

## EDUCATIONAL VISITS POLICY

### Rationale

At Salesian College we believe that an important and integral part of a pupil's education is the taking part in educational visits, both at home and abroad. Apart from supporting the educational curriculum, educational visits provide other valuable experiences as they help pupils grow in confidence while increasing the breadth of their education. The health and safety of pupils on educational visits is ensured by a scrupulous attention to the planning and organisation of such visits. Teachers, acting in loco parentis, are aware they have a duty of care towards the pupils and should do all they can to ensure that this is carried out responsibly and carefully.

### Aims

- To support and enhance class-based work and to broaden the pupils' experience
- To provide stimulating and enjoyable experiences
- To encourage pupils to integrate with others and make social contacts
- To use the outdoors as an extension of classroom activities

### Safety and Staffing

Always fill in the appropriate Educational Visits Form available in the Staff Handbook or in hard copy in the Staff Room. A First-Aid kit and Salesian Trips mobile telephone (available in Accounts Office) should be taken on all of out of school activities. All residential trips must take an Emergency Plan which should be signed out and returned to the Bursar's Office.

### Key Personnel

The Deputy Head Pastoral is the current Educational Visits Co-ordinator (EVC). Their role is to co-ordinate college visits throughout the academic year, both day and residential and also be available to give guidance to party leaders depending on the visit and experience of the leader.

The Bursar is responsible for all the risk assessments for all educational visits off site and a copy of a risk assessment should be made available to the Bursar in good time before any visit. An emergency plan, available from the Bursar's Office, should also be taken by the Party Leader on any residential visit.

## EDUCATIONAL VISITS GUIDELINES

- Follow procedures in this policy for all educational visits and off-site activities.
- Educational visits should have an educational purpose or should be linked to curriculum work.
- Wherever possible staff should make a pre-visit check of facilities and arrangements to assist in effective planning.
- A risk assessment should be prepared for all off-site visits. See Section 6.7 on risk assessment.
- The venues chosen should be appropriate for the age, ability and experience of the pupils concerned.
- A letter must be sent/emailed to parents giving information, cost and advice about arrangements. Always make the estimated time of arrival back to school clear to parents and

remind them they are responsible for meeting their daughters/sons at the school if the time is different to the normal school finishing time.

- A return slip must be completed by parents, giving permission for their daughter/son to take part in the educational visit. For visits within the school day this may not always be the case, see Deputy Head Pastoral for guidance in this regard.
- An accurate record must be kept of pupils wishing to go on residential or day visits as well as all monies collected. Should there be more names than places available; a waiting list should be drawn up so that fairness is shown in the allocation of any vacancies that may occur.
- Staff should correctly calculate the cost of excursions and charge the parents accordingly. On larger trips a staggered system of payment may be required. For new visit organisers, please speak to the EVC about costing the visit.
- Pupils should wear school uniform on all day educational trips as it aids identity and helps with discipline and organisation. However, exceptions may be made when the nature of the visit demands more appropriate clothing.
- Any member of staff who is any doubt about the suitability of taking a particular pupil for any reason should consult the Head or Deputy Headteacher Pastoral.
- Use of staff cars: follow the guidance in the Staff Handbook; a staff car should only be used in an emergency or where there is no other option. Check with the Bursar to ensure that insurance is suitable to transport pupils; parental permission in writing is essential.
- A check should be made regarding pupils' medical condition, allergies and the necessary arrangements made. Medication needed by individual pupils should be handed in to the teacher responsible for first aid on departure. All residential visits should have a currently qualified first aider on the visit.
- It is the responsibility of the teacher in charge to consider lunch arrangements for pupils on educational visits. Packed lunches can be ordered through the College kitchen in good time.
- Any Cover Arrangements should be arranged with the Assistant Deputy Academic and work left as detailed in the Staff Handbook, Cover Procedures, Section 2.10.
- A list of pupils involved in any educational visit should be posted on the staff notice board at least 48 hours in advance of the day, unless a whole year/form group is taking part, when the weekly bulletin notification will suffice. This is so other staff can consider any teaching implications to their lessons.
- Any photographs/reports which are used for the College twitter and Facebook accounts should be carefully considered with due regard to the College's data protection and use of images guidelines

**Please note:**

- For day visits full details should be left in the College Reception. A Trips mobile phone should be taken and an accurate list of all pupils and staff left in Reception including details and timings of any minibus or coach travel arrangements. If Group Leader is taking own mobile, then a contact number should be left in Reception.
- Reception staff can be contacted during office hours regarding the visit by the Party Leader in the case of an emergency or query; in the case of out of office hours, the Party Leader should contact the emergency contact or EVC. For routine sports fixtures or other regular local activities – details of names of staff, pupils and return time should be left in the appropriate folder in Reception. A mobile phone contact number should also be left in Reception.
- For routine Senior sports fixtures, it is not necessary to repeat all of the forms. If in doubt, refer to the Deputy Headteacher Pastoral and pay due regard to the guidelines.

## EDUCATIONAL VISITS COORDINATOR

The Deputy Headteacher Pastoral is the Educational Visits Coordinator at Salesian College. The EVC should ensure they have attended appropriate training from relevant organisations and should take responsibility for updating and advising staff on all aspects of educational visits and school trips. All staff should be able to liaise with the EVC for advice and guidance throughout all stages of planning, organising and participating in educational visits of any type.

### **Procedure for Educational Visits**

Consult Deputy Headteacher Pastoral for potential visit dates/calendar clashes/permission to investigate further.

#### **EV1 INITIAL APPROVAL OF HEAD FOR NEW EDUCATIONAL VISIT**

The visits procedure **EV1 Form** must be completed whenever it is proposed to take a party of pupils out of the school on a new visit. This Form should be submitted to the Head for approval as far in advance as possible. Once permission has been received, the teacher in charge should submit **ST2** at their earliest convenience.

#### **ST2 APPROVAL OF HEAD FOR EXISTING EDUCATIONAL VISIT**

For the repeat of a previously approved educational visit the **ST2 Form** should be completed and approved by the Head.

Approval of **EV1 Form (if required) and/or EV2 Form** should be obtained before any letters to parents or advertisements of a visit is undertaken. Full costs should be declared on the form. The true cost must include:

- Travel from and return to school
- Accommodation (if required) including all meals unless clearly stated in writing
- Activities as required
- Full and comprehensive insurance covering the entire visit (if applicable)

Date(s) allocated to the trip should be written on the Year Planner in the staff room (by the Deputy Head) as soon as provisional date(s) are confirmed by the Head.

- Letters or email communications to Parents should be approved by the Deputy Head
- Completed Risk Assessment to be passed to Bursar and Deputy Head Pastoral in advance (at least 14 days before departure | the case of residential visits)

#### **EV3\* FINAL VISIT DETAILS AND INFORMATION ABOUT PARTICIPANTS INCLUDING EMERGENCY CONTACT INFORMATION**

**\*FOR RESIDENTIAL VISITS ONLY AND DUKE of EDINBURGH**

Where appropriate only ABTA Bonded Companies should be used.

#### **EV4 EVALUATION FORM/REPORT (FOR ALL VISITS)**

The Teacher in Charge is requested to complete an **EV4 Evaluation Form/Report** (including some photographs if appropriate, see below) of the visit within 14 days of return. This report should be handed to the PA to the Head or Deputy Headteacher Pastoral. Information from this report may be used for school newsletters, Head's bulletin and regular reports to the Governors. Photographs should be on the school photographs shared drive and the name of the specific folder title indicated.

Any contentious issues arising from the visit (either day or residential) should be discussed with the EVC and a decision made as to whether a new format/location may need to be investigated for any future similar visit.

### **Staff/Pupil Ratio**

It is not always possible to give a standard staff: pupil ratio immediately, without first considering the age of the children, whether any of the children have special needs, the nature of the trip and activities, the experience of those accompanying pupils, the hazards and risks involved and the duration of the trip

### **The following DCSF minimum recommendations should be used as a guideline:**

- Ratio Pupils' Year Group  
1 : 15/20 Years 7 upwards  
1 : 10 All visits abroad
- The minimum number of staff required for a trip is two. Where there are female pupils on a trip, at least one of the staff on the trip should be female
- In addition, some venues issue their own guidelines or requirements with regard to ratios. In the case of trips abroad, any trip where 'remote supervision' is involved, or any trip where there is a possibility of pupils becoming detached from the rest of the group, all pupils should be provided with a tag or card giving contact details or other information as considered appropriate
- For various sound educational and pastoral reasons it is not advised that staff accompany residential school trips on which their own children are going. Any exceptions to this advice should be with the express permission of the Headmaster
- Any parent accompanying a residential trip must have received a satisfactory enhanced DBS clearance, either in connection with this specific trip or in connection with other on-going volunteer activities within the school
- For more detailed and further guidance on school trips and ratios visit ROSPA's website:  
<http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

### **Salesian College Educational Day Visit guidelines**

One adult per 15 pupils maximum. Ideally, at least 2 staff should accompany each educational visit, although there may be some exceptions e.g. sports fixtures, small group visits. Deep water habitats and coastal sites present additional hazards and so a minimum of at least 2 adults should accompany any party size. Some field study centres provide staff to teach and organise activities. The party leader should confirm the extent of such assistance before finalising staff requirements.

## **Residential Visits to all types of centres including self-catering or Residential Trips Abroad**

Where visits involve an overnight stay or are likely to extend beyond midnight on the day of the visit, the ratio of adults to pupils is 1:10 with a minimum of 2 adults. All residential visits abroad require a ratio of 1:10 with a minimum of 2 adults. For overnight stays there must be at least two members of staff.

### **Teacher Supervision**

Teachers should accompany groups as required by the Party Leader. Other adults may help with supervision but should not be left alone with a group (unless DBS checked through Salesian), nor should adult supervisors be left alone with a single pupil wherever possible. If a teacher wishes to bring his/her own partner/child on a school trip, then permission must be sought from the Headmaster. Should staff be bringing their own children on any residential trip, then the parents of the students in the group should be informed.

### **The Role of the Party Leader – Day and Residential**

It is important that the Party Leader, or teacher in charge, is clearly identified and known as having final responsibility by all teachers on the trip as well as by parents and pupils. He or she would have the support of the other teachers or helpers but finally any decision taken is made by the Group Leader. A deputy should be appointed to take over in case of illness of the leader.

In the case of voluntary non-teaching staff accompanying a trip (e.g. husband / wife / parent) the Headmaster will issue a letter to the leader in charge indicating whether in case of emergency this particular person may count as a staff member.

### **Residential Visits**

All information relating to educational day visits also pertains to residential visits. In addition, the following points should be noted:

- An accurate record must be kept of pupils wishing to go on residential or day visits as well as monies collected. Should there be more names than places available; a waiting list should be drawn up so that fairness is shown in the allocation of any vacancies that may occur.
- For residential trips abroad an agreed Code of Conduct Contract may be signed by parents and son/daughter and returned to the Party Leader.
- For all residential visits a programme should be left at school as well as given to parents including contact details of all those travelling.
- It is recommended that all residential visits hold an Information Evening in advance of the visit to give the opportunity to answer any parental enquires and provide detailed information – see below.
- The teacher in charge will ensure the staff accompanying him / her understands exactly what their responsibilities are.
- The Head (or Deputy Headteacher) will see all pupils prior to departure involving staying away overnight.

### **Initial Contact with Parents**

An initial letter outlining important details of the trip should be sent to parents/carers.

This should include such information as:

- Length and dates of visit
- Cost
- Pocket money (approximate)
- Deposit required and how the balance is to be paid (including to whom cheques are payable)
- Should payment require a post-dated cheque(s), then these should be put in the college safe for safe-keeping in liaison with the Accounts Office.
- Whether BACS payments are an acceptable and agreed form of payment for this visit
- Passport and visa requirements including EHIC cards
- Travel company and details of hotel or accommodation if available (all travel companies to be accredited school travel companies)
- Details of activities / purpose / excursions as applicable to visit
- Whether a minimum number of people taking part is required and if so when the parents would be informed if the visit were to be cancelled
- Date by which teacher needs to know if pupil is interested
- Any other information deemed to be important / relevant by the group leader
- A reply slip should end this initial letter (samples are available from the Deputy Headteacher Pastoral)

### **Residential Visit Information Evening**

An **INFORMATION EVENING** should be held for all parents and pupils prior to a residential trip (unless not required in agreement with Head/Deputy Head):

By the end of this evening everything important should have been covered and a copy of the information given to parents.

This should include:

- Passports / visas
- Health formalities/EHIC cards (if appropriate)
- Arrangements for final payments
- Travel destination
- Means of transport to be used & the dates, times and points of departure and return
- The meals and accommodation arrangements
- The itinerary
- Potential visits/excursions
- Additional costs to be incurred by students during the visit
- Safety guidelines and health issues
- Name and address of the organiser (if applicable)
- What is expected of the pupils, including reference to the Code of Conduct
- Procedure for dealing with misbehaviour; how a pupil will be returned home safely and how such cost will be met
- How sad or anxiety-making news should be conveyed to a pupil
- A reiteration of any item mentioned in the initial letter which relates to the forthcoming visit

### **Accounting for Money**

A budget should be drawn up and the Deputy Headteacher Pastoral should be kept informed. All elements of expenditure should be listed and costed, e.g. transport, insurance, money for

emergencies, additional staff costs etc. All accounts need to be carefully recorded. Clear receipts need to be issued. Monies need to be paid into a separate account. (See Bursar's Assistant for account number and name).

When money is to be collected for holidays/outings, the member of staff responsible must make sure that all monies are handed to him/her personally and not accepted on his/her behalf at the Staff Room door. If the member of staff responsible is not available, the pupils should be encouraged to hand the money into the Office for safe-keeping until such time as it can be handed to the appropriate member of staff.

### **First Aid/Medical**

A suitably qualified First Aider should if possible attend all residential visits at home and abroad. A copy of the medical form, Section 6.9 for each student available from the Reception should be taken on all day and residential visits, either in hard or electronic form. Pupils with particular medical needs are highlighted in the Medical File and in the Staff Room – all staff taking school visits should be familiar with these names and their particular condition/requirements. For residential trips additional medical and dietary information may be required. See sample sheets on school network, Section 6.10. A suitably stocked First Aid box should be taken on the trip; this is the responsibility of the person appointed to be in charge of First Aid arrangements. The kit will adhere to national recommendations plus any other first aid recommended by a centre when assessing risks and/or with particular regard to the nature of the trip itself. All medicine/treatment given should be recorded; pupils should sign for the medication. A notebook should be used to record medicine or first aid administered on residential visits.

### **During the Visit**

In the event of any difficulties encountered, parents will be informed by the teacher in charge. Should any sad or anxiety-making news need to be conveyed to a pupil, the parents should contact the teacher in charge before speaking to their son/daughter. The teacher in charge will then be better able to cope with any reaction experienced.

On arrival at an overnight stop, the leader in charge must ensure that he or she is aware of the fire exits and safety precautions taken in the hotel / ship etc. The leader must then talk to the students about what to do in case of fire. The leader will ensure that all members of the group are aware of the safety rules while swimming, skiing etc.

### **Seat Belts and Behaviour on Coaches and Minibuses**

Group Leaders are to ensure that only coaches and minibuses fitted with working seat belts should be used. Pupils should be reminded to wear their seat belts at the start of each new journey. Staff should also ensure that no potentially hazardous behaviour occurs on coaches such as standing in the aisles or taking off belts.

### **Fire Drill**

On all overnight stays a Fire Drill should be held during the first 24 hours as well as advice given about any type of emergency evacuation.

## Teacher Supervision

Teachers should accompany groups leaving residential accommodation as required by the Party Leader. Other adults may help with supervision but should not be left alone with a group (unless DBS checked through Salesian College), nor should adult supervisors be left alone with a single pupil wherever possible. Should staff be bringing their own children on any residential trip, permission of the Headmaster should be given and then the parents of the students in the group should be informed.

## Risk Assessment

The school has a duty of care to demonstrate that they are aware of any potential risks associated with a school visit/residential trip and that all reasonable precautions have been taken. When organising a trip, it is desirable that the Party Leader visit the location beforehand, preferably at the same time of year as the planned visit. Preparation should identify potential dangers and difficulties.

The Party Leader must be satisfied that the proposed visit poses no risk to pupils and staff. A Risk Assessment Form, 6.8, must be completed prior to final approval being granted. It should be submitted to the Bursar (and EVC) at least 10 working days before departure for an overseas or residential visit and 5 working days before a day visit.

Examples of risk assessments are available on the school system. For regular activities out of school there are general risk assessments that can be accessed on the school system. Party leaders should see the Bursar or EVC for further guidance and exemplars.

All risk assessments are checked off by the Bursar, who is responsible for this aspects of educational visits.

## EMERGENCY PROCEDURES AND PLAN

All Party Leaders taking residential trips must ensure that they sign out a copy of the Emergency Plan from the Bursar's Office and take this with them on the visit.

### If an Accident Happens

- Assess the situation
- Safeguard the un-injured members of the group
- Attend to the casualty
- Inform the emergency services
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group is adequately supervised and kept together.
- Notify the British Embassy / Consulate, if abroad, if police are called to the incident.
- Inform the school contact.
- Details of the incident to pass on to the school should include:
  - Nature, date and time of incident
  - Location of incident
  - Names of casualties and details of injuries

#### Action taken so far and action to be taken

- Write down accurately and as soon as possible all relevant facts and witness details.
- No one in the group must speak to the media.

### PUPIL MISSING ON AN EDUCATIONAL VISIT

- An immediate roll call may be carried out to ensure that all other pupils are present.
- The remaining pupils will gather in a supervised designated place.
- An appointed teacher (not the Trip Leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted, where applicable.
- If the pupil is not found in a reasonable amount of time, then the DHP/EVC or nominated SLT emergency contact will be informed by the mobile phone provided.
- If necessary, the parents and Police will then be contacted as will the Chair of Governors and school insurers.
- A full report will be made by the Trip Leader and submitted to the Head and Designated Safeguarding Lead/EVC. The report will state the reasons for the disappearance and the manner in which the School responded.

#### Actions to be Followed by Staff Once the Pupil is Found

- Talk to, take care of and, if necessary, comfort the pupil.
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head will speak to the parents to discuss events and give an account of the incident.
- Media queries should be referred to the Head (after discussion with the Local Authority Designated Officer (LADO) if appropriate).
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the pupil was missing and how she appeared to have gone missing, as well as lessons for the future.

*A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. The School would review its procedures, and, if necessary, these would be adjusted.*

## GENERAL COMMENTS ON EDUCATIONAL VISITS

There are numerous occasions on which parties of pupils are taken on trips, visits or expeditions by members of staff. The nature of the exercise varies from the almost entirely recreational, such as skiing holidays, to the almost entirely educational, such as field work, connected with examination courses. The majority will contain a mixture of educational and recreational aspects but, whatever the nature of the trip; school disciplinary rules apply in full. It is on the basis of this condition that the insurance policies taken out by the school continue in force on such occasions, although there are obviously circumstances where specific risks arise for which parents may be asked to take out additional cover, e.g. musical instrument cover for Music tours with specialist companies.

The atmosphere on educational visits is inevitably less formal than exists at school and pupils are sometimes tempted to break rules and possibly the law. Obvious examples relate to the consumption of alcohol or leaving accommodation after permitted hours, whilst less obvious cases concern thoughtless or mischievous purchases of prohibited items.

The College rules should be well known to pupils, and staff in charge of outings should always stipulate quite clearly any additional regulations which may apply. All such rules and regulations are laid down for the safety and welfare of the pupils and compliance is therefore essential.

Pupils in breach of rules or regulations will be disciplined and in severe cases this could result in them being sent home before the completion of the outing. A record will certainly be kept of any pupils who either put themselves and their companions at risk or create difficulties for the staff responsible. This record will be made available to the Headmaster and teachers organising future trips and visits. The pupils concerned may well find themselves excluded from participation on this basis.

The above information may be used by any Party Leader wishing to include all or part of it in the documentation supplied to parents in connection with any day or residential educational visit.

<i>Author</i>	<i>Deputy Head (Pastoral) &amp; Risk Assessor (Governing Body)</i>
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