

SCALBY LEARNING TRUST

Educational Visits Policy

HISTORY OF DOCUMENT

Issue No.	Author	Date Written	Approved by Trustees	Comments
1	NYCC/M. McCluskie		11.11.09	
2	NYCC/M. McCluskie		19.05.10	Section regarding cancellations and withdrawals added
3	NYCC/M. McCluskie		10.7.12	Role of EVC & Group Leader added, plus sections on Organisation & Planning, Finance, Administration & Risk Assessment
4	NYCC/M. McCluskie		11.6.14	Name changes and typos
5	M McCluskie		10.6.15	Re-approved Changes is red
6	M McCluskie		14.9.16	Approved
7	M McCluskie		1.11.17	Re approval no changes

Scalby Learning Trust, has a Service Level Agreement with NYCC in order to quality assure the leadership and management of all learning outside the classroom activities, including residential visits in the UK and abroad. This policy should be read in conjunction with NYCC's "Guidelines for Educational Visits" handbook which is the policy governing all educational visits across NYCC's schools and colleges.

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered throughout Scalby Learning Trust. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support the role of visits in the life of the school. Where possible we aim to enable as many students as possible to participate in the range of visits offered by the school.

PURPOSE

- 1 To ensure that every student has the opportunity to benefit from educational visits.

- 2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- 3 To enable the school to identify appropriate functions, responsibilities, training support and monitoring for all governors, the Headteacher, staff, students and providers involved in an educational visit.
- 4 To comply with NYCC's 'Guidelines for Education Visit' and to keep up to date with further advice.
- 5 To meet DfES guidelines (1998) entitled 'Health and Safety of Students on Education Visits' (HASPEV) and DfES 3 part supplement and guidance (2002).
- 6 To ensure that where appropriate further advice is sought from the NYCC Learning Beyond the Classroom Advisor and other technically competent personnel.
- 7 To ensure that educational visits are in line with school policies on safeguarding, special educational needs, inclusion, and equalities.

THE ROLE OF THE EVC

Each school in Scalby Learning Trust will appoint an Educational Visits Coordinator (EVC).

The EVC will ensure that all educational visits are planned using the NYCC's "Guidelines for Educational Visits"

The EVC will overview the approval, planning and review and evaluation of trips and offer technical advice around the planning of visits within the framework of NYCC's "Guidance on Educational Visits" document.

The EVC will attend update training every academic year to ensure that all trips are planned in accordance with the latest Dfe and HASPEV regulations and guidelines.

The EVC will report to the head teacher and the governing body on all aspects of educational visits run by the school at the final meeting of the school year.

The EVC at Scalby School will review and update this policy on behalf of all Scalby Learning Trust schools as required with a yearly review considered to be the minimum acceptable period for any review of the policy.

THE ROLE OF THE GROUP LEADER

There will be a named group leader and where appropriate, a deputy, on all visits. The group leader will have responsibility for all aspects of the visit as detailed in this policy and the NYCC "Guidelines for Educational Visits". The extent of a Group Leader's (GL) responsibility can be summarised across these areas and should be used in conjunction with the description of the GL's responsibilities described in the "Guidelines for Educational Visits" policy:

- Organisation and Planning
- Finance
- Visit Administration
- Risk Assessment

Organisation and Planning

GLs should:

- Undertake NYCC's "Planning Educational Visits" Group leader training – **visits can only be lead by staff who have undergone this training**

- ensure sufficient experienced staff are appointed to assist the leadership and management of visits (DBS checks are required if additional adults who are not members of staff will be assisting on a trip or residential visit).
- brief all staff about their role before the trip and provide them with documents and resources which will be needed in the event of an emergency.
- appoint an experienced and competent deputy to lead and manage the visit should the group leader become incapacitated.
- hold a parents' meeting if the visit is residential or high risk.
- consider SEN and disability access issues and liaise with the SEN department as required.
- ensure that Best Value is applied when selecting providers, appropriate checks are made and that insurance and financial support procedures are followed.
- ensure emergency procedures are planned and followed.

Finance

The GL is responsible for all financial aspects of a visit and should ensure that;

- a payment schedule is planned and that parents are informed of this in the initial letter advertising the trip
- the cost of the trip as detailed in the initial letter is fully inclusive and that parents/carers are not asked to pay for extras outside of the original advertised cost of the visit at a later date.
- all receipts for payments made before and during the visit are passed to the Business Manager
- all students have paid for their visit before the date of travel
- providers/tour operators have been paid before the date of travel
- the EVC and the Business Manager are informed when the payment schedule for a visit has not been met by a parent/carer in order that a revised payment schedule can be established in cases of hardship.
- the Headteacher authorises the participation in any visit of students who have not paid in full.
- money collected from students to fund a trip is paid into the appropriate School Fund account. If money is to be collected by instalment, payment cards are available from the Office.
- a rough breakdown of the costs is submitted to the EVC in advance of arranging a visit. Any surplus left in the account on completion of a balance sheet will be returned to students. Minimum refund £5 per student.
- if a trip is a compulsory element of a course the school will endeavour to help meet the costs for parents who are struggling to find the funding. In such cases parents should be asked to speak to the group leader.
- day trips to support curriculum areas and Immersion Days should aim to involve all students in the relevant year group. Financial support in cases of hardship can be made from the Immersion Day budget in order to ensure all students can participate in Immersion Day visits.

Administration

Group Leaders have responsibility for:

- devising a letter to advertise the visit to parents/carers
- collating the medical/consent forms for all students
- completing and submitting detailed proposal form
- provide copies of all of these documents for inspection by the EVC prior to the date of travel
- prepare a detailed pack for parents in the case of residential visits which will include details of the visit itinerary, emergency contact details and a copy of the insurance schedule.
- checking the validity of passports and EHICs prior to the date of travel. This applies to the passports and EHICs of staff as well as students.
- completing a near misses form upon their return.

Risk Assessment

The GL should prepare the a risk assessment of the visit using the “Guidelines for Educational Visits” hand book and should;

- undertake a complete Risk Assessment of all activities, travel arrangements, sites and accommodation and detail the plan for risk management.
- ensure that risk assessments and management including generic, site specific and ongoing are and recorded.
- ensure that copies of all trip documentation, including the risk assessment, medical/consent forms and emergency contact information are left with the EVC prior to the date of departure
- ensure that they have school hour emergency contact details. (This will normally be the EVC or the head teacher)
- undertake pre-visits for all new visits and residential accommodation in this country and where possible, for trips abroad. Where pre-visits are not possible abroad, the group leader should aim to seek as much information as possible via other schools and the tour operator.
- record any “near miss” information and pass this information to the EVC upon return from the visit.
- report any incidents as they occur to the EVC, in order to gain advice on how best to manage the incident.
- Ensure that the visit is organised with within the frame work of Scalby Learning Trust’s Prevent Duty risk assessment.

INFORMING PARENTS

- Parents will be given detailed information about all visits in order to give written consent, medical and contact details.
- Parents meetings will be arranged for all residential trips and high risk activities.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost of and be responsible for collecting students in certain circumstances.
- A school emergency contact will be a point of contact made known to parents for a residential visit .(This will normally be the EVC or the head teacher)
- Parents are expected to provide the GL with up to date details on any medical conditions which could affect their child’s enjoyment of the visit so that these can be managed and recorded in the risk assessment. Failure to give the school early notice of medical conditions could result in a student being withdrawn from the visit.

STUDENTS

- Students should be briefed about the aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible students should be involved with planning, developing codes of conduct, assessing/ managing risk and evaluating their own attitude, behaviour and learning.

GENERAL POINTS FOR ORGANISATION OF A VISIT

Approval

All visits must enhance the school’s curricular and SMSC provision and promote Fundamental British Values. Visits which do not promote these will not be allowed to run. Approval for visits should be sought by completing the online using the web-based Evolve programme which is administered by NYCC. Decisions on approval will be made during the weekly Educational Visits meeting by the appointed Educational Visits Co-ordinator. (EVC)

Governors delegate approval of low risk and routine visits and occasional opportunities to the Educational Visits Coordinator.

All new, higher risk visits including adventure activities, residential visits and foreign travel will be submitted for Governors' approval after approval by the Educational Visits Coordinator. The designated governor for school visits will give initial approval on behalf of the Governing Body. This will be reported to the Full Governing Body at the earliest opportunity.

All residential, overseas and high risk visits will be submitted to the NYCC Learning Outside the Classroom Advisor for review. The advisor will offer technical assistance in the planning of any visit if required including updated from the Foreign and Commonwealth Office as appropriate.

Selection of students

- As soon as students have been provisionally accepted onto a trip, a list of names should be handed to the Head of Year, SEN Manager and the EVC who will forward any relevant student information. Only then should students be firmly allocated a place.
- Group leaders should upload the student list to Evolve as soon as possible. Group Leaders should consult this prior to making the selection of students to ensure that as many students as possible are able to participate in a trip during their school career.
- Leaders should make explicitly clear in the initial letter home to parents and students the criteria used for selection if the trip is oversubscribed. In most cases it is appropriate to hold a ballot.
- On letters to parents informing them of trips, it should be made clear that participation on such trips depends on the consistent high level of good behaviour. Students whose behaviour is a long term and who fail to improve their behaviour after mentoring and support may not be eligible to participate in out of school activities.

Special Educational Needs

The special needs of individual students (medical, sensory, physical, educational and behavioural) will be taken into account by the group leader. The leader will discuss the necessary special arrangements with the Special Educational Needs Co-ordinator and other staff as appropriate. The main issues to consider are:

- Access
- Travel
- Equipment
- Personal hygiene (toileting)
- Sleeping arrangements
- Safety
- Support (Finance and additional staffing)
- Differentiated activities.

Rooming on residential visits

The following guidelines should be followed:

- Avoid single rooms for students
- Students should have adjacent rooms with staff rooms on the same floor
- Access to student rooms by staff must be available at all times
- Male and female sleeping areas should be separate (eg separate floors)
- Locks on all rooms should work

- Security arrangements must be in place e.g. is reception staffed 24 hours
- The party must be made aware of fire exits
- Guidelines should be issued re safety in rooms e.g. balconies.

Use of outside contractors e.g. tour operators and coach companies

- It is necessary for the group leader to check the safety management systems of all outside contractors used for the visit and written confirmation provided.
- Where foreign coach companies are used, checks should be made about the availability of seat belts and parents informed accordingly.
- The GL (or other supervising staff in his/ her absence) retains the responsibility to overrule decisions reached by staff provided by outside contractors if she/ he feels that the safety of the students is at risk.

Supervision

- Supervising staff must be fully briefed about their responsibilities by the GL before and during the trip. Appropriate checks must be carried out for non-teachers who will be in sole charge of a group of students.
- Where parents are used to supervise a trip, they should not be responsible for directly supervising their own child in order to avoid conflicts of loyalty. They must accept that the GL ultimately has overall responsibility for their child during the trip. Parents must be made aware of these points prior to the trip.
- On a residential or day trip in the UK, the recommended supervision rates should be 1: 15 for routine trips and 1: 10 for trips of a hazardous nature. On foreign visits the recommended ratio is 1:10. However the ratio may be reduced dependant on the experience of the staff leading the visit i.e. fewer students per teacher.
- Students should always be in groups of at least three if they are not being directly supervised and they should be made aware of an emergency contact point that will be staffed throughout the activity.
- GLs should plan and prepare appropriate supervision and planning for 'down- time' during a residential visit.
- The GL should ensure that the mobile phone network in the area to be visited works for their party or if this is not possible that the location of the nearest available landline is known.
- Where possible , a male and female member of staff should accompany a trip involving both girl and boy students.

Swimming

Swimming activities are extremely hazardous. Students should only be allowed to swim in a swimming pool if a fully qualified life-saver is present. A member of staff should always remain outside the water for surveillance purposes and groups of no more than 15 students should be using the pool at any one time. Parents must be clearly informed of swimming activities **before** the trip. Swimming in the sea must not be permitted.

Foreign visits

In addition to the points made for all trips the group leader should arrange the following safety measures to be in place:

- Party members should carry with them at all times the address and telephone number of their accommodation and that of the group leader. If appropriate, a local map should be provided.
- Make checks that the mobile phones used by their party operate correctly in the country they are visiting.

Emergency procedures

The group leader should ensure that supervising staff are familiar with the following emergency procedures:

- The group leader is responsible for deciding actions in the case of an accident/ incident. She/he should use professional judgement in these circumstances. This may require the leader to challenge the decision of contractors and activity leaders, for example if an activity appears too dangerous. Where such an occurrence happens in a small group supervised by another teacher, that teacher is responsible until the group leader is contacted which must happen as soon as possible. Mobile phone numbers should be provided before the trip.
- Decide whether hospital or doctor should be contacted. Emergency phone numbers should be provided to staff before the trip.
- Check for allergies on the student medical list that should be carried at all times.
- Make sure that staff know about medical procedures e.g. payment will need to be made for doctor or hospital treatment and receipts asked for.
- The group leader will inform the school's EVC or another member of SLT if he is unavailable. The EVC or another member of SLT will contact the parents. In an emergency avoid students using mobile phones until school and parents have been contacted to avoid wrong information being passed on and causing unnecessary panic.
- Ensure procedures are in place to keep the rest of the party safe and supervised.
- EHIC cards should always be available both on trips and back at the hotel.
- A first aid kit should be carried at all times. An identified member of staff should carry this and be responsible for administering emergency First Aid.
- Students are responsible for their own medication unless parents have asked otherwise.
- The emergency procedures for each visit should be detailed on the visit Risk Assessment

Insurance

Insurance for overseas residential visits must be organised through the providing tour operator and must be factored into the cost of the trip. The price quoted to parents must include the cost of this insurance.

Insurance arrangement for all Scalby Learning Trust's students who participate in UK –based visits are covered through the DfES's Risk Protection Arrangements. (for full details see "Risk protection arrangement (RPA) for academy trusts Membership rules, published by DfE, September 2016)

Parents Meeting Checklist

A meeting of parents must be called at least two weeks before the departure date of UK-based and foreign residential excursions so that parents are given detailed information about the itinerary and so that they can also inform the GL of any issues which may affect their child during the visit. **In particular, details must be given concerning the arrangements for remote supervision of students and the school's response to incidents of poor behaviour during visits.** The following checklist should be used to ensure all relevant information is given to parents and carers during the Parents' Meeting:

- Date of visit
- Time of departure and return
- Name of Travel Company and mode of transport
- Names of leader, deputy and other staff
- Objectives of the visit
- Itinerary
- How assessed risks will be managed
- Supervision of students
- Fire drills
- Standards of behaviour

- Insurance cover
- Clothing and equipment
- Details of information required from parents and what they will be asked to consent to (e.g. use of swimming pool if relevant.)
- Destination details with full address and telephone numbers
- Correct completion of details on students' medical forms

A Scalby Learning Trust medical and consent form must be filled in by parents of each student participating in a visit. A copy of this should be available in the following places:

- At school in the pack left with the EVC
- With the supervisors who will be assist in the leadership of the visit at any time
- Centrally held by the EVC.

Two copies of the following information should be left in school with the EVC at least three days before the trip takes place

- Itinerary
- Contact telephone number and address for the group and a mobile telephone contact number-school mobile available if required.
- Copies of the parental consent and medical declaration forms
- Copies of travel documents, insurance documents and medical papers
- A copy of the contract with the centre/hotel if appropriate.

CHARGING AND REMISSIONS POLICY

All schools within the Scalby Learning Trust shall;

- make charges for board and lodging on residential visits. If these are not met by all participating students, the visit may not run.
- ask for voluntary contributions to cover costs of local and day visits including the cost of transport for school teams
- not make charges for any activity which is deemed to be a compulsory part of a course followed by students at any school within the Trust.

Disadvantaged students and cases of extreme hardship

- Students for whom the school receives additional Pupil Premium funding will be considered for full or part funding of their educational visit. This funding will be decided by the head teacher on a case by case basis. Group Leaders will make the funding application on behalf of the students on their visit and should arrange a meeting with the Headteacher to discuss this funding arrangement.
- In cases of extreme hardship and where the school does not receive Pupil Premium funding for a student, the Headteacher will also consider an application for full or part funding of a visit. The Group Leader may recommend a student to be funded where it its felt that the student's progress would be hindered by not participating in the visit. The students parents' may still be asked to make a voluntary contribution to the visit

MINIBUS

Any member of staff planning to drive the school minibus as part of an educational visit must hold the relevant minibus driver's qualification.

VISAS

Where these are required parents are responsible for obtaining them for their son/ daughter.

STAFF RESPONSIBILITIES DURING SCHOOL VISITS WHERE AN OUTSIDE CONTRACTOR IS USED

Staff employed by Scalby Learning Trust are responsible for the students in their care.

In practice staff, when working with outside contractors and providers such as coach companies and tour operators, **should not hesitate to intervene if in their judgement it is necessary to do so**. The same principle applies for any activity where non-school specialist staff are involved with students.

CANCELLATIONS/WITHDRAWALS



In the event that a student cancels their participation on an Educational Visit, any monies due to be refunded should be returned by cheque to the parent/carer who made the payment.

Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions will apply. Parents and carers should be made aware of the cancellation charges in the trip information letter and should sign the parental consent form to indicate that they are aware of these charges.

The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit. In such a circumstance the school may not refund any payments to parents already made to the tour operators or external suppliers.

The school reserves the right to withdraw a student from an educational visit where a medical condition is deemed too great a burden for staff to deal with (e.g. a student with a life threatening illness or a disability/medical condition which could not be managed through reasonable adjustment to the itinerary and activity plans) and where the management of that condition would compromise the objectives of the whole visit.

This Policy was reviewed by the Board of Trustees on a 1 yearly cycle and must be signed by the Chair of Trustees and CEO/Head Teacher.

Policy Reviewed:	November 2017
Next Review:	November 2018
Signature of Chair of Trustees: 	Signature of CEO/Head Teacher: 

Please ensure you complete the Equality Impact Assessment below

Equality Impact Assessment Form

1. Title of policy, project or practice being reviewed or planned

Educational Visits Policy

2. Outline the aims, objective and purpose of the change including any positive impacts on equalities groups.

N/A

3. Which groups of people (if any) are most likely to be affected by the planned changes, positively or negatively?

N/A

4. Does, or could these changes have an adverse effect on members of an equalities group? Identifying a negative impact is not a problem, as it gives you an opportunity to remove the barrier, find a way around it, or offer an alternative.

Protected Characteristics / Group	Yes (brief explanation)	No
Age (staff only)		X
Disability		X
Gender		X
Gender reassignment		X
Marriage / civil partnership		X
Pregnancy / maternity		X
Race / ethnicity		X
Religion / belief		X
Sexual orientation		X

5. Is there a way to modify the decision to remove or mitigate the negative impact on protected groups while still achieving this aim? How can you maximise positive outcomes and foster good relationships?

N/A

6. Outline the decision made and actions planned.

The policy will be monitored and reviewed annually in order to ensure Equalities Legislation is adhered to.