



Shebbear College

Educational Visits Policy

From EYFS to Sixth Form

Reviewed and ratified by the Governing Body on 15th November 2018

Next full review by the Governing Body by November 2019

Policy Review at Shebbear College

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

Introduction

Shebbear College places a high value on educational visits, tours and fieldwork; we believe that safely managed visits, with a clear purpose, play an essential part in meeting the school mission of providing a first class education. Visits also play an important role in allowing the school to meet its aim of developing confidence of the pupils to take appropriate risks and its aim of encouraging our pupils to become responsible citizens.

The safety of pupils on visits is of paramount importance. Shebbear College accepts that visits cannot be completely without risk but requires staff that lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils' health, safety and welfare.

Procedures

Management Structure and Responsibilities

Approval

Approval for each visit must be made by the Headmaster, but this may be delegated to either Deputy Head (for the Senior School) or the Head of the Prep School (for Prep School trips).

Approval of the risk assessments, licences and any qualifications must be made by the Deputy Head.

Monitoring

The monitoring, review and management of visits is the duty of the Health and Safety Committee, which is chaired by the Bursar and meets at least twice a term.

1. Proposing a visit

Staff must pass a completed offsite visit application form to the Deputy Head or to the Head of the Prep School, with accompanying documents. Staff will receive notification approving the visit or refusing permission for the visit to go ahead or requesting more information. If the visit is approved, the Deputy Head and the Health and Safety Co-ordinator will all documentation and give approval (where appropriate)..

2. 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 reconnaissance is advisable to enable the party leader to identify and hazards.

Once it is known who will be going on the trip other staff must be informed of pupils who will be missing lessons. On the day of the trip a list of pupils involved on the trip should be left with the office.

There must be provision, either in lesson time or in a meeting, for staff to discuss the visit with pupils. This allows expectations with regards to behaviour, uniform and specific information regarding the visits to be discussed. Any pupil with special or medical needs must be spoken to before the visit to ensure that they are aware of and special provision that is being made for them.

3. Risk Assessment and First Aid

The objective of risk assessment is to enable staff undertaking a visit to adopt proactive procedures to managing identified risks. The risk assessment and arrangement for a visit must include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, transport and pupil free time.

Before the visit the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of a visit, bearing in mind the nature and purpose of the visit as set out by the party leader during the planning of the visit.

First aid provision must be considered when assessing the risks inherent on a visit. For adventurous activities, visits that involve overnight stays, or visits abroad, it is compulsory that there must be a least one First-Aider in the group. When a First-Aider is not accompanying a visit, the provision of first aid must be addressed in the risk assessment. All staff should know how to contact the emergency services, including on visits abroad. The party leader must carry a mobile phone and first aid kits must be taken on all visits.

4. Approval of risk assessments

Risk assessments are compulsory for all visits and must be approved by the risk assessment co-ordinator (academic) at least 48 hours before the visit. The risk assessment

co-ordinator (academic) will sign a copy and keep it on file. The party leader must make copies for all staff accompanying the visit and the SMT contact if the visit includes time out of school hours.

All staff on a trip must be issued with a copy of the risk assessment which they must take with them on the trip and which they must comply with.

5. Supervision

In all circumstances staff must be aware that they have a duty of care to make sure that the pupils are safe and a common law duty to act as a reasonably prudent parent would. Each member of staff must receive written or oral instructions specifying his or her duties for the duration of the visit, although ultimate responsibility that these duties are fulfilled rests with the party leader.

The staffing ratio and relevant experience of staff will be considered by the party leader when planning the visit. The party leader should also take into account the following points when determining the staff pupil ratio and these points must be assessed in the visit's risk assessment.

- The ages and temperaments of the pupils involved
- The length and purpose of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether or not any hazardous activities are involved
- Any special needs of any pupil taking part

There are general guidelines on ratios of staff to pupils:

Senior School

- UK Non-hazardous cultural 1:20
- Country visits/fieldwork 1:15
- Hazardous condition (wild country) 1:10
- Abroad 1:10

Prep School

Years 4-6	1:10/15
Year 3	1:6
Years 1 and 2	1:4
Reception	1:4
Kindergarten	1:3

Final ratios will depend upon the risk assessment and the Deputy Head (Academic) may make exceptions to the above ratios, for instance for games matches and for small Sixth Form groups.

On coaches there should be at least two members of staff per coach, but there may be circumstances where two may not be necessary. This will be reflected in the visit's risk assessment.

6. External Providers

The external provider's safety policy, risk assessments and evidence of any relevant licences and qualifications should be obtained in writing at the initial planning stage, and must be attached to the trip application form.

It is likely that there will be times when the external provider's staff will be responsible for the pupils and 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 of them at any given time.

If the trip is unaccompanied, then this must be made clear to the parents and the Deputy Head (Academic) must be satisfied with the safety procedures.

7. Remote supervision

If unsupervised time is to be allowed then guidelines must be laid down to the pupils by the party leader which must be clearly understood by all members of the party.

The following points must be taken into consideration:

- Pupils must not be allowed to wander alone – appropriate group sizes must be determined by the group leader.
- The geographical area in which the groups are allowed to wander must be clearly defined.
- A time limit must be set in proportion to the ages of the pupils, the time of day and any other relevant factor. Anyone who returns late must understand that they will be punished. Before dispersal, everyone must know where a member of staff can be found during the whole period and exactly where and when to reassemble.
- If pupils are allowed to leave their residential accommodation, on returning pupils must register with staff.
- Attendance must be checked regularly. Staff must have a written check list of names at all times.

8. Hazardous activities

Hazardous and adventurous activities will require fully trained staff to accompany the visit.

The party leader must ensure that these staff have been vetted, either by Shebbear College or by the company providing the staff, and this must be reflected in the risk assessment.

Staff accompanying the visit must be qualified and competent. The party leader must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a relevant AALA or related licence, and must be provided with a copy of the centre's Health and Safety Policy. Evidence of qualifications and licences should be attached to the trip application form.

9. Parent and other adult helpers.

Whilst Shebbear College accepts that other suitable adults may play a useful role in accompanying school visits, they must not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Deputy Head (Academic) may, however, make exceptions to this general rule for instance for;

- Groups of 20 or more pupils where there are at least two staff accompanying the group
- Sixth Form outings

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

- Their inclusion is expressly approved by the Deputy Head (Academic) who must reserve the right to refuse any offer of help
- They have been DBS checked if they will have unsupervised access to pupils on the visit or if the visit includes an overnight stay
- They have been informed of the nature of the visit and made aware of their duties and responsibilities
- They have been provided with a copy of the visit's risk assessment

10. Staff and the Consumption of Alcohol

All adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit and so one member of staff must remain alcohol free at all times and, for all staff, the excessive consumption of alcohol is prohibited.

11. Transport

a. Staff conveying pupils in minibuses or private cars.

When a member of staff is to drive a minibus or to use his/her own car to transport pupils, the employee must ensure that he/she:

- has a satisfactory driving licence
- is competent and fit to drive
- is familiar with the vehicle and relevant vehicle instructions

Whenever a member of staff is driving, the risk assessment relevant to the trip must assess the impact of driver fatigue and include reasonable measures to stop this occurring.

b. Coaches

The party leader must ensure that any coaches provided meet health and safety requirements. In addition, where coach drivers will have unsupervised access to pupils or accompanying an overnight visit, the party leader must ensure that the driver has been DBS checked. When more than one coach is used on a visit, staff accompanying the visit must be able to be in mobile contact with each of the coaches.

12. Finance and insurance

Unless the party leader receives permission from the Deputy Head, the visit must be self-financing.

Parents should be asked for permission to put the cost of a visit on the bill before the departure of a visit and a list of names given to the Finance Office for recharging.

Visits are covered by the school's insurance policy details of which are held by the Bursar, which details should be taken by the party leader on overseas trips. If a hazardous activity is planned this must be discussed with the Bursar to ensure that it is covered under this policy.

If a tour operator is used then its insurance policy must be obtained by the party leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

Estimates must be made of the need for cash. Staff must have sufficient funds available in appropriate form to provide for all anticipated needs.

13. Emergency Procedures

Part of the written arrangements and risk assessments for the visit must include details on how to contact the school during office hours or a designated member of the SMT out of school hours. The member of SMT must agree to being the contact and must be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – which information must also be lodged with the office and held by the party leader.

All staff accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the procedures must be taken on each visit.

The party leader (or the most senior person in charge of small sub-group if out of contact with the party leader until party leader can be contacted) must:

- a. Establish the nature and extent of the emergency, (eg missing child)
- b. Call the appropriate emergency services if required
- c. Make sure all other members of the party are accounted for and are safe. Control pupil access to telephones until given permission to relax controls by Shebbear College SMT
- d. If there are injuries, establish their extent and administer appropriate first aid if trained
- e. Advise other staff on the visit of the incident and of actions taken. Decide responsibilities to be undertaken by each adult member of the group
- f. If possible, ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available make a decision as to the best course of action
- g. Ensure that remaining pupils are adequately supervised and arrange for an early return to base

h. Contact the member of SMT on call. Give full details of the incident including:-

- nature, date, location and time of the incident
- details of injuries, etc.
- names and home telephone numbers of those involved action taken so far
- telephone numbers for future communication.

i. Do not discuss matters with the media and do not discuss legal liability with anyone

j. The member SMT on call must contact the Headmaster and establish who will take charge of the situation at Shebbear College and what immediate action will be taken. SMT will inform parents of any delays that will be necessitated

k. The party leader must, at the first opportunity, make notes on the incident, as must other people involved

l. A record must be kept of the names and addresses of any witnesses or people involved

m. Ensure accident forms are completed as soon as possible

14. Procedures for other accidents/ incidents whilst on a trip

Complete the school accident/ incident report form

15. Communication with parents

It is important that parents are given full and complete details regarding the organization of a visit. For all visits a letter specific to that visit must be sent to the parents and their consent obtained. A "parental consent-residential" form must be completed for all residential visits.

This form gives the trip provider the opportunity to set out any risks to parents. Parents are given the opportunity to consent to the trip, to consent to medical attention being paid to their child in an emergency and to make the trip organiser aware of anything, eg medical matters, that should be brought to their attention.

Written information to parents must include the following:

- Meal arrangements
- Travel arrangements including time of departure and return
- Activities, including remote supervision if relevant, and visits in which pupils will be allowed to participate
- Name of party leader
- Advice on clothing and equipment if school uniform is not worn, means of identification in an emergency is recommended) and pocket money
- Advice that the Headmaster reserves the right to exclude a pupil from a visit on behavioural or medical grounds

If the visit includes a residential stay the letter to parents must also include

- Accommodation type
- Health and hygiene requirements e.g. inoculations
- Address and telephone number of party leader at destination.

16. Preparing pupils

Before a visit pupils must be aware of:

- Who is in charge of the visit
- How to behave
- What to do if they get lost or in difficulties

During a visit pupils must always know how to contact a member of staff. When remote supervision is planned pupils must be given a contact mobile number. On a residential visit, pupils need to know the location of the staff rooms. The party leader is responsible for the behavior of pupils on a visit. The party leader and other accompanying staff must ensure that pupils conform to the following: the Shebbear College Students' Code of Conduct for the duration of the visit.

Pupils must be reminded that in that UK it is an offence for persons under 18 to buy alcohol in public houses, off licences and shops, or to supply it to people under 18. On foreign visits the age will vary and both pupils and staff must be made aware by the party leader of local laws regarding the purchase of alcohol. On Sixth Form visits the consumption of a small amount of wine and beer to accompany a meal may be permitted at the discretion of the party leader. This must be discussed with the Deputy Head (Academic) before the departure and parents must be made aware that this arrangement has been put in place. Parents must have the right to withdraw the privilege if they wish.

17. Residential and foreign visits

Residential visits must be discussed with the Deputy Head (Academic) well in advance of the visit eg 12 months in advance. The following guidelines must be discussed with the Deputy Head (Academic) :

- A staffing quota of 1:10 is suggested on residential visits
- Travel and accommodation details must be set out to ensure that they conform to acceptable Shebbear College standards
- Whenever possible residential visits should be arranged through an established tour operator, which must provide evidence that the accommodation meets fire safety standards. On arrival at a residential accommodation the party leader must check the fire exits and ensure that the pupils are made aware of them and of the fire procedures
- When staying overnight in an hotel one or more members of staff must be on duty, regularly patrolling the corridors and checking the pupils until all are in bed and the lights are out
- Pupils must be reminded to keep their room locked during the night but with keys close at hand in case of fire
- On all visits abroad the pupils' parents must be asked for a photocopy of the pupil's passport and European Health Insurance Card, if travel is to a country where the EHIC is valid. These photocopies must be carried in hand luggage on a flight by the member of staff supervising the pupils
- For foreign visits the party leader must research the location and phone number of the nearest British Consulate or Embassy.

18. Information for pupils travelling abroad

Pupils must be given clear safety instructions before the visit on:

- Risks associated with the particular type of travel to be used
- On any local customs they may meet which might surprise them and be warned of giving offence
- The tap water abroad is not always safe to drink
- In some localities abroad, that salads may need to be avoided and fruit must be carefully washed in purified water or peeled
- That the strength of the sun must never be underestimated, especially at high altitudes, and pupils must use sun protection cream and may need a hat

Links to other policies

- First Aid policy
- Shebbear College Anti-Bullying Strategy (Senior and Prep)
- Shebbear College Students' Code of Conduct
- Staff Code of Conduct