



# **EDUCATIONAL VISITS AND JOURNEYS POLICY 2020-21**

**Effective Date: April 2017**

**Last Reviewed: December 2020**

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**Next Review Date: December 2021**

## **Introduction**

The Governors accept the importance and educational value of visits and journeys as an integral and essential part of the programme of work and range of experiences available to students within this school. They recognise that the vast majority of visits and journeys are carried out successfully and without incident. However, they must be fully confident, in light of legal obligations, that certain principles are strictly adhered to so as to ensure maximum safety levels and full benefit and enjoyment for all those taking part.

The Smoking & Alcohol and Drugs policy needs to be read in conjunction with this document.

## **Procedures**

In light of the very large number of Educational Visits and Journeys which take place throughout the school year the Governors take the view that:

- (i) Responsibility for day Educational Visits and Journeys should lie with the Executive Principal and the Educational Visits Coordinator (EVC).
- (ii) All residential visits, or those overseas, or any visit that involves an Adventurous activity led by either an externally qualified expert, or member of Greensand Federation staff, requires approval by the Local Authority.
- (iii) All Educational Visits and Journeys must be entered on to the Evolve system at least 4 weeks in advance.

## **Principles**

### **A: Planning**

- (i) All costings for trips will be completed by the finance office and sent to the Executive Principal for approval.
- (ii) Only those residential Educational Visits and Journeys outlined in the school's calendar will be permitted during the academic year.
- (iii) Approval for all Educational Visits and Journeys must be sought from the EVC and financial costs for the visit/journey must be approved before any contact with students or parents.
- (iv) All applications for educational visits should be completed on the Evolve website. Time frame at least 4 weeks in advance.
- (v) All Educational Visits and Journeys must have an educational purpose and the nature of activities undertaken must be suited to the ages and aptitudes of the students taking part.
- (vi) Activities which promote party political issues are not acceptable.
- (vii) The prior consent of parents must be obtained in writing, either by letter or email, before any student takes part in an Educational Visit or Journey which is not part of the everyday routine of the school.

- (viii) Educational Visits and Journeys organisers must ensure that information covering all aspects of the residential Educational Visits and Journeys is available to the Executive Principal and EVC at least 4 weeks in advance, so that careful monitoring of activities to be undertaken can take place.
- (ix) For all residential Educational Visits and Journeys a planning evening for parents must be organised at least 1 week in advance of visit, so that every aspect of the Educational Visit and Journey can be carefully explained.
- (x) Where the potential number of students interested or able to go on a visit exceeds the number of places available this must be clearly stated in the letter to parents/guardians. For lower cost visits, places may be allocated on a 'first come, first served' basis. Consideration must be given to ensuring all students obtain the letter to parents at the same time. If this is not possible, for example due to multiple teaching groups, or for high cost visits or where the number of places is very limited compared to the cohort of students then places should be allocated on a lottery basis by drawing names out of a hat. A clear deadline should be given in the letter to parents/guardians giving opportunity for all interested students to respond. Names should be drawn after the deadline in a random manner. Parents of successful and unsuccessful students should be informed by letter.
- (xi) A nominal roll (list of all persons participating in an educational visit) should be left with the office and staff informed (normally via email).
- (xii) At the discretion of the Executive Principal a contribution from the PP fund may be made available for PP students, where educational benefit arises.

**B: Leadership/Staffing**

- (i) On all Educational Visits and Journeys the group leader must be a member of the Greensand Federation staff, except where agreed by the Executive Principal.
- (ii) The group must contain a member of staff who has a working knowledge of first aid, but the level of knowledge which may be required will depend upon the nature of the Educational Visit and Journey. For children who are EYFS, there is a statutory requirement that at least one person, who has a current paediatric first aid certificate, must accompany children on outings.
- (iii) The group leader must be free to exercise full responsibility and this must be accepted by everyone taking part including other accompanying staff/adults.
- (iv) The minimum supervisory ratios, as laid down in the Guidelines to staff must be adhered to and approved well in advance.
- (v) Group leaders must ensure there is full consultation with the EVC before an approach is made to colleagues to accompany a trip. The EVC in conjunction with the Executive Principal will be responsible for ensuring that all staff on the trip are considered competent to take part.
- (vi) For certain activities, notably outdoor adventure/hazardous activities, it will be essential for leaders who may not necessarily be employed by Greensand Federation to have appropriate experience and qualifications and LA approval given.

- (vii) The group leader must ensure that all those involved with a particular Educational Visit and Journey are fully aware of its aims and purposes and that participants, parents, supervisory staff and the Executive Principal and EVC are fully briefed prior to departure.

C: Finance and Insurance

- (i) Charges for school Educational Visits and Journeys must be in accordance with the School's policy on charges and remission established under Sections 449-462 of the Education Act 1996.
- (ii) No student should be excluded from an Educational Visit or Journey in school session time due to the inability of those with parental responsibility to pay.
- (iii) All finance for the trip, including the collection of money, will be handled by the finance office. Payments for all school trips will be made via our online portal, ParentPay.
- (iv) Educational Visits and Journeys organisers must ensure that they have a fully comprehensive insurance policy, which covers particularly those areas for which the LA does not accept liability, namely:
  - 1. Loss of deposit on cancellation (by Company/School not individual).
  - 2. Loss of luggage/personal effects/money.
  - 3. Personal accident cover (where required).
  - 4. Emergency medical treatment.
  - 5. Personal legal liability of teachers, supervisors or participants arising from independent activities not directly related to the primary objectives of the visit or journey.
- (v) When a visit involves travel abroad or adventure activity, the Executive Principal must take out what is termed School Journey or travel insurance.
- (vi) Parents must be informed of the nature and extent of the insurance cover provided for a visit or journey. This will be the Standard Statement of Insurance, plus details of any additional cover provided for that visit. Available for parents to view on the school website.

D: Travel

- (i) When using a school minibus, group leaders must guarantee the need for:
  - 1. Breaking the journey at regular intervals.
  - 2. Providing contact points for action in case of emergency for Sports Fixtures.
- (iii) The use of private cars is prohibited.
- (iv) All drivers must hold a full driving licence
- (iv) For trips abroad, all EU regulations must be strictly followed.
- (v) When using the school minibus, all drivers must have completed a current Central Bedfordshire Minibus Assessment test, HAVE a Category D on their driving licence, or a PCV test.

E. During a Visit

- (i) A nominal roll listing all participants involved in the visit should be completed listing emergency contact telephone numbers for each member of the party. The form should remain with the Group Leader throughout the visit. A copy of the nominal roll should be left in school.
- (ii) On all visits, a member of the teaching staff should be designated to take responsibility for welfare issues, any medicines or tablets, which have to be taken by members of the group and for first aid arrangements. This includes the use of an Adrenaline Auto-injector (AAI, e.g. Epipen or Anapen) in an emergency. The group leader should ensure that medicines travel with the correct students, where groups are split across more than one mode of transport.
- (iii) Students are expected to behave in a mature and responsible manner when participating in an educational visit.
- (iv) Where visits take place during school hours all students of should wear full school uniform unless agreed with the Executive Principal beforehand.
- (v) Sixth Form students and on visits where students are not wearing uniform should adhere to a dress code. The Sixth Form has a dress code and this should be followed on school visits.

F: Emergencies

In the event of any emergency or accident the Governors deem it essential that:

- (i) The safety and well-being of participants remains paramount.
- (ii) The Executive Principal/EVC or a designated senior member of staff is contacted rapidly and kept fully abreast of any developments. They also ensure that parents are contacted.
- (iii) The Executive Principal contacts the Emergency Planning Officer.
- (iv) A designated person acts as the ongoing point of contact with the media to whom all involved should direct questions or requests. The designated person ideally should be a member of the SLT, who will liaise with the LA's relevant media source.
- (vi) All relevant details are written down whilst still fresh in the memory. Write down all other relevant details of the incident, along with a timescale, while these are still fresh in the memory. Ask other supervisory staff to do the same. If practicable, take a photograph of the accident scene and any equipment, etc. involved.
- (vii) Legal liability is never discussed or admitted.
- (viii) Establish the nature and extent of emergency.
- (ix) Make sure all other members of the group are accounted for and are safe.
- (x) If there are injuries, immediately establish their extent, as far as possible, and administer appropriate first aid.

- (xi) Establish the name(s) of the injured and call whichever emergency services are required.
- (xii) Advise other group staff of the incident and that the emergency procedures are in operation.
- (xiii) Ensure that an adult from the group accompanies the casualties to hospital.
- (xiv) Ensure that the remainder of the group is adequately supervised throughout and arrange for their early return to base
- (xv) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young persons are accounted for.
- (xvi) Control access to telephones until contact is made with the Executive Principal, local point of contact, EVC or LA and until he or she has had time to contact those directly involved.
- (xvii) Contact off-site base (outdoor centre, hotel, youth hostel, etc.).
- (xviii) Contact the Executive Principal or EVC. If you are unable to contact then see section 4.2 below. If after 30 minutes you have no response from anyone to your initial call please call again.
- (xix) Notify the British Embassy or Consulate if an emergency occurs abroad.
- (xx) Where serious injuries or fatalities occur, which would result in media involvement, the Executive Principal or EVC will ensure that the Local Authority Duty Emergency Planning Officer (DEPO) or his representative is contacted.
- (xxi) Refer requests from the media to the designated individual and/or the DEPO or his/her representative. It is not for the Group Leader or other group members to discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.
- (xxii) In addition, complete the Central Bedfordshire Incident Accident/Report Form. This form should also be completed for less serious injuries and near misses.
- (xxiii) Keep any equipment involved in its original condition.
- (xxiv) Keep details of these emergency procedures to hand and ensure that you have the means to implement them.
- (xxv) In case where a notifiable accident or notifiable dangerous incident has occurred, the Health and Safety Executive will need to be informed by telephone within 24 hours of the incident occurring. (24-hour telephone line: 0845 300 9923). The Executive Principal or EVC will contact the HSE. Copies of the report Form F2508 must also be sent to the Health and Safety Officer in County Hall (Refer to Circular H96/43 to all schools and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

F. Student Illness

- (i) If a student is ill and requires medical treatment, parents/guardians should be informed at the first reasonable opportunity. If a minor situation is dealt with in house, parents/guardians should be notified on return.

G. First Aid

- (i) The designated person on the EV I form does not have to be a qualified first aider; they are responsible for arranging for first aid. As the complexity of an outing planned increases, so does the knowledge of first aid e.g. a theatre trip may not require a qualified first aider, a Duke of Edinburgh Award Scheme expedition would.

F: Staff Development

The Governors acknowledge that taking responsibility for students on school Educational Visits and Journeys is a demanding, 24 hour a day responsibility which can be enormously rewarding and satisfying but which is fraught with potential pitfalls. It is essential, therefore, that the School views the role of group leaders and accompanying staff as a key one for which in-service training and relevant guidance and instruction manuals are available.