

BACUP AND RAWTENSTALL GRAMMAR SCHOOL

EDUCATIONAL VISITS POLICY **(REVIEWED OCTOBER 2016)**

**This Policy follows the Lancashire County Council (LCC)
Educational Visits Policy and Guidelines for Schools**

1. INTRODUCTION

School visits can provide a valuable opportunity for students to engage in a variety of activities and experiences to enhance their education outside the classroom. Health and Safety law requires that the school ensures student safety on all visits. To assist with this, BRGS has a nominated Educational Visits Coordinator (EVC) who has attended the specialist training course as offered by the Local education Authority (LEA). The nominated EVC is registered with the LEA.

As an Academy, BRGS is responsible for arranging insurance cover but still subscribes to the Educational Visits service offered by the LEA. As such, the school adheres to their published Educational Visits Policy and Guidelines. This policy is available on the Local Authority website and further information may also be found on the Department for Education (DfE) website.

2. ROLES OF THE STAFF, EVC, HEADTEACHER AND GOVERNING BODY

The responsibility for planning a trip lies with the member of staff organising the educational visit.

The EVC plays an important role in the planning process, advising the Headteacher and Governing Body on the school's internal systems and procedures needed to meet the requirements of the policy.

It is the responsibility of the Headteacher and Governing Body to adopt effective systems and processes for planning and undertaking educational visits. Either the Headteacher, Governing Body or LEA (depending upon the trip type) is responsible for the approval.

3. VISIT TYPES

There are 2 types of visits:

Type A – Low risk, off site visits up to 1 day in duration (eg theatre visits, museum visits, visits to local schools or events)

Type B – Higher risk visits which may include:

- Off- site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment
- Visits involving adventurous activities
- Visits to farms and theme parks
- Visits to include an overnight stay or in residential accommodation
- Visits outside the UK, including foreign exchange visits

Due to risk levels, all **Duke of Edinburgh** trips are approved by the LEA Educational Visits team.

Curriculum sports activities and sports fixtures are not part of this policy, they follow separate guidelines (Safe Practices in PE).

PROCEDURE FOR PLANNING A TRIP AND COMPLETING THE APPLICATION

No visit may be carried out without prior completion and approval via Evolve, the online system for management of all trips.

Step 1: Decide if the visit is Type A or Type B. If in doubt, seek guidance from the EVC:

TYPE A

- Educational, low risk, off-site visits, up to one day duration (for activities involving water or farms – see Type B)

•

Type B Higher risk visits which may include:

- Off- site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment
- Visits involving adventurous activities
- Visits to farms and theme parks
- Visits to include an overnight stay or in residential accommodation
- Visits outside the UK, including foreign exchange visits

Step 2: Submit an outline application to the Headteacher for the visit to take place (forms held by the EVC)

Step 3: Once the visit has been agreed in principle, complete the necessary application via Evolve (the online system) and submit electronically to the EVC.

All staff can gain access to Evolve via a password. Please approach the EVC should you require a password reminder or need assistance with completing the application.

All Type B visits are now processed via the Educational Visits Team at the LEA. Please therefore ensure that any such applications are completed with adequate time for the trip to be considered by the EVC and approved by both the Headteacher and the LEA.

Please note: Hard copies of paperwork for educational visits are no longer acceptable.

Step 4: The trip will be reviewed by the EVC and forwarded to the LEA (via the Headteacher) for approval. Details of the trip will be entered into the school diary.

Type A – Applications should be submitted at least **two weeks** in advance

Type B – Applications should be submitted at least **six weeks** prior to the visit

Final details (such as staff names and student medical details) may be added at a later date but the initial application (with the risk assessment) must be completed within the above timescales in order for appropriate authorisation to be sought and given.

Step 5: Book out school mobile phones (via the EVC) for use on the trip. In order to comply with Safeguarding requirements, this school number should be the one offered to students and/or parents, rather than the personal mobile numbers of staff.

Step 6: Guidance must be sought from the Headteacher for each trip regarding any specific alcohol and smoking arrangements that may be applicable.

Step 7: A nominated Base Contact (a member of the SLT) will be provided for any trip taking place outside normal office hours. Trip Leaders must ensure that this contact is provided with a copy of all the relevant trip information, including the medical details for all staff and students attending. The Base Contact will also have a copy of a Form 9, a checklist of actions to be carried out in the event of an emergency.

Step 8: Ensure:

- All staff accompanying the trip are familiar with the Emergency Procedures
- All staff are aware of the BRGS Critical Incident Plan
- Prior to departure, provide the main office and/or 6th form office with a list of pupils who are out of school.

Step 9: Ensure that all relevant documentation is taken on the trip including:

- Parental permission slips
- Medical forms with contact details for next of kin
- Medical and next of kin details for accompanying staff
- Trip documentation as generated by Evolve
- Contact details for the Base Contact (SMT) on call
- Form 10 – a checklist of “what to do” and “who to contact” in an emergency
- Overseas trips - Consular and emergency services details

Step 10: Upon return, a signed Form 4 (Post Activity Report) must be completed and sent to the EVC within 24hrs or as soon as practicable thereafter.

POINTS TO CONSIDER WHEN PLANNING A TRIP

Staff to Pupil Ratios

The staffing required to run a visit safely is based on a number of factors, rather than by a simple numerical calculation of ratios. The list is not exhaustive but may include:

- The nature of the trip
- The location
- The age of the students
- The experience of accompanying staff
- Methods of transport

Notwithstanding the above, the minimum adult to pupil ratio on any visit involving students in Year 7 to 11 is usually:

Type A:

- One adult for the first 10 pupils
- Then one additional adult for every 20 pupils thereafter

Type B:

- Two adults for the first 10 pupils
- Then one additional adult for every 20 pupils thereafter.
- For residential visits and any visit abroad, the ratio should never be less than 1:10. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Note: Staff or volunteers with dependents also on the trip do not count towards the supervision ratios.

Except in exceptional circumstances, at least one member of accompanying staff must be a teacher.

For visits involving post-16 students, the risk assessment process should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the students.

Staffing for most visits (with the exception of those with very small numbers of pupils and those which are short journeys between school and another educational establishment) should have representatives of both genders. In circumstances where this is not possible, it should be explicit in the risk assessment as to how the issue will be addressed and parents/carers informed of the measures taken.

First Aid

First aid that is appropriate to the activity being undertaken should be available and accessible at all times during Type A and B visits. All Type B visits must be accompanied by a suitably qualified First Aider.

Mini Bus and Drivers of Own Vehicles

Please see the School Minibus Policy.

- A Form 8 (Staff / Volunteer Drivers Declaration Form) **MUST** be completed if staff vehicles are being used to transport students
- Staff must hold the appropriate Business Insurance
- Consent must also be obtained from parents/ guardians for students to be transported in staff vehicles.

Seeking Help

The safety of the students is the primary consideration when planning visits. At any stage, if unsure, please seek the advice of the EVC

GENERAL CONSIDERATIONS

- The Visit Organiser (who may not subsequently be the Trip Leader) is responsible for keeping a detailed record of all financial matters.
- Ensure arrangements are in place for the safety of all participants. In respect of residential visits, adequate supervision must be provided 24/7.
- Ensure appropriate levels of supervision are in place, at all times, including 'downtime' and during the evenings.
- Ensure the overall maintenance of good order and discipline. Pupils and staff should be made aware, prior to departure, of the standards expected.
- Ensure all members of staff are fully briefed as to their roles and responsibilities and that they have the experience and competence to undertake the tasks assigned to them.
- Adults taking pupils on a school visit are expected to exercise the care and duty of a "reasonable parent". This should not be undertaken lightly as, once assumed, it cannot be set aside until the students are returned to the care of their parents/guardians. In reality, this means that the standard of care expected of adults is higher than that expected of careful parents.
- Trip Leaders and accompanying staff should familiarise themselves with the LEAs guidelines and policies, available via the EVC.