

# Educational Off-site Visits and School-led Adventure Activities Policy



**William Hulme's Grammar School**  
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## 1. Preamble

The School recognises the importance of off-site visits for the educational, social and moral development of students. The purpose of this policy is to ensure that school educational off-site visits and school-led adventure activities are undertaken as safely as reasonably possible.

The following Acts of Parliament and regulations are relevant to the management of outdoor learning, off-site visits and Learning Outside the Classroom. Some documents in this Guidance are based upon them or refer to them. They all apply in both England and Wales unless otherwise stated.

- Health and Safety at Work etc. Act (1974)
- Limitation Act (1980)
- Health & Safety (First Aid) Regulations (1981)
- Transport Act (1985)
- Children's Act (1989)
- Package Travel, Package Holidays and Package Tours Regulations (1992)
- Education Act (1996)
- Data Protection Act (1998)
- School Standards and Framework Act (1998)
- Management of Health and Safety at Work Regulations (1999)
- Activity Centres (Young Person's Safety) Act (1995)
- Care Standards Act (2000)
- Education Act (2002)
- Children Act (2004)
- Vulnerable Groups Act (2006)
- Childcare Act (2006) (England only)
- Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations 2006
- Corporate Manslaughter and Corporate Homicide Act (2007)
- Local Transport Act (2008)
- Equality Act (2010)
- Protection of Freedoms Act (2012)
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (2013)
- Children and Families Act (2014)
- General Data Protection Regulation (2016)
- Children and Social Work Act (2017) (England only)
- Childcare (Disqualification) Regulations (2018)
- Keeping Children Safe in Education (2018).

Employees in charge of and assisting with visits and must be conversant with:

- This policy
- Other school policies (listed below), plus, as appropriate, any national guidance by professional bodies (eg. 'Safe Practice in Physical Education and School Sport' - by the Association for Physical Education, Trade Unions advice).

- DBS Clearance Policy
- Charging and Remissions Policy
- Critical Incidents Policy
- First Aid Policy
- GDPR Policy
- Image Use Policy
- Medical Needs Policy and ICHPs
- Safeguarding Policy
- Transporting Pupils Policy

United Learning also recommends that reference be made to the national guidance given by the Outdoor Education Advice Panel (OEAP). Staff can use and adapt the checklists and documents provided in this guidance. Staff must follow the WHGS Compliance Guide and the Appendices which are at the end of this policy, which embrace the good practice guidance of the OEAP.

Final authorisation for each visit, including approval of the risk assessments/arrangements, must be made by the Principal (Secondary Phase and Sixth Form visits) or the Primary Phase Head. Risk assessments etc. must be 'signed off' before the visit departs and signed copies must be taken by the Party Leader on the visit.

All staff on a school visit owe a duty of care to act in the manner of a prudent parent/carer in exercising supervisory responsibilities for the students, as per Keeping Children Safe in Education (KCSIE) guidelines.

## **2. Role of the Principal / Primary Phase Headteacher / Educational Visits Co-ordinator (EVC)**

- Formally review own training requirements and this policy on an annual basis and report to the School Health and Safety Co-ordinator, as appropriate of any matters arising.
- Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment – in doing this be aware of HSE advice which states 'If you are involved - in any way - with an educational visit, you will want to know the most important questions to ask.' The following cover the main arrangements that should be in place for a visit and are important whether a parent, child, helper, leader, head teacher or governor.
  - The main activity and the objectives of the trip
  - "Plan B", especially if main objectives cannot be achieved
  - Travel arrangements
  - Emergency Point of Contact (EPOC) and any appropriate procedures
  - Staff numbers, gender and skill mixes
  - Generic and site-specific hazards and risk assessments (including for Plan B)?
  - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points)
  - Information to be provided for parents
  - Type of consent to be sought
  - Opportunities parents have to ask questions (including any arrangements for a parents' meeting)
  - Assurances of the Leader(s) competencies
  - What are the communication arrangements?
  - What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
  - What are the arrangements for monitoring and reviewing the visit, assessing the competence of leaders and other adults proposed for supervision of the visits? These may need accreditations from an awarding body – assessment may include practical observation or verification of experience

- Ensure the training of leaders and other adults going on visits - training will commonly involve risk assessment and basic first aid and information will be based on risk assessments and other written arrangements – records are required
- Ensure that Disclosure and Barring Services (DBS) certificates are in place as necessary (ie. safeguarding factors)
- Work with party leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/ permission on a fully informed basis
- Advise the Local Governing Body (LGB)
- Keep records of individual visits including reports of accidents and ‘near misses’ (note the GDPR Policy)
- Review systems and, on occasion, monitor practice – this will involve going on visits.

### 3. Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre-visit is usually advisable to enable the Party Leader to identify any potential hazards. It is strongly recommended that the Party Leader completes the Principal’s/Primary Phase Headteacher’s Permission Email (PPE), which includes a checklist of what must have been considered before giving written permission to proceed.

### 4. Risk Assessment (RA)

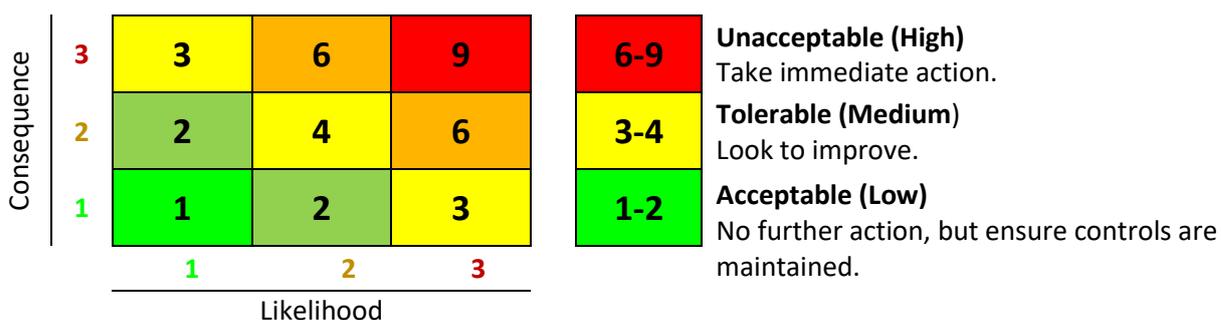
All trips and visits must be preceded by assessment of the risks. A competent member of staff must prepare a written risk assessment which is suitable and sufficient for each educational visit. However, wherever possible, use the host venue’s own RA(s) and customise appropriately.

RAs:

- Are compulsory for all trips and must be suitable and sufficient for all involved
- Must be drafted by a competent member of staff
- Must be approved, recorded and signed-off by EVC/Principal or Primary Phase Headteacher
- Must be submitted by a host-provider where any of the facilities are being used by members of the school
- Ought to acknowledge the level of risks in relation to the likelihood and consequence of a hazard

The 5 steps on the preparation of RAs is from the HSE and IOSH:

1. Identify the hazards (ie anything that has the potential to cause harm to personnel or property of the school).
2. Decide who/what or how, any harm could happen.
3. Evaluate the level of risk, ie how **likely** something could go wrong and how **serious** the consequence could be. Use the simple matrix below:



**Key:**

Likelihood		
1	Unlikely	Low
2	Fairly Likely	Medium
3	Very Likely	High

Consequence		
1	Insignificant – No Injury	Low
2	Moderate – Minor Injury	Medium
3	Major – Serious Injury or Death	High

Once the risk level has been identified, the appropriate risk controls, ie precautions need to be worked out. (See the EVC for further advice).

4. Record your findings as part of Appendix 1.
5. Review when necessary, such as just before/after the trip.

RAs are effectively aiming to ensure that all visits and adventure activities comply with the 4 ‘Safes’: the activity, the environment, the equipment and qualified staff are all safe. They should include the following as a minimum:

- PCFs
- ‘Plan B’
- Designated person in-charge of First Aid
- Lost Child procedure
- Safeguarding and SEN issues – especially supporting pupils with particular medical conditions
- Ratio/Supervision detail of children (especially if remote)
- Transport/Travel arrangements
- Acknowledge Driver Fatigue
- Possible code of conduct for students
- Site specific risks/hazards
- Leaders competences/qualifications

**Risk Assessments must be signed off and recorded.**

- Final authorisation for each visit should be made by the Principal/Primary Phase Headteacher.
- The Principal/Primary Phase Headteacher should take personal responsibility for the final authorisation of residential and/or trips abroad.
- It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance/pre-site visit is usually advisable to enable the Group Leader to identify any potential hazards.
- Advice on the preparation of risk assessments can be found with the Health and Safety Executive: Five Steps to Risk Assessment and IOSH 2008:

*Parents should be advised that the Principal/Primary Phase Headteacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds. The decision to exclude should be made on the grounds of a specific assessment of risk. Care must be taken to ensure that the decision to exclude on the grounds of a medical risk does not contravene Disability Discrimination law, the Equality Act 2010 and the Children and Families Act 2014. The Principal/Primary Phase Headteacher should seek Central Office guidance when contemplating such action. The Principal/Primary Phase Headteacher will draw parents into the decision-making process at an early stage. All Party Leaders are strongly encouraged to be familiar with Individual Medical/Health Care Plans of the affected students.*

- Please note if the venue ought to be registered with the AALA or holds a LoTC Quality Badge.

## Insurance Arrangements

- For each school visit, the Party Leader should consult with the Bursar's office.
- Parents/carers must be made aware of any insurance cover that has been arranged. Copies of travel insurance arranged through the Bursar's office must be sent to parents/carers.
- Where the school is engaging an external agency the Party Leader will satisfy themselves about the adequacy of the agency's insurance cover.
- The school strongly discourages the attendance of ex-students on a day or residential trip.

## 5. Staff Ratios

Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school. In general, there should be a minimum of two employees to accompany visits in the ratio of not less than one to twenty pupils in KS3/4/5; one to fifteen pupils in KS1 and KS2, one to eight pupils in EYFS. As from 3 April 2017, the EYFS Statutory Framework no longer sets out minimum ratios, so all ratios will depend upon risk assessment and the Principal/Primary Phase Headteacher may make exceptions to the general rule, for instance, for games matches and for small Sixth Form groups.

The Principal/Primary Phase Headteacher must ensure that ratios are adequate. When considering the ratio necessary for any particular visit, the OEAP recommend using **Staff, Activities, Group and Environment (SAGE)**:

- S** Staff – members, abilities and experience
- A** The nature of the activities including any higher risk/adventurous activities are involved
- G** The gender, ages and temperaments of the pupils involved
- G** Any medical or special needs of any pupils taking part.
- E** The length and purposes of the visit
- E** The method of travel
- E** The nature of the locality

Trip 'supervisors' accompanied by their spouse/partner and/or their children should be strongly discouraged and the affected adults cannot be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole. If this is unavailable, the Party Leader should make sure staff/parents are not supervising their own children.

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit with a male employee, he should be accompanied by a female employee and vice-versa. However, if compliance would result in difficulties for small groups of pupils, the Principal/Primary Phase Headteacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees. Mixed gender groups, if possible, should have a mixed gender leadership team.

## Parent and other Adult Helpers

Whilst it is accepted that other suitable adults (who usually need to be DBS checked eg. if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits, they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Principal/Primary Phase Headteacher may, however, make exceptions to this general rule for instance for:

- Groups of 20 or more pupils where there are at least two employees accompanying the group.
- Sixth form outings.

Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Principal/Primary Phase Headteacher, who should reserve the right to refuse any offer of help.
- They have been informed of the nature of the visit and made aware of their duties and responsibilities.

## 6. Alcohol

Adults accompanying visits should be clearly informed of the school's policy in connection with the consumption of alcohol.

The consumption of alcohol by any adult accompanying students on a school DAY visit is strictly prohibited.

United Learning recommends a complete ban on alcohol on all Primary Phase RESIDENTIAL visits by accompanying adults. For Secondary Phase and Sixth Form RESIDENTIAL visits, colleagues should follow this guidance:

- Designated duty staff, especially minibus drivers, must not drink any alcohol; **one other** colleague must **also** abstain from alcohol consumption to ensure adequate staff are available for chaperone purposes.
- The LGB does strongly discourage staff from drinking alcohol on a residential visit, but recognises that circumstances would allow one or two units of alcohol to be consumed. This should always be done discreetly and never in the presence or sight of students.

## 7. Transport

The Party Leader will consider the transport needs for the off-site visit. They will:

- Ensure that the tour operator or hirer or transport such as coach companies are reputable;
- Check that there are sufficient adults on the trip to supervise the students and maintain good discipline – in this regard the school acknowledges that a staff or non-staff driver of a minibus cannot also be expected to supervise the students;
- Ensure that any staff or non-staff drivers have the appropriate qualifications, formal training and, if necessary, insurances for driving that vehicle;
- Consider whether there are any safeguarding concerns arising from the mode of transport and plan in advance, for example students travelling on a ferry or a train; especially overnight (making sure the genders are kept apart while travelling through the night on a coach).
- Ensure that First Aid is available at all times.
- Driver fatigue must also be addressed in any Risk Assessment where colleagues are driving the school minibuses. It is recommended that drivers stop for a 30 minute break every 2 hours and are not expected to drive more than 6 hours in any one day on school trips. (See Transporting Pupils Policy).

## 8. Employees Conveying Pupils in Private Cars

The use of private cars, particularly pupils' private cars, should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Bursary must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Principal/Primary Phase Headteacher and the licence must be satisfactory to the Principal/Primary Phase Headteacher – six points is the usual cut off point).
- MoT certificate.
- Comprehensive insurance (which covers use for the purposes of his/her employers' business).

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue. (See also Transporting Pupils Policy).

## 9. High Risk/Adventurous Activities

When these are to be undertaken, the Principal/Primary Phase Headteacher must ensure that appropriate employees accompanying the visit are qualified and competent and that all relevant equipment is provided to the appropriate safety standards and is properly maintained. It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff are available. Parents must be informed in writing of any high risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for insurance, eg. mountain biking, walking, rock climbing, water-sports, pony trekking etc.

- The Party Leader must be satisfied that students are medically fit to undertake the planned activities. If there is any doubt, reference should be made to the First Aid/Medical Needs Co-ordinator and the SENCO, in either Primary Phase or Secondary Phase, before departure.
- Where members of staff have specific qualifications, including First Aid, it is the School's responsibility to make sure that these are up to date and valid. The School will keep a record of such training and, if necessary, arrange for refresher sessions. An accompanying adult in charge of First Aid must be designated on each trip, and a qualified First Aider ought to accompany overseas trips.
- If a member of staff has any reason to doubt the competence or conduct of any adult on a visit, this should be made known to the Party Leader at once with fully documented evidence (eg witnesses). It is the Party Leader's responsibility to deal with the matter at once, if necessary contacting the Principal/Primary Phase Headteacher at school. All discussions should be accurately recorded in writing.
- Where an external agency is being used, such as a travel company, the Party Leader will establish the competence of the agency's staff in advance. Doing so may include an inspection of the agency/centre's documentation on staff and risk assessment, equipment and its accident log. Where an activity is an adventure activity as defined in the Adventure Activities Licensing Regulations 1996, the Party Leader will check that the agency holds a current licence (AALA).
- The Party Leader will ensure that all supervisors on the visit are competent to undertake informal on-going assessments for any stage of the activity.
- Party Leaders should be familiar with the nature of the conditions likely to be encountered.
- Prior information must be obtained by the Party Leader about local hazards and safety requirements that are likely to be encountered. Where appropriate, contact should be made in advance with local agencies, wardens, the Foreign Office etc in order to ascertain local conditions.
- Informed and responsible local advice must always be heeded and acted upon accordingly.
- Students and adults must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.
- A pre-visit by the Party Leader may be necessary to evaluate the site(s) from an educational and safety viewpoint; where this is impractical, the Party Leader must be able to demonstrate that sufficient preparation has been undertaken (eg use of a reputable travel agent's package) to ensure the safety of the group as far as is reasonably practicable.
- Appropriate risk assessments need to be made.
- Where the trip is abroad, an appropriate foreign language phrase-book should be taken. At least one member of staff should have some fluency in the local language and most members of staff should have some knowledge of it.
- Where foreign language exchange visits are undertaken, the school should raise in writing the issue of child protection with the host school; it is the responsibility of the host school to undertake the necessary precautions to the satisfaction of the school when acting as the agent for foreign students on exchange. When WHGS acts as a host school, a check of hosts by the DBS will be carried out.
- Students on an exchange visit must have a telephone number and address of the Party Leaders(s) whilst in the foreign country; regular contact should be maintained with the student by the Party Leader(s) throughout the visit.

## **10. Shared Responsibilities / Collaborative Provision**

### **External Providers**

The Principal/Primary Phase Headteacher must be supplied with up to date copies of any provider's risk assessments and with written evidence that supervisors and instructors are qualified and competent and that any relevant activity centre has a licence. Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed – check with the AALA.

The provider's safety policy, risk assessments and other written evidence must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy.

Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' is a good benchmark when relevant. See also the National Guidance provided by the OEAP.

There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time. The Party Leader and all trip supervisors must be especially careful when transferring pupils take place, so that there is no diffusion of responsibility.

If, as in the case on some field trips, the visit is unaccompanied, then this must be made clear to parents and the Principal/Primary Phase Headteacher must be satisfied with all the safety procedures.

### **Joint Trips with other Schools**

There should be one overall Party Leader and the Principal/Primary Phase Headteacher should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

## **11. Regular Routine Extra-Curricular Activities off the School Premises and Short Duration Outings**

These include regular PE activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for every single one of these, as a generic PCF at the start of the academic year will suffice. The Principal/Primary Phase Headteacher may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.

When pupils are leaving site for short periods, accompanied or not (for instance for shopping or going for a run), the pupils must use the signing 'in/out' system. When the pupils are accompanied by an employee a mobile telephone should be taken whenever possible.

All arrangements must be included in departmental risk assessments.

## 12. Dealing with Parents/Carers

The following are important:

- Draft copies of letters to parents/carers must be sent to the Principal//Primary Phase Headteacher for approval. Templates are available in the school's Trip Paperwork.
- Consent slips should be included at the bottom of the letter or on an attached sheet. **(No signed parental consent form - no visit is allowed for that student).**
- Party Leaders must ensure that all forms are collected in good time.
- Parents/carers must be informed of any special requirements in terms of equipment, clothing, time of return, addresses and telephone numbers of hotels/youth hostels, passports etc. in advance of the visit.
- Full itineraries must be given to parents/carers in advance of residential visits.
- A medical form must be sent to parents/carers and returned to the Party Leader when residential visits are undertaken in order to ensure that up to date information is available on the visit.
- It is advisable that a meeting for the parents/carers of those students going on residential visits should be held in order to explain the itinerary, ground rules of the visit and to answer questions from parents.
- Charges for the visit should be clear and adhered to fully; any surplus ought to be reimbursed to the parents/carers concerned if possible.

## 13. Remote Supervision

After careful risk assessment, guidelines must be laid down by the Party Leader and clearly understood by all members of the group.

- The geographical area in which pupils must stay should be clearly defined.
- Pupils must be in groups – appropriate group sizes must be determined by the Party Leader.
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble.
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees and remain in groups of three or more if applicable
- Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and 'illegal substances'. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with the consumption or use of these.
- Pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect, especially the use of social media sites.

## 14. Residential Trips

Amongst other things, the Party Leader should check the fire exits in all group overnight accommodations and must inform pupils of the locations of fire exits and of the fire procedures. If possible a fire drill should be held on the first evening before bedtime.

### Additional Checks and Information for Residential Visits by the Party Leader

- Parents' written consent for a teacher to arrange medical treatment in a child's best interests in the opinion of a qualified medical practitioner; (may be relevant to some other visits)
- Information of itinerary and contact details to each student's emergency contact person;
- Check that accommodation can meet gender needs in sleeping, sanitary arrangements and safeguarding over 18s students must not be allowed to sleep in the same room as under 18s.;

- Check that accommodation can meet requirements of students with special educational needs, religious requirements, medical conditions, transgender aspects;
- Night-time supervision arrangements;
- All members of the party to be provided with the address and telephone number of the hotel or hostel;
- Communications, eg. land line or mobile phone signal is available to the school's Emergency Point of Contact (EPOC).

### **Down Time during Residential Visits**

- Whether at home or abroad, residential visits will include periods of time which are not taken up with organised activity. Pupils may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a cafe. Careful risk assessments guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points maybe helpful:
  - If pupils are leaving from and returning to the group accommodation, a signing in and out book should be used.
  - Pupils should only be allowed out of group accommodation after the evening meal if it is appropriate to their age etc. 'Younger' pupils must only go out in escorted parties accompanied by members of staff.
  - If the party is staying in a hotel or near shops etc., pupils should be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. In the UK persons over 16 may drink beer, wine or cider with a meal in a hotel or restaurant. Other laws apply abroad. Parents and pupils should be clearly informed of the school's policy in connection with consumption of alcohol.

## **15. Exchange Visits**

These usually involve groups of pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant:

- The Principal/Primary Phase Headteacher will normally expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee's telephone number or other contact arrangements and it must be made clear to pupils and host families when the employee will be available at an agreed location.
- Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.
- Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident etc. to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away.
- If activities are planned with another school, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the 'other' school staff are in charge and how to contact their own if based at a location remote from the pupils.

Steps must be taken to ensure, as far as possible, that host families have been vetted through a system equivalent to the DBS checking process. If such a system does not exist, parents' attention must be drawn to this fact. In such circumstances, the responsibility for the decision to stay with a particular family should be taken by the pupil's parents rather than the school.

#### **Additional Checks and Information for Visits Abroad**

- Valid passports for all;
- Visas obtained as necessary;
- Medical insurance and EU reciprocal arrangements in place;
- Timely arrangements for vaccinations, etc.;
- Appropriateness and safety of host establishment abroad;
- Repatriation arrangements in case of emergency.

## **16. Information Concerning Visits**

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Principal, Primary Phase Headteacher or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information should include the following as appropriate:

- Purpose of visit
- Accommodation type and meal arrangements
- Travel arrangements including time of return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Insurance cover and name and address of insurers
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
- A contact number for the pupil must be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will need to be given)
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Principal/Primary Phase Headteacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits, a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the Party Leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit. Requirements in the code could include a statement that pupils are under the jurisdiction of the school during the visit and therefore: pupils must obey the instructions of the Party Leader and supervisors; pupils must not possess, use or purchase cigarettes/alcohol/illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately. (An example code appears at the end of this policy).

## 17. Charging

The Party Leader must make sure that any charges comply with the latest advice from the DfE and United Learning – see WHGS Charging and Remissions Policy.

The cost of staff places on residential visits should be included in the overall total and apportioned to students or borne by the department.

## 18. Consent Forms

A pupil must not be allowed to participate in a visit unless an appropriate consent form has been signed by his/her parents/carers and returned to school. **(No PCF, no Go!)**

Parents/carers may be asked to sign a blanket consent form at the start of the pupil's time at school or at the start of each year. This may be used to cover visits such as those that will take place during day and evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc.

It is important to note that a blanket consent form must not be used for any residential visits, visits abroad and any that involve any high risk/adventurous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils/contact details from the school's information data base. PCFs must always be kept secure and disposed of as per our GDPR policy.

## 19. Information for Pupils

Pupils must be given clear safety instructions. They must also know who is in charge of the visit, how to behave and what to do if they get lost or into difficulties. The following are other matters on which they may need information provided:

- On risks associated with the trip such as with the particular type of travel to be used.
- On considerations concerning special and/or medical needs.
- On any local customs they may meet which might surprise them and the possibility of their giving offence.
- That tap water abroad is not always safe to drink.
- In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
- That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.
- Always clean hands after/before eating.

## 20. Behaviour and Sanctions

- Normal school rules will apply on all school visits, which will be vigorously enforced and breaches dealt with appropriately at the time under the Binary Behaviour Code. The Party Leader will remind pupils of their responsibilities. (Please use Appendix 3 if you feel it may be necessary).
- It is essential that pupils be given clear instructions about their conduct and any rules relevant to the trip such as dress code, out of bounds or lights out.
- No pupil under the age of eighteen can be allowed to consume alcohol on a school visit. Pupils over the age of eighteen can only be allowed to consume alcohol on a residential trip with the written permission of the Principal/Primary Phase Headteacher and the relevant parents/carers.

- Smoking is strictly forbidden at all times.
- The use and/or possession of illegal drugs is strictly forbidden at all times.
- Breaches of discipline on visits should be reported to the relevant person in writing on return to school under the Binary Behaviour Code.
- Should a pupil's conduct be deemed to be so bad (eg drunkenness, violence, abusive language, persistent refusals to accept the instructions of adults etc) as to be intolerable and/or be a risk to the safety of pupils on the trip, he or she will be sent home or quarantined.
- Parents and pupils need to be fully informed about the range of sanctions which can be used on a visit; should either a pupil or parents/carers indicate that they are reluctant or unwilling to accept these sanctions; the student will not be allowed to go on the visit.
- Such sanctions may include:
  - loss of free time
  - staying with adults on the visit to the various sites
  - cleaning up of the coach or hostel
  - confiscation of money
  - 'grounding'
  - sending to bed early
  - prevention of participation in all or any part of the visit
  - sending home (any additional costs to be met by the parents including those of an accompanying adult where the student is under sixteen years of age)

## 21. Emergency Procedures

Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes (EPOC). The member of staff who has agreed to be the EPOC should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school (usually Reception) and held by the Party Leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

The designated member of staff and/or parents as appropriate must be contacted if there is “no show” by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and it is good practice that there should be a qualified first aider in every group and certainly for any overseas trips. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

### **Visits and the Threat from Terrorism (Reference: BN0059)**

United Learning's guiding principle is to have 'enhanced vigilance' when on a site visit. It is sensible to:

- be especially vigilant (staff should be doing this anyway)
- keep an eye on the news for any changes
- avoid any areas which the Police state to avoid
- ensure that you have a 'Plan B' in place for the day, if necessary
- continue to undertake due diligence and dynamic risk assessment.

Further points to bear in mind are:

- consider increasing supervision ratios from normal arrangements. If, for example, small groups of older pupils are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom
- stay alert to local and national news before and during the trip
- carefully consider the relative benefits of visits to religious or political venues and events that could be considered higher risk
- assess the various additional needs (medical etc.) of the pupils and their ability to react and respond to dynamic situations
- remind pupils to remain vigilant and alert, reporting anything suspicious to trip leaders
- brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident, so it is additionally important to designate a meeting location
- consider providing all participants with a printed emergency contact card with the School/House's landline telephone number on it
- each leader should carry an attendee list with all participant details, including medical conditions (and, where necessary, parental contact details)
- carry water and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates
- carry additional personal medication in case of long delays
- be additionally vigilant in crowded places such as shopping centres and travel hubs
- If travelling by public transport, consider contingency arrangements if this should not be available, e.g. the 7/7 attacks saw a number of schools who had travelled into London by coach become trapped when the coaches, which had driven out of the city for the day, were unable to re-enter.
- Ultimately the decision on whether a trip should go ahead or not rests with each school's Head teacher, who will have to consider the above, as well as balancing the wishes and opinions of students and their parents.

### **Critical Incident – Emergency Procedures**

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of these procedures should be taken on each visit.

The Party Leader (or other person in charge of group if out of contact with Party Leader, until the Party Leader can be contacted) should:

- Try and stay calm and assess the situation
- Establish the nature and extent of the emergency, discourage pupils from contacting their parents or using any social media outlet until they are briefed/until contact is made with the Principal/Primary Phase Headteacher, emergency 'contact' or another senior employee.
- Call whichever emergency services are required (UK 999, Europe 112, USA 911).
- Where anyone is injured have first aid administered if possible.
- Make sure all other members of the party are accounted for and are safe.
- Establish the name(s) of the injured.
- Advise other party adults of the incident and that emergency procedures are in operation.
- If possible, arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down.
- Ensure that the remainder of the party are adequately supervised throughout – it may be necessary to arrange for their early return to base and/or arrange appropriate protection from the elements.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for.

- Commit to writing full details of the incident by using the Critical Incident Management Information Collection Sheet (Appendix 1 of the Critical Incidents Policy).

Name(s)

Nature, date and time of incident

Location of incident

Details of injuries

Details of police who attended/witness's names, addresses (and telephone numbers if possible)

Action taken so far

Telephone numbers for future communication.

- Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret, if at all possible.
- Colleagues should also read and keep a copy of WHGS - Critical Incidents Policy.

## 22. Feedback and Monitoring

The feedback form must be completed after each visit. (Appendix 5, 6 and 7).

Requirement – a stand-alone management plan for visits and activities out of school is available in the compliance file. (See attached document).

Retention of documents must comply with GDPR, and if an incident/accident has occurred, a paper record of the trip must be kept securely for at least 12 months.

### Policy Information and Review

<b>Designated Lead Person/s</b>	Mr M P Jones, Educational Visits Co-Ordinator
<b>Reviewed</b>	Annually
<b>Date of last review and by whom</b>	July 2019 - Mr M P Jones
<b>Nominated Governor</b>	N/A
<b>Ratification by Local Governing Body</b>	
<b>Next Review Date</b>	July 2020

