



Educational Visits Policy

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Drafted in accordance with:

Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997)

Health and Safety at Work etc Act 1974 and subsequent regulations

Statutory Framework for the Early Years Foundation Stage (Department for Education, March 2014)

Policy Statement

This policy has been authorised by Eaton Square Prep School and Eaton Square Nursery Schools. It is available to parents and pupils and to all members of School Staff. This policy is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other school trips.

This policy refers to any educational visits that need a risk assessment and extra planning and are not covered by current policies. This could be due to things like; the distance from school, the type of activity, the location or needing staff with specialist skills. These trips need detailed planning and informed approval.

This policy does not refer to routine visits carried out day to day, which involve no more than an everyday level of risk, and are covered by a school's current policies and procedures. They can be considered as lessons in a different classroom.

The Company and the Directors of the Schools recognise the value to pupils of educational visits. Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills.

They also recognise and accept that such educational visits may present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.

This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended. This policy has also been drafted in accordance with the updated Department for Education (DfE) Guidance document; Health and safety on educational visits (November 2018).



The Aims of the Policy are:

- to define the procedures for planning and preparing for an educational visit or school trip
- to define the procedures for assessing any risks that might be associated with an educational visit or school trip
- to detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips
- to define the roles and responsibilities of group leaders and other supervisors during educational visits and school trips
- to define the charging policy and financial arrangements in relation to educational visits and school trips

Procedures

Planning and Preparation

Permission must be sought in advance from the Deputy Head before a trip is booked. For Early Years trips, the Head of EYFS should also be consulted. One of the following people must authorise all out of school trips whatever the duration and purpose:

- Deputy Head
- Head of EYFS
- Bursar

The Head and Directors of the school will be consulted and may need to give specific permission for any overseas trips or any high-risk trips. The Head will ensure an educational visits coordinator (EVC) is appointed to assist with the organisation of all trips.

The EVC will ensure:

- all educational visits comply with the offsite educational visit policy
- the ratios of staff to pupils are appropriate
- the risk assessment has been completed and appropriate safety measures are in place
- adequate first aid provision has been addressed and arrangements have been made for medical needs
- the mode of transport is suitable
- the group leader and school emergency contact have a copy of all the adults and pupils travelling in the group
- there is adequate insurance cover
- there is a contingency plan for emergency situations
- all group leaders are approved
- adequate child protection measures in place

In preparing for a school trip the group leader will be allowed sufficient time to organise the trip, in most cases this should be in the preceding term.

They will provide the following information to the Deputy Head:

- the nature, purpose and length of the proposed visit or journey
- the number and ages of the pupils who will be involved



- the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any local authority regulations or guidelines
- the name and experience of the proposed party leader
- the experience of any adults other than teachers who have been asked to act as supervisors for the trip
- the proposed transport arrangements
- completed risk assessment taking into consideration: health and safety, first aid medical and dietary requirements of the children and staff
- all accompanying staff have been fully briefed on the findings of the risk assessment and the procedures for the trip

Risk Assessment

The Schools adopt a common-sense and proportionate approach to health and safety on educational visits. An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every educational visit by the person organising the trip. A thorough risk assessment must be carried out for every educational visit or school trip.

If there is a generic risk assessment already in place for a specific type of trip or activity, the group leader may (where appropriate) carry out a dynamic risk assessment by reviewing the generic risk assessment and taking into account all the relevant factors, including the specific characteristics and needs of the pupils attending the educational visit before embarking on the visit.

Staff will assess the risk in order to determine:

- What potential hazards are involved in the visit or activity?
- Who might be affected by the hazards?
- What safety measures need to be put in place to reduce any risks to an acceptable level?
- Is the party leader able to put the safety measures in place without specialist assistance?
- What arrangements are there for dealing with an emergency?

The risk assessment should take into account factors such as:

- the type of activity and the level at which it is undertaken
- the age, competence, fitness and temperament of the group members
- any special educational or medical needs of individuals within the group
- supervision ratios
- the competence, experience and qualifications of the supervisory team
- the location, routes and modes of transport to it
- contact details and permission for emergency and medical treatment if parents cannot be contacted

Recommended Ratios

The recommended ratio of adults to children is:

Nursery and Reception

1:6 (1:2 for under two's)



Years One to Three	1:8
Years Four to Six	1:10-15

Consent

Specific written parental consent is generally not required for educational visits which take place during the normal school day. Written consent is usually only needed for trips that need a higher level of risk assessment or are outside normal school hours.

A trip leader must always get written consent for nursery age children. For children over nursery age, written consent is not needed for most trips, as they're part of the curriculum. However, the School will always inform parents of the trips taking place and provide sufficient information to parents to enable them to opt out of specific visits should they wish to do so.

When a child enters the School, the parents will be asked to give written general consent for children in Reception to Year 6 for all educational visits which take place outside of the School day, and for all trips which involve Nursery children. This will cover them for their whole time at the school.

For any overseas trip, written consent must be obtained from both parents, or legal guardians with parental responsibility, for the child to participate. The group leader must take proof of consent, along with the other required travel documents. The group leader must also arrange a letter with a complete list of passengers on the School's letter head, signed by the Head and marked with the School's stamp.

First Aid Provision

Staff will have regard to the Schools' first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each educational visit.

The minimum requirements for educational visits are:

1. a suitably stocked first aid container;
2. at least one appointed person to take charge of first aid arrangements;
3. in Early Years settings at least one person who has a current paediatric first aid certificate must attend the educational visit.

Transport Arrangements

The Schools will use buses or coaches from their regular provider for class trips, where possible. Where public transport such as the Underground is used this will be considered in the risk assessment.

Charging Policy and Financial Arrangements

For educational visits and other school trips, the school or parents pay for:



- travel costs
- entry costs

This will be determined in the planning of the trip and parents will be notified accordingly.

The group leader will ensure that he or she has access to sufficient funds to meet any emergencies that can be reasonably foreseen. Any cost incurred by the school must be approved by the Head or educational visits coordinator.

Insurance

There shall be appropriate insurance cover in place for each educational visit which should include, but is not restricted to, employer's liability insurance, public liability insurance and personal accident insurance.

Staff should consider whether the whole of the educational visit is covered by the Schools' existing insurances. If not, staff should consider whether separate insurance is required.

Parents should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.

Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.

The Schools cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

Child protection

The Schools' safeguarding and child protection policy and procedures will apply at all times during educational visits.

For the duration of the educational visit, the group leader will carry out the duties of the School's Designated Person or will name an appropriate adult member of the group to do so. If necessary the School's Designated Person will be contacted for advice.

Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Schools' Designated Person and to the Head immediately on return.

Inclusion

The School will make every effort to ensure that all pupils are able to take a full and active part in educational visits, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc. This will include making reasonable adjustments to help overcome or minimise difficulties encountered by pupils who suffer from disabilities.

The School will only consider preventing a pupil from attending an educational visit as a last resort and will only do so following consultation between the school the pupil and the parent(s). The reasons a School may need to consider preventing a pupil from attending an educational visit might be where it is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the pupil concerned or others on the educational visit or where it is not possible to make reasonable adjustments to enable the pupil to attend.

The School will work with parent(s) and pupil(s) in order to agree a way forward in respect of the proposed educational visit and retain a written record of the steps taken and the final decision.



Roles and Responsibilities

The Group Leader

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- The appropriate booking form is completed
- supervisory responsibility is allocated to each adult for named pupils
- each adult knows which pupils they are responsible for
- each pupil knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- any parents accompanying the trip are not allowed to have sole charge of a group of named pupils
- all adults and pupils are aware of the expected standards of behaviour
- staff are suitably competent to instruct pupils in an activity
- approval is sought from the head / deputy head
- all planning documents and risk assessments have been completed and submitted to the EVC and Dep. Head
- adequate first aid provision is available
- ratio of staff to pupils is adequate
- he/she continually monitors the appropriateness of the activity throughout its duration considering where the appropriate the abilities of the group members and the prevailing conditions
- ensure children and staff are aware of the behavioural expectation of staff whilst on the trip
- ensure no volunteers have unsupervised access to children
- have regard to the safeguarding, behaviour management policy and school minibs statement
- all teachers of lessons that will be affected by the trip have been informed (including internal and visiting teachers) and the kitchen has been informed

The group leader will be expected to have made an exploratory visit to the location or researched the visit in advance if a visit is not possible.

Supervisors

Individual supervisors will be expected to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- carry a list/register of all group members
- directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present
- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the group leader or other supervisors if needing help
- have prior knowledge of the venue (the group leader should normally have made an exploratory visit)
- anticipate any potential risk by recognising hazards and act promptly where necessary
- continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out
- ensure that all pupils are aware of an appropriate rendezvous point
- ensure that all pupils know what to do if they become separated from the group
- have appropriate access to first aid
- follow the School Staff Code of Conduct



Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children:

- Before leaving school
- (If applicable) On sitting down in the coach
- (If applicable) After alighting public transport
- On arrival at the destination
- At regular intervals while at the destination
- On leaving the destination
- On arrival back at the school, as the children exit the coach

Where we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. Staff always walk on the side nearest the road. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

Accidents and emergencies

All members of the educational visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

In the event of an emergency all members of the group should:

- assess the nature and extent of the emergency;
- take immediate action to safeguard themselves and other members of the group;
- remain calm.

Staff should:

- summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;
- if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
- seek assistance from the Head / EVC where appropriate;
- follow the procedures below.

The group leader should ensure that the incident is properly recorded and that the Head is contacted as soon as reasonably practicable.

The group leader or Head will make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable. The Head will ensure that appropriate reports are made to other agencies such as ISI or the HSE.



Appendix 1

Procedure for Booking Trips

To ensure the smooth operation of a school with a very busy daily schedule of booked events it is essential that trips are organised well in advance. This enables a sensible distribution of trips throughout the term and will ensure that all classes and visiting providers have time to plan for any potential disruption. As the school becomes busier each term's calendar will become more complex. The calendar will be finalised during school holidays and will be published in final form on the first day of a term. All specialist external providers of services in the school are also expected to make all plans with the school before the start of the term.

Normal Booking procedure

The School uses Evolve, a custom designed system which manages all aspects of educational, residential and overseas trips.

All information should be input into the Evolve system by members of staff for approval. The system will manage the approval process and the SLT can review the details of the trip in the system before any approvals are made.

After the trip has been approved and all the information is included in the system, the Deputy Head will then add the trip to the school calendar and any cover needed is arranged as necessary.

The Head of Year will inform kitchen of any changes to the normal routine that affects lunch sittings. The Head of Year will inform visiting providers of any pupils who may be missing from their lessons.

Adventure Activities and external providers

Where the main activity is an Adventure Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. This should include, but is not restricted to, the guidance Handbook for group leaders (DFES-0566-2002), Standards for adventure (DfES 0565 2002) and Group safety at water margins (DfES/CCPR/2002).

Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

The Group Leader should check if external providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at www.aals.org.uk.¹



If an external provider is used, the Group Leader should ensure that they are competent and should endeavour to use providers holding a Quality Badge or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk>.

If an external provider holds a Quality Badge further assessment of their competence is not required, but the Group Leader should check that they can meet the particular needs of the group.

If the group leader assigns the technical instruction of the group to an external provider he / she should agree with the external provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of supervisors and external providers.

The group leader and School staff retain responsibility for the moral and emotional wellbeing of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

The group leader will take appropriate steps to ensure that external providers do not have substantial unsupervised access to pupils unless this has been authorised and risk assessed by the School.

The group leader will ensure that all appropriate safety measures are taken and that all safety equipment provided is used in accordance with the recommendations of the appropriate national governing body or association for the sport or activity concerned.

Prior to commencement of any Adventure Activity the group leader should be fully satisfied with arrangements for health and safety.

In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Plan B.

Off-site accommodation and trips abroad

The Schools will ensure that all off-site accommodation provided for use by pupils on educational visits is satisfactory and, where possible, has been assessed by the School before use.

Where this is not possible, for example: for exchange visits in private households and / or on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.

Pupils staying in off-site accommodation on educational visits will be supervised at all reasonable times by supervisors or by legally appointed chaperones or external providers who have been approved by the School to accommodate and supervise them on its behalf.

Supervisors will have at least daily contact with pupils and regularly discuss any concerns that pupils may have in relation to their accommodation or care.

The group leader will ensure that pupils have details of the School's designated point of contact, who will be contactable at all times.



Group leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of external providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks which are made.

If the host School, placing agency or external provider does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of pupils, the group leader should seek further assurances and / or reconsider whether the educational visit should take place at all.

Visits outside the UK

Care should be taken over selection of the supplier of transport and accommodation and only firms with ABTA membership should be used.

The Group Leader will ensure that each pupil has provided their passport and necessary visas and other travel documents before embarking on an Educational Visit outside the UK. It is the parents' responsibility to ensure all necessary travel documents have been obtained, including but not limited to a valid passport, visa and proof of residency/leave to remain in the UK.

If possible one of the Supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.

It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with the group and / or take them to the police station. They should also carry the Group Leader's name and contact number.

The Group Leader must ensure that each pupil knows:

- that he / she may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items;
- all similar rules that apply on arrival in and leaving any country being visited;
- that children under 17 are not entitled to duty free allowances;
- that any pupil bitten by an animal must seek medical treatment immediately.

Each pupil attending a visit in another EU member state should have a European Health Insurance Card (EHIC). This can be applied for on-line, by telephone or by post and is obtainable free of charge. See www.ehic.org.uk.

Where relevant, risk assessments will include obtaining information on the need for vaccinations and / or inoculations and ensuring that these are carried out in good time before the Educational Visit takes place.

Farm Visits

Due to the additional risk involved when visiting a farm staff must ensure:

- pregnant members of staff do not attend
- children wash their hands immediately after leaving the farm
- the farm reputable



Swimming Lessons

Parents are able to watch their children swim. However, they must not accompany the children in the changing room unless they have a full DBS check. Staff must ensure that parents are aware of this before they attend the trip.

Pupils' Pocket Money

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.