

## **SCHOOL JOURNEYS AND EDUCATIONAL VISITS POLICY**

### **INTRODUCTION**

ISI Regulatory Standard 3(2) (c) requires schools to “safeguard and promote the health and safety of pupils on activities outside the school which has regard to DCSF Guidance ‘Health and Safety of Pupils on Educational Visits’ ”.

Safety has to top the agenda in planning a trip. This policy covers the systems that need to be followed in order to ensure that all St Andrew's School trips are as well-planned and properly managed as possible. Attention to detail at the planning stage is critical. Contingency arrangements need to be made for when things go wrong.

### **OUR TRIPS AND VISITS**

We regularly take pupils on day trips to: historic sites, museums, galleries, natural features and farms to support the curriculum.

You can find more about the trips, visits and activities that are available to each year group from our web site, our prospectus and our notice boards around the school.

### **INFORMATION ON PLANNED TRIPS AND ACTIVITIES**

Your son's or daughter's school calendar lists the trips and visits that are due to take place over the coming academic year, together with a list of planned home and away sports fixtures. You will always be notified in advance:

- if your child has been selected for a sports team, and will be given a list of fixtures. We very much welcome family and friends at all our matches, both home and away.
- if your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site, we will always seek your permission if the visit involves an extra charge, supplying a packed lunch or late return to school.

We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group.

### **HEADMASTER'S RESPONSIBILITIES**

DCSF guidance contains advice on the legal framework for health and safety on school visits and the responsibilities of governors, Heads and teachers.

Heads should ensure that:

- Adequate child protection procedures are in place
- All the necessary preparation has been completed before the visit begins
- A risk assessment has been completed and safety measures put in place
- Training needs have been considered by a competent person and action taken
- The group leader is suitably experienced to organise the group
- The group leader has been allowed sufficient time to organise the visit properly
- Supervision ratios are appropriate

- Non-teacher supervisors are appropriate persons to supervise children
- Parents have signed a consent form where appropriate
- There are adequate arrangements for medical needs and special educational needs of pupils
- There are adequate first-aid facilities
- Travel arrangements are appropriate and travel times out and back home are known
- There is adequate insurance cover for the visit
- The address and telephone number of the venue and a contact name are available
- The group leader and group supervisors have a copy of the emergency procedure and so does the nominated school contact; the same people should have a list of the names of all pupils and adults on the visit, contact details and, in the case of adults, next of kin.
- There is a contingency plan.

## **ROLE OF THE EDUCATION VISITS COORDINATOR**

St Andrew's has two Education Visits Coordinators (EVC): The Deputy Head is the prep school's Education Visits Coordinator (EVC), while the Head of Pre-Prep is the EVC for Pre-Prep and Nursery. They support the Headmaster in the process of approving visits, ensuring that they are spread through the different age groups, and the school year, (although there is inevitably a concentration during the last part of the summer term, when exams have finished and the weather is at its best). The Bursary and the Headmaster's Office help staff involved with organising tours, with checking parental consent forms and keeps records of all previous visits. The Bursar keeps reports of any accidents or near misses. All new staff have a session on planning school visits as part of their induction training.

## **APPROVAL**

In the first instance the proposed visit should be discussed with the Educational Visits Coordinator (EVC). Once initial consent for the trip has been granted by the EVC, the organizer must complete the application form for the approval of Educational Visits (see appendix 1) which is then passed on to the Headmaster for approval. NB: The Head must authorise **ALL** visits of whatever duration.

In a large school like St Andrew's, it is unlikely that the Head will be aware of all the likely problems each visit may create. The application form for the approval of Educational Visits states where the trip is to and its purpose, the dates and time for leaving and returning to the school, the number of pupils involved and their year groups, the names of the members of staff accompanying the party, the transport to be used and the cost per pupil. Other staff should receive adequate notice of the trip. The organiser should also be responsible for informing the parents, kitchens, and staff with pastoral responsibility for the pupils.

## **RISK ASSESSMENT**

The DCSF guidance 'Health and Safety of Pupils on Educational Visits' stresses the importance of completing a risk assessment to be approved by the Head well before the visit. This need not be complex nor, in most cases, require professional expertise, but the Head should ensure that the person carrying out the risk assessment is competent to do so. (For a generic risk assessment see appendix 2). Risk assessments should be completed, read and signed by all accompanying staff and handed to the Head for approval at least 48 hours before the trip.

The five stages of assessment involve the following questions:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

When assessing the risk in relation to a school visit, the following factors are important:

- The type of activity and the level at which it is undertaken
- The age, competence, fitness and temperament of the group members
- Any special educational or medical needs of pupils
- Supervision ratios and the competence, experience and qualifications of supervisory staff
- The location, routes and modes of transport
- Emergency procedures

Pupils must never be put in situations which expose them to an unacceptable level of risk. The DCSF's advice is emphatic that the visit must not go ahead if the risks cannot be contained.

## **INFORMATION FOR PARENTS**

Many short visits take place during the school day in connection with work being done by pupils. Equally, there are the many activities after school or at weekends which come within the school's regular programme. Such visits and activities are accepted as a matter of routine and do not involve parents being asked to give consent.

Where the nature of a visit or journey makes it appropriate to ask parents for consent, it is important that they should know what is involved. Information should be sent to the parents in writing when they are asked to agree to their children taking part in the visit.

## **SUPERVISION**

### **The Standard of Care**

School journeys and educational visits are an extension of school activities. Teachers, and by extension other adults, responsible for supervising pupils taking part in journeys and visits must be expected to act towards the pupils as a careful parent would towards his or her children in similar circumstances. It is a professional duty, included in the School Teachers' Pay and Conditions Document, for a teacher to maintain the good order and discipline of pupils and safeguard their health and safety, not only in school, but also when they are taking part in authorised activities elsewhere. In the case of a journey, they are responsible for the pupils in their care 24 hours a day, seven days a week. The responsibility is not lessened because the duty is undertaken voluntarily. In all cases where the teacher has accepted the care of the children, he or she must take responsible precautions for their safety. School rules should still be applied to ensure the discipline and control of the pupils.

### **Levels of Supervision**

All staff or volunteers accompanying the trip who are to be in charge of pupils must have the relevant checks in accordance with the school's recruitment procedure. NB: Volunteers and parents accompanying overnight trips need enhanced SRB checks

There are no statutory requirements for staff-pupil supervision ratios. Levels of supervision need to be decided for each visit or journey, according to all the circumstances (e.g. age, previous experience and maturity of pupils, whether the party consists of boys or girls only or both, the capabilities and previous experience of the supervisory staff, travel arrangements, activities to be undertaken, time of year, etc).

The DCSF offers as guidance the following ratios for visits to local sites and museums or for local walks:

- One adult for every six pupils in Years 1 to 3 but a higher ratio for under-fives
- One adult for every 10-15 pupils in Years 4 to 6
- One adult for every 15-20 pupils in Year 7 and above.

## **Preparing pupils with special and medical needs**

The School nurse publishes a list of those children with special medical and dietary needs.

The SENCO publishes a list of children who have special educational needs together with their Individual Plans.

The teacher in charge should ensure that there are adequate arrangements for children with special medical and dietary needs, and for pupils with special educational needs.

If necessary, the teacher in charge should sit down and discuss with the child in question how any special requirements for the trip are to be undertaken.

## **Discipline and Rules**

From the earliest possible opportunity during the preparation of the trip, the importance of good order and discipline should be emphasised to everyone taking part. As well as reminding them that they are representing the school, it should be pointed out that a climate of responsibility is essential for their health and safety and to ensure the trip is as enjoyable and successful as possible.

The party leader should make it clear what is expected of the pupils by explaining the code of behaviour which must be accepted by each pupil if he or she is to take part. They should be aware that the appropriate action may be taken if any misbehaviour occurs, particularly if it puts any of the pupils at risk of injury.

A number of basic rules are necessary for all school trips, e.g. what is suitable clothing, what articles and how much money may be taken and rules about free time and unsupervised activities.

The pupils should also be clear about what to do in cases of emergency. Other rules may be necessary depending upon the circumstances. Where there are outdoor activities, the rules of one or more of the country code, the Mountain Code and the Outdoor Studies Code could be relevant.

When pupils are at an activity centre, it is essential that they know and understand the safety and general rules of conduct of the centre. Similarly, they must be aware of particularly rules which apply when travelling by transport or walking along roads.

The location of the trip may necessitate a number of basic safety rules. When for example, pupils visit a farm, there are risks from dangerous equipment, hazardous substances such as pesticides, heavy vehicles and dangerous areas such as grain silos and slurry pits. As well as safety rules, there should be procedures for hygiene in place.

## **PARENTAL CONSENT**

**Extract form Terms and Conditions – as signed by all parents:**

### **7. The School's Obligations**

*(e) Parents 'also consent to their child being taken to matches, tournaments, theatre trips and on other such excursions, lasting no more than one day, that from time to time are required in the course of their education. In the event of the outing lasting more than one day, a separate consent form will be required.'*

Where appropriate it may be necessary to secure parents' written permission for a child to go on a trip. Parents need only be asked to sign one consent form in respect of a series of trips that are part of a particular course. Written consent that the parent accepts the risks must be obtained if there are special risks or conditions, such as a non-returnable deposit. For longer trips, parents must be given full details of the itinerary: the name and address of destination, dates and times of departure and return, cost and method of travel, inoculations necessary, etc before they are asked for their consent.

On the consent form, parents should provide necessary information about the child and include details of any relevant medical condition and any medical treatment required. There should be an emergency contact telephone number and an alternative contact. Other information may be needed depending upon the nature of the trip. It may be necessary to know of any special dietary requirements and whether the child suffers from travel sickness. If the trip includes physical activities, parents should be asked to state whether there are any in which the child cannot participate. It may be necessary to be informed of the swimming competence of the child.

**Wording for a consent form MUST include the following INFORMATION:**

School trip to .... Dates from ... to.....

**A consent form MUST include the following WORDING:**

I acknowledge receipt of the information relating to the above-mentioned school trip and wish my son/daughter to be allowed to take part. I agree to him/her taking part in any or all of the activities proposed.

I have ensured that my son / daughter understands that it is important for his/her safety and the safety of the group that he/she obeys any rules and instructions given by the staff in charge.

I understand that, whilst the staff and helpers in charge of the members of the group will take all reasonable care for their health and safety, they cannot be held responsible, unless they are found to be negligent, for any injury, illness, damage or loss suffered by my son/daughter during or arising on the journey. I, therefore, agree to indemnify St Andrew's School, its employees and agents against all liability for injury (including death), illness, loss to person or persons or damage to property caused by my son/daughter unless this was due to the negligence of St Andrew's School or any of its employees or agents.

**Medical Treatment:**

When taking children under 16 abroad, it is advisable to obtain written parental consent to any necessary medical treatment. A 16 year old may, himself or herself, give consent to medical treatment. Parents should be told that the teacher is in 'loco parentis' and must be free in the child's interest to take such action as a prudent parent would for his or her child. In a sudden emergency, there is unlikely to be time to contact the parents. The party leader should, of course, take along a complete list of emergency contact addresses and telephone numbers and contact parents as soon as possible in the event of a child being injured or falling ill.

**A suitable form of words to add to the parental consent would be:**

I hereby authorise...(leader of the party) or any other member of the school staff present, to consent to such medical treatment including inoculations, surgery or blood transfusion, which in the opinion of a qualified medical practitioner may be necessary for my child.... In the course of the..... school trip to....(destination).

A supply of first-aid equipment should, of course, be taken and it should be decided which member of staff will administer first aid. The address and telephone number of the nearest hospital and doctor should be obtained before departure.

Parents should be asked whether any medical points should be watched with individual children. They should be encouraged to hand any medications, together with instructions, to the party leader so that he or she may ensure they are taken at correct intervals. Staff should not hand out travel sickness pills indiscriminately as they can cause unpleasant side effects in some people.

**PERSONAL LIABILITY AND INSURANCE**

The law places the Group Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders. It

explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that St Andrew’s School, as their employer will always support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

St Andrew’s School has £20M of Employers’ Liability Insurance and £5M of public liability insurance, in addition the cost of overseas trips will include group travel insurance. Cover will include cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The group travel insurance covers overseas visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school’s policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school’s travel insurance with him/her on all but the shortest of visits].

Staff should check with the Bursar that the appropriate insurance provision has been made for their trip either by the school or with the organisation arranging your stay.

St Andrew’s School’s policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school).

## **EMERGENCY PROCEDURES**

The DCSF guidance Health and Safety of Pupils on Educational Visits describes emergency procedures as an essential part of planning a school visit. It states that everyone involved in the visit – supervisors, pupils and their parents – should be informed of who would take charge in an emergency, who had been nominated as back-up cover and what they would be expected to do should an emergency arise. The person who is to act as the school contact should also be known.

The group leader will normally take charge in an emergency and the main considerations will be:

- To establish the nature and extent of the emergency as quickly as possible
- To ensure the safety of all the group(s)
- To identify any casualties and get them immediate medical attention
- To ensure that any casualties taken to hospital are accompanied by a teacher and that the rest of the group are adequately supervised and kept together
- To ensure that emergency procedures are being followed by the group
- To notify the police if necessary
- To inform the school contact; the information given should include details of the incident, where it occurred and the date and time, details of the persons concerned, any injuries and action taken so far.

One of the important responsibilities of the school contact is contacting parents. Parent contact details should be available at all times while the group is away. If there is an emergency, the parents should be kept as well informed as possible. It may be that the school contact is the designated person to deal with media contact. Alternatively, it may be a governor. This is an important task. On no account should the name of an injured person or the name of any of the participants be released to the press.

The emergency procedure should also deal with accident reports, insurance notification and report arrangements and the other formalities if the emergency happens abroad. All accident reports and other records must be completed carefully. Particular care is required in the preparation of any statement because of the possibility of legal proceedings resulting from an accident or emergency situation.

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References:	
Authorised by resolution of the Governing Body Representative:	Signature ..... Name ..... Date .....

APPENDICES:

**APPENDIX 1: EDUCATIONAL TRIP TICK LIST**

- ✓ Obtained approval from EVC
- ✓ Completed application form (appendix 2)
- ✓ Application form signed off by Headmaster
- ✓ Letter to parents:
  - Obtained Parental Consent (if relevant)
  - Information about the trip
- ✓ Ensured appropriate staffing
- ✓ Organised Transport
- ✓ Organised Catering
- ✓ Completed Risk Assessments (appendix 3)
- ✓ Collected emergency contact cards from the EVC
- ✓ Copies of documentation to EVC
  - Completed and signed application form
  - Parental Consent letter (if relevant)
  - Risk assessment

## APPENDIX 2: APPLICATION FORM FOR THE APPROVAL OF EDUCATIONAL VISITS

*Not all sections will be relevant to every proposed visit:*

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the head teacher on the progress of the preparations. The group leader should obtain parental consent.

When approval is given, one copy should be retained by the head teacher and another by the group leader. The head teacher should be informed of any subsequent changes in planning, organisation, staffing.

**1. Group:**

**2. Group leader:**

**3. Purpose of visit and specific educational objectives:**

**4. Places to be visited:**

**5. Dates and times:**

a. Date of Departure:

b. Date of Return:

c. Time: Time:

**6. Transport arrangements:**

7. (Include the name of the transport company and vehicle registration number(s) where appropriate.)

**8. Signed off by Headmaster.....date:.....**

### APPENDIX 3: RISK ASSESSMENT

Venue:

Date of visit:

Group:

What are the hazards?	Level of risk anticipated (High, medium or low)	Who might be affected by them?	What safety measures need to be in place to reduce risks to an acceptable level?	Can the group leader put the safety measures in place?	What steps will be taken in an emergency?
Checking that all the children are on the bus leaving school	Low	Children	Check list of children on trip		
Checking that all the children are on the bus leaving venue	Low	Children	Check list of children on trip		

Assessment and Action plan prepared by:

Signed:

Date:

Signature of accompanying staff:

## APPENDIX 4: EMERGENCY CONTACT INFORMATION

*To be completed before the visit. Copies to be held by the group leader and school home contact.*

**1. School/group:**

**2. Name of group leader:**

Phone No:

**3. Visit departure date:**

**4. Return information:**

Date: Time:

Location:

**5. Group:**

Total Number:

Adults:

Group Members:

**6. Do you have an emergency contact list for everyone in the Group?**

YES/NO (If no, obtain one. If yes, attach it to this sheet.)

**7. Emergency contact information:**

a. During school hours:

- Head Teacher: Tel:
- Deputy/other: Tel:

b. Out of school hours:

- Head Teacher: Tel:
- Deputy/other: Tel:

c. Travel Company:

- Name/Address: Tel: Fax:
- Company Travel Rep: Name: Tel: Fax:
- Insurance/Emergency Assistance: Tel: Fax:
- Hotel:

- Address:
- Tel: Fax:
- Hotel contact (eg Rep/Manager):

d. Other emergency numbers:

(eg telephone tree)

## **APPENDIX 5: CHECKLIST FOR PUPILS GOING ON A VISIT (suggestion)**

- who is the group leader?
- where am I going to visit?
- how can I contact my group leader?
- how do I use the phone if help is required?
- what will be done to keep me safe and secure on the visit?
- what should I do if I get lost or into difficulties when not with the group leader?
- what is written in the code of conduct for my visit?
- what do I do to keep my money and valuables safe?

### **FOR RESIDENTIAL VISITS AND EXCHANGES:**

- the address(es) and telephone number(s) of the place(s) where I shall be staying?
- how should I behave (house rules) where I am staying?
- where am I to sleep and where am I to dress?
- what do I do if I am worried/unhappy about anything when staying with a host family?

## Appendix 6

### MODEL CONSENT FORM

[Year           ] Visit to .....

(The proposed itinerary is attached).

Departing at .....hours on..... from [the school],

And returning [to the school] at .....hours on .....

Maximum number of pupils [   ], who will be accompanied by [   ] members of the teaching or medical staff, including both male and female staff.

*[Where a proposed visit is over-subscribed, places will be offered on a first-come basis].*

Type of accommodation: (1) [Hotel in ... for .....nights]. Pupils will be accommodated in [   ]

bedded rooms.

(2) [Youth Hostel in .....for ....nights where there is simple  
dormitory accommodation]

Transport:

(1) School to [   ] by coach /school minibus

(2) Outward Flight No [   ] on [   ] hours on [   ], Air [   ] to [   ]

(3) Coach to hotel

(4) Inbound Flight No [   ] on [   ] hours on [   ], Air [   ] to [   ],  
arriving at [   ] hours.

*[Please note that although it is school policy always to book coaches fitted with seat belts, this is not always possible outside the UK]*

**Medical Information**

Any allergies or sensitivities to food, medication, pets or to insect stings:

Any chronic or recurring medical conditions needing regular or occasional medication or treatment:

Does he/she suffer from travel sickness? If so, may we have your permission to give him/her a travel sickness tablet?

Do we have your permission to give him/her a prescription pain reliever, such as paracetamol?

To the best of your knowledge, has he/she been in contact with any infectious disease over the past four weeks? If so, please give brief details.

Does he/she suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?

Date of last tetanus injection?

**CONSENT TO EMERGENCY TREATMENT**

I/ We authorise the Group Leader, or an authorised deputy acting on his/her behalf to *consent* on the advice of an appropriately qualified medical specialist *to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure* [under the NHS]/[ under the school's travel insurance cover] if he/she is unable to contact me/us time.

Signature of both parents: \_\_\_\_\_

or Guardian

**Contact Details for the period covered by the trip:**

NAME:..... Tel .no:.....Mobile: .....

Email: ..... Work no:.....

NAME:..... Tel .no:.....Mobile: .....

Email :..... Work no: .....

FAMILY DOCTOR:..... Tel .no:.....

Address: .....

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**Behaviour code:**

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given either by a member of staff [or by an Instructor at the Activity centre] at all times. I accept that where his or her disregard for the code of behaviour either causes danger to him/herself and to others, or offence to the local customs of [ ], or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, that he/she may be sent home forthwith at our expense.

Signed: ..... Signed.....

Name: ..... Name:.....

Date: ..... Date: .....

*Please note that your son/ daughter will not be allowed to participate in this visit unless this form is completed and returned to [ ] School  
by [ ] and returned to [ ] School by [ ]*