



## Educational Visits Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

### 1. General information

- 1.1 At Abbot's Hill School we believe that learning outside the classroom is an essential component of our curriculum. Our educational trips are many and varied, but with a clear purpose offering our pupils unique opportunities to develop their resourcefulness and initiative, to extend their learning and to spend time together in an informal environment. Every year pupils regularly make visits to a range of cultural and sporting visits. This includes visits abroad.
- 1.2 Every year pupils make a range of cultural visits and participate in a range of sporting events. Visits are regularly made to museums, theatres, art galleries as well as for the purpose of developing field study skills. Pupils participate in sporting events at other schools and at district county levels. Visits abroad include Seville, Madrid, Ypres, Normandy and the Opal Coast.
- 1.3 It is the school's duty to ensure that all educational visits are safely managed and that the health, safety and welfare of pupils, staff and volunteers are maintained in accordance with the guidelines provided by the DfES in 'Health and Safety for Schools' – covering activities on and off school sites located on the 'T drive' <T:\AHS Staff\AHS Educational Visits>.

### 2. Responsibilities

- 2.1 The Governing body as employer will satisfy themselves that appropriate safety measures are in place and that training needs have been addressed. The Head ensures that if the Educational Visits Co-ordinator's role and responsibilities are designated to another senior member of staff, that member of staff is appropriately experienced and suitably trained to undertake the role.
- 2.2 The school has an Educational Visits Co-ordinator (EVC), who works alongside the Deputy Head and Head of Prep who have delegated responsibility from the Head and approval of the Governors to authorise all off-site school visits and to ensure that all trips are prepared and conducted in accordance with the required standards.
- 2.3 The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the ongoing health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements. Part 2 Guidance for staff, provides guidance and the detailed procedures necessary.

### 3. Staff to pupil ratios

- 3.1 It is important to have a high enough ratio of adult supervisors to pupils for any visit. Various factors should be taken into consideration such as the age of the group, the nature of the

activities, the duration and nature of the journey and the medical needs of any pupils within the group. A minimum of 2 staff must accompany any group of pupils, unless agreed otherwise by the EVC.

#### **4. Senior School**

- 4.1 For day trips a ratio of 1 member of staff per 15 pupils must not be exceeded, with a minimum of 2 staff for every trip being the norm unless otherwise agreed by the Deputy Head. For residential trips, UK and abroad, a ratio of 1 member of staff per 10 pupils is not normally exceeded, with a minimum of 2 staff for every trip.

#### **5. Prep School**

- 5.1 The ratio of staff to pupils accompanying any visit out of school in the Prep department reflects the age of the children who are making the visit.

The following ratios are usually applied:

Stepping Up & Reception: Ratio 1 adult to 4 children

Year 1: Ratio 1 adult to 6 children

Year 2: Ratio 1 adult to 8 children

Years 3-6: Ratio 1 adult to 10 children

- 5.2 The ratios are used for visits whether they are at home or abroad, children are only taken abroad in the upper junior years.

#### **6. Staffing**

- 6.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. The selection of staff for educational visits is a key priority in determining the initial approval of any proposed visit. Where it is appropriate the school will ensure appropriate checks on volunteers have been carried out in line with the school's Safer Recruitment and Selection Policy.

#### **7. Approval procedure and consent**

- 7.1 For any venture a preliminary discussion must be had with the EVC and subject to satisfactory submission of a draft outline for the educational visit, preliminary approval will be given to continue. Written parental consent must be sought by the Trip Organiser confirming that they have understood the purpose, estimated cost and arrangements for the visit and give permission for their son/daughter to go on the visit. Parents are also requested to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place. Pupils may not go on a visit if the annual signed consent form has not been received.

#### **8. First Aid**

- 8.1 As outlined in DfE guidance, first aid requirements form part of the risk assessment carried out by the trip adviser. As a minimum a suitably stocked first-aid box and a named first aider will accompany every visit. Increased levels of first aid cover will be dependent upon the

nature of the trip and the pupils taking part. A visit rated as overall low risk will only require 1 first aid trained staff member. The presence of pupils with serious medical conditions such as anaphylaxis, or insulin dependent diabetes may lead to the requirement for a higher level of first aid competence during the trip.

## 9. Risk Assessment

9.1 As stated above, the Trip Organiser must carry out a risk assessment covering all aspects of the proposed trip which must be approved by the EVC. Ongoing 'dynamic' risk assessment will be continued by the Trip Organiser throughout the trip to ensure that hazards are monitored and appropriate safety measures are put in place. It is the responsibility of the Trip Organiser to ensure that all accompanying staff are familiarised with the risk assessment and to continue to brief staff throughout the trip. The following points are always considered:

- a) Responsibilities for visits, including pupils' behaviour
- b) Planning visits, including risk assessments and first aid
- c) Supervision, including ratios and vetting checks
- d) Preparing pupils, including special and medical needs
- e) Communicating with parents
- f) Planning transport
- g) Insurance
- h) Types of visit
- i) Visits abroad
- j) Emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted. In line with data protection requirements, the risk assessment must state that, in order to minimise a data breach, the Trip Organiser will return the medical data to the School Nurse and safely destroy any other personal data taken off site as soon as the trip is over
- k) The Trip Organiser must store the trip risk assessment on the T drive and destroy in accordance with the Data Retention Policy.

9.2 The school must check that external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the school must check they are an appropriate organisation to use. This will include checking:

- their insurance
- they meet legal requirements
- their health and safety and emergency policies
- their risk assessments and control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed.

## 10. Pupil Behaviour

10.1 For all visits, the pupils should be adequately briefed about the aims, expectations and codes of conduct for the visit. Pupils should be engaged in evaluating the risks of the tasks

they are about to undertake. Every effort is made to ensure that pupils with SEND are well prepared and that provision is made to accommodate their individual needs and requirements.

- 10.2 In all cases parents and pupils should be made aware of the standards of behaviour expected and the sanctions which may be used in cases where the standards are breached. In all cases the parent consent form requires that parents agree that the school reserves the right to send their child home at the parents' expense if he/she jeopardises their safety, the safety of others or the good name of the school. For residential visits, it may be appropriate to require parents and pupils to sign a Code of Conduct Agreement.

## **11. Emergency Procedures**

- 11.1 The Trip Organiser must ensure that full details of the visit are retained at school by key personnel who can be contacted if there are changes of plan or if there is an emergency. The Trip Organiser and staff must be familiar with and act in accordance with Health and Safety: advice on legal duties and powers (DfE Feb 2014). Staff must ensure that they keep emergency contact details for pupils and staff with them at all times, and that they have the correct insurance information readily available.

- 11.2 The school staff will:

- Ensure that the group are all present and accounted for
- Seek immediate medical attention for any casualties
- Ensure that any casualty going to hospital is accompanied by a teacher
- Maintain adequate supervision for the remaining group members
- Notify the police and or the British Embassy as appropriate
- Keep the emergency school contact informed of
  - the nature,
  - date and time of the incident,
  - location,
  - names of casualties and details of their injuries,
  - names of others involved so that parents can be reassured, and
  - the school staff will:
    - know that no-one in the group should speak to the media.
    - all media enquiries should be handled by the designated Abbot's Hill School media spokesperson.
    - names of those involved in the incident should not be given to the media as this could cause distress to their families.
    - record accurately as soon as possible all relevant facts and witness details and preserve any vital evidence
- For residential trips parents are to be provided with the contact details of the Trip Organiser

## **12. Insurance**

- 12.1 The school holds a World Travel Policy which is renewed annually. This provides extensive insurance cover, but some specified hazardous activities require an additional premium to maintain appropriate insurance cover. Trip Organisers must ensure that they check the travel insurance if they are undertaking hazardous activities and contact the insurer for

advice if there is any doubt that the activity is not covered. The Trip Organizer must keep the insurance details with them at all times on the trip.

### **13. Travel Arrangements**

13.1 Only reputable companies are used for transport. The travel requirements are risk assessed taking into account all the relevant factors such as distances to be travelled and likely weather conditions and appropriate arrangements are made to ensure optimal safety conditions for travel. All staff who drive pupils are checked for valid driving licences. The trip organiser must carry out all reasonable checks to make sure that safety is maintained as far as is reasonably practicable.

### **14. Medical Information**

14.1 When assessing risk, particular attention is paid to any member of the group who has a disability, medical condition or specific educational need. As previously stated, parents are requested to provide any update of medical information on the consent form and to give consent for any emergency medical treatment which may be considered necessary. In addition, the school data base is checked for medical conditions. Key staff such as the School Nurse are consulted where further information and advice is required as well as the parents. It is the Trip Organiser's responsibility to take all medical information on the trip and ensure the relevant supervising staff are provided with appropriate information. Pupils must be reminded and checked that they have all the necessary medication and equipment.

### **15. Educational Visit Evaluation**

15.1 The school recognises that every educational trip requires considerable time and effort to organise, and there are associated costs such as lessons missed, staff cover, study and revision time lost. For this reason the Trip Organiser is required to state the purpose of the visit at the outset when seeking initial approval. The Organiser is also required to evaluate the trip on return and submit to the EVC. A termly summary of off-site visits that have taken place is provided for the Health and Safety Committee and the Head will provide the Governors with an overview of school visits that have taken place.

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Mrs Kathryn Gorman  
**Head**