

Educational Visits Policy and Arrangements



WYCHWOOD
SCHOOL • OXFORD

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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 on Educational Visits, November 2018) is linked here [Health and safety on educational visits - GOV.UK](#) 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, the Director of Operations and the Co-curricular Lead throughout the planning stages. 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 for those pupils on them. When a trip is proposed the Co-curricular Lead will analyse the impact on the children on the trip and those pupils who may miss a lesson with their regular teacher as a consequence of the trip. The impact will be considered in terms of educational benefit and loss, well-being and pupils' development, and cost.

Staffing Provision and Ratios

Trips and visits must have a minimum of two staff accompanying the pupils and adhere to the ratios set out below. This is to safeguard staff and pupils and to ensure there is adequate cover to summon help in an emergency or a staff member becomes incapacitated. The only circumstance where one staff member may accompany pupils is if:

- The trip is local and the journey to the venue is close and on foot. The teacher is experienced in accompanying school trips and there is no additional risk factors preset. The venue where the trip is going to has other staff/adults and first aid provision present so the

staff member is not alone eg from a range of other local schools. In such a case a minimum of two teachers would still be required for the journey to and from school.

- The staff member is a designated first aider.
- The staff member has a trip phone to summon assistance from school or contact emergency services.

This is only for exceptional circumstances and must be cleared by the Head or the Director of Operations ahead of the trip. Under all possible circumstances there will be a minimum of two staff accompanying any trip.

Staff:Pupil Ratio (unless risk assessment dictates otherwise or activity statutory/official guidance requires lower ratios). The ratios below are for minimum ratio guidance only but should be considered as part of the risk assessment. Age and maturity of the pupils involved and the nature of the activity undertaken on the trip must also be considered carefully.

- 1:15 (Senior pupils under 18), but a minimum of two staff members (i.e. 2:30)
- 1:10 for trips involving hazardous activities, but a minimum of two staff members (i.e. 2:20)
- 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, clearance from the Head and the Director of Operations and due risk assessment and safety measures put in place.

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 all trips requiring two or more staff is that one member is a designated first aider holding at least Emergency First Aid at Work. Risk assessment should dictate the required first aid provision, taking into account:

- The numbers of pupils in the group
- 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.
- The presence (or lack thereof) of first aid provision supplied at the venue.

The School has a number of portable first aid boxes/bags which should be used on all trips where possible. These should be requested from the Boarding Houseparent in advance of the trip. Only in situations where risk assessment deems appropriately low risk, can the use of first aid kits not be considered. For example on short walking journeys to venues that have first aid provisions and equipment.

Medical and Information

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

Pupils should be reminded and staff must 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 stock and be in charge of all medication, ensuring all medication is handed to them for safe keeping before the trip commences and be in charge of supervising administration at the correct times. Pupils are not to carry their own medication whilst on a trip. The Group Leader must ensure they have all the **medical information and contact details** for the pupils on the trip and ensure that they have this information with them at all times. If it is necessary, a doctor's letter will be needed to confirm that a pupil is fit to go on the trip. Pupils with inhalers must bring their inhalers with them.

Epinephrine Auto-injectors (epi-pens)

If a pupil who carries an epi-pen is going on a trip, at least one member of staff must have autoinjector training. This can be either via a first aid qualification including administration training, or by demonstration by the pupil's parent or a healthcare professional. Pupils who require an epi-pen must bring a minimum of TWO with them and they must be handed to the Group Leader. The Group Leader must confirm they are prescribed to the pupil and in date before departure.

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.

Staff will need to complete an advance notice form as part of the trip paperwork process. A copy of this should be emailed to the all staff, as well as the school office to inform the staff which pupils will be on the trip so that they can mark their absence accordingly at any registration times and for fire registration purposes. The Group Leader must ensure these pupils are signed out when the trip leaves and signed in again when it returns.

Behavior 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. All risk assessments should be sent to the Director of Operations at least one week prior to the trip taking place.

Emergency Procedures

Summary of Procedures in an Emergency

- All Group Leaders must ensure they have 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 pupil 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: -

- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.
- Keep notes or a log book of all relevant events, this should contain: -
 - Date and time.
 - Details of the incident:
 - What activity was being undertake
 - 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.
- Establish the name (s) of the injured and call whichever 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 members 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 Board of Directors (or in their absence, another member of the Board of Directors), 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 their 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 the Board of Directors and the parents involved.
- If it is necessary to talk to the media, the Head should agree with the Chair of the Board of Directors 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 given to the Director of Operations who is responsible for contacting the insurers and the Health & Safety Executive as required.

Transport

- Minibuses must be used in accordance with the school minibus guidelines.

- 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 country, 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.
- If using public transport, the Group Leader is responsible for planning the most suitable and economical route and modes of transport, and risk assessing appropriately
- Pre-booked taxis can be used to transport small numbers of pupils accompanied by a member of staff.
- Staff are not permitted to transport pupils in their own cars.
- Pupils' cars are not to be used for school trips.

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 with the medical permissions form and the request to update **personal medical** and **emergency contact details**. For most trips 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** or the trip takes place outside of school hours. Parents will be informed of every planned trip by a specific letter or email. It must include a reminder that annual consent has been given and that parents

must update the school with emergency contact details or medical information for the trip if necessary. Parents should also be given the opportunity to withdraw their child from the trip.

At times pupils may be taken on foot into Oxford for cultural or leisure activities eg as part of boarding activities - these trips will be covered by the annual consent form and the risk assessment in place for them should be consulted before the trip goes.

Consent Forms for Residential Trips

These are required for each pupil on every trip. The Group Leader should customise a form for a specific trip giving details about destination, dates etc, including the pupil code of conduct. The Group Leader

should duplicate sufficient forms for each pupil 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 activities. The letter should outline the full costs, including the payment plan. Details of cost liability should a pupil withdraw from the trip should also be outlined as well as the following statement:

'Should your child's behaviour at school become an issue between acceptance and departure and concern is raised regarding the safety of taking your child abroad, we reserve the right to withdraw your child from the trip. In this case, you will still be liable for the cost of the trip unless a replacement pupil is found.'

The financial costings of the trip and proposed payment plan and letter must be approved by the Director of Operations and the Head prior to the letter going out to parents,

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**. Permission for all trips ahead of their announcement must be sought from the Head and the Co-curricular Lead. Staff should seek permission by completing the Trip proposal form which can be found in the Trips and Visits folder in the staff shared drive. Once clearance has been obtained by both the Head and the Co-curricular Lead, the trip will be added to the school calendar. Risk assessments, costings, letters and any other paperwork should then be completed and signed off by the Head or the Director of Operations. Risk assessments for local trips need to be completed at least a week in advance of the trip. More involved trips will need longer so adequate checking can take place.

Reviewing

All trips must be reviewed in terms of the educational value, accessibility, impact, and enjoyment of pupils and staff. This should be done via the [Educational Trips Review Form](#). These reviews help staff decide whether the trip is worth running again. They also allow staff running the trip learn from previous experiences even if they have not done that particular trip themselves so are kept for future reference. All review forms should be stored in the Trips and Events Folder.

A **Step by Step checklist for staff** is available for use on all outings.

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 Director of Operations and signed off before approaching parents. Frequently the tour operator, where used, will set the deadlines.

Residential trips will need to be proposed at least two terms ahead of the trip for inclusion in the calendar. This should be done in the same way as for day trips using the trip proposal form. Residential trips cannot be made compulsory. If a pupil's parents sign up to a trip and subsequently pull out, they will be liable for all costs outlined in the terms of the trip if the trip goes ahead and a replacement cannot be found. These details need to be made clear in the initial letter to parents. Please refer to the letter guidance in the Parental Consent Forms folder under Trips and Visits folder in the staff shared drive.

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 pupils 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. Pupils 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. All passport/visa requirements for a trip overseas need to be investigated at the planning stage of an overseas trip.

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.

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 pupil has brought their card with them on the trip before departure.

Useful References

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

The Council for Learning Outside the Classroom: <https://www.lotc.org.uk/>

The Outdoor Education Adviser's panel oeapng.info

[Health and safety: responsibilities and duties for schools - GOV.UK](#) [Building Trust as the UK's National Standards Body | BSI](#) [Volunteering and adventure travel - GOV.UK](#)
[Foreign travel advice - GOV.UK](#)

[LOtC Quality Badge - Council for Learning Outside the Classroom](#)