips the group leader should arrange the following safety measures to be in place:

- Party members should carry with them at all times the address and telephone number of their accommodation and that of the group leader. If appropriate, a local map should be provided.
- Make checks that the mobile phones used by their party operate correctly in the country they are visiting.
- Provide a phone card in the appropriate currency to be carried by each student together with instructions relating to use of public phones.
- Provide a list of key phrases to each supervisor and student that could be needed in an emergency.

11 **Emergency procedures**

The group leader should ensure that supervising staff are familiar with the following emergency procedures:

- The group leader is responsible for deciding actions in the case of an accident/ incident. He/she should use professional judgement in these circumstances. This may require the leader to challenge the decision of contractors and activity leaders, for example if an activity appears too dangerous. Where such an occurrence happens in a small group supervised by another teacher, that teacher is responsible until the group leader is contacted which must happen as soon as possible. Mobile phone numbers should be provided before the trip.
- Decide whether hospital or doctor should be contacted. Emergency phone numbers should be provided to staff before the trip.
- Check for allergies on the student medical list that should be carried at all times.
- Make sure that staff know about medical procedures eg payment will need to be made for doctor or hospital treatment and receipts asked for.
- The group leader will inform Mr McCluskie or another member of SLT if he is unavailable. Mr McCluskie or another member of SLT will contact the parents. In an emergency avoid students using mobile phones until school and parents have been contacted to avoid wrong information being passed on and causing unnecessary panic.
- Ensure procedures are in place to keep the rest of the party safe and supervised.
- EMIC cards should always be available both on trips and back at the hotel.
- A first aid kit should be carried at all times. An identified member of staff should carry this and be responsible for administering emergency First Aid.
- Students are responsible for their own medication unless parents have asked otherwise.

Insurance

Full insurance for the students is essential for all excursions/day trips and is arranged through North Yorkshire County Council, details of which are available from the Business Manager.

Parents Meeting Checklist

A meeting of parents must be called at least two weeks before the departure date before the longer excursions so that parents are able on the one hand to be given information and on the other are able to inform the organiser of any problems with their children. **A record should be kept of any questions raised and answers provided at such meetings. In particular, details must be given concerning fire drills and procedures for taking students into towns.** Parents must be told **EXACTLY** how students will contact staff should one of their group become ill or get lost. Staff are required to be on hand **AT ALL TIMES** to deal with any unforeseen accident. The following checklist should be followed:

Date of visit

Time of departure and return

Name of Travel Company and mode of transport

Names of leader, deputy and other staff

Objectives of the visit

Itinerary

How assessed risks will be managed

Supervision of students

Fire drills

Standards of behaviour

Insurance cover

Clothing and equipment

Details of information required from parents and what they will be asked to consent to (e.g. use of swimming pool if relevant.)

Amount of money to be taken by students

On exchange visits, the details of host families

Destination details with full address and telephone numbers

Correct completion of details on students' medical forms

How parents will be informed of arrival at destination. This should be by telephone or postcard and parents informed accordingly.

- 14 A medical and LEA consent form must be filled in by parents of each student participating in a visit. A copy of this should be available in the following places:
 - At school in the pack left with the EVC
 - With the supervisors who will be in sole charge of the student at any time
 - Centrally held by the EVC.
- 15 On residential visits students must inform parents immediately of arrival by postcard or telephone. This will be explained to parents at the parents' meeting.
- 16 Two copies of the following information should be left in school with the EVC at least three days before the trip takes place (See Excursions Checklist- Annex G):
 - Itinerary
 - Contact telephone number and address for the group and a mobile telephone contact number- school mobile available if required.
 - Copies of the parental consent and medical declaration forms
 - Copies of travel documents, insurance documents and medical papers
 - A copy of the contract with the centre/hotel if appropriate.

CHARGING AND REMISSIONS POLICY

The Local Authority has produced a policy on charges for school activities and the Governors of the School have accepted this as the policy for Scalby School.

- We shall make charges for board and lodging on residential visits and ask for voluntary contributions to cover all other costs.
- We shall continue to ask for a voluntary contribution towards the cost of transport for school teams and certain other activities.

18 Minibus

Any member of staff planning to drive the school minibus as part of an educational visit must hold the relevant minibus driver's qualification.

19 **Visas**

Where these are required parents are responsible for obtaining them for their son/ daughter.

20 **Passports**

The group leader should discuss with the EVC the use of group or individual passports. In most circumstances it is expected that a group passport will be used on an educational visit to a foreign country. However individual passports minimise problems if a student requires to have medical treatment beyond the return date of the visit.

21 **Staff responsibilities during school visits where an outside contractor is used**

- School staff are responsible on behalf of the school for the students in their care.
- North Yorkshire LEA Residential Centre staff have ultimate responsibility for decisions concerning specialist activities in which our students are involved.

In practice, accompanying school staff will, of course, remain vigilant at all times and **should not hesitate to intervene if in their judgement it is necessary to do so.**

The same principle applies for any activity where non-school specialist staff are involved with students.