



LEWES OLD GRAMMAR SCHOOL

Educational Visits (Non EYFS): Policy Guidance

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1 Scope

This guidance is applicable to all those involved in the organisation of educational visits for non EYFS pupils.

Staff must complete all paperwork and risk assessments through Handsam. A full guide is included in Annex 1.

The required paperwork templates and guidance are on Handsam in Account Resources.

2 Objectives

2.1 To ensure that visits are well planned and significant risks are identified and managed

2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable

2.3 That there are those in charge of visits, have the necessary competence to manage situations appropriately

3 Guidance

3.1 The Bursar will be responsible for the implementation of this policy.

3.2 Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips to historic sites, museums, galleries, natural features, farms, drama productions
- language exchanges abroad
- field trips, eg geography, history, art history
- adventure activities, eg canoeing, climbing, trekking, horse riding, sailing
- choir concerts
- sports teams and ski trips
- Duke of Edinburgh Award programme

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 sports fixtures

3.4 Parents will be notified in advance of:

- selection of a child for a sports team where they will be given a list of fixtures
- a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration

- planned trips and visits for year groups. Parents of pupils opting for trips will attend the school for a full briefing

3.5 Individual written consent will be obtained where pupils are taken on a trip or visit that:

- extends beyond the normal school day
- involves an overnight stay
- collection from a different venue
- overseas visits
- extra cost to a parent

3.6 The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the school at least a week before the start of the trip, save for sports fixtures two to three days.

3.7 Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.

3.8 The Headmaster and the Head of the Junior School will:

- support the trip leader in the process of approving visits
- ensure, as far as possible, they are spread through different age groups and the school year

The Bursar will:

- help staff involved with organising trips from a finance and logistics perspective

The Group Leader and the School Secretaries will:

- check parental consent forms
- keep records of previous visits, including details of accidents and incidents

3.9 All new staff will receive training on planning school visits as part of their induction

3.10 Every planned trip or visit will have a nominated Group Leader who is responsible for organising and running. A deputy GL will also be nominated

3.11 The Bursar will hold a briefing session for all those nominated as a Group Leader, which will cover:

- conducting risk assessments
- emergency procedures
- school insurance cover
- budgeting for visits
- circumstances when a trip may be terminated

3.12 The Group Leader will hold a valid first aid certificate or appointed persons certificate or ensure that one of the accompanying teachers does.

3.13 Where a school minibus is used, the driver must have the appropriate qualifications. Other than for short journeys (eg under 60 minutes duration) a second qualified driver should be present. The driver(s) will complete a driver's declaration form, which is retained by the Bursar

3.14 Personal Liability

- The Group Leader acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do"
- The school as employer of the Group Leader will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

3.15 Insurance

- The school has Employers Liability Insurance of £10m and Public Liability Insurance of £10m.
- It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving. Additional Insurance can be arranged from the School's Insurers
- The Group Leader should check with the Bursar when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required
- The Group Leader should ensure that they have a copy of the school travel insurance with them on the trip
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the school's "occasional business use" motor policy

3.16 Trips and visits planning

- The following list relates to planning for longer trips, the text in italics indicates that the action either may not be required or that the timescale may be shortened
- At least *three* months in advance it is recommended that:
 - assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's pupils on a site other than the school
 - obtain suitable advice from the Head of the Junior School and/or Headmaster on suitable dates, previous experience and requirements etc
 - discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants
 - calculate the staff to pupil ratio
 - prepare a draft itinerary
 - decide the mode of transport for the whole journey

- prepare a costing for the visit, remembering to allow a contingency for delays and emergencies
- if an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- prepare your own risk assessment
- find other members of staff who are willing to participate, remembering:
 - male / female ratios
 - language skills
 - medical assistance
 - nature of activities
- the school may permit parents and office staff to assist with day trips and sports fixtures
- where parent volunteers participate arrange for enhanced DBS disclosure if they may have unsupervised responsibility for children
- *check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider*
- *undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible*
- *establish the minimum and maximum numbers for the visit to be viable*
- *establish any visa and medical requirements*
- *establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants*
- *check with the travel advice unit of the Foreign and Commonwealth Office depending on the location*
- prepare a written case for counter signing by the Bursar and approval by the Headmaster

3.17 Staff pupil ratios recommend by the DfE for off site activities are:

- 1:6 for Years 1-3 inclusive (higher ratio for under 5's)
- 1:10 for years 4-6
- 1:15 for Years 7 upwards (with a larger ratio permitted for overs 16's)
- 1:10 for all visits abroad

3.18 Risk Assessment

- Group Leaders are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The school adopts the model risk assessment from the DfE (www.education.gov.uk), which is downloadable and covers:
 - identifying potential hazards of the location being visited
 - listing the groups of people that are at risk from significant hazards
 - listing control measures that are in place
 - allowance for hazards which may not yet be fully understood due to lack of information
 - monitoring hazards during the visit

- The Group Leader should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment
- Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- The Bursar maintains a dossier of generic risk assessments relating to sports activities, regular school visits and theatre / museum visits

3.19 After permission for the trip has been granted (at least 4 months in advance)

- Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the Bursar), outlining:
 - purpose of the trip
 - programme
 - expected maximum cost
 - process for expressions of interest and date by when deposit must be paid
 - parents briefing three weeks before departure
 - restrictions on numbers
- Brief pupils about the visit, its dates and purpose
- Check the names of all pupils wishing to participate with the First Aiders. Discuss any requirements with the Bursar (including those for special educational needs)
- Collect the payment for the trip and arrange for accounting procedures with the Bursar
- Arrange with the Bursar to pay any deposits on accommodation, travel, activity centre etc
- On exchange trips the Headmaster or the Group Leader assigns pupils to host families

3.20 At least three months in advance

- Finalise costs with the travel company
- Where possible check that all coaches are fitted with seat belts
- Confirm the cost for parents (including contingency provision)
- Inform parents of medical and visa requirements. Any non-British passport holders parents should be advised that it is their responsibility for ascertaining any visa requirements for their child
- Arrange with the Bursar for the parents to be billed for the balance of the cost of the trip / collect the balance of the money for the trip from pupils and pass to the Bursar for crediting to the trip account
- Arrange for the Bursar to pay the travel company /airline / hotel etc with the balance required
- Arrange via the Bursar for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date
- Brief pupils and ensure any specific advance requirements have been communicated

3.21 Three weeks in advance

- Give the Bursar details of any foreign currency / travellers cheques etc and agree collection requirements (typically the Group Leader will need to sign and produce relevant documentation at a bank or airport terminal)
- Arrange trip briefing with parents, which will cover:
 - Itinerary, including meeting and collection points
 - contact details for hotels / hostels/ names and addresses of host families
 - the number of the school mobile phone issued to the Group Leader
 - kit, equipment, dress code of country and money requirements for pupils
 - expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents expense). This includes, alcohol, tobacco etc usage
 - arrangements for dealing with emergencies and informing parents of them
 - arrangements for communicating with parents in the event of return from the trip being delayed
 - the need to notify the school of contact with an infectious disease 4 weeks before travelling
 - the reasons for why a consent form is essential
 - the need for a copy of each pupils passport
- Send all parents a copy of the consent form (example appendix 1) and the return date
- Arrange for any catering requirements with the catering department
- Brief pupils on expected standards of behaviour and cultural differences
- Book travelling first aid kit from the School Office

1.1.7 Two weeks in advance

- Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure
- Obtain copies of each pupils passport
- Check all travel tickets and store in the school safe
- If collecting currency / travellers cheques etc arrange for storage with the Bursar in the school safe and make a note of any serial numbers etc
- Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities
- Prepare packs for the School Office and each member of staff containing:
 - the itinerary, with all addresses of locations during the trip etc
 - The Group Leader mobile number
 - mobile numbers of participating staff
 - a list of pupils with parental contact details and medical conditions
 - copies of all passports and travel documents
 - emergency contact numbers for the Headmaster, Bursar, designated member of staff on-call
 - out of hours contact numbers for school
 - address and contact details of nearest British Consul
 - on exchanges contact details / addresses for schools and host families
 - copy of travel tickets and insurance documents
 - copy of the trip risk assessment
 - location of nearest hospital

- copies of serial numbers of travellers cheques

3.23 Day prior to departure / day of departure

- Collect tickets, foreign currency, travellers cheques etc from the safe
- Give trip information packs to nominated persons
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about expected standards of behaviour and sanctions if not followed
- Remind pupils to bring passports and ask to see a copy
- Collect travelling first aid kit (check contents)
- Collect school mobile phone and charger
- Collect any catering provisions

3.24 During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the Group Leader. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc
- Checking that all pupils wear their seat belts
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel or hostel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour
- Looking after (or reminding pupils to look after) passports and valuables
- Storing cash, travelers cheques and tickets in the hotel safe
- Keeping an account of all expenditure
- Recording all accidents and near misses

3.25 Illness or minor accidents

If a pupil has a minor accident or becomes ill, the Group Leader, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the

accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Group Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

3.26 Emergency procedures

- In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
- After ensuring that the rest of the group are safe and looked after, the Group Leader will:
 - inform the Headmaster or on-call member of the SLT of what had occurred .
 - where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained.
 - arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
 - a full record should be kept of the incident, the injuries and of the actions taken.
- Where appropriate the school communications plan will be implemented
- Where possible, communication with the media should be left to the Headmaster. The Group Leader will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

3.27 Delayed return

If the return from a visit is delayed, the Group Leader will phone the school office, or the Headmaster (out of school hours), who will in coordinate effective communication all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

3.28 On Return

- The Group Leader will provide the Headmaster and Bursar with a report on the visit.
- The Group Leader will return all school property (together with a report of any lost or damaged property).
- The Group Leader will instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- The Group Leader will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit
- The Group Leader will return any unused cash or travelers' cheques to the Bursar. The pre-paid foreign currency card and the school credit card should be returned together with all related transaction vouchers.

- The Group Leader will produce a schedule of all expenditure on the trip.

3.29 Report for Trustees

The Headmaster's termly report to the Trustees will contain a synopsis of all the school trips and visits that have taken place since the last meeting.

Recommended review period: Annual
Review by: Bursar and HR and Compliance Manager
Date reviewed: August 2017
Next review Date: August 2019

Annex1

Handsam Training

Log in and put details into the current pages and fields

Add a new LOtc visit for a One Day Trip in the UK (Learning Outside the Classroom)

1) Initial Planning

- Full Address
- Postcode
- Reason for the visit
- Visit Activities
- Number of Pupils
- Number of Pupils with SEN
- Number of Staff
- Number of other Assistants
- Staff Names
- Transport Details

Upload any documents

- Upload details of the venue if they have been provided
- **Approval of the trip will be given before anything else is required**

2) Visit Costs

- Cost per pupil
- Other Costs
- Insurance Details

Upload any documents

- Upload Draft letter to parents
- Upload Proposed Costs

➤ **Approval of letter and costing will be communicated and accepted or amended**

3) Risk Assessment

- Date when last Risk Assessment has to be completed
- LOGS Risk Assessments or other Documents
- Third Part Risk Assessments and Insurance details
- Insurance Details

Upload any documents

- Upload all relevant documentation regarding Risk Assessments Insurance and any other information pertaining to the safety and Itinerary of the trip

➤ **Approval will be given for this stage once all Risk Assessments and Insurance Details have been attached and any further discussions have taken place regarding the safety of the trip**

4) Parental Consent

- Consent forms returned
- Confirm Consent form have been files

Upload any documents

- Upload all consent forms
- Upload any health forms

➤ **Approval will be given once all the reply slips have been returned, scanned and attached to the file**

5) Pupils Details attending the trip

- Date further information sent by Staff to Parents
- SIMS data upload of all Pupils and Staff attending the trip
- Final Risk Assessment Sign Off Form

Upload any documents

- Upload SIMS Spreadsheet data of Emergency Contact Numbers

- Upload Final Risk Assessment Sign Off Form

- **Approval will be given once the SIMS data and Final Sign Off form is approved**

6) Visit Report

- Give a detailed account of the trip
- Were there any risk issues?

Upload any documents

- Upload any documents or photographs that would help with the trip

- **Approval of all paperwork for the trip will be given once this stage has been complete**