



## **EDUCATIONAL VISITS POLICY**

**This policy includes the Early Years Foundation Stage (EYFS)**

***Date reviewed: February 2023***

***Date of next review: February 2024***

### **Introduction**

At St Wystan's School, we recognise the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. At St Wystan's educational visits should:

- Be relevant to current learning
- Enhance pupils' understanding of the curriculum
- Provide hands-on, experiential opportunities to explore the curriculum
- Develop social skills

This document has been drawn up in accordance with the DFE's 'Health and Safety of Pupils on Educational Visits' document (last updated 2018).

Educational visits will be planned and operated in accordance with this policy and guidance so that everyone involved understands their responsibility and can participate fully and safely in learning outside the classroom. All staff taking or assisting on school trips will be aware of the policy and of all specific local requirements.

The children at St Wystan's should have the opportunity to participate in an educational visit off-site at least twice during any given academic year.

The information below applies to both day and residential trip. Specific additional information relating to residential trips is provided at the end of this section.

### **Inclusion**

Every effort will be made to make educational visits accessible to all pupils. Staff should plan for inclusion from the outset and should make appropriate, 'reasonable adjustments' to enable the participation of all pupils. However, parents should also be advised that the Headteacher reserves the right to exclude a pupil from a visit should it be felt that, for any reason, the pupil will not cope with the trip or their presence may be a danger to themselves or the wider group.

### **Roles and responsibilities**

The trip leader is responsible for the planning, organisation and management of the visit. This includes identifying the purpose and objectives, undertaking a pre-visit, organising appropriate staffing, within ratio, and completing all required documentation relating to the trip.

At St Wystan's, the Headteacher is the Educational Visits Coordinator. The Headteacher will ensure the trip leader is competent to undertake the activity. The Headteacher is responsible for approving all trips, including overseeing the risk assessments.

The Operations Manager is responsible for approving the cost of each trip and where relevant, will communicate directly with the finance team regarding the billing of parents. The Operations Manager is responsible for ensuring the school has appropriate insurance cover in place in relation to any trips and processing any claims that arise.

### **Consent**

Where a trip is village based, parents are asked to acknowledge that, over the course of the year, their child will take part in walks and trips around the village. Parents are required to give specific consent for their child to participate in educational visits organised by the school outside the village. Specific consent will also be sought for all residential trips.

While it is expected that all parents will give consent for their children to take part in an educational visit, where consent is not given, a pupil will be required to join another class for the duration of the trip.

Consent forms will be sent electronically to parents via Parent Hub.

### **Trip paperwork**

The trip leader must ensure that all paperwork is completed prior to the trip taking place. Paperwork can be found at the following link: [Trip paperwork \(day and residential trips\)](#).

Forms EV2 and EV3 (trips checklists for days and residential trips) give an overview of all steps to complete in advance of the trip and should be followed carefully.

It will be the responsibility of the party leader to check that all the consent forms and medical details for each child have been successfully collected by the deadline. It will be the responsibility of the Headteacher to consent to the trip going ahead after reading the risk assessment.

### **Risk assessments** (Forms EV4 day trips, EV5 residential trips)

The safety of all participants is of paramount importance for any trip. The trip leader is required to produce a written risk assessment which identifies what could cause harm during the trip, those who may be affected and the reasonable and practical measures that will be put in place to control them and to protect the participants. Where possible the trip leader should undertake an exploratory visit to the location, to identify any possible risks. The trip leader may obtain a copy of the venue's own risk assessment to supplement their own. Where a venue is providing instructor-led activities, the

trip leader must be satisfied that the activities will be delivered safely and that the instructors are both trained and competent, and have safeguarding training.

The EV4 or EV5 risk assessment forms should be handed to the head teacher at least four weeks in advance of the educational visit.

### **Water-based activities**

Although deaths of pupils on educational visits are thankfully extremely rare, many of those that have occurred in recent years have involved water-based activities, whether in swimming pools, the sea, lakes or rivers. It is important that risk assessments take account of:

- the competence of the group leader and the other adults who will be present
- adult to student ratios
- potential hazards
- the likelihood of someone falling into the water
- foreseeability of a 'panicky' swimmer
- underwater hazards (e.g rocks or strong currents)
- getting the group in and out of the water easily
- changes in weather
- tidal conditions

When a trip includes water-based activities, appropriate life-guard cover must be in place.

### **Expectations of staff**

- All staff should attend a pre-trip meeting. At the meeting they should be briefed on their responsibilities and given a copy of the risk assessment.
- Staff should ensure the supervision of pupils throughout the visit according to professional standards and common sense
- Staff should take reasonable steps to avoid exposing pupils to dangers which are foreseeable and beyond those which the particular pupils can reasonably be expected to cope
- Regular headcounts and registers should be taken throughout the trip

Sometimes, pupils may be given time to be in small groups, whilst remaining under the supervision of staff. In this case:

- Pupils should not be in groups of less than three
- The geographical area should be clearly defined
- A time limit should be set in proportion to the age of the pupils.
- Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble

### **Expectations of pupils**

In advance of the trip, a safety code should be clearly defined. Pupils should be briefed on:

- rules and behaviour expectations
- what to do in an emergency
- what to do if they become separated from the group

## Transport

Pupils may travel on foot, by public transport, using the Repton minibuses or a reputable coach company. Minibuses and coaches should be discussed with and booked by the Operations Manager. Transport should be fully risk assessed, as outlined in the EV4 and EV5 forms. Whilst on the coach or minibus, pupils should remain seated with seatbelts on at all times. Where a member of staff is driving, an additional member of staff must be seated with the pupils.

Considerations when choosing a coach provider should include:

- Check that the coaches have appropriate seat belts for the age of the pupils (see below for more information on seat belts)
- Ensure that the chosen coach company will not subcontract to another company, as the subcontractor may have different standards
- Ask for copies of the operators vehicle, public liability and employer's liability insurances
- Confirmation that the coach company has a specific risk assessment for group travel with children and young people
- Confirmation that vehicles undergo four weekly safety checks
- If travelling abroad, check that the driver has experience in driving the coach in the expected conditions, e.g. mountain roads and in snowy conditions
- Ask if the coach company has any external accreditation or audit such as the BUSK Benchmark, CoachMarque or Guild of British Coach Operators

Where a minibus is being used. Seatbelts must be installed and used during the journey.

Where pupils are traveling on foot, they should walk in an organised line with sufficient staff supervision at the beginning and end of the line. For larger groups, additional adults should be distributed along the line of walkers.

The use of staff members' private cars is not advisable.

## Clothing

It is usual for pupils to wear full school uniform during a trip. Where an activity is outdoors, or more physical in nature, it may be more appropriate for pupils to wear full PE kit. For residential trips, a full kit list should be provided outlining all clothing required for the duration of the trip.

## Staff Pupil Ratio

When arranging staffing for a trip, account should be taken of the nature of the group, the activity etc. As a general guide, there should be a **minimum** ratio of:

- 1:4 in Reception
- 1:6 in Years 1 – 3.
- 1:15 Years 4 – 6.

In consultation with the Headteacher, exceptions may be made. For example, for games trips or for

small outings it might be appropriate for one member of staff only to accompany the group, provided that they have a first aid qualification and they are not the driver of the vehicle.

In the case of trips involving the early years, one member of accompanying staff must have a pediatric first aid qualification.

### **Identification lanyards**

A set of pupil lanyards are available to be taken on trips. The lanyard gives the name of the school and the school office phone number. The trip leader should make a decision, as they risk assess the trip, about use of the identification lanyards. It is recommended they are used for larger groups and when the trip is in a busy environment.

### **Volunteers**

Parents or members of the administrative or support staff may accompany a visit provided a teacher employed by the school is the party leader and the majority of the supervisors are teachers. Where volunteers are invited to join a trip, the trip leader will carefully ensure that each one is aware of their role and responsibilities. Volunteers should be included in the pre-trip meeting and should be provided with a copy of the risk assessment.

Any volunteers should be agreed in advance with the Operations Manager so that relevant background checks can be put in place in advance of the trip. Volunteers who do not have a DBS certificate will be fully supervised for the duration of the trip and not permitted to undertake any kind of personal care for the children.

### **Staff driving minibuses**

All members of staff who drive a school minibus must hold a valid driving licence and be over 25 years of age. Staff must bring any endorsements to the attention of the Operations Manager and should be able to complete the driving declaration. For minibus journeys of two hours or more there should be a second driver.

### **First aid and medication:**

The trip leader should have with them

- a list of any medical details such as allergies and chronic conditions
- a first aid kit (may be delegated to another member of staff)
- any required medication (may be delegated to another member of staff)
- a mobile phone

### **Emergency situations**

Should a serious incident occur during an off-site activity, the trip leader must:

- Ensure all staff and pupils are safe from danger and that steps are being taken to provide medical care for the injured
- Contact the emergency services
- Contact the school via telephone
- Discourage pupils from contacting their parent directly
- Do not speak to the press

A member of staff must contact a member of the SLT on 01283 703258. All accompanying staff

should have the mobile numbers of the SLT with them for use if needed.

### **Emergency Procedures for other Accidents/Incidents**

Should an accident/incident occur, the trip leader should fill in the school accident report book once back at school, along with the EV7 form. The Headteacher must be informed at the earliest opportunity.

### **Missing/ Lost child**

In the event that a child becomes detached from the group, the trip leader should follow the procedures outlined in the schools missing child policy.

### **Delayed Return**

If a visit is delayed, the trip leader should phone the Operations Manager. The Operations Manager will communicate the delay to parents via Parent Hub.

### **Additional Guidance for Planning Residential Trips**

#### **Pre-trip meetings**

The trip leader will organise a meeting with parents, well in advance of the trip, to discuss the arrangements, any passport or visa requirements, approximate cost, activity schedule and accommodation. The final costs should be discussed with the Operations Manager before being notified to parents. Parent will be informed of the cost well in advance of the trip.

Written information sent to parents should include the following:

- Accommodation and meal arrangements
- Travel arrangements including time of return
- Activities and visits in which pupils will be allowed to participate
- Name and address of insurers, where different from the normal school insurance
- Health formalities *e.g.* inoculations required
- Advice on clothing, equipment and pocket money

#### **Staffing**

The number of accompanying staff must be discussed with, and approved by the Headteacher well in advance of the trip taking place.

#### **Health and safety**

Within practical limits, children will be supervised at all times whilst on residential trips. A pre-trip medical, consent and indemnity form must be completed for each pupil.

#### **Insurance**

The school's general policy covers the following:

*Employer's Liability* – this policy provides cover for the school's legal liability in respect of bodily injury, illness or disease to any employee rising out of, and in the course of, employment, and for legal costs incurred. Cover is provided on a worldwide basis for employees involved in approved school activities.

*Public and Product Liability* – this policy provides cover for liability in respect of third-party accidental injury or property damage.

*Occasional Business use* - this policy covers the loss of, or damage to, all academic staff and non-academic staff who use their vehicle for school business.

*Volunteers* - Volunteers are also covered by the Employer's Liability policy during the period in which they are assisting the insured. All volunteers will be covered by the terms and conditions of the Public Liability Insurance.

## **Overseas trips**

### **Passports and other official documentation**

When organising trips abroad, it is important to ensure that all passports are valid and relevant visas obtained beforehand. Some countries require passports to be valid for at least six months after the date of entry into the country. Some pupils may also require visas or visa exemptions to enter certain countries or to re-enter the UK. This information must be outlined to parents well in advance of the trip. Parents should be made aware that this is their responsibility and if a pupil does not have the necessary documents, they will not be able to attend the trip. All official documents will be kept by the trip leader for the duration of the trip.

Details of the nearest British Embassy should be obtained.

It is advisable for the adults to be fully briefed, to familiarise themselves with the basic laws and cultural requirements of the country and at least one person should be competent in the language. Prohibited acts should be communicated to the students to avoid allegations of criminal conduct.

To minimise health and safety risks, any medical needs of the participants to the trip should be checked. The recommended vaccinations should be carried out (group discounts might be available). In some countries drinking tap water should be avoided – taking water-sterilising tablets and a basic first aid kit is advisable.

The address of the accommodation written in the language of the country should be written on a card and handed to everyone in the group. Everyone should know how to contact the emergency services and what to do if someone is ill. Ideally, everyone should know the basics of the language, such as 'excuse me' and 'please'.

### **Travel Guidelines**

The trip leader should carry with them:

- Travel tickets, passports and visas
- Medical papers including any relevant medical histories
- Parental consent forms
- Details of insurance arrangements and the company's telephone number
- The name and address of the group's accommodation, and telephone number of named link person

**Review:**

**This policy will be reviewed on a two-year regulation rolling programme.**

Reviewed by	Headteacher
Date Reviewed	February 2023
Date of Next Review	February 2024