

# THORPE HALL SCHOOL

## EDUCATIONAL TRIPS AND VISITS POLICY

### 1. Scope

1.1. This guidance is applicable to all those involved in the organisation and supervision of Educational Trips and Visits at Thorpe Hall School.

1.2. The policy draws on information contained in:

- Health and Safety Executive (HSE) [www.hse.gov.uk](http://www.hse.gov.uk)
- National Guidance (Outdoor Education Advisors Panel) [www.oeapng.info](http://www.oeapng.info)
- Council for Learning Outside of the Classroom (LOtC) [www.lotc.org.uk](http://www.lotc.org.uk)
- DFE – Health and Safety on Educational Trips and Visits  
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- Thorpe Hall School Group Leaders Handbook

### 2. Objectives

2.1. To ensure that all Educational Trips and Visits are well planned, and significant risks are identified and managed accordingly.

2.2. To ensure those in charge of Educational Trips and Visits have the necessary competence and experience to manage situations appropriately.

### 3. Guidance

3.1. The Headteacher & Educational Visits Co-ordinator (EVC) will be responsible for the implementation of the policy

3.2. Learning outside of the classroom environment is an essential part of our curriculum. There are two broad categories of visit requiring differing levels of planning:

#### Category 1 - Routine Visits

- These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

#### Category 2 - Trips that require extra planning and some level of additional Risk Assessment

Such trips may include:

- the distance from school
- the type of activity (i.e. adventurous)
- the location
- needing staff with specialist skills

The DfE suggest that all plans should be **PROPORTIONATE AND SENSIBLE**, focusing on how to manage genuine risk

- 3.3. The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sporting fixtures.

#### **4. Roles & Responsibilities**

##### **4.1. Responsibilities of the School Governors.**

- Responsible for the health, safety and welfare of all staff and students, and in so far as is reasonably practical, the safety of those on off-site trips and visits
- The Governing Body must approve any visit involving residential, overseas and visits with adventurous activity (Category 2)
- The Governors delegate the Headteacher/EVC the responsibility to approve all other trips (Category 1)

##### **4.2. Responsibilities of the Headteacher/EVC**

- The Headteacher will give Outline & Final Approval of all trips and visits in consultation with EVC and Governing Body (in case of category 2 trips)
- Act as an emergency contact for all category 2 trips, unless delegated to another member of the Senior Leadership Team.
- The Headteacher delegates the responsibility to the EVC to oversee the process of planning and organising of trips and visits to ensure they are conducted in accordance with the required standards.

In addition, the EVC will ensure that:

- The Trips and Visits Approval and Management System, EVOLVE, has been completed correctly, along with Risk Management, in accordance with the guidelines.
- The group leader is competent to monitor and manage the risks throughout the trip or visit.
- The Group Leader (GL) and accompanying Leadership Team are clear about their role while taking part on a trip or visit.
- Adequate child protection procedures are in place.
- The number of accompanying staff is proportionate and sensible
- The GL or accompanying adults are suitably competent or qualified to, if applicable, instruct the activity.
- Non-teaching adults who volunteer to supervise on trips will have the appropriate training and DBS checks.

##### **4.3. Responsibility of the Group Leader:**

- Have overall responsibility for the supervision and conduct of the trip or visits
- To be aware of the content of the Guidance for Group Leaders and Group Leadership Team handbook.
- Follow recommendations and guidelines for the planning and organisation of a trip or visit.
- Use the EVOLVE system.
- Responsible for assessing the suitability of a venue or provider.
- Hold a 'Parent Information Evening' for all Category 2 trips.
- Appoint a deputy leader in case of GL being indisposed.
- Maintain good order and discipline of all.
- Clearly define the roles and responsibilities of the accompanying Leadership Team during the time of the visit including any 'Downtime' that might be built in.
- Be able to control and lead students of relevant age group.
- 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 and sensible for the needs of the group.
- Inform the Headteacher/EVC 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 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
- Make clear the responsibility of teachers, non-teaching supervisors and students as outlined below
- On return to school ensure students are safely collected or arrangements are in place for them to get home safely

#### **4.4. Responsibility of Group Leadership Team:**

- To be aware of the content of the Guidance for Group Leaders and Group Leadership Team handbook.
- 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. Responsibility of participating students**

- Students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from attending the trip or visit.
- If a student's behaviour fails to meet the expected requirements, then disciplinary procedures may be instigated in line with the school's disciplinary policy. This could include being sent home at the expense of the parents.
- If student behaviour results in the school incurring any additional expenses, the school will seek to recover these costs from parents.

Students as a minimum requirement must:

- Not take any unnecessary risks
- Follow the instructions of the group leader and all other supervisors including those leading, instructing or present at the venue of the visit.
- Dress and behave appropriately
- 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

#### **4.6. Responsibility 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.
- Support the visit's behavioural agreement
- 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, if required
- Where appropriate, provide additional information about their child's emotional, psychological and physical health
- Where payment is required, agree to meet all payment deadlines
- Agree to follow the school's appropriate guidelines of communications with students during a trip or visit.

### **5. Ratios**

5.1. Pupil to staff ratios for school trips and visits are not prescribed and should be sensible and appropriate and be decided in consultation with the EVC based on:

- The nature and duration of the visit and planned activities
- The location and environment
- The nature of the group: Number, age, gender mix, ability, needs (behavioural, medical, emotional)
- Staff competence
- The consequence of a member of staff being indisposed
- **SAGE** – Staffing, Activities, Group, Environment.

### **6. Parental Consent**

6.1. Parents will be notified in advance of:

- Sports fixtures home or away
- Day trips or visits that happen with the normal hours of the school day.

6.2. Written consent will be obtained when:

- Trip or visit extends beyond the normal hours of the school day (school office opening hours)
- All residential, overseas or adventurous trips and visits.

- If collection of students is from a venue other than school. Dynamic RAs will be applied in this instance.
- Completed and signed consent will include details of how to contact the parent in the event of emergency.

## 7. Organisation & Planning

- 7.1. Evolve is the schools Visit and Activity Planning, Approval & Management System. <https://evolve.edufocus.co.uk/evco10/unknown.asp>
- 7.2. The online system helps in the planning, approval and risk assessing processes of a school visit or trip. Below are guidelines on the stages of organising a safe and effective trip.

Stage 1	Identify the need for a trip or visit.
Stage 2	Research the trip, the options, participants and potential costs of the trip. Speak to EVC for approval in principle
<b>Stage 3</b>	<b>Seek Outline Approval via Evolve</b>
Stage 4	Promote the opportunity to students and parents
Stage 5	Manage bookings and participants
Stage 6	<b>Manage consents</b> Routine Visit – Parental consent not needed Outdoor Adventurous Activities (OAA), Residential, Overseas or require extra planning need parental consent to participate
Stage 7	Finalise costs
Stage 8	Communicate extensively with parents For all OAA, Overseas or residential trips and parent teacher meeting must be held to allow final information and expectations to be communicated directly to parents
Stage 9	Compile registers and medical information (all completed within Evolve)
Stage 10	Risk Assessment – Generic and/or Dynamic depending on the nature of the trip
Stage 11	Attach all relevant information to the Evolve form. RA's, Letters to parents, Invoice & Costings etc
<b>Stage 12</b>	<b>Submit form for Final Approval</b>
Stage 14	Ensure all leaders, helpers and participants are informed of expectation & logistics

Stage 15	The Trip
Stage 16	Evaluate and Review

- 7.3. Letters, finance details, itineraries and all RAs should be attached to the Final Approval submission
- 7.4. If an adventurous activity is involved, ensure the provider is licensed by AALA (Adventurous Activity Licensing Authority) and individual instructors possess a recognised and current qualification
- 7.5. For overseas, residential and adventurous trips GL will arrange a 'Parent Information Meeting'.
- 7.6. Meet with GLT to ensure all are aware of the arrangements for the trip.
- 7.7. Before departure GL will provide Emergency Contact with an information pack of Key Information for the trip.

## 8. Public Liability & Insurance

- 8.1. The school has Employers Liability Insurance of £25,000,000 and Public Liability Insurance of £30,000,00
- 8.2. The school has a group travel policy that covers most visits in the UK and overseas. EVC & GL should check with the Bursar for any hazardous or adventurous activities for the applicability of insurance and to arrange for extend cover where required.
- 8.3. GL should ensure a copy of the current Travel Insurance Policy is with them on the trip.
- 8.4. For overseas, residential or adventurous trips, GL will hold a valid First Aid qualification or ensure that one of the Group Leadership Team does.
- 8.5. The GL acts 'in loco parentis'. This means they "have a duty under common law to take care of pupils in the same way that a parent would do"
- 8.6. Loss of belongings are not covered by the School's insurance.

## 9. Risk Assessments

- 9.1. For all Category 1 trips Generic Risk Assessments can be used and attached to the Evolve application.
- 9.2. GL signs and agrees that they have read and revised RA's accordingly
- 9.3. GL identifies potential hazards of the visit, listing control measures that are in place using Dynamic RAs to cover all areas not reflected by Generic RAs

- 9.4. GL is responsible for added risk management that may include:
- Type of Activity
  - Age, Competency and Behaviour of students
  - SEND or Medical Needs
  - Leader and Supervisors competency and experience
  - Modes of transport
  - Effective emergency procedures.
  - Environmental issues & conditions
  - Current Government Advice
- 9.5. GL dynamically monitors hazards during visits and in conjunction with their Group Leadership Team manages the hazards accordingly.
- 9.6. GL should ask for copies of RAs from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment.

## **10. Tour Company, Passport & Visas**

- 10.1. Tour companies and airlines should be ATOL/ABTA bonded so that cover is provided in case of bankruptcy.
- 10.2. Any Non-British passport holder parents should be advised that it is their responsibility to ascertain any needed visa for their child.
- 10.3. GL should make copies of all passports, visas and EHIC cards and should retain a copy throughout the visit. A second copy can be uploaded to Evolve or available to be accessed by Emergency Contact.

## **11. Behaviour**

- 11.1. GL will inform parents of the expected behaviour for the trip and the arrangements and sanctions if such rules are not followed; including the possibility of sending the pupil home at the parent's expense.
- 11.2. GL will inform parents of the strict no alcohol or tobacco for pupils.
- 11.3. GL will decide if pupils/the trip requires pupils and parents to sign a behavioural contract before departure.
- 11.4. GL will establish with parents any specific rules relevant to the trip. E.g. mobile phones, electronic devices etc.

## **12. Illness or Minor Accidents**

- 12.1. GL and all GLT should be aware of the Handbook for Group Leaders and specifically advice for avoiding accidents.

- 12.2. If a pupil has a minor accident or becomes ill the GL or another member of the GLT will take the student to hospital/doctors/clinic.
- 12.3. If outside the UK, inform the insurance company of the injury to arrange payment of any medical fees or to arrange repatriation in the event of a more serious accident.
- 12.4. The GL will contact the pupil's parents if their child has suffered an accident or injury that required medical treatment – as opposed to minor cuts and bruises.

### 13. Emergency Procedures

In the event of a serious accident resulting in the injury or death of one or more of the pupils or staff, the GL or if GL is incapacitated the GLT should:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure the appropriate safeguarding of the group.
- Establish the names of any casualties and get immediate medical attention by calling emergency services.
- Ensure that a teacher accompanies casualties to hospital with any relevant medical information.
- Notify the police if necessary;
- **DO NOT DISCUSS OR ACCEPT ANY LEGAL LIABILITIES WITH OTHER PARTIES**
- Ensure that all group members who need to know are aware of the incident;
- Inform the **Emergency School Contact** and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit.
- Details of the incident should be recorded (photos or text) to pass on to the school and should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- School contact (Headteacher) should notify parents, providing as full a factual account of the incident as possible.
- Notify insurers, especially if medical assistance is required (this may be done by the school contact);
- Notify the British Embassy/Consulate if an emergency occurs abroad;
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones;
- Record accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- Keep a written account of all events, times and contacts after the incident;
- **DO NOT SPEAK WITH THE MEDIA**
- Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact in the home area.
- Keep receipts for any expenses incurred – insurers will require these.

### 14. Monitoring & Evaluation

- 14.1. After each trip or visit it is good practice for the GL to review and evaluate all aspects of the trip.
- 14.2. GL should complete the evaluation process on Evolve.



**Review**

*This policy will be reviewed annually by the Governing Body.*

Review date:	Oct 2019
Approved:	Oct 2019
Next Review date:	Oct 2020