



The Pavilion

EDUCATIONAL VISITS POLICY

Completed by: Kim Price

Reviewed: Joanne Kelly

Adopted by Management Committee:

Next Full Review:

Principles

The Pavilion aims to offer all students a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. It recognises the many barriers to learning that students face and the school recognises the value and importance of learning outside the classroom, and encourages staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Compliance

The school's policy complements the LA's Educational Visit Code of Practice and Safety Guidelines and this policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health and Safety policy
- Safeguarding policy
- Equal Opportunities/Inclusion/SEN
- Charging policy

Access to Policies and Guidance

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

Roles and Responsibilities

The Headteacher has overall responsibility for all the school's educational visits. However a member of the senior leadership team will oversee the arrangements and support the teacher leading the trip. The lead teacher proposing the visit will be the designated teacher for that particular educational visit. The trip leader for the particular educational visit will oversee the planning and organisation of the particular visit, and receive advice and guidance from the supporting senior member of staff.

The senior line manager role also involves taking the trip proposal to SLT for approval, completing on link risk assessment and checking the timely sending out of parent letters and receipt of consent forms. This person will also remain contactable for the duration of the trip and be available if advice needs to be taken.

The designated lead will also be responsible for preparing trip packs for all staff with registers, medical and contact details of all pupils and staff, plus any other information as provided by the trip lead e.g. entrance tickets, train tickets, maps etc.

Advice and Guidance

Planning and Approval Procedures see PROPOSAL FOR OFF SITES VISITS

Staff discuss proposed trip with line manager /member of SLT and completes form PROPOSAL FOR OFF SITE VISITS (see appendix) a minimum of 3 weeks before visit. Proposal will be discussed at SLT and if agreed, headteacher will put into school calendar and arrangements for trip continue.

All visits will require a full list of pupils involved, and relevant contact and medical details to be left at school, and taken on the excursion. Visits should be recorded, checked, and approved in accordance with the following procedures.

If the visit involves what may be regarded as 'High risk activities or environments' they MUST be given classification of *HIGH RISK* and presented to SLT for approval at least 8 weeks in advance of the visit.

HIGH RISK refers to all day visits that may include outward bounds activities, or residential or overseas visits that involve hazards which are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life.

No financial outlay should be made before approval has been given.

Visit Objectives

All educational visits should have a defined purpose, with clearly stated, justifiable curriculum outcomes or enrichment focus, or else they may not be approved. The Pavilion will seek to support requests for visits which contribute to our vision for our pupils, given time and resource constraints.

Selection of Pupils

Every effort will be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion. However, there may be cases where pupils are legitimately excluded from excursions (please see the behavioural policy).

Selection of Staff

The Trip Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification.

Supervision Ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The Pavilion has high staff student ratios at all times due to the specific needs of students in the provision. This always exceeds recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher / Senior Lead and forms part as of the risk assessment and management process.

It is good practice always to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity.

Selection of Venues

When planning a visit, the Trip Leader (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the venues to be visited.

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Trip Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom 'Quality Badge'.

Trip Leaders should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The Senior staff in charge of signing off the trip will ask to see and check these plans.

Risk Assessments using EVOLVE

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels.

Risk assessments for each off site visit will be completed on line by the trip leader with the direct support of SLT line manager responsible for the visit using EVOLVE system:

<https://evolve.edufocus.co.uk>

Appropriate written evidence of this process is recorded online and a copy retained centrally, with any additional information attached.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management.

Insurance and Finance Arrangements

The Principal / Trip Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Trip Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Trip

Leaders should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent may be asked to make a voluntary contribution – the extent to which will be decided on a case-by-case basis (refer to the Charging Policy);

Money collected for visits is kept in a school account, and secure systems are in place to ensure that money is accounted for correctly in the main school account.

Overseas Visits

All overseas visits require SLT and governor approval.

Because of the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at an early stage from all the relevant stakeholders, before parents or the school make commitments.

Transport

As part of the overall risk assessment process, the Trip Leader must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific legal requirements are met.

In particular, Leaders need to consider supervision, medical forms and first aid, emergency contact and school mobile availability, emergency arrangements eg. vehicle breakdown / accident, use of seat belts / booster seats, and pick-up / drop-off arrangements.

Minibuses

The school follows national regulations and guidance, and all minibus drivers have been assessed and approved by the DVLA.(Refer to school Minibus policy and procedures)

Parent information and consent

Parents should always be informed in writing via letter at least two weeks before the trip or visit is planned to take place.

When required, for example for a residential / overseas trip, the school (Trip Leader and appropriate SLT / teachers) should also hold a meeting to allow parents to be fully informed and meet staff / ask questions in person. Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit.

There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be "rolling" consent for routine visits to local site (as in The Agreement between The Pavilion, Student and Parent – signed at admission) , or specific consent for a particular visit/activity.

Up to date contact and medical details should always be requested and any special/medical needs of pupils are collate, and supervising staff are briefed and trained accordingly.

Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.Staff should be aware of their expected roles and responsibilities before, during and after a visit.

Emergency Card (to be kept in Trips file in school offices)

The senior manager lead is usually the Emergency Home Contact(s) who should be available at any time during the visit and have all visit information including itinerary, venue details and names and emergency contacts for all participants (including staff) at hand.

The Emergency Card provides details of local authority hotline and support available.

Emergency Procedures Checklist for Trip Leader

The Trip Leader must ensure that their emergency contact (usually the senior manager who has signed off the risk assessment) also has immediate access to the emergency contact details of the staff and parents of those on the visit.

The checklist also lists what to do in the event of an emergency / critical incident

A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the school offices.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use, which is categorically unacceptable.

Briefing and preparation of young people

Pupils should be briefed about safety arrangements and what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.

Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group.

Documentation

All visit risk assessments will be stored / scanned and stored on the EVOLVE system.

Any hard copies of documentation will be stored and retained in the school's central 'Educational Visits' file in the admin office. All information is stored until such time that the Principal decides that all issues / incidents arising from the visit have been dealt with fully. If no significant incidents occurred during the visit, the school may dispose of the documents after a period of 6 years.

Feedback - Post visit reflection and evaluation

It is good practice for Trip Leaders, on return from a visit, to reflect on the visit with the SLT member in charge of sign off to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. Staff may use the Feedback form.

In particular, it is important to record and review any accidents, incidents, or near-misses

It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Principal, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.



PROPOSAL FOR OFF SITES VISITS

- 1: Complete this proposal form a minimum of 3 weeks before date of visit**
- 2. Discuss proposal with line manager (subject or site based depending on target group)**
- 3. Line Manager raises proposed visit at next SLT agenda**
- 4. If approved , Headteacher puts into school calendar and arrangements continue.**

Proposer _____ and LM _____ Date _____

(a) Date and venue

Place of Trip or Journey	
Destination Full Address	
Telephone Number	
Date of Journey	
Description of Activity	
Curriculum outcomes/ Enrichment focus	
Method of Transport / Travel Provider	
Anticipated costs	

(b) Staffing / Supervision Arrangements

Name of Trip Leader	
Names of all staff / adults accompanying	
Numbers of Pupils Involved Year Group/s / Settings	

c) Departure / Return arrangements

Departing from: Time: Return to school approx time: (If learners making own way home please give details)	
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- **Line Manager Agreement** YES / NO
- **SLT / Headteacher Agreement** YES / NO

APPROVAL YES / NO

If yes, actions to be signed off by SLT LM (Name: _____)

- **Date into school diary**
- **Letter for parents**
- **Risk Assessment completed**



THE PAVILION

EMERGENCY PROCEDURES CHECKLIST FOR GROUP LEADER

This 'card' must remain with the Visit Leader at all times

In the event of an incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from the school emergency contact(s). This should normally include a member of staff on the Senior Management team in the school.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to the casualty/ies (if applicable);
4. Call emergency services (999 or appropriate local number if abroad), if appropriate.

Then:

- Contact the Emergency Contact (see below) and seek further advice.
- Contact the British Consulate / Embassy if abroad;
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Refer all press, media, parental, or other enquiries to the LA emergency team on 020 8359 2000.

EMERGENCY CONTACTS:

Name of school contact/s
Telephone/s Day

Out of hours numbers

Initial Visit:	Yes	No
Have you established the nature and extent of the emergency?		
Have you established the extent and nature of any injuries?		
Has appropriate first aid and medical assistance been sought?		
Have you established the names of any casualties?		
Has a teacher accompanied casualties to hospital?		
Are the rest of the group accounted for, safe and appropriately supervised?		
Communication		
Have group staff been informed of the incident and that emergency procedures are in operation?		
Has a staff member been nominated to remain at the incident site to liaise with the emergency services and authorities?		
Have pupils and staff been told NOT to inform anybody about the incident by text or mobile telephone?		
Has the information about the incident been collated and recorded? Exact times noted?		
Has the school contact been notified of the incident?		
Has the group off-site base (outdoor centre, hotel etc) been contacted and informed of the incident?		
Has the local tour operator representative been informed of the incident?		
If overseas, has the British Embassy or Consulate been contacted?		

MEDIA		
Have staff and pupils been told not to speak to the media or to discuss legal liability?		
RECORDS AND WITNESSES		
Has a record of relevant facts been made?		
Have the details of any witnesses to the incident been taken?		
Has the Incident Log for the incident been commenced?		

Emergency Card (to be kept at office base)

This 'card' must remain with the emergency contact(s) at all times

The Emergency Contact(s) should have all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible

**Contact the LA Call Centre 020 8359 2000 and state that you require immediate assistance.
Give brief details of the incident.**

- Your details will be taken and you will be phoned back as soon as possible
- You should also contact the Headteacher (if this is not you)
- The LA (020 8359 2000) will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident. All enquiries should be referred to this telephone number
- If appropriate, support and counselling will be arranged.

Name	Home	Mobile
Chair of Governing Body:		
LA Emergency Call Centre	020 8359 2000	



FEEDBACK FROM OFF SITE VISI

Please return to Line Manager _____

Place of Trip or Journey	
Date of Journey	
What went well....	
Even better if	
Individual students for praise / concerns	
Would you recommend repeating in future	

Completed by: _____

