

Handsworth Grange Community Sports College

Educational Visits incorporating signpost to Risk Assessments



Current Policy as of: September 2018

LT Responsibility: Adam Anderson

Governor Committee: Strategic

HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE

EDUCATIONAL VISITS POLICY DOCUMENT

1. Aims and Purposes of Educational Visits

Handsworth Grange Community Sports College has a strong commitment to the added value of learning beyond the school day and beyond the school premises. We aim to enhance the first-hand experiences of all pupils by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the pupils.

Each year, the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school.

The Governing Body approves the following types of activity being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, IT, STEM, sport, homework, etc.)
- School teams
- Regular nearby visits (feeder schools, shops, woodlands, farms, places of worship, etc.)
- Day visits for particular year groups
- Work experience
- Residential visits
- Overseas visits
- Adventure Activities (which might be classed as higher risk)

2. Equal Opportunities

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special medical needs, ethnic origin, gender, religion, etc.

3. Approval Procedure and Consent

The Headteacher has nominated a member of the teaching and support staff as the joint Educational Visits Co-ordinators (EVC's).

Before a visit is notified to parents, the Headteacher and EVC's, must approve the initial plan, nominate a Group Leader and ensure the following approvals and assessments are in place:

- A full risk assessment for the visit to be made by the Group Leader and approved by the EVC's
- Governor approval will be required in advance for all visits that are residential, overseas or have an adventurous/outdoor pursuit element. Details need to be with the Governors six weeks prior to the visit, for their approval.
- A full assessment of the potential costs and the necessary charges to be made in order to break even, need to be undertaken and approved by the Business Manager, to ensure the visit is financially viable.

All documentation relating to school visits including the register of educational visits, the letter to parents, parental consent forms and risk assessments are to be completed by the Group Leader and filed in the Head of Year office, once the visit has taken place. For audit purposes these need to be retained for six years. The register of educational visits, copies of other relevant documents and blank templates should also be maintained on the network.

Every aspect of planning for a visit is included in the DCSF good practice guide for "Health and Safety of Pupils on Education Visits", and should be adhered to.

As a general guide, for visits to local sites, museums and walks the ratio of adults to pupils should be:

- Two adults, one of whom must be the teacher in charge, for groups up to 20.
- One adult for groups of 10/15 (but always two when away from the school site).
- Two adults for groups over 20, plus one for each additional 20 (or part thereof).
- Classes can be combined to achieve a ratio of 1:10/1:15, depending on the activity.
- Residential visits should be 1:10
- Visits abroad should be 1:8

The Local Authority requires both male and female staff with mixed student visits. If this is not possible, parents must be informed that there is no female/male member of staff accompanying the visit and that this is not normal policy.

For any visit, parents will be fully informed of the activities and arrangements for the visit by the Group Leader and asked to sign a letter, which consents to their son/daughter taking part. The school has a template letter, which should be used for this purpose. For all residential visits, parents will be invited to a briefing meeting, where they can ask for clarification of any aspect of the itinerary, and organisation, of the visit. A briefing meeting should also be held for pupils and staff.

For visits outside the immediate neighbourhood of the school, three weeks notice must be given to parents and office staff, to ensure catering arrangements are in place. Pupils who receive a free school meal are entitled to a free packed lunch.

Where external contractors are involved in organising all, or part, of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

4. Students with Special Educational and Medical Needs

Wherever it is feasible, pupils with special needs should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be given to the ratios.

5. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments, through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that CRB checks are undertaken in advance on volunteer adults assisting with educational visits.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the Group Leader and EVC might work in partnership to undertake planning and risk assessments.

6. The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school.

7. Charging for School Visits

It is the policy of the Governing Body to make a charge for all activities mainly outside school hours which are not part of a National Curriculum topic or part of a public examination preparation. It is also policy to make a charge for all board and lodging costs on residential visits which are deemed an essential part of the

curriculum. Charges will not be made for any activities that are a requirement of the National Curriculum although voluntary contributions may be invited.

Any charges made by the school must meet the requirements of the Education Act 1996 and The Education Regulations 1999. Governors endorse the guiding principles contained in the act, in particular that no pupil should have his or her access to the curriculum limited by charges.

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits, where charges can be legally made will be offered at no charge or a reduced charge to parents in particular circumstances, within the constraints of the school budget. Eligibility for remission of charges will be approved by the Headteacher on a case by case basis (e.g. requests from parents of pupils entitled to a free school meal and/or other state benefits will be considered).

The school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

8. Transport

The Group Leader will arrange for an appropriate Local Authority approved coach company for day visits; residential visits may be booked via a tour operator.

All pupils will wear seatbelts and must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Pupils should be made aware of the basic safety rules for travel. Pupils should not sit in the two front rows of the coach, or in the middle, back row seat. Adults should be seated throughout the coach next to the emergency exits.

The use of the school minibus or staff cars for shorter visits and sporting activities can be considered; provided that staff are qualified to drive the minibus, have car drivers insurance that covers such activities and a valid MOT certificate, if the car is over 3 years old.

The following rules and regulations for the use of the school minibus should be adhered to:

- Drivers should have passed a minibus competence driving test.
- Drivers are required to be over the age of 21 and be in possession of a full Group A driving licence.
- Drivers who have endorsement(s) or a medical condition, which impair their driving ability, **MUST** ensure that they are covered under the insurance policy. Drivers with convictions under Schedule 4 of the Road Traffic Act 1972 should be recorded. Notifiable convictions including drink driving, dangerous driving, speeding and vehicle maintenance. If drivers have a serious infringement, the Headteacher will consider whether they are suitable to drive.
- Drivers' licences should be inspected annually by the EVC's to ensure eligibility to drive. Drivers are required to notify the Headteacher of any changes on their licence holding or medical condition that may impair their ability to drive.

- It is the responsibility of the driver to ensure that all passengers wear seat belts.
- Drivers **MUST** complete a visual checklist before the journey, and the relevant form completed and signed. Any problems must be reported to the appropriate person immediately.
- Drivers **MUST** always drive with extreme care and keep within the speed limit.
- In law any person driving the minibus assumes responsibility for that vehicle being serviceable and that the vehicle conforms to the relevant requirements of the Road Traffic Act. In order to check that a vehicle is safe, drivers should conduct a check whenever they take a vehicle out on to the public highway and this should include:
 - Tyres, visual check on pressure, splits on tyre walls
 - Steering wheel movement for loose play
 - Effective operation of the horn
 - Effective operation of the brakes
 - Effective operation of the windscreen wipers and washers
 - Effective operation of driving lights, brake lights, indicators and reflectors
 - Security and cleanliness of driving mirrors – including wing mirrors
 - Security and legibility of number plates
 - Checking the road fund licence (and where applicable minibus permit) is prominently displayed

A weekly vehicle check that the Headteacher should designate to an appropriate person should include:

- Engine oil, coolant, brake, clutch and battery fluid levels and screen washer bottle
- Cleanliness of lights, indicator reflectors, windscreen and windows
- Check exhaust system for noise and security
- Check security doors, seats and seat belts
- Check the vehicle is internally clean and tidy

9. Insurance

Details of the extent of the schools journey insurance and the staff business use car insurance policies may be obtained from the Finance Office. If any additional insurance cover is required it must be factored in to the overall cost of the trip. For trips organised by tour operators, insurance cover needs to be checked by the Group Leader to ensure that it is adequate.

10. Health and Safety Issues

It is essential that all school trips have been planned to take into consideration all potential risks to minimise the chances of anything serious going wrong. The Group Leader must carry out a risk assessment and liaise with the EVC's, in advance of notifying parents of the visit.

All staff involved in visits should be aware of any medical issues regarding the pupils. This information is given in a medical form. Medicines relating to particular pupils and information regarding administration (subject to written parental consent to administer) should be given to the designated member of staff. The pupil should carry their asthma inhaler. For day visits, a first aid kit will be made available, and a more comprehensive kit will be used on residential visits. The school office will ensure these are complete.

All trips outside Sheffield will require a trained member of staff to be included in the planning process.

11. Emergency Procedures

The school will appoint a member of the Leadership Team as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the emergency procedure.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in the event of an emergency.

12. Evaluation

All visits will be evaluated by the Group Leader with the EVC's.

The EVC's will ensure that any risk assessments on the visit are dated as having been evaluated and/or modified as a result of that visit.

APPENDIX 1

Checklist for Organising Educational Visits

Day Visits

All areas of the trip must be checked with the EVC's and financial viability approved by the Business Manager in advance of advertising a trip to pupils and parents. Areas for consideration are:

- Educational purpose

- Dates (check for clash with other activities)
- Itinerary
- Size of party
- Adult supervision
- Cost and arrangements for charging
- Collecting funds
- Transport
- Letter to parents
- Cover
- Insurance
- First aid

In order to maintain an organised approach to the class outing, a checklist is supplied which covers all the areas that should be considered throughout the planning phase.

Residential Visits in the UK

In addition to the requirements for the organisation of a day trip, the following areas must be considered and agreed, in writing, by the Headteacher:

- Accommodation
- Sleeping arrangements
- Emergency contacts
- Medical information from parents
- Written acceptance by parents

Residential Visits Abroad

In addition to the requirements for the organisation of a residential visit, the following areas must be considered and agreed, in writing, by the Headteacher:

Individual passports
 European Health Insurance Card (E111)
 Currency conversion

NB

All Risk Assessments are logged using their EVOLVE website.
 Registered Users are: Dave Whitehouse, Anne Quaile and Nick Parker



Approved by

Governor:**Date:**

Signature: