



Wychwood School

## **EDUCATIONAL VISITS POLICY AND ARRANGEMENTS**

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### **INTRODUCTION**

It is the policy of Wychwood School to ensure, as far as is reasonably practicable, the health and safety of all pupils, staff and other authorised people who participate in educational visits organised by Wychwood School. The School is committed to complying with the requirements contained within the Department for Education (DfE) guidance on Health and Safety of Pupils on Educational Visits. The current document in force (Health and Safety, advice on legal duties and powers February 2014) is in the Educational Visits Folder in the Current Policies folder and staff are required to read it before planning a trip. At Wychwood the Head will ensure that there is appropriate information, instruction, training and guidance for staff organising, leading and accompanying educational visits and school trips. This is to include: -

- The procedures for planning and preparing for an educational visit or school trip.
- The procedures for assessing the risks associated with an educational visit or school trip.
- The procedures for informing parents, gaining their consent and when appropriate to involve them in educational visits and school trips.
- Defining the roles and responsibilities of group leaders and other supervisors during educational visits and school trips.

Staff organising trips should liaise with the Head throughout the planning stages. She will also advise staff on any updates to recommendations from the DfE, LEA etc about good practice on trips. All educational visits and other school trips should be planned according to the advice in this school policy and from the useful references at the end of this policy document.

All 'subject' trips, assuming they are well planned, efficiently run, and followed up afterwards will have enormous benefits.

These benefits are:

- They are education by immersion.
- They are usually good fun as well.
- There is academic benefit to the girl and the subject.
- Most trips also result in some social benefits to all.

There are also factors which cannot be ignored:

- Lessons covered when staff are absent may mean that those girls are not taught.
- Those left behind may lose momentum in other subjects too as trip participants are missing from lessons.
- Trip participants may lose momentum in other subjects.
- Some subjects do not undertake trips and may feel they lose out.

**STAFF: PUPIL RATIO** (non hazardous activities) wherever practicable:

- 1: 15 (Senior pupils under 18).
- 1 : 10 for trips involving hazardous activities
- Organising staff should use their discretion following consultation with the Head for years 12 – 13. Years 12-13 may be allowed to go on trips unaccompanied with parental consent if the Head feels the girls are sufficiently trustworthy.
- The ratios for any one particular trip will take into account the event-specific risk assessment and will be adjusted according to activity, venue and pupils.

Each trip will be accompanied and organised by a **group leader** who takes **responsibility** for ensuring that all aspects of the trip are planned, communicated, organised during the trip and evaluated as outlined in this policy. All trips will be staffed according to the recommended ratios as above.

**FIRST AID** - first aid should form part of the risk assessment and the Head or the group leader should assess what level of first aid might be required. The minimum first aid provision for a field visit or a visit longer than 24 hours is: -

- A suitably stocked and in date first aid box.
- A person appointed to be in charge of first aid arrangements.

Other considerations that should be taken into account when planning the trip and making the risk assessment are: -

- The numbers in the group and the nature of the activity.
- The likely injuries and how effective first aid would be.
- The distance of the nearest A&E or appropriate hospital if abroad.
- The amount of time pupils and staff will be off site.

### **DATA**

**School data or personal information on the pupils attending the trip will need to be transported from the school site with the pupils and staff who are participating in the trip. A data checklist is provided as Appendix 21 on the EVP and should be completed for each trip**

### **MEDICAL INFORMATION**

A list of girls participating in any trip must be checked against the school medical information records so that background medical information including any health care plan for girls with particular medical needs are known and can be specifically catered for on the trip.

**Girls should be reminded and staff should check** before departure that anyone with prescribed medication and/or equipment has it with them or they will not be allowed to

proceed on the trip. The Group Leader should take the **medical information and contact details** for the girls on the trip and ensure that any member of staff taking sole responsibility for a small group during the trip has the appropriate information with them at all times. If it is necessary, a doctor's letter will be needed to confirm that a girl is fit to go on the trip. Girls with inhalers must be told to bring the inhalers with them. Girls with epi-pens must be told to bring a minimum of TWO with them.

## **BEHAVIOUR OF PUPILS**

The same standard of behaviour expected at school is required on school trips. Pupils are fully briefed and the group leader will include this in the risk assessment. **Pupils are encouraged to participate in the risk assessment, especially in terms of their responsibilities for the success of the trip.** Specific advice about such matters as pedestrian/traffic hazards, behaviour in public places, meeting times and places will be given and this depends on the nature of the trip. On residential trips pupils sign a code of conduct.

## **RISK ASSESSMENTS**

The **Group Leader** will carry out a full risk assessment for each trip taking into account generic hazards, trip specific hazards associated with venue, transport, activities, participants and on-going hazards (dynamic risk assessment). Any accidents or incidents which arise will be reported back as required and as part of the trip evaluation and any changes to procedures conveyed to staff by the Head.

## **EMERGENCY PROCEDURES**

### **Summary of procedures in an emergency**

- All group leaders are supplied with 2 out of hours **contact numbers** of Senior Staff for when the School is closed.
- All staff accompanying the trip also have immediate access to **parents/guardian emergency contact numbers** on the parental consent form for residential trips. Parent/guardians will have already given consent for emergency medical treatment if necessary on the annual trips consent form or specific residential trip consent form. No girl is allowed on a trip without a consent form.
- All emergencies are dealt with according to the control measures written on the generic risk assessment relating to accidents or incidents on the journey/during the trip. i.e. group leader to call and follow the instructions of the emergency services if necessary, reassuring pupils and other staff, contacting the School as soon as possible. Someone at the School will help contact parents and deal with press as necessary.
- Top priority is to care for those involved in the emergency and minimise further injury.
- All staff accompanying the group should be familiar with the procedures so that they are able to adapt them to the situation in which they may find themselves.
- All staff accompanying should have a copy of this Educational Visits policy in order to give accurate guidance in case of unexpected emergency.

**Detailed procedures** – The Group Leader (or staff member in charge of a small sub-group if out of contact with the Group Leader until the Group Leader can be contacted) should: -

- **Keep notes or a log book of all relevant events, this should contain: -**

- Date and Time
- Details of the incident
  - What activity was being undertaken
  - Time emergency service were called and arrived
  - Surrounding conditions
- What equipment was being used, if any
- Names and contact details of any witnesses
- Establish the nature and extent of the emergency.
- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the name (s) of the injured and call which ever emergency services are required.
- Make sure all other members of the party are accounted for and are safe.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital and that the adult is aware of obtaining a record of any treatment given.
- Ensure the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for an adult to remain at the incident site to liaise with emergency services until the incident is over and member of the party accounted for.
- Control access to telephones until contact is made with the Head, emergency contact point or designated senior member of staff and until they have had time to contact those directly involved. Give full details of the incident, i.e :-
  - Name/s
  - Nature, date and time of the incident
  - Location of incident
  - Details of injuries
  - Names and contact telephone numbers of those involved
  - Action taken so far and what action is planned
  - Telephone numbers for future communications

For serious incidents where the media may be involved, try to identify alternative numbers at “home” and “off site base” as other lines will quickly become jammed. **It is not for the Group Leader or other group members to discuss matters with the media;** procedures for this are given below: -

- Under no circumstances should the name of any casualty be divulged to the media.
- The Head or designated senior staff member should alert the Chair of the Governors (or in their absence, another member of the Board of Governors), giving the details above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The Head or her appointed representative if absent, should arrange to contact parents/guardians of those involved. For a serious incident, the Head should contact parents of all party members. It is also the Head’s responsibility to act as a link between the groups involved, the Chair of Governors and the parents involved.
- If it is necessary to talk to the media, the Head should agree with the Chair of Governors who should make the initial statement. A designated person should then act as the ongoing point of contact with the media to whom all

involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.

- **Legal Liability** should not be **discussed** or **admitted**.
- All associated equipment being used should be kept
- All accident forms should be completed and the insurers and the Health & Safety Executive should be contacted.

## TRANSPORT

- The use of staff and parents' vehicles is not recommended, but where they are used, the user must adhere to the school policy on the use of private vehicles.
- Pupils' cars are not to be used, although there is no objection to pupils driving from home to an agreed meeting point and back.
- Minibuses must be used in accordance with the school minibus policy.
- If coach transport is used, the company must be approved by the School. If coach companies local to the trip venue are used, the school/person making the booking must see confirmation of the company's insurance and the operator's licence.
- For journeys outside the Group Leaders should use those coach operators recommended by the tour operator.
- If the trip is not in school time, it is advisable for parents to be asked to make arrangements for the pupil to be taken to and from the departure/venue. This should be made clear in the parental letter.

## INSURANCE

- **United Kingdom** -The school Insurance policy for all external educational visits provides cover for all trips taking place in the United Kingdom.
- **Overseas and Trips with Hazardous Activities** - Special arrangements must be made and the cover provided by the activity/organiser/agent.
- **Insurance Information for Residential and Overseas** - The Group Leader should obtain a copy of the full insurance to take on the trip and another copy should be lodged with the School during the trip. In the event of a claim, the forms are to be completed by the Group Leader, member of staff or parent as applicable.
- **Additional Cover** - Any activity not covered by the school insurance or organising company must be clearly explained in the parent letter and the parent briefing meetings. Participants must then be advised to obtain their own insurance cover for these activities, and the School must have proof of this.

## SUPERVISION AND SAFEGUARDING

All adults who have contact with the pupils during the trip, such as adult volunteers, coaches, instructors and guides, drivers and other accompanying adults must have undergone accepted vetting/checking procedures. This must be part of the risk assessment.

## COMMUNICATING WITH PARENTS

### Annual Parental/Guardian Consent Form

The form is sent out to all parents/guardians annually in July for the forthcoming academic year, with the medical information form and the request to update **personal medical** and **emergency contact details**. No further consent needs to be sought unless the trip involves hazardous activities such as **skiing, sledging, water-based**

**events, indoor climbing, go-karting and mountain biking or quad biking**, although parents will be informed of every planned trip by a specific letter or email and on the school website, as it includes a reminder that annual consent has been given and that parents will update the School about emergency contact details or medical information for the trip.

At times girls will be taken on foot into Oxford for spontaneous cultural or leisure activities which will be covered by the annual consent form but a specific letter will not be practical and is not deemed necessary.

### **Consent Forms for Residential Trips**

These are required for each girl on every trip. The group leader should customize a form for a specific trip giving details about destination, dates etc, including the pupil code of conduct. The leader should duplicate sufficient forms for each girl on the trip. A **letter** outlining the full details of the trip must accompany the consent form. Additional consent must be sought for any water-based activity and for permission for sixth formers to consume alcohol with a specified meal, if deemed appropriate.

### **DAY TRIPS (WITHIN THE NORMAL OR EXTENDED SCHOOL DAY)**

**Advance Planning – Staff** are asked to forecast their needs for the following year. They should aim to limit trips (with the exception of evening theatre and such like trips) to a **maximum of one trip per subject year group**. In the case of Geography for example, where fieldwork is an essential part of the examination specifications, additional day visits may be allowed. The head puts the trip in the school calendar but reserves the right to make alternative suggestions. Trips in school time which are not on the calendar may not be permitted.

Attractive displays of trips giving appropriate details should be clearly visible at Open Events. Mention should also be made in department handbooks and schemes of work. The website and The Elm will also feature all trips.

A **Step by Step checklist for staff** is available for use on all outings (**See Appendix 4**)

### **RESIDENTIAL FIELD TRIPS, EXCURSIONS & TRIPS OVERSEAS**

*(Please make sure you are familiar with all the requirements of a day trip first)*

#### **Timing and duration of trips.**

1. Trips arranged out of term time incur no cover costs and are therefore likely to be welcomed enthusiastically.
2. Recreational trips, such as skiing, have always taken place wholly out of term time and should continue to do so.
3. Other trips should be arranged wherever feasible out of term time.

Cost should be kept to a minimum. It is important that parents and pupils should know about approximate costs before committing to a trip. Details of costings, how to organise the deposit and staged payments should be discussed with the Bursar and recorded using the Confirmation of Costs form before approaching parents. Frequently the tour operator, where used, will set the deadlines.

### General

1. A preliminary sounding of opinion of the Head should be made well in advance. This will aid the planning of the overall strategy, highlight clashes of interest and avoid unnecessary disappointment. A 'green light' at this stage need not imply a final favourable decision.
2. Research and planning should then go ahead to the stage when an actual request can be made. At this stage benefits and details of all kinds (such as cover for lessons and duties as well as costs) must be worked out as far as possible using the **Application for Head's Approval for a Residential Visit**. Ideally this needs to be submitted at least **two terms in advance** although final details can be left until later. All such planning must involve a meeting with the Bursar and the completion and approval of a Confirmation of Costs Form.
3. Girls can then be sounded out and parents sent a preliminary letter outlining the proposed trip in detail, so that they have time to budget and plan family holidays etc. Trips cannot be made 'compulsory'. Deposit cheques can be collected and the viability of the trip finalised. If the trip goes ahead then these deposit cheques are non-refundable if the girl subsequently pulls out of the trip and a replacement cannot be found.
4. For **foreign trips**, including to the EU, **PASSPORTS** must be seen and the relevant pages photocopied and kept by the group leader. Most countries require passports to have at least 6 months to run before renewal and time is needed to allow girls to renew their passports should it be required. If there are non-UK or non-EU passport holders on the trip special arrangements are needed with the British Council. Girls are to be reminded to bring their passports with them on the trip and the Group Leader will check this before departure from the School.
5. Sufficient time must be allowed for **visas** to be obtained for those countries that may need visiting travellers to have them. It is up to the Group Leader to find out about visa requirements of countries they plan to visit. There may be different requirements for different nationalities and different passport holders.
6. **European Health Cards** are required for trips to the EU and the Group Leader will take photocopies well before the trip departs and check that each girl has brought her card with her on the trip before departure.

### Useful References

<http://www.ospa.com/schoolandcollegesafety/teachingsafely/info/school-visits-guide.pdf>

### Appendices and Forms

<b>Application for Approval by the Head</b>	<b>Appendix 1</b>
<b>Additional Information for Residential Visits</b>	<b>Appendix 1a</b>
<b>External Visits – Head Check List -</b>	<b>Appendix 1b</b>
<b>Annual Parental/Guardian Consent Form</b>	<b>Appendix 2</b>
<b>Sample Template Letter to Parents/Guardians</b>	<b>Appendix 3</b>

<b>Outings – A Step by Step Checklist for Staff</b>	<b>Appendix 4</b>
<b>Outings – Evaluation of a Visit</b>	<b>Appendix 5</b>
<b>Accommodation Planning Check List</b>	<b>Appendix 6</b>
<b>Outing – Advance Notification</b>	<b>Appendix 7</b>
<b>Risk Assessment for Activities not covered by Generic RAs</b>	<b>Appendix 8</b>
<b>Generic Risk Assessment</b>	<b>Appendix 9</b>
<b>Generic Risk Assessment – Travel by Coach</b>	<b>Appendix 9a</b>
<b>Generic Risk Assessment – Travel by Mini Bus</b>	<b>Appendix 9b</b>
<b>Generic Risk Assessment – Travel by Private Car</b>	<b>Appendix 9c</b>
<b>Generic Risk Assessment – Travel by Public Bus</b>	<b>Appendix 9d</b>
<b>Generic Risk Assessment – Travel by Train</b>	<b>Appendix 9e</b>
<b>Generic Risk Assessment – Travel by Walking</b>	<b>Appendix 9f</b>
<b>Check List for Pupils Going on a Visit</b>	<b>Appendix 10</b>
<b>Parental permission form for Water-Based or Hazardous Activities</b>	<b>Appendix 11</b>
<b>Parental Consent and Notification of Code of Conduct</b>	<b>Appendix 12</b>
<b>Residential Trips – Medical Questionnaire</b>	<b>Appendix 13</b>
<b>The Use of Private Cars – School Regulation</b>	