

EDUCATIONAL VISITS POLICY



DOCUMENT CONTROL

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Rationale

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

These notes cover all educational visits whether made during the normal School day or not.

Burnley High School believes that it has a duty to educate young people to understand the wider world through educational experiences. These initiatives enable pupils to gain confidence in their own abilities, become independent, see the world through others' eyes and to learn new skills and about other cultures. Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

It is the aim that every pupil will participate in at least one educational visit each year. Over the 5 years they are at School our aim is for each pupil to have participated in an overseas visit.

We also recognise that the health, safety and welfare of students and accompanying adults are of the highest priority and this is a responsibility shared with the adults on the trip, the Headteacher, the governors and the trustees of the Trust.

Successful visits require good planning, clear guidelines and an effective assessment of risk will significantly reduce both the number and seriousness of accidents but cannot guarantee that educational visits are totally incident free. BHS will always encourage teachers and other members of staff to be involved in educational visits and for them not to be deterred by the potential hazards. To this end appropriate training will be provided for all those involved to ensure risks are minimised to a safe level.

Sources of information

The Trust expects that all DfE guidance will be followed in planning and executing visits. Some of the relevant guidance is:

DfE Health & Safety Advice 2012

<http://media.education.gov.uk/assets/files/pdf/h/health%20and%20safety%20advice.pdf>

Health & Safety Executive School Trips and Outdoor Learning Activities 2011

<http://www.hse.gov.uk/services/education/School-trips.pdf>

Other advice is available from www.rospa.com OR www.oeapng.info

Insurance

All students, employees of BHS and **other authorised adults** are insured for activities undertaken, away from the School's premises provided that:

- (a) a full risk assessment has been completed;
- (b) the trip is an official School activity;
- (c) the trip is led by an employee of BHS or EPT

There are a number of specific prohibited (high risk) activities which are not automatically covered under the EPT's insurance policy but which may be included by special arrangement. Such activities

include aerial pastimes including ballooning, bungee jumping, gliding, jet skiing, white water rafting, mountaineering or rock climbing involving the use of ropes, hiking or trekking over 4,000 metres. Schools are asked to contact Head Office for advice or further information.

Roles and Responsibilities

The Trust together with BHS will require:

- (a) That the Headteacher's agreement is obtained before each educational visit takes place
- (b) Parts 1, 2 and 3 of the BHS Educational Visits Form to be completed before each education visit takes place
- (c) That a risk assessment is made in relation to each educational visit. The risk assessment must be included in the documentation which the Headteacher sees when making a decision about whether the educational visit is agreed or not
- (d) That the School designates a suitably trained member of staff to act as the Educational Visits Co-ordinator (EVC)

The Trust has a responsibility for providing advice and guidance on Health & Safety issues, and for reviewing the Policy annually.

The Local Governing Body ("LGB") is responsible for:

- (a) monitoring compliance with Health & Safety standards
- (b) monitoring the effectiveness of this policy annually
- (c) to review the policy annually

The LGB and the Headteacher are responsible for publishing the policy and procedures for Educational Visits and to monitor compliance.

The Headteacher is responsible for:

- (a) designating a suitably trained member of the staff to act as the School's EVC and ensuring they are appropriately trained
- (b) ensuring adherence to the policy and procedures
- (c) reporting any significant incident to the LGB and to the Trust's Health & Safety Officer.

The EVC must ensure that:

- (a) Governors and staff are informed of their responsibilities within the guidance
- (b) all staff involved with visits are suitably trained to carry out the requirements of this policy
- (c) records are kept of the educational visits for a minimum of 3 years

Compliance with the guidance remains a responsibility at all levels in the line management chain.

Supervision

The adult to child ratios will be:

- 1:20 for a coach visit to a supervised restricted venue e.g. theatre
 - 1:10 for a visit to a potential hazard e.g. a zoo
 - 1:8 for hazardous activities e.g. skiing
- Plus appropriate staffing for statemented pupils

Risk Assessment

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.

Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment.

However, schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the School's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required. No trip can take place without the relevant documentation being uploaded on Evolve and confirmation from the Educational Visits Co-ordinator.

Adventure activities using licenced providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the School must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

School staff driving the School minibus

School staff can drive a minibus without any special licence, as long as their employer agrees and as long as the following conditions are met:

- The staff member obtained their car driving licence before January 1997; OR
- The staff member obtained their car driving licence later, but has held it for at least two years, AND is not being paid to drive the minibus (because exemption depends on noconsideration being received by the driver); AND the minibus weighs no more than 3.5 tonnes and is not used for hire or reward

Parental consent to off-site activities

Providing a standard school parent/carer permission form has been completed for pupils, written consent from parents is not required for them to take part in the majority of off-site activities organised by the School as most of these activities take place during School hours and are a normal part of a child's education. However, parents should be told where their child will be at all times and of any extra safety measures required.

Extra written consent is usually only requested for activities that need a higher level of risk management or those that take place outside School hours. See Appendix 1 at the end of this document for a sample of the standard parent/carer permission form. Parents must be told in advance



of each activity and must be given the opportunity to withdraw their child from any particular School trip or activity covered by the form.

EVC: Emma Starkey

Deputy EVC: Craig Brandwood

H & S Governor: Gary Entwistle

Annex 1

Staff intending to undertake an Educational Visit will be expected to supply the following information via Evolve:

- Educational Aims & Objectives
- A brief description of the proposed visit and its activities
- Places to be visited
- Proposed dates, staff numbers and agreement from the Headteacher
- Leader
- Supporting Teachers & Any Other Adults
- Supervision ratio by activity, to be agreed by consultation with Headteacher/EVC
- Disclosure & Barring Service (DBS) clearance of any other supporting adults
- Numbers, ages & gender of the students
- Separate list of Name, DoB, Address, Any Medical Information, Any other relevant information
- Emergency Contact of each student involved
- Medical/First Aid arrangements
- Any potentially hazardous activity
- Any transport arrangements
- Risk evaluation and safety arrangements
- Emergency Procedures: Plan of Action
- Appropriate clothing and special equipment for students and adults
- Insurances:
- Briefing & consultation arrangements with parents & students
- Letter to parents & parental consent forms
- Arrangements for emergency contact at School
- Payment arrangements with suppliers including travel agents
- Collecting & recording of monies & bank account arrangements
- Any money left over accounted for
- Pupil payments in sealed envelope with name of child/date/amount/handed into designated member of staff and a receipt provided (via the child) for parents:
- Approval of EVC
- Approval of Headteacher

Annex 2

Additional checks for residential visits

- A qualified first aider must accompany the group
- Parents' written consent for a teacher to arrange medical treatment in a child's best interests in the opinion of a qualified medical practitioner
- Information of itinerary and contact details to each student's emergency contact person

- Checks that accommodation can meet gender needs in sleeping & sanitary arrangements/ room plan, including staff rooms, should be completed
- Checks that accommodation can meet requirements of students with special educational needs
- Special arrangements for pupils/staff with medical conditions
- Night-time supervision arrangements i.e. the arrangement is for keys and locked doors.
- All members of the party to be provided with the address and telephone number of the hotel or hostel

General guidance on meeting the medical needs of students is provided in DfEE Circular 14/96 'Supporting Pupils with Medical Needs in Schools'.

It should be noted that there are circumstances in which the Headteacher and staff of the School should exercise caution before accepting responsibility for administering medicine. These are:

- i) where the medication is dangerous
- ii) where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken
- iii) where some technical or medical knowledge or expertise is required
- iv) where intimate contact is necessary.

When taking children under sixteen residentially, it is **essential** to obtain written parental consent to any necessary medical treatment. A sixteen-year-old may give consent to medical treatment. Parents should be told that the teacher may need, in the child's interest, to take such action as a prudent parent would for his or her child. Where the parent is not prepared to give written consent and an indemnity for medical treatment, the School may decide that the student should not go on the visit

A suitable form of words for obtaining parental consent would be:

'I hereby authorise.....(leader of the party) or any member of the School staff present, to consent to such medical treatment including inoculations, surgery or blood transfusions, which in the opinion of a qualified medical practitioner may be necessary for my child.....in the course of the School trip to.....(destination).'

Where possible, the address and telephone number of the nearest hospital and doctor should be obtained before departure.

- A supply of first-aid equipment should be taken on the trip.

Annex 3

Additional checks for visits abroad

- Valid passports for all or collective passport and identity card
- Visas obtained as necessary
- Medical insurance & EU reciprocal arrangements in place
- Timely arrangements for vaccinations etc.
- Appropriateness and safety of host establishment abroad
- Repatriation arrangements in case of emergency
- Emergency funding arrangements

Annex 4

Risk Assessment

- Risks to be identified
- Those potentially vulnerable to risk identified
- Measures to be taken to reduce the risk(s) to an acceptable level
- Guaranteed safety measures in place
- Steps to be taken in an emergency

Additional sources of information:

The Management of Health and Safety Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Adventure Activities Licensing Regulations 2004

<http://www.legislation.gov.uk/uksi/2004/1309/contents/made>

Information about reporting injuries

<http://www.hse.gov.uk/riddor/index.htm>

Information on transport legislation affecting Schools

<http://www.dft.gov.uk/> and <http://www.dft.gov.uk/dvla/>

External links

Health and Safety Executive, information on a range of health and safety issues

<http://www.hse.gov.uk>

Outdoor Education Advisers' Panel, information on 'School trips' (not just outdoor activities)

<http://www.oeap.info>

Advice on science safety

Council for Learning Outside the Classroom, information on 'School trips' including accreditation

Annex 5

Guidelines for deciding the level of supervision

- Identification of the age, aptitude, ability and sex of the students
- Identification of any special needs
- Describe the nature of the activities
- Document the experience of the teachers and any other adults in off-site supervision
- Document the relevant training and level of competence of the teachers and any other adults on specific, planned activities
- Document any relevant Accredited Certification of any centre being used
- Obtain from any providing centre verification of the insurance, training, qualification, DBS or equivalent checks and experience of any instructor(s) being deployed

Appendix 1 Parent/Carer Permission Form

PARENT/CARER PERMISSION FORM

This form covers all school trips and offsite activities during school hours

Child's Name	
Does your child have any medical conditions (eg asthma, allergies etc) that we should be aware of?	YES/NO (If Yes, please give details, including any medication required below)
I give permission for the School to administer the appropriate dose of Paracetamol if required (e.g. for headaches/period pains)	YES/NO NB A note will be sent home should any Paracetamol have been administered during the day stating how much taken and the time it was given
Please give us at least two telephone numbers that we can reach you or your appointed person on in the event of an emergency	1.Name: Contact tel. no: 2.Name: Contact tel. no:
Parent/Carer Name	
I give permission for my child to take part in school trips and other activities that take place off school premises during school hours. I give permission for my child to be given first aid or medical treatment in the unlikely event that this becomes necessary and you are unable to contact me.	
Parent/Carer Signature	
Date	

Please inform us of any changes with regard to medical conditions when necessary

Please note the following important information before signing this form:

- The School will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the School that you do not want your child to take part in any particular School trip or activity.



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Written parental consent will not be requested from you for the majority of off-site activities offered by the School – for example, year-group visits to local amenities, educational visits – as such activities are part of the School's curriculum and usually take place during the normal School day.