



DRAYTON MANOR HIGH SCHOOL

EDUCATIONAL VISITS POLICY

June 2018
Next Review June 2019

CONTENTS

	Page
Context	3
Application	3
Types of Visit and Approval	4
Roles and Responsibilities	4
Planning Procedures	5
Staffing	5
Supervision	5
First Aid and Medical Needs	6
Visit Emergency Procedures	6
Educational Visits Checklist	7
Control and Discipline	7
Risk Assessments	7
Parental Consent	7
Charging for Visits	8
Transport	8
Insurance	8
Dismissal of Students	8
Checking Providers	8
Appendices	
Appendix 1 – Visit Leader Checklist	9
Appendix 2 – Type 1 Visits	11
Appendix 3 – Organising a Type 2 Visit	12
Appendix 4 – Organising a Type 3 Visit	13
Appendix 5 – Risk Assessment for School Visit	14
Appendix 6 – Application Form for a School Visit	15
Appendix 7 – Provisional Costings for a School Visit	16

Context

Educational visits are an integral part of the entitlement of every student to enable an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Drayton Manor High School a supportive and effective learning environment. The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to

- improvements in their ability to cope with change
- increased curiosity and resilience
- opportunities for creativity
- improved achievement and attainment across a range of subjects
- enhanced opportunities for learning within the context of the real world
- increased risk management skills through encouraging students to become more risk aware as opposed to risk averse
- greater sense of personal responsibility
- possibilities for team work and thereby enhancing communication skills
- improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- improved awareness and knowledge of the importance and practices of sustainability
- improved physical skills and the development of a fit and healthy lifestyle

Application

Any visit that leaves the school premises is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Drayton Manor High School

- adopts National Guidance www.oeapng.info
- uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for all Type 1B, 2 and 3 visits

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit and Approval

Type	Explanation	Examples	Summary of action required	Appendix
1A	Local visits that are <ul style="list-style-type: none"> part of the normal curriculum free take place within the school day 	<ul style="list-style-type: none"> Swimming Sporting activities (Home) Primary School visits 	<ul style="list-style-type: none"> Annual consent from parents Not required to be logged on Evolve Risk assessment covered by Type 1 Risk Assessment 	<ul style="list-style-type: none"> 1,2
1B	Local visits that are <ul style="list-style-type: none"> part of the normal curriculum free take place within the school day 	<ul style="list-style-type: none"> Hanwell Trail Sporting activities (Away) Local Library 	<ul style="list-style-type: none"> Annual consent from parents Must be logged on Evolve Parents should be informed out of courtesy Risk assessment covered by Type 1 Risk Assessment (any additions should be in 'notes') 	<ul style="list-style-type: none"> 1,2
2	Non-residential visits within the UK which do not involve adventurous activity	<ul style="list-style-type: none"> Theatre Museum 	<ul style="list-style-type: none"> Must be logged on Evolve Parents notified and permission sought Risk assessment required 	<ul style="list-style-type: none"> 1,3,5, 6,7
3	Visits that are overseas, residential or involve adventurous activity	<ul style="list-style-type: none"> Foreign exchange Skiing 	<ul style="list-style-type: none"> Must be logged on Evolve Parents notified and permission sought Risk assessment required Governors permission required 	<ul style="list-style-type: none"> 1,4,5, 6,7

Roles and Responsibilities

The Educational Visits Coordinator (EVC) is the member of the Senior Leadership Team (SLT) who has line management responsibility for Visits and Enrichment. They will support colleagues with visits. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans before submitting them to the SLT in charge of the calendar, cover and the Head.

Visit leaders are responsible for the planning of their visits and logging the details on Evolve. They should obtain permission for a visit from their Line Deputy prior to planning, and EVC before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. They should complete necessary paperwork.

Attendance and Welfare Staff are responsible for ensuring

- all First Aid Kits are suitably equipped
- accurate information regarding students' medical needs is provided prior to the visit taking place
- attendance registers are transferred onto SIMS

The Head has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to a Governor (not including Staff Governor) for approval.

The Governing Body's role is to approve all Type 3 visits.

Planning Procedures

The table below includes the expected time frame for the Visit Leader to follow. For further details, follow Appendices 3 and 4.

	Type 1	Type 2	Type 3
<ul style="list-style-type: none">Consider visit and consult Line DeputyPlan visit and complete relevant paperwork	4 weeks	6 weeks	7 months
<ul style="list-style-type: none">Approved by relevant staff and for Type 3 visit - Governors	2 weeks	4 weeks	6 months
<ul style="list-style-type: none">Inform kitchen, welfare and publish details to staff	3 days	3 days	2 weeks
<ul style="list-style-type: none">Complete evaluation and write news article	2 weeks	2 weeks	2 weeks

Staffing

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways

- an apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role
- providing training for staff

In deciding whether a member of staff is competent to be a visit leader, the EVC/Head will take into account the following factors

- relevant experience
- previous relevant training
- the prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency
- knowledge of the students, the venue, and the activities to be undertaken

NQTs and non-teaching staff may be visit leaders if they fulfil these criteria. Visit leaders must familiarise themselves with this policy.

Supervision

Student to staff ratios are not prescribed in Law. Staffing ratios will vary according to the activity, age, group, location, resources and the needs of the students with SEN and/or physical disabilities. Ratios should not be decided until after the risk assessment has been completed. Other supervising adults (centre Staff/PGL/Instructor) will be considered when finalising staffing ratios.

The starting point for ratios are shown in the following table

Visit Type	Staff: Student
1	1:15
2	1:10 -1:15
3	1:8

Where possible, if a group is mixed with boys and girls then supervision should include a male and a female staff member. If this staffing gender balance is not possible, then parents should be made aware and consent must be sought for Type 2 and 3 visits.

First Aid and Medical Needs

It is advisable that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for students with medical needs. If this is not possible the staff member attending the visit should know how to access qualified first aid support and this should form part of the risk assessment. A travel first aid kit should be carried and also details of any students with medical needs. An accident form should be filled out on return to school if an accident has occurred. Information on the medical needs of students should be discussed with Welfare at least one week prior to the visit taking place.

Visit Emergency Procedure

The school's emergency response to an incident is based on the following key factors

1. There is always a nominated emergency contact for any visit (during school hours this is the office)
2. This nominated emergency contact will be able to contact a member of the Senior Leadership Team at all times
3. For activities that take place during normal school hours, the visit leaders will be aware of any relevant medical information for all participants, including staff
4. For activities that take place outside normal school hours, the visit leaders and the emergency contact(s) will be aware of any relevant medical information and emergency contact information for all participants, including staff
5. The visit leader(s) and the base contact(s) know the recommended emergency procedures outlined below
6. This Emergency Procedure is tested by the EVC

The recommended emergency procedures are

- establish the nature and extent of the emergency
- make sure all other members of the party are accounted for and safe
- if there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid
- establish the names of the injured and call whichever emergency services are required
- advise other party staff of the incident and that the emergency procedures are in operation
- ensure that an adult from the party accompanies the injured child/children to hospital
- ensure that the remainder of the party are adequately supervised throughout and
- arrange for their early return to school
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all students and staff are accounted for
- control access to phones until contact is made with the Head or designated senior member of staff and he or she has had time to contact those directly involved
- give full details of the incident to the Head or designated contact
 - name
 - nature, date and time of incident
 - location of incident
 - details of injuries
 - names and telephone numbers of those involved
 - action taken so far
 - telephone number for further contact details

When an incident occurs which is likely to attract media attention staff or students should not comment and should refer the matter to the Head.

Educational Visits Checklist

Drayton Manor High School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and can be found in Appendix 1. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Control and Discipline

Students should understand

- the aims and objectives of the visit/activity
- background information about the place visited
- basic foreign words where appropriate
- how to avoid specific dangers
- Year 7-11 are not allowed to use mobile phones
- the safety precautions and why safety precautions are in place
- what standard of behaviour is expected from them
- who is responsible for the group
- what to do if approached by anyone from outside the group
- what to do if separated from the group
- emergency procedures

The SLT reserves the right to refuse any student on the basis of concerns about health and safety.

Students whose behaviour is such that the group leader is concerned for their safety or that of others should be withdrawn from the activity. On residential visits the visit leader should consider sending such students home early. Parents and students should be told in advance about the procedures for dealing with misbehaviour, how the student will be returned home safely and who will meet the cost.

Staff must understand their roles and responsibilities at all times

- be fully aware of school policy on visits and aware of relevant National Guidance
- exercise care of supervision at all times
- on extended visits not to drink alcohol on duty and at all times stay (**as a minimum**) within the legal limit for driving (N.B. Staff are always 'on call').
- retain responsibility for the group at all times
- it is recommended that staff do not drink at all
- teachers and other staff have a common law duty to act as any prudent parent would do when in charge of students

Risk Assessments

Risk assessments are required for all Type 2 and 3 visits and should include the significant issues/hazards and how they will be managed. This should include issues/hazards from the point the students leave the school site to when they are dismissed. Type 1 visits do not require a risk assessment as this is already outlined in Appendix 1. If additional issues/hazards are identified on Type 1 visits they should be added on Evolve under 'notes'. An example of a risk assessment form can be found in Appendix 5.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. However, it may be appropriate to inform parents.

The school obtains blanket consent at the start of each year for certain other routine activities, eg. after school fixtures, etc. Parents have the option of consenting online via email, or through a traditional paper consent form.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting online via email or through a traditional paper consent form. Under some circumstances verbal consent may be given but witnesses should be present.

Charging for Visits

All visits should follow National Guidelines when charging for visits. This information can be found here <https://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

Transport

When hiring buses and coaches the company used must be reputable and licensed. Pre-checks should be carried out by the visit leader. The vehicle should be provided with seat belts on all seats with all seats facing forward.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers potential hazards.

National Guidance should be followed.

Insurance

- The Finance Manager is responsible for ensuring adequate cover is provided, relevant to the proposed visit or visit
- The school holds personal accident cover for all staff and students whilst on school related activities world-wide (details available upon request).
- If the visit involves any activities classed as hazardous e.g. skiing, outdoor pursuits etc. The Finance Office must be advised so that additional insurance can be arranged as necessary
- For visits abroad, travel insurance should also be arranged to cover medical emergencies, baggage loss, etc
- It should be noted when planning visits/visits, that costs for any additional insurance requirements must be included in the projected expenditure
- When booking coaches etc the Finance office should check that the company has appropriate insurance

Dismissal of students

If a visit returns after the end of the school day then students may be dismissed from the venue or another appropriate location (eg tube station). This is only possible if permission is sought from parents.

Checking Providers

All providers should be thoroughly checked to ensure that they are a trusted provider for learning and safety. Visit leaders should use the following website to ensure they have received accreditation or equivalent <http://lotcqualitybadge.org.uk/home>

Appendix 1 Visit Leader Checklist

1. VISIT LEADER

Is there a clearly identified visit leader or activity organiser familiar with the Educational Visits Policy?

2. PURPOSE

Have the purpose and objectives of the activity been clearly identified, discussed with any other provider, and are they appropriate to the age and ability of the group?

3. LOCATION

Is the location of the visit appropriate to the activity to be undertaken and is the provider approved? Has the Visit Leader made a preliminary visit to the site to be visited, to check arrangements?
(e.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users)

4. RISK ASSESSMENT

Has a risk assessment been complete?

5. ADVICE AND APPROVAL

Has the activity been approved by the EVC?
Are members of staff leading activities suitably qualified and experienced for the activities proposed?

6. STAFF / STUDENT RATIO

Is the ratio appropriate for the students attending?
Has the male and female supervision and a first aider been considered and detailed in the risk assessment if necessary?

7. PARENTAL CONSENT

Has the consent of parents been obtained for the visit and for the activities which are planned where appropriate?
For Type 3 visits has a parental information evening been organised?

8. THE PROGRAMME

Do the students and staff have the appropriate dress and equipment necessary for the activities proposed and allowing for a range of weather conditions?

Is there a plan B in the event of poor weather or conditions which may comprise the safety of the students?

9. ORGANISATION

Are you aware of the appropriate National Guidance?

Do you have first aid available and staff who are sufficiently competent in first aid?

Have you checked with welfare the medical needs and requirements of students?

Are you aware of the dietary needs of students?

Is the emergency contact aware of the medical needs and contact information of the students parents?

Appendix 2 Type 1 Visits

Type	Explanation	Examples	Summary of action required	Appendix
1A	Local visits that are <ul style="list-style-type: none"> • part of the normal curriculum • free • take place within the school day 	<ul style="list-style-type: none"> • Swimming • Sporting activities (Home) • Primary School visit 	<ul style="list-style-type: none"> • Annual consent from parents • Not required to be logged on Evolve • Risk assessment covered by Type 1 Risk Assessment 	<ul style="list-style-type: none"> • 1,2
1B	Local visits that are <ul style="list-style-type: none"> • part of the normal curriculum • free • take place within the school day 	<ul style="list-style-type: none"> • Hanwell Trail • Local Library • Sporting activities (Away) 	<ul style="list-style-type: none"> • Annual consent from parents • Must be logged on Evolve • Parents should be informed out of courtesy • Risk assessment covered by Type 1 Risk Assessment (any additions should be in 'notes') 	<ul style="list-style-type: none"> • 1,2

The following is a generic risk assessment for Type 1 visits. The potentially significant issues/hazards include

- Road traffic
- Members of the public/animals
- Losing a student
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following

- The EVC must give approval before a group leaves
- Only staff judged competent to supervise groups in this environment are approved
- The concept of Type 1 visits is explained to all new parents when their child joins the school
- There will normally be a minimum of two adults although this will be determined by the nature of the activity and the age/needs of the students
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques
- Students have been briefed on standard techniques for road crossings in a group and what to do if they become separated from the group
- Staff are aware of any relevant student medical information and ensure that any required medication is available
- Staff will leave a list of all students and staff, a proposed route, and an estimated time of return with the Welfare Office upon departure
- A mobile phone is taken with each group and the Welfare Office have a note of the number

Appendix 3 Organising a Type 2 Visit - Brief

FOUR - SIX WEEKS BEFORE

- ✓ Seek approval and check possible dates with your Line Deputy
- ✓ HoF check details, spelling and grammar and make the necessary changes
- ✓ Submit paperwork to Line Deputy

Please note

- ✓ Supervision should be carefully considered in line with policy
- ✓ Endeavour to keep cover to a minimum, consider use of BTs and Technicians
- ✓ Ensure you have estimated the number of students on FSM that will be going on the visit
- ✓ Consider a ratio of between 1:8 and 1:15 depending on nature of activities and students
- ✓ A first aider is required on any visit where physical activity is involved
- ✓ LAR can help obtain quotes and secure bookings

FOUR WEEKS BEFORE

- ✓ Visit approved

MORE THAN TWO WEEKS BEFORE

- ✓ Book TfL Group Travel if applicable (Username: Drayton23W7 / Password: Specialist1)
- ✓ Order FSM packed lunches with Olive if applicable
- ✓ Book the school mobile
- ✓ Discuss with welfare the medical needs of students and their requirements
- ✓ Confirm any bookings (including transport)
- ✓ Check that cover has been assigned on SIMS
- ✓ Distribute letters to students/parents and brief students
- ✓ Brief staff attending the visit
- ✓ Put a notice in the staff bulletin and put students' names on noticeboard in the staff room

ON DAY OF VISIT - BEFORE DEPARTURE

- ✓ Ensure cover has been set for classes missed
- ✓ Collect school mobile and first aid kit
- ✓ Brief students on expectations and collect FSM lunches
- ✓ Register students and check coaches have arrived if applicable
- ✓ Give up to date register to Welfare Office on departure
- ✓ Brief staff attending visit
- ✓ Depart through appropriate exit

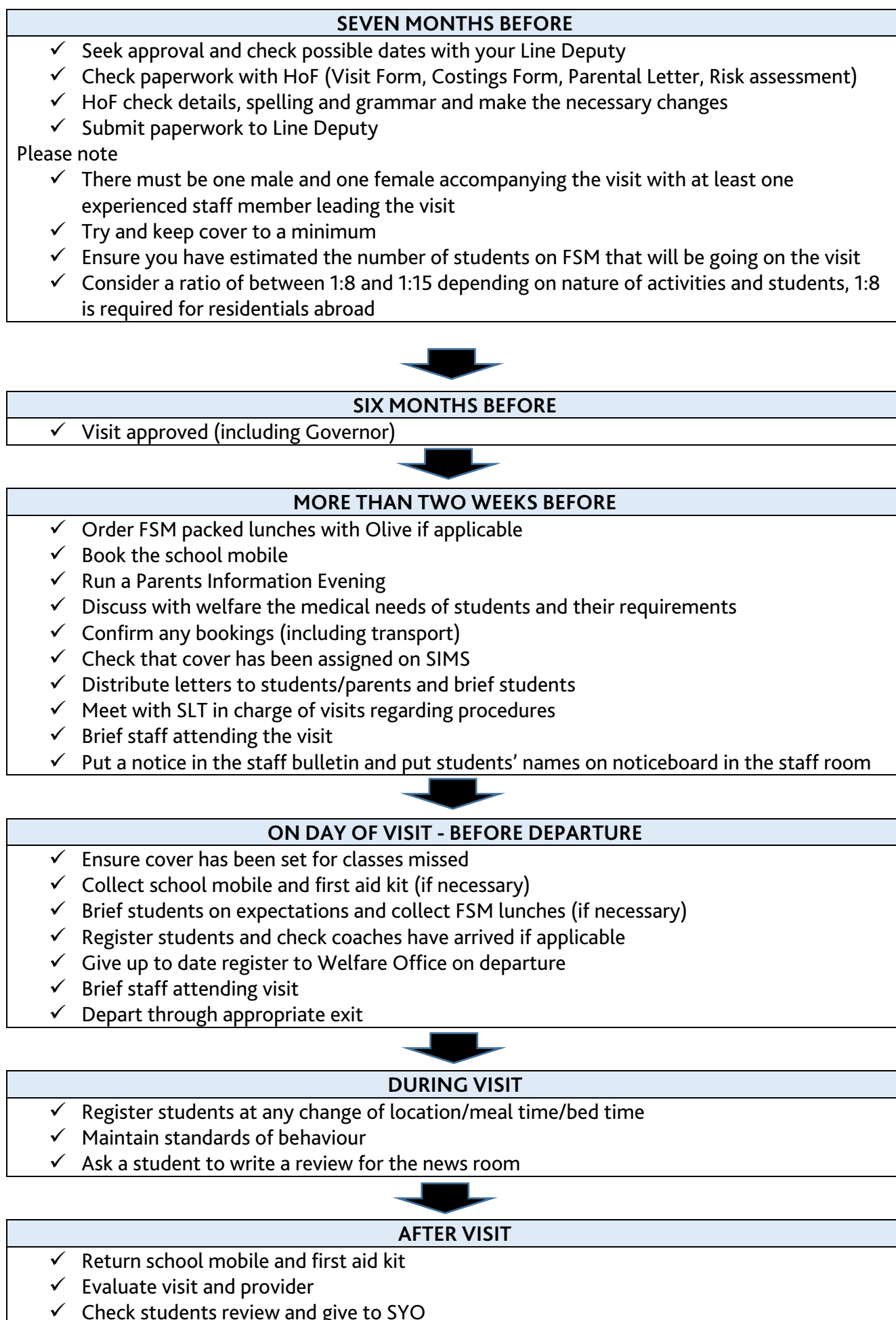
DURING VISIT

- ✓ Register students at any change of location and meal time
- ✓ Maintain standards of behaviour
- ✓ Ask a student to write a review for the News Room

AFTER VISIT

- ✓ Return school mobile and first aid kit
- ✓ Evaluate visit and provider
- ✓ Check students review and give to SYO

Appendix 4 Organising a Type 3 Visit



Appendix 5 Risk Assessment for School Visit

ACTIVITY		ASSESSOR		DATE	
Hazards/Equipment/substances involved:			Who is at risk?		
Hazards identified and effects	Severity rating	Controls in place now	Likelihood rating	Risk rating	Controls/action required to reduce the risk or comments

Hazard/Severity ratings:

- 3 Severe, likely to cause death or serious injury
- 2 Medium, likely to cause injury needing medical treatment
- 1 Low, very minor injury or damage

Likelihood ratings:

- 3 High, likely to occur
- 2 Medium, probable/possible
- 1 Low, very unlikely

To calculate the risk, multiply the hazard/severity rating by the likelihood rating, taking into account controls already in place such as trained staff, checked and authorised contractors, properly maintained equipment.

Appendix 6 Application Form for a School Visit

Please ensure all sections of this form are completed two weeks before a Type 1 visit, four weeks before a Type 2 visit and six months before a Type 3 visit

Title and purpose of visit			
Perceived visit type (1B/2/3)			
Place(s) to be visited			
Year Group/Class	Number of Students	Date of visit	
Departure time		Return time	
Visit Leader and Deputy			
Accompanying staff (Please indicate First Aider if necessary)			

Financial Information

Do you expect to make a claim for your expenses?	YES / NO
Are there any students who require financial assistance?	YES / NO

Insurance Information

Does the visit involve any risk which might require extra insurance such as: abseiling, canoeing, caving, hill/fell walking, horse riding, rock climbing, sailing, skiing, swimming, wind surfing	YES / NO
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- I have read and comply with the school trips and visits policy and confirm I will brief students in line with the Checklist (Appendix 2)
- I have attached a completed risk assessment (For Type 2/3 Visits)
- I have attached a DRAFT letter to parents (Please note the draft letter must not be issued to parents until the trip has been approved)
- I have completed the Provisional Costing Sheet (See reverse of this form)

Name	Date
Signature	

Approval

Please check you can run this trip with	Signature	Date
HoF/HoD		
Line Deputy Head		
SLT in charge of calendar		
EVC (to liaise with Data Manager before signing costing form and risk assessment)		
Senior Deputy Head (to also agree draft letter)		
Governors (if required)		

Once FULL approval has been obtained please pass this form to the Administration Office.

Appendix 7 Provisional Costings for a School Visit

Visit Leader to complete provisional costings below, obtaining quotations where necessary. Please contact the Finance Office for assistance if required.

	£
EXPENDITURE	
Ticket cost	
Students @ £..... x (qty)	
Staff @ £..... x (qty)	
Travel cost (eg coach/tube etc)	
Students @ £..... x (qty)	
Staff @ £..... x (qty)	
Miscellaneous costs	
Students @ £..... x (qty)	
Staff @ £..... x (qty)	
TOTAL EXPENDITURE	£
FUNDING	
Students charged £..... each x (qty)	
Students on FSM £..... each x (qty) (reduced charge if applicable)	
Trips fund (budget	
Capitation (budget	
Other eg PTA (budget	
TOTAL INCOME	£

NOTES

Under normal circumstances the school will fund the shortfall in costs of students who require financial assistance (ie those on free school meals) and the cost of staff. This will, however, be dependent upon budget availability at the time and is at the discretion of the Head. Students should not be asked to bear any part of the cost of members of staff.

Expenditure authorised by EVC Date