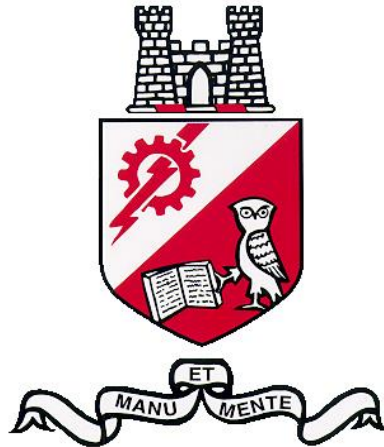


# WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

## Trips and Visits Policy

Policy reviewed

April 2017

Signed

*J A Haworth.*

# West Hatch High School

## Trips & Visits Policy

Adopted: April 2017

Review date: April 2020

### 1. Scope

1.1. This policy applies to all staff and students of West Hatch High School.

1.2. This policy draws on information contained in:

- Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (February 2014) [www.gov.uk/government/publications/health-and-safety-advice-for-schools](http://www.gov.uk/government/publications/health-and-safety-advice-for-schools)
- National Guidance (Outdoor Education Advisors Panel) [www.oeapng.info](http://www.oeapng.info) (Essex LA Guidance)
- Council for Learning Outside of the Classroom (LOtC) [www.lotc.org.uk](http://www.lotc.org.uk)
- Health and Safety Executive (HSE) [www.hse.gov.uk](http://www.hse.gov.uk)

### 2. Context

2.1 A successful school trip, visit or exchange can greatly enhance the curriculum provision and will serve to motivate students and staff. The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the premises by the use of carefully planned educational visits. This is part of the school's role in providing a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

2.2 It is crucial that health and safety are paramount on all educational visits and by following the instructions and guidelines set out we believe the majority of problems can be avoided. We use existing legislation and guidance in formulating this policy. We use the services of the Essex Visits Service to have all residential trips (home and abroad) approved, and for models for paperwork. We have a formalised system in place for all visits.

2.3 There are two broad categories of visit requiring differing levels of planning. The categories referred to in this policy are:

- Category 1: routine visits that involve no more than an everyday level of risk and are covered by establishment procedures and policy. Such visits require minimal planning or preparation beyond what is needed to make best use of the learning opportunity.
- Category 2: visits requiring additional planning and some level of risk assessment. This may be due to distance from school, nature of the trip or activity, venue, nature of the particular group, the need for specialist leader competencies, or any combination of these. For some visits this will involve detailed planning over an extended period of time.

### 3. Principles

3.1 The principles of this policy are to ensure:

- Trips should have a clearly stated valid educational purpose: cultural, physical, knowledge enhancement, personal growth. The Headteacher and governors must be sure that the purpose of the trip is sufficient to warrant the effort put into organising it and the money spent on it by both the school and the parents
- Trips are open to all students within the scope of the trips' purpose.
- The aims of any trip or visit should be commensurate with the needs of the pupils, including those with special educational needs for whom additional appropriate arrangements may need to be made
- Students may be refused participation on a trip if it is felt that their behaviour is not up to the necessary standard. Parents will be informed why their child is refused a place.
- Where numbers on a trip are necessarily limited, and it is anticipated that more will apply than there are places, a fair means of selecting successful students will be used.
- The budget is organised so that trips may be cancelled in good time if there is not sufficient demand.
- The school will do everything in its power to prevent financial loss from trips by having adequate budgetary planning (via the Finance Office) including sufficient timeline planned in which will enable trips to be cancelled if need be without incurring loss.
- The financing of all trips must comply with West Hatch Financial Regulations Policy and the School Charging Policy (see website for copies)
- Consideration is given to establishing free places for those students who are currently in receipt of free school means or those who are experiencing financial hardship

### 4. Responsibilities

4.1 Responsibilities of the School Governors

The School Governors are responsible for the health, safety and welfare of the staff and students, and in so far as is reasonably practicable, for ensuring the safety of anyone else on the premises or anyone who may be affected by their activities. This responsibility extends to participants in off-site visits. The Governing Body must approve any visit involving an overnight stay or overseas. The Governors delegate the Headteacher/EVC the responsibility to approve all other visits.

The Governing body of the school should ensure that:

- The visit has a specific and stated objective
- Plans for the visit comply with the regulations and guidelines provided by Essex LEA and set out in the school's Educational Trips and Visits Policy and procedures for trips and visits
- Evaluate the visit in light of the group leader's written evaluation after a category 2 visit
- Assess proposals for visits in risk category 2

4.2 Responsibilities of the Headteacher and/or the designated Educational Visits Co-ordinator (EVC)

The Headteacher delegates responsibility to the EVC to oversee the policy and processes of planning and organising trips and visits and to ensure that all trips are prepared and conducted in accordance

with the required standards. The decision to approve a trip will be taken by the EVC (for day visits), in consultation with the Headteacher (and Governing body, in the case of residential visits).

In addition, the EVC should ensure that:

- Plans for the visit comply with the regulations and guidelines provided by Essex LEA and set out in the school's Educational Trips and Visits Policy and procedures for trips and visits
- If the proposed trip/visit is category 3 or 4 it is logged with the LEA through their online procedures. The risk assessment, which has been written by the team leader, will be entered onto the LEA Trips and Visit website (EVOLVE) as well as details of the proposed visit. The LEA's EVC will then check that the visit complies with the regulations and guidelines provided by Essex LEA and will make the final decision as to whether the trip can go ahead
- The group leader is competent to monitor the risks throughout the visit
- They are clear about their role if taking part in the visit as a group member or supervisor they must follow the instructions of the group leader who has sole charge of the visit
- Adequate child protection procedures are in place
- Training needs have been assessed by a competent person and that the needs of the staff and students have been considered
- The accreditation or verification of service providers has been checked
- Consideration is given to financial management, choice of contracts and contractual relationships in order to obtain best value

#### Staffing

- The EVC must ensure that accompanying staff are appropriate, and are sufficiently trained. In addition, the EVC should ensure that:
- The group Leader has experience in supervising the age groups going on the visit and will organise the group effectively
- The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location or centre where the activity will take place
- Non-teaching supervisors on the visits are vetted and appropriate people supervise students
- Non-teaching adults (spouses of staff) who volunteer to supervise on trips – the school will ensure that DBS screening is carried out
- The school does not normally support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members if the Governors are not satisfied that their accompanying the trip is an education benefit for the pupils, or if they are not satisfied that including the family member will not compromise the successful running of the trip
- The ratio of supervisors to students is appropriate and complies with Essex or Governing Body guidelines

#### 4.3 Responsibilities of the Group Leader

- Only one teacher should have overall responsibility for the supervision and conduct of the visit. The group leader should:
- Obtain the prior agreement and approval of the Headteacher (for residential) or the school's EVC (for day), before any off-site visit
- Follow LEA and school regulations, guidelines and policies – a copy of which is held on the Gateway and on the EVOLVE system
- Appoint a deputy leader

- Maintain good order and discipline
- Clearly define each group supervisor's role and ensure all tasks have been assigned
- Ensure all members of staff are briefed fully about their roles and responsibilities during all the time of the visit including any 'downtime' that might be built in
- Be able to control and lead students of the relevant age range
- Be suitably competent to instruct students in an activity and be familiar with the location or centre where the activity will take place. If using external instructors ensure that they are suitably qualified
- Be aware of child protection issues
- Ensure adequate first aid provision
- Undertake and complete all necessary comprehensive risk assessments including those that are generic, visit specific and dynamic/ongoing
- Regularly review undertaken visits or activities and advise the EVC where adjustment may be necessary in existing guidelines
- Ensure that all participating teachers, supervisors and students are fully aware of what the proposed visit involves
- Obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group
- Inform the Headteacher of any plans to use supervisors not employed by the school so that they can be appropriately vetted and approved
- Consider stopping the visit or any part of the visit if the risk to health or safety of the students is unacceptable, and have procedures in place for such an eventuality
- Ensure that group supervisors have details of the school contacts
- Ensure that group supervisors and the school contact have a copy of the emergency procedures and a copy of a contingency plan for any delays, including a late return home
- Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make
- Ensure that parents have signed the consent forms and arrangements have been made to meet the medical needs of all participants
- Observe the guidance set out for teachers and other adults involved in school visits
- Make clear the responsibility of teachers, non-teaching supervisors and students as outlined below
- Ensure arrangements are set up with Finance for the collection of payments for visits
- Ensure that all supervisors observe the guidance set out for teachers and other adults involved in the school visit
- On return to school ensure students are safely collected or arrangements are in place for them to get home safely
- Produce a written evaluation on a category 2 visit and submit a copy of the evaluation to the Chair of Governors, the Headteacher and the school's EVC

#### 4.4 Responsibilities of participating teachers

- Ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances
- Follow the instructions of the group leader and help with control and discipline
- Prepare themselves as fully as possible and inform the group leader if they are unsure of their ability to perform and supervisory function requested of them

- Conduct themselves in a professional manner at all times: during all trip activities and all downtime activities for example evening sessions
- Report to the group leader any concerns they may have concerning pupil behaviour or well-being during the visit
- Notify the group leader and consider stopping the visit or any part of the visit or activity if they think the risk to health and safety of themselves or those in their charge is unacceptable

#### 4.5 Responsibilities of non-teaching adult supervisors

- Non-teaching adults should be clear about their role and responsibility during the visit and must:
- Ensure the health and safety of group members
- Not be left in the sole charge of students, except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisors
- Help with control and discipline and speak to the group leader or teaching supervisors if concerned about the health and safety of students at any time during the visit

**\*\*Parents accompanying:** this is not generally encouraged as it can lead to a blurring of the role between parent and supervisor. Occasionally it may be considered useful for a particular child to have a parent who is there to supervise that child alone.

#### 4.6 Responsibilities of participating students

Students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

Wherever possible, the curricular aims of the visit for these students should be fulfilled in other ways.

Participating students, as a minimum requirement must:

Not take unnecessary risks

- Follow the instructions of the group leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- Be respectful and sensitive to local codes and customs, particularly when abroad and look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor about it

If a student's behaviour fails to meet the expected requirements on a visit, disciplinary procedures may be instigated in line with the School's Discipline Policy. This could include being sent home at the parent's expense.

If a student's behaviour results in the school incurring any additional expenses, the school will seek to recover these costs from parents.

#### 4.7 Responsibilities of Parents

Parents should be able to make an informed decision about whether their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

Where appropriate, the group leader should tell the parents how they can help prepare their child for the visit.

Special arrangements may be necessary for parents for whom English is a second language. In addition, parents have a responsibility to:

Support the visit's code of conduct

- Agree the arrangements for sending students home early and agree to meet the costs
- Provide the group leader with emergency contact number(s)
- Sign the consent form
- Where appropriate, provide additional information about their child's emotional, psychological and physical health
- Where payment is required, agree to meet all payment deadline as defined on the school's current electronic payment systems

## 5. Organisation and Planning

### 5.1 Approval Procedure and Consent

All trips/visits (both one day trips and longer, residential ones) must be registered first on the online EVOLVE system. This represents an expression of intent for the eyes of the EVC who will decide an initial outline approval to go ahead and provide more detailed planning or decline giving reasons.

Time frame:

- Overseas residential: normally 12-18 month lead in and certainly not less than four school terms
- Home residential: normally 6-12 months lead in and certainly not less than three school terms
- One day trips: normally 1-2 months lead in and certainly not less than one school term

The trip leader completes the detailed Trip Planning Form and discusses it with the EVC

The trip leader gains budget approval from the School Business Manager which includes a timeline on the amounts of monies to be paid and the deadlines which they need to be paid by parents

### 5.2 Approval by Headteacher/SLT/Governors

- One day trips: approval is given by the EVC with reference to Headteacher where deemed necessary. A list of trips is given to the head at the beginning of each term for reference
- Residential trips: UK/abroad trips: approval must be given by the Headteacher in writing BEFORE letters are sent out to parents. In some cases the Headteacher will require a meeting with the trip organiser and EVC to be satisfied that adequate planning is in place
- Letters home to parents must gain approval from EVC before being dispatched
- Consent forms are collated via the EVOLVE system

- Heads of Houses and SLT are consulted about suitability and behaviour logs reviewed of students who have applied to go on trips
- Any subsequent letters are sent to parents in the approved time frame, supervised by the EVC
- All letters concerning trips should be available on the school website
- Where appropriate, overseas and residential trips are approved by the LEA under the EVOLVE system
- All risk assessments have been completed and appropriate safety measures are in place
- Medical requirements of pupils are known and taken with the supervising staff
- The provision of adequate first aid is available
- The mode of transport is suitable
- Travel times out and back are known, including pick-up and drop-off points
- All details of pupils on the trip and contact details are held centrally in a file in the school office for staff to be able to tell parents
- There is adequate and relevant insurance cover
- The address and telephone number of a named contact at the visit's venue is available
- A school contact, group leader and all group supervisors have the names of all the participants travelling in the group, including contact details of the designated next of kin
- All necessary actions have been completed before the visit begins.

## **6. Insurance**

In respect of pupils, schools have a legal duty to take care of the well-being of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for parents to arrange.

## **7. Passports, Visas and EHIC:**

Group Leaders should make a copy of all passports, visas and EHIC, and retain a copy throughout the visit. A second copy should be uploaded to EVOLVE before departure. For trips in Europe all students should have an EHIC.

## **8. Emergency / Critical Incident Procedures**

Group Leaders should ensure that they are familiar with the current guidance via:

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards) - with Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.



## **9. Monitoring and Evaluation**

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Group leaders should ensure that the evaluation process is completed on the EVOLVE system on return. Any significant issues should be shared with the EVC, the Headteacher and the Essex Advisory Team.

Policy Reviewed April 2017

Next Review April 2020