

EDUCATIONAL VISITS POLICY AND GUIDANCE

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FEARNHILL SCHOOL

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EDUCATIONAL VISITS POLICY AND GUIDANCE

Introduction

The scope of this policy is to assist the Governing Body and staff in understanding their roles and responsibilities and the School's expectations of how off site visits, trips and activities (except sporting fixtures) will be managed.

Visits/trips are regarded as an essential part of the learning programme for all students and their purpose is

- To enhance their learning through the provision of real or first hand experiences.
- To increase knowledge, understand and appreciation of the local environment, other cultures and real world learning.
- To develop skills in observation, recording and reporting.
- To develop potential, self- confidence, independence, sense of adventure and sense of responsibility, particularly towards their own safety and the safety of others.
- To develop teamwork to learn to live and work with others.

Just as all other elements in course programmes, educational visits should have clear, relevant and achievable aims and objectives.

Policy

This Policy has been written using the following documents:-

OEAP National Guidance

<http://oeapng.info>.

Hertfordshire Policy for the Management of Learning Outside the Classroom (LOtc) and Offsite Visits.

If there appears to be any conflict between this guidance and the Fearnhill policy, clarification must be sought from Fearnhill's Educational Visitors Co-Ordinator (EVC).

As a best practice measure Fearnhill School subscribe to and utilise the EVOLVE scheme which includes both the National Guidance and Local Authority guidelines for running trips and offsite visits. Fearnhill has appointed an EVC who is responsible for ensuring all administration and documentation is received on EVOLVE and that it meets required standards and deadlines.

Roles and Responsibilities

The OEAP National Guidance sets out clear and detailed responsibilities and functions of specific roles

Governing Body – Section 3.4f

Headteacher – Section 3.4g

Educational Visits Co-Ordinator – Section 3.4j

Visit Leader – Section 3.4K

ESTABLISHMENT (Fearnhill School) PROCEDURES FOR ORGANISING EDUCATION VISITS

This document is intended as a guide for staff organising a school trip and the National guidelines should be adhered to (see above).

Arranging an Educational Visit/Trip

Follow the steps set out in the trips and visits organisational flow chart – Appendix 1

Approval to lead activities and visit

A Notification of day or residential trips form must be completed for each visit and submitted to the Headteacher for authorisation – Appendix 2. The school calendar must be checked to ensure no conflicts or clashes of dates prior to submitting the form.

Group Leader

Each visit/trip must have a designated Group Leader who has received and passed the appropriate training and must be a permanent member of School staff. The EVC will hold a matrix of competence for all staff.

Group leaders are held responsible for the whole trip including organisation, administration and supervision – they must be present at all times during the visit. It is advisable to appoint a “deputy” to cover any unforeseen event during the trip and to lead the visit if the group leader should be absent due to sickness or personal circumstances.

Supervision

The Group leader has overall responsibility for staff and students and should choose carefully the team he/she wishes to take. Staff should be well known to the students – this is particularly important for residential visits. Please note that the adults supervising the trip do not all have to be teachers and you could consider using support staff, Learning Support Assistants and parents.

Parents of students may be used as adult helpers, but will be required to undergo a police check for day trips or a DBS check for residential trips. Parents must not be allocated to the group that includes their own child. The EVC will maintain a register of adult helpers and evaluate their effectiveness. Further guidance is available from the National Guidelines, Section 3 roles.

Ratios -Student to staff ratios are followed as per the Hertfordshire County Council Educational Visits and Journeys Policy document and are listed below. These are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. In addition to the group leader there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad, residential visits and some non-residential visits with mixed groups will need a teacher from each sex.

No. of students	No. of responsible adults
Up to 15	1
16 – 30	2
31 – 45	3
46 – 60	4
61 – 75	5
76 – 90	6
91 – 105	7
106 – 120	8

Preliminary Visit

The group leader should undertake an exploratory visit, wherever it is possible, to ensure at first hand that the venue is suitable. This will also help when completing the risk assessment as the group leader will be able to:

- confirm health and safety arrangements are in place, including first aid provision
- obtain advice and information from the venue
- assess potential areas and levels of risk
- ensure that the venue can cater for the needs of the students and staff
- become familiar with the area.

If an exploratory visit is not feasible then the group leader will need to consider how to complete an adequate risk assessment. For example, the venue itself may be able to provide a suitable assessment.

An exploratory visit should be undertaken for all new trips, venues, places not visited previously.

External Providers

Where an External Provider/tour operator is being used for a visit, ie oversees visit, activities trip, residential trip the Group Leader should establish if the provider holds a Licence, LOtc Quality Badge and the use of these will reduce the need for forms, risk assessments etc. If not, the provider will need to complete a Provider Assessment Form (OV6 – Appendix 3).

Transport/Coaches – the school office will be able to obtain quotations and book coaches. If the establishment minibus is to be used only drivers who hold category D1 entitlement can drive the minibus. Please see National Guidance document 4.5c Transport in Minibuses for further guidance.

Charging for Trips

Refer to Fearnhill Charging Policy. Details of making payment on line via Schoolcomms must be included in the letter home to parents in consultation with the Business Manager. Please see sample letter Appendix 8.

Parental Consent

Written parental consent must be obtained for all visits/trips. It is essential that the Form OV 7A – Appendix 4 is used. If parents withhold consent absolutely, the child should not be taken on the visit. All adults attending a visit must also complete a consent form OV 7B – Appendix 5.

Medical consent – is given in Form OV7A and B. Parents sign to agree to their child receiving emergency medical treatment (eg anaesthetic or blood transfusion) as considered necessary by the medical authorities. If parents do not agree to this, the group leader may decide to withdraw the child from the visit, given the additional responsibility this would entail.

This information can be transferred onto for OV 8 – Appendix 6, by the Group leader and taken on the trip and a copy left with the member of staff acting as emergency point of contact at the establishment. Alternatively the Group Leader should take copies of all consent forms on the trip with a complete set left at the establishment with the member of staff acting as emergency point of contact for the duration of the trip.

Behaviour

Expectations of student behaviour whilst attending school visits should be made clear to parents and students and the Establishment reserves the right to remove a pupil who fails to follow the code of conduct. Residential and overseas trips should hold an information evening for students and

parents It should also be made clear to parents that some trips will have a limit to how many students can attend due to restrictions on accommodation etc.

Inclusion

Reasonable practical measures should be taken to ensure that all trips and visits include all young people, irrespective of special educational or medical needs, ethnic origin, gender or religion. Where necessary risk assessments must be completed in advance to account for difficulties any vulnerable students may encounter. A contingency plan must also be considered in case it is necessary to send/escort home any student under exceptional circumstances.

Risk Assessment

Risk assessments must be completed for **all** trips. Form OV4 – Appendix 7, will need to be completed, submitted to the EVC/Business Manager for approval and signed by the Headteacher

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations:

- 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?

Ongoing risk assessment –The group leader and other adults should monitor risks throughout the trip and take appropriate action as necessary. In particular:

- check the weather forecast/condition if the activity is outdoors
- review all risk assessments/plans if the itinerary changes
- re-assess supervision levels if one-to-one supervision has to be given due to injury/illness or behaviour problems.

Generic risk assessments – are available for staff to use and adapt as required and cover such activities such as coach and minibus travel.

Individual risk assessments – Consideration must be given to any student who may have an individual need, ie a behavioural problem that may put themselves or others on the trip at additional risk? A physical impairment that requires consideration? An individual risk assessment will be required Form OV5 – Appendix 8.

Emergency Planning

Arrange for a member of Senior Leadership Team to act as point of contact in the case of an emergency. It is recommended that the Group Leader takes an Emergency event card with them on all trips. See also Emergency Planning and Critical Incident Policy.

Insurance

Trips are covered under the Annual Travel Scheme for School off site activities. If the trip includes adventurous activities an additional premium may be required – please see EVC.

Appendix 1	TRIPS AND VISITS ORGANISATIONAL FLOW CHART
Appendix 2	TRIP APPROVAL FORM
Appendix 3	PROVIDER ASSESSMENT FORM – OV6
Appendix 4	PARENTAL CONSENT FORM – OV7A
Appendix 5	ACCOMPANYING ADULTS CONSENT FORM – OV7B
Appendix 6	SUMMARY INFORMATION – OV8
Appendix 7	RISK ASSESSMENT – OV4
Appendix 8	INDIVIDUAL RISK ASSESSMENT – OV5
Appendix 9	SAMPLE LETTER (including payment arrangements)