

St Alban's Catholic High School



Education Outside the Classroom Policy and Procedure

Approved by the Infrastructure Committee on 11th March 2019

Recommission Date: March 2022

Introduction:

As an Academy all practice and procedures for educational visits are the responsibility of the Governors.

To ensure consistency and sound minimum level of provision the governing body bases policy and practice on the previously used County Council handbook "*Educational Visits: Regulations and Guidance 2007*" for school policy for the management of educational visits, with the following specific interpretations in those areas where this guidance handbook permits discretion at school level. Safeguarding pupils must at all times be at the forefront of all Educational Visits planning.

Section 1 Roles and staffing

1.1 Educational Visits Co-ordinator (EVC)

A member of SLT will have oversight of educational visits and in their absence the Headteacher will assume this role.

The governing body approves the delegation to the educational visits co-ordinator of the following duties:

- Ensure that the planning of visits complies with regulations and guidance;
- Ensure that appropriate visit, or activity, specific risk assessments are undertaken;
- Approve the appointment of visit leaders and assistant staff.
- Verify the competence of visit leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of the pupils involved;
- Organise the training/induction of staff as appropriate.
- Ensure parents/carers are properly informed and give their consent;
- Organise emergency planning for educational visits at school level;
Report by email any accidents or 'near misses' and review school procedures as needed
- Ensure 3rd party providers are members of a regulatory body;
- Keep the governing body informed of the school's programme of educational visits and submit proposals for visits in certain categories for specific governing body approval in the form set attached (Appendix 1).

1.2 Headteacher

The governing body agrees the retention by the Headteacher of the following duty:

It is the Headteacher's overall responsibility for ensuring that all school activities are properly planned and appropriately supervised and that the governing body and school policy is implemented.

1.3 Staff Pupil Ratio

The governing body determines the following staff/pupil ratio for visits categorised as "Type 1" and "Type 2" under school adopted guidelines:

Responsible adults: 1 to 20 with the condition that Qualified Teachers: 1 to 30

This does not remove from the educational visits co-ordinator the duty to ensure and enforce that a visit is adequately staffed, bearing in mind the nature of the activities to be undertaken and the particular needs of the pupils.

1.4 Emergency Contacts

Appropriate members of staff will be emergency contacts in relation to educational visits, such as the Headteacher, Deputy Headteacher, Educational Visits Coordinator, and Site Manager as appropriate.

Section 2 Parental Consent

2.1 Forms

Parental consent, emergency contact details and medical details of pupils on the School's Educational visits must be obtained from the parent or guardian of each pupil taking part in any visit and all pupils' medical details and home contact details must be taken on the trip. This is the responsibility of the trip leader.

The form can either be completed by ParentMail or, if parents are not registered, via a paper reply slip.

2.2 Letter Content

Parents/carers should be informed, in writing, of the details of the visit, before their consent or financial contribution is requested. This information should include:

- the purpose of the visit;
- dates and times of departure and return;
- the destination (with address and telephone number where applicable);
- the names and status of the visit leader and any other staff who will have responsibilities as group leaders during the visit;
- details of the activities to be undertaken, including the names of staff members or external providers who will supervise these;
- details of any circumstances in which pupils may be left unaccompanied during the visit, either in 'free time' or undertaking a programmed unaccompanied activity;
- a statement of the level of commitment and standard of behaviour which will be expected of the pupils before and during the trip. This may include a copy of the pupils' code of conduct if appropriate, together with a reminder to parents of their responsibility to re-enforce this prior to the visit;
- the travel arrangements (and name of travel company where appropriate), with particular reference to any occasions when pupils might be transported in private staff cars;
- the cost of the visit (and what this does and does not cover);
- the method of payment and that all deposits are non-refundable unless the trip is cancelled by the school.
- that insurance is included but there is no cover for mobile phones, listening devices or cameras and the school will not accept responsibility for these items. It should also be made clear it is the pupil's responsibility to safeguard them throughout the trip.
- clothing and other belongings which pupils will need to bring (and any items which are prohibited);
- advice on pocket money;
- emergency contact arrangements, including a telephone number at which parents/carers can contact the party, either directly or through the school, in the event of an emergency at home or a concern following contact with their child on the visit. This will normally be the school mobile telephone. (Note that many parents may expect to be able to contact their son or daughter during the visit by mobile phone, but this does not constitute a formal emergency contact procedure, which must be directly with staff).

- 2.3** Sufficient information must be provided so that a reasonable parent/carer could not claim afterwards to have been misled as to the nature of the visit, the arrangements for supervision (including any unaccompanied time), the standard of behaviour expected, or the financial and insurance, provisions. If any arrangements for the visit are likely to be contrary to parents' reasonable expectations then it is vital that these aspects are brought specifically to parents'/carers' attention.
- 2.4** Where pupils will assemble or be dismissed outside of school hours, or away from the school site, parents must be informed exactly when and where supervision by visit staff will commence and finish. In these circumstances, if parents wish their child to make his or her own way home at the end of the visit, or to travel home with another pupil's parents, then it is wise to request confirmation of this from the parent in writing.
- 2.5** For Type 2 trips, it must also be made clear that under certain circumstances, for example illness or persistent misbehaviour, parents must be prepared to resume supervision of their child prior to the scheduled completion of the visit. If parents may be asked to collect pupils, or if school policy is to charge parents for any additional transport costs in these circumstances, then parents must also be informed of this prior to the visit. Note that the supervision of a pupil "sent home" remains the responsibility of the visit leader until a hand-over has been made to the parent.

Section 3 Insurance

The governing body determines the following policy in relation to insuring staff and pupils for all educational visits categorised as 'Type 1' and 'Type 2' visits.

- 3.1** The school holds adequate insurance policy cover for trips in the UK and abroad. This includes cover for educational visits and insures staff and pupils against injury, loss and cancellation.
- 3.2** In some cases there may be a requirement to take out additional insurance, for example ski trips etc. Any extra charge incurred should be added to the cost of the trip.
- 3.3** Staff may use private cars, as long as business insurance is covered on the member of staff's policy. Finance must have seen a certificate of insurance for business use and a valid MOT certificate if applicable. Staff must ensure that the vehicle they are driving is properly maintained and serviced and the member of staff should also hold a current UK driving licence, fully valid at the time of the journey.

Section 4 Approval

4.1 Type 2 Visits

These are defined as :- Visits including an overnight stay; Visits including adventurous activities, including those supervised by a 3rd party provider or volunteer (e.g. a teacher or youth worker) and Visits including adventurous activities supervised by an external provider (e.g. a commercial centre or hired instructor); Visits abroad.

The approval of governors to all Type 2 visits is required in advance (see 4.3). However, the governors may determine at the time of giving any approval that such approval given to a Visit on one occasion can be treated as approval to identical Visits on future occasions.

4.2 Type 1 Visits

Type 1 visits are those, which do not fall into any of the above categories. There are two categories of Type 1 visit: -

1. Regular, routine off-site activities (e.g. the use of off-site facilities for PE);
2. Specific, one-off or occasional visits. (e.g. museum visits, field study visits).

The approval of Governors to these Visits is not required. However, for unusual or potentially sensitive Visits, the EVC may deem it appropriate to obtain prior “in principle” Governor approval before the planning process begins.

Nevertheless the same planning form as for a Type 2 Visit should be used as part of internal procedures.

4.3 Approval

To obtain Governors’ Approval, the relevant Form will be prepared and submitted to the EVC for their approval. Once approved, it will be passed to the Governors for consideration. Where the Visit is a “routine” Type 2 Visit, then the approval of a Governor is required. Where it is an unusual or potentially sensitive Type 1 or 2 Visit, it would normally be expected that the matter would be referred to the Infrastructure Committee for consideration. However, in cases of urgency, the approval to any Visit can be given by either the Chairman of the Committee or the Chairman of Governors.

The role of the Governors is to ensure that:-

Type 1 and 2

- the Visit is one suitable for staff and pupils from this school,

Type 2

- the Visit Leader has carried out a risk assessment, and
- the EVC has approved the Visit, taking into account the risk assessment having received replies from the venue to the Risk Assessment Form sent to them.

In his termly report to the FGB, the Headteacher will include an overview of trips undertaken by the school.

Section 5 Risk Assessment

5.1 Requirements

Specific Risk Assessments are conducted by the School prior to a visit and this should be a formal written risk assessment covering all aspects of a visit.

A specific risk assessment must be carried out for every visit or off-site activity.

5.2 Method of risk assessment

The Health and Safety Executive recommend a “5 steps” format for recording risk assessments which schools may find particularly useful in relation to individual visits or activities. It focuses on identifying significant risks, establishing control measures, and monitoring their effectiveness. Template risk assessments are available on the school system. These should be completed by visit organisers as part of their planning prior to the commencement of the visit. Generic risk assessments are supplied to guide staff.

5.3 Regular Off-Site Visits/Activities

For regular off-site visits / activities, one annual risk assessment will cover them, as long as it is kept under review. These should be monitored and reviewed by the educational visits co-ordinator taking on board any lessons from incident or near miss reports, and any other concerns raised by staff. The incident / near miss should be recorded together with control measures and should be included in any subsequent risk assessment and a revision control record made.

If visit organisers are in doubt about whether a particular risk is adequately addressed they should undertake a separate formal assessment of the specific risk or risks concerned, prior to the visit, to satisfy themselves that adequate control measures are in place. This should be recorded and made available to all members of the staff team.

5.4 Ongoing Risk Assessments conducted by Visit or Activity Leaders during the visit

Unforeseen circumstances may arise during educational visits, which present potentially significant risks to members of the party which need to be addressed by the member of staff in charge at the time. The responsibility for assessing risks in these circumstances rests with the visit or activity leader. For example the weather might deteriorate seriously during a country walk. The leader will need to assess the risks of continuing and may decide to take a predetermined short-cut to the planned route. On a museum visit, changed parking arrangements may mean that the route from coach to museum now involves crossing a busy road. After assessing the risks the leader may decide to take a detour via the nearest signal-controlled crossing. A breakdown in discipline may occur involving members of a group undertaking an adventure activity, which could pose risks to themselves and others. The activity leader may have to curtail the activity in the interests of safety.

Ongoing risk assessments such as these are normally undertaken informally and not recorded at the time. However a record should always be made subsequently if there are significant lessons to be learned for future occasions and the risk assessment updated and a revised control record made. If the circumstances giving rise to a risk assessment of this nature represent a 'near miss' (an accident that could have happened but for good fortune) then it should be recorded for future reference.

Appropriate planning for Safeguarding and monitoring risk to radicalisation in line with PREVENT is part of the ongoing risk assessment process.

5.5 Use of third party providers

In respect of adventure activity centres, a checklist will be sent asking for evidence of the award of a licence from the Adventure Activities Licensing Authority where appropriate. For providers of accommodation, coach transport or activities not classified as adventurous, the schools will request copies of the relevant risk assessments or codes of safe practice from the provider direct. The risk assessment from the third party needs to be no more than 18 months old. In asking reasonable open and transparent questions the school places itself in a strong position.

It is not necessary for visit organisers to conduct a separate risk assessment in relation to those activities already assessed by the provider. However, there may be other aspects of the visit, for example transport, and supervision during non-activity time, where the responsibility for conducting risk-assessments falls to the school.

A copy of the third party risk assessment should be included in the visit pack to permit the governors to assess if all relevant issues have been highlighted specifically relating to specific needs such as pupils with disability or special needs.

** In the event of the abolition of the AALA, appropriate standard of guarantee of quality of provider will be sought. This is sometimes generated by an overarching body.

5.6 Monitoring and review

Risk assessment is a dynamic process. At the school level this process should be co-ordinated by the educational visits co-ordinator informed of incident by visit leaders and the school Health and Safety Officer should be consulted. Incidents of significance should form part of any risk assessment the next time the event is planned.

The Headteacher will provide the Governors with a written report at least annually with an overview of any trips carried out. This will particularly set out details of any such incidents of significance (to include any “near misses”) and identify steps that will be taken on future trips to mitigate these.

In any case in which an injury occurs (to staff, pupils or third parties), the EVC will verbally report the same to the Chairman of the Committee (or Chairman of Governors if he is unavailable) as soon as practical, and provide a written report into the incident once his investigations are complete.

5.7 Charging and Remissions

The governing body re-affirms its charging and remissions policy agreed annually by the Infrastructure Committee. This incorporates covering the additional costs of inclusion, with a levy of 1% on all trip contributions. In addition, no pupils will be asked to contribute towards the costs incurred by pupils taking part in a visit who cannot pay.

Policy to be reviewed every three years.

Signed by D. Verney , Chair of Governors:

Date:

‘Type 2’ School Visits – Governor Approval Sign Off form

The Educational Visits Co-ordinator to provide and confirm the following:		
Date of Visit	Visit Venue	Visit Type
		Adventurous <input type="checkbox"/> Residential <input type="checkbox"/> Abroad <input type="checkbox"/>
Purpose of Visit:		
Requirement	Documents Attached / Comments highlighting any concerns	Signature of Educational Visits Co-ordinator
The visit complies with School Regulations and Guidance.		
Specific risk assessments for each visit and all activities have been undertaken and attached.		
Approval of the appointment of visit leaders and assistant staff by one of the Senior Leadership Team has been obtained in writing.		
Where Third Party Providers are used, evidence of a suitability and capability is attached.		
The staff pupil ratio complies with the ratio required under the county regulations taking into account; staff experience, the nature of the visit, the activities to be undertaken and the number & nature of pupils involved.		
Parents have been properly informed.		
Valid insurance is held for the duration of the visit, for all countries visited and all activities being undertaken.		
<p>Please Note: Applications for Type 2 visits involving an overnight stay, overseas travel or adventurous activities must be submitted for approval by governors at least 4 weeks prior to the scheduled date of departure for the visit. In addition, to the above governors will consider the suitability of the visit including whether any aspect of the planned visit is incompatible with the school ethos.</p>		

Sign off: Governor **date** / /

