

**HASSENBROOK  
SCHOOL  
Specialist  
Technology  
College**



**EDUCATIONAL VISITS  
POLICY**

## **HASSENBROOK SCHOOL EDUCATIONAL VISITS POLICY**

### **Overview**

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

Under statutory guidance which came into effect on 1<sup>st</sup> March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES Requirements and LA guidelines.

The school's EVC is Mr B Tucker (Reprographics Manager)

### **Approval for Visits**

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and Headteacher.

Approval of 'normal' day visits is at the discretion of the EVC and Headteacher. However; visits that are either:

- overseas
- residential or
- involving an adventurous activity

will require the additional approval from the Governing Body before any commitment being made. (Educational and Recreational visits of more than one day duration)

If an external provider or tour operator is being used, EVC will check that the company appears on the local authorities 'External Providers List'.

### **Competence to Lead**

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC and Headteacher.

### **Reasons for Visits**

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

### **Pricing a Visit**

It is essential that trips do not run on a deficit and actual planning must take into account variables which are likely to incur. Please complete a 'Costings for school activities' sheet to agree price of visit. (available from Finance).

### **Assessment of Risk**

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on the Risk Assessment Form.

- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.
- Risk assessment form must be completed (see Staff Handbook page 38)

## **Plan B**

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of **Plan B**.

## **Staffing Ratios**

A professional judgement must be made by the Visit Leader, Headteacher and Deputy as to the appropriate ratio for each visit. As a rule of thumb there should be TWO adults for the first 20 students and ONE for every 15 thereafter.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

## **Supervision**

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

## **Role of Supervising Parents**

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care.

## **First Aid**

The level of first aid provision should be based on risk assessment. **On all visits there should be a member of staff who has a good working knowledge of first aid.** The Appointed Person First Aid Certificate is the minimum requirement for residential visits.

First aid kits are available from Mrs S Sansom ; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

## **Transport**

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. If a minibus is being borrowed or hired, the driver must have passed the MIDAS test.

Only hired coaches or minibus with drivers and school minibus will carry students on trips or sporting fixtures.

The exception to this is carriage by the Headteacher (business use insurance)

## **Water 'Margin' Activities**

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is in each 'Start of Trip Information Pack'.

## **Educational Visits Checklist**

This checklist is an essential part of the risk management process and is applicable for all visits. (see Start of Trip Information Pack)

## **Seeking Parental Consent**

A green consent form must be completed by parents / carers and signed before any student is allowed to participate on an off site school trip.

## **Approval for Visit**

- complete a 'Costings for school activities' sheet
- complete visits form and obtain approval from Headteacher or Governors (where appropriate)
- obtain a start of trip information pack from EVC in Reprographics
- once visit trip form approved by LA website continue with organisation of visit.

## **Organisation of Visit**

- Once fully approved enter in school diary / calendar
- Make relevant bookings (where required)
- Prepare letter to parents:
  - **MUST** include destination, date and cost of trip (in the case of a curriculum trip it must state contribution and not cost.)
  - **MUST** state that the places are conditional upon continued good behaviour and breaking the HRCB may result in student being withdrawn and how places will be filled.
  - **MUST** state that when a deposit is required that the deposit is non-refundable unless the visit is cancelled by the school, pupil is withdrawn by the school or in the case of a withdrawal by a parent, the place can be filled
  - A copy of all letters sent to parents regarding the visit **MUST** be given to the finance department. On receipt of letter, Finance will issue a Financial Procedures guideline.
  - Letters are sent home with green consent form.
  - Complete Educational visit checklist and copy to EVC
  - Check insurance requirements.

## **On the Day of the Visit**

Be sure to:-

- Collect visit leader Emergency Procedures Booklet from EVC
- Collect first aid kit(s)
- Collect copies of consent forms
- Brief supervising parents and staff
- Give supervising parents and staff their lists of pupils
- Ensure that a minimum of one mobile phone is working, and that the office has the number(s)
- Count pupils

During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always 'double-count'.

The mobile phone(s) should be switched on during the entire visit.

## **After the Visit**

After the visit the trip leader is to complete an evaluation form and return it to the EVC to hold on file. It can provide valuable information when planning future trips.