



EDUCATIONAL VISITS POLICY

Rationale

Tandridge Learning Trust acknowledges that students can derive a good deal of educational benefit from taking part in activities and visits with the school. Social skills developed through problem solving, decision making, teamwork, and residential experiences at home and abroad can enhance the development of personal and social skills. Knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. The school's Educational Visits Policy seeks to establish a framework within which students can benefit in a safe, healthy and secure environment.

The value of off-site educational visits is well recognised by Trustees, Local Governing Boards and Senior Leadership Teams and fully supported throughout the Trust. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Educational visits must be well managed, information communicated effectively, and responsibilities recognised.

Terms of reference

An Educational Visit is any activity that involves students leaving the school premises to pursue an activity organised through the school. Such an activity, which may take place during or after the school day, at the weekends or in the school holidays, may be curricular, educational, or recreational. Participants in such activities may be identified as members of a group associated with the school.

Work Experience and attendance by students at link courses provided at partner educational institutions during the school day, are not defined as Educational Visits in the context of this Policy.

The policy statement has been developed in consultation with the Trustees of the MAT, with the advice of the Authority and appropriate partner agencies, and in recognition of statutory regulations.

Aims:

- To provide a range of Educational Visits that will enhance curricular and recreational opportunities for all students.
- To establish a clear and coherent structure for the cost-effective management of Educational Visits.
- To plan, conduct and review Educational Visits within procedures designed to secure worthwhile benefits for the students in a healthy and safe environment.
- To manage the programme of Educational Visits in a way that least disrupts the educational interests of students both involved and not involved.

In order to do this the school will:

- Regularly monitor and evaluate existing potential Educational Visit opportunities to sustain and develop a range of activities with well-defined educational and recreational benefits.
- Seek to reflect associated cover implications in calculating the cost of an Educational Visit where the nature of the visit suggests that such a procedure is appropriate.
- Appoint a school Educational Visits Co-ordinator with responsibility for the implementation of agreed procedures and risk assessment, in liaison with Surrey Evolve.
- Operate the Educational Visits Procedure, reflecting the Authority's Policy and Guidelines, including therein a risk assessment of the visit.
- Consider the timing, frequency and staffing of Educational Visits and their impact on the educational progress of students.
- Manage Educational Visits so that they are available to all students who would benefit from them, taking account of the level of voluntary parental contribution necessary to support the activity, and special provision that may be necessary for students with SEN or medical needs.

Roles and Responsibilities

The MAT Trustees satisfies themselves that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All Educational Visits that are residential, abroad, or hazardous need to be approved by the Headteacher and Local Governing Body. Such approval must be recorded in the minutes of the Governing Body meeting.

The Head Teacher is delegated by the Local Governing Body to approve all Educational Visits of a perceived low risk, local, daily or regular nature.

The Educational Visits Co-ordinator (EVC) ensures that all Educational visits follow the correct procedures and where appropriate have been approved by Surrey Evolve upon receipt of a risk assessment. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice.

In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Criminal Records Bureau disclosures are in place where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Ensures Trip Leader keep records and make reports of accidents and 'near accidents and reports to Headteacher and H&S representatives.
- Refers and adheres to Evolve guidance regarding safety and travel.
- Reviews and regularly monitors procedures.
- Liaise with and seek approval where appropriate from the Surrey Evolve Service at Surrey County Council to ensure the proposed visit complies with the latest regulations and guidelines.

The Trip Leader is responsible for identifying the purpose of the visit and following the checklist published in the Surrey Evolve Service guidance. They are responsible for ensuring that a suitable risk assessment is submitted for all educational visits. Significant risks and their control measures will need to be recorded and filed with the EVC.

These would take account of:

- Generic risks as published in this document and the Surrey Evolve Regulations and Notes of Guidance for Educational Visits.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

Additional staff on the trip are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning and take any concerns to the Trip Leader.

Participants / volunteers / students are expected to follow instructions and guidance throughout the duration of the trip.

This document outlines the specific policies and procedures for the school. It supplements and follows the advice and guidance contained within the following significant publications:

- SCC Guidelines for Educational Visits and Outdoor Education Activities.
- Health and Safety Executive (HSE) guidance on children's play and leisure
- "Health and Safety of Pupils on Educational Visits" (HASPEV 1998) DfE 2018
- OEAP National guidance 2020

GUIDANCE FOR TRIP LEADERS

PLANNING AND ORGANISING AN EDUCATIONAL TRIP OR VISIT

1. Firstly, seek permission from the Educational Visits Co-ordinator (EVC) who will provide the Trip Pack which contains all the necessary pro-formas initial guidance. You will need to:
 - a) State purpose of the visit.
 - b) Provide a detailed itinerary and complete an initial risk assessment BEFORE you announce the trip to students.
 - c) State number of students / year groups involved.
 - d) State number of staff required (DfES suggests one adult (police checked) to 15 students, a minimum ratio of one adult to 10 students for visits abroad – at least two of the adults should be teachers; some museums and adventure parks stipulate their own ratio: please check; if the visit involves an overnight stay, a mixed party requires at least one adult of each sex.)
2. Wait for confirmation from the EVC.
3. Ask for the Headteachers approval AT THE BEGINNING OF THE PLANNING if the trip involves an overnight stay or any journey outside the UK (via EVC).
4. Give a full list of names to the EVC for consultation with the Heads of Houses BEFORE giving confirmation of participation in the trip / visit to students. *Nb: Participation in educational trips will depend on an overall good behaviour pattern in school and clear guidelines for standards of behaviour have to be agreed with all participants and their parents / carers.*
5. Work out parental contributions adding cover cost needed to employ supply staff for the duration of the trip (as agreed with the EVC).
6. Explain to parents the educational value of the visit and provide a detailed itinerary for the visit. Obtain their consent to attend the trip and medical consent (obtained during the payment process and / or forms in Trip Pack) Please note that a translated version in the relevant language is also required for visits abroad. Should the visit involve an overnight stay or be a day trip abroad, a parents' meeting MUST be organised and held prior to the visit.
7. Book place(s) of interest, transport, accommodation as required.
8. All school trips are covered by the school's insurance provider. No additional insurance should be required for "low risk" day trips. If you are organising more high risk / extreme activities, you will need to check that activities are covered before agreeing the trip.
9. Arrange money matters with the School Finance Office. Payments should be via Wise Pay at least one week before the date of the trip. Payments by any other method are made by special arrangement with the finance staff only.

10. Check passport requirements for trips abroad (collective passport or individual passports). A European Health Insurance Card is required for visits to other EU countries.
11. Prepare worksheets / materials needed (give one students' pack to the EVC)
12. All staff driving minibuses should hold the correct licence, have passed the Minibus Driving test and always carry their driving licence with them. Please refer to the schools Minibus guidance for further information. If using the School or a hired minibus, ensure that you have sufficient information about the insurance policy to satisfy a police enquiry or another driver in the event of an accident (e.g. name of the insurance company, policy number, any restrictions on usage and the expiry date). *If using their own vehicle, they must ensure that their personal insurance covers them for the carriage of students. You should seek approval first from the EVC and supply the school with a copy.* If going abroad they must ensure that the insurance is fully extended to cover driving out of the UK and that they have with them all original documentation including the vehicle registration document. Ensure that each vehicle carries a First Aid Kit, spare bulbs, fire extinguisher and warning triangle. First aid boxes should be ordered from Student Services at least 48 hours before the trip.
13. Inform the Duty Officer, Student Services & Attendance of the list of names of all participants attending the trip (including staff) and leave a copy of all required paperwork with the EVC and Duty Officer.
14. A full typed list of all participants, their home address, telephone numbers and emergency 24-hour contact numbers of parents/carers must be held by every adult member of the party throughout the trip as well as details of next of kin and medical details of accompanying staff. They should also all carry an OPERATION DUKE CARD provided on departure from the EVC.
15. Group members should **NOT** display their names on their clothing but should be readily identifiable by uniform or/and a lanyard worn over clothing. The lanyard is pre-printed with the School name and contact details for emergencies. If travelling abroad, students should carry a note in the relevant foreign language for use if they get lost, asking the reader to re-unite them with the group at the accommodation or take them to the police station. The group leader's name, contact address and telephone number should also be included.
16. Arrange parents' and students' briefings or give final arrangements by letter (refer to Principles of supervision – attached).
17. Leave work for classes to be covered, including set lists and seating plans.
18. Leave list of names and telephone numbers with a contact person at the School and with the EVC.
19. Inform the Site Manager in writing about times of departure from School and arrival at School (do you require access to telephone, toilet etc?) Also arrange car parking and coach parking requirements with the Site Manager.
20. Guide coaches to the designated parking area. This may either be done by a member of staff participating in the trip or a member of the site staff (by prior arrangement).
21. Pre-arrange an assembly point for students going on trips
22. Vehicles used for any visit or trip **MUST** be fitted with seat belts and staff must ensure that throughout the journey that these are properly used by **ALL** participants.
23. Staff/Adults accompanying coach journeys **MUST** seat themselves appropriately i.e. two seated at the front and two at the rear of the coach.
24. If driving a minibus, you must follow all safety regulations, including the wearing of seat belts for all occupants, carrying out emergency evacuation drills, adhering to speed restrictions etc. **DO NOT DRIVE A MINIBUS FOR LONGER DISTANCES AFTER A FULL DAY'S TEACHING. A SECOND ADULT MUST BE IN THE MINIBUS FOR ALL**

TRIPS AND VISITS. Please refer to the Minibus guidance provided by the school when you passed your minibus test.

25. If the trip involves an overnight stay, familiarise yourself with the relevant emergency evacuation procedures and know the telephone numbers of local emergency services / local hospital / GP. Consider basic first aid training for as many accompanying adults as possible. If at all feasible inform yourself of the fire safety procedures before you go. You may wish to consult your own union / association for additional guidance
26. In the event of an accident or any emergency which involves personal injury, inform the Duty Officer and the Headteacher immediately and refer all questions by the media etc. to the Headteacher. Arrange follow-up/de-briefing meetings with staff.
27. Complete the evaluation sheet on your return along with a balance sheet along with receipts showing all income and expenditure. This should be submitted to the Finance department and copied to the EVC within five days of your return to school.

Educational Visits - Risk Assessment

Risk assessment is a legal requirement and must be carried out for educational visits and adventure activities **WELL BEFORE THE VISIT** i.e. 6 weeks in advance of Residential Trips or high-risk activities, and four weeks in advance of others. It must be in writing and completed by the party leader.

Final approval of the trip can only be given once the risk assessment has been completed.

The risk assessment should be based on the following considerations:

- What are the significant hazards?
- Who might be affected by them (students, staff, members of the public etc. Inc. SEN, Medical needs etc.)?
- 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?
- Individual medical information (student and staff)

The person carrying out the risk assessment should be the main organiser of the trip and working in consultation with H&S as needed. The assessment should be shared with all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Educational Visits Co-ordinator and the Health and Safety Officer should also be given a copy for approval. If you are unsure about risk assessment, please see the Health and Safety Officer.

Prior to the trip being advertised to students, the party leader must obtain specific information in written form from the venue/centre covering risk assessments and Adventure Activity Licensing Acts (AALA) where applicable. In addition to this, where a location has not been used by the school, the party leader should arrange an exploratory visit where possible or seek information from other schools who have recently visited and from local organizations such as tourist boards etc. This should be discussed with and approved by the EVC.

Students who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and be less at risk. The DfES stresses the importance of involving young people in the process of risk assessment.

The group leader and other supervisors should monitor risks throughout the visit and take appropriate action as necessary.

Principles of Supervision

Supervision works best when:

- The aims and objectives of the visit are clearly understood by all involved.
- The visit and activities have been carefully risk-assessed and will be properly risk-managed.
- Participants have been involved in the overall plan, including the risk assessment.

For all supervision, the Trip Leader:

- Is responsible for the safety of their group.
- Will have a clear plan of the activity to be undertaken and its educational objectives.
- Needs to anticipate potential hazards and act where necessary.
- Continuously monitors the appropriateness of the activity, the physical and mental condition of the group members and the suitability of the prevailing conditions.
- Needs to exercise appropriate control of the group.
- Will have a clear understanding of the emergency procedures and be equipped to carry them out.

For all supervision, the student will:

- Know who their trip leader is at any given time and how to contact them.
- Have a “buddy”.
- Have been given clear, understandable and appropriate instructions.
- Not normally be on their own.
- Alert the Trip Leader or another member of staff if someone is missing or in difficulty.
- Have a meeting place to return to, or an instruction to remain where they are, if separated.
- Understand the expected standard of behaviour.

The process of supervision also involves the Duty Officer. For each visit they must:

- Provide a named contact, who will be available at all times, for the visit organiser and supervisors.
- Monitor the group’s progress whilst away.
- Provide an alert should groups not report back when expected.
- Provide emergency back-up services as appropriate if necessary.

There is no such thing as **no** supervision even during “free” time. Older students in a secure environment may be allowed off in unsupervised groups with clear instructions for when to return and how to contact an adult in an emergency. The group leader should establish meeting points and tell students what to do if they become separated from the group.

DfES’s “Health and Safety of Pupils on Educational Visits” states the need to ensure that the group’s immediate accommodation is exclusively for the group’s use. External doors must be made secure against intrusion and windows closed as necessary to prevent intrusion. Internal doors must be lockable, but staff must have reasonable access to the student accommodation at all times. Where students’ doors are locked teachers should arrange to have immediate access, as necessary, to a master key.

Regular head counting of students should take place particularly before leaving any venue.

Evaluation Reports

On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. Perhaps such a form was completed at the venue; however, this does not remove the need to place such an occurrence on the record at the School. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

Approved by Local Governing Body	Summer 2022
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SLT Member	Mr S Day

