

Management of Educational Visits Policy

(to include Early Years Foundation Stage)

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RYDE SCHOOL
WITH UPPER CHINE

Introduction

School trips form an important part of the educational offering at Ryde School and, provided they are managed properly, they provide pupils with experiences and opportunities for growth that they couldn't possibly experience on-site. The school has a responsibility to take all reasonable steps to ensure the physical and psychological well-being of everyone involved in the trip, including pupils, staff and parents back home.

Ryde School uses the "National Guidance" set by the OEAPNG as a basis for its Educational visits policy. This guidance can be found at www.oeapng.info and it is advised that trip leaders familiarise themselves with this best practice. Where there is any difference of policy between the national guidance and Ryde School's policy, then the School's policy takes precedence. It is a legal requirement for trip supervisors to follow the School's policy. We also ask that trip leaders familiarise themselves with The DfE's Guidance for Health and Safety in Schools.

Aims of this Policy

1. To promote a culture of health and safety and professionalism in the organisation of trips and visits.
2. To give staff a clear framework to assist them in organising educational visits.

Scope of the Policy

All activities that leave the school premises are trips or visits whether this is a sports practice at Smallbrook, a day visit to a museum or gallery, a ski trip, fieldwork or Duke of Edinburgh Award expedition. The varied needs of these visits require different approaches, but the basic principles and guidelines apply to all visits and to all people leading or supervising them.

Roles and Responsibilities

1. The **Headmaster** has ultimate duty of care for all pupils at the school and approves all overnight trips and visits, as well as those involving adventurous activities, in the Senior School. The Heads of the Junior School and Fiveways have similar roles in their sections of the school. Trips are also approved at the Education Committee of the Governing body as far in advance as is practicable. The Headmaster has delegated the role of Educational Visits Coordinator (EVC) to the Deputy Head who approves all Day Trips and has additional oversight of overnight trips.

2. The **Deputy Head**, as the school's EVC, is responsible for monitoring the planning of visits, and ensuring that staff leading any visits are adequately trained and prepared, such that the welfare of all staff and pupils on visits can be reasonably assured. The Deputy Head may run compulsory Trip Leader INSET from time to time.
3. The **Bursar** is also part of the approval process for trips since these can have serious financial implications for the school if not handled correctly.
4. The **Trip Leader** is responsible for all aspects of a specific trip. This includes the *planning, staffing, finance, communication* (with parents, staff, pupils and third party organisations), *management of risk, health and safety* of everyone on the trip, and ensuring *appropriate behaviour of pupils*. The Trip Leader has a duty of care for everyone on the trip and their importance cannot be overstated; the EVC must therefore be convinced of their suitability to lead the trip before permission is given. For more complex overnight trips, a member of staff will only be allowed to lead the trip if they already have a reasonable amount of experience assisting with similar trips. Trip Leaders must attend INSET when this is arranged by the Deputy Head.
5. For bigger trips a **Deputy Trip Leader** may be appointed who can take control of the trip should the need arise. If trips are run jointly with another school then an overall leader must be appointed; this will usually be the person with the most experience in running such trips.

Approval of Educational Visits

Calendar

Possible dates for a trip can be identified by looking at the google calendar (if it is in the same term) or the shared excel spreadsheet of provisional calendar dates (if the trip is planned for a term or more in the future).

The Trip Leader should initially discuss their proposed trip with the Deputy Head, Head of Junior School or Head of Five Ways. If the trip has a clear educational purpose and is deemed appropriate then a suitable date will be agreed which minimises disruption to lessons. The Trip Leader must then enter details of the trip onto 'EVOLVE' and await 'outline approval' before making any announcement to parents or pupils.

So as to minimise exam disruption in the Senior School, the second half of the Spring term and the first half of the Summer term are kept relatively free from trips that remove pupils and teachers from lessons. On rare occasions this policy may be waived e.g. the Global Rock Challenge. The Deputy Head will decide whether the trip may proceed during this period.

Day Trips and Short Overnight Trips

Applications for **day trips** and **short overnight trips** should be submitted via EVOLVE no later than the penultimate week of the preceding term. These agreed trips will be added to the calendar which is submitted for printing by the end of term.

Overnight trips

Applications for **CCF / D of E expeditions, longer overnight trips** and **foreign trips** should be submitted via EVOLVE by the end of the Spring Term one full year before the intended departure wherever possible. All overnight and adventurous trips require approval by the Headmaster and Governors; if approval is given the trip will be added to the calendar.

Sports Fixtures

Sports fixtures are submitted to the Deputy Head by the Heads of each sport no later than the penultimate week of the preceding term. Occasionally these may be submitted at shorter notice provided there is good reason and they do not clash with other existing school matters. These are approved and added to the paper calendar for the following term. Individual EVOLVE entries are not required, instead sports fixtures are covered under a generic risk assessment and a separate sports fixture policy, which must be produced and updated by the head of that particular sport and followed by all members of staff. N.B sports fixtures which involve an overnight stay must be treated as a standard 'overnight' trip and will require their own EVOLVE entries.

Planning An Educational Visit

1. Risk Management

- Some trips and visits include potentially hazardous activities. The school supports a 'risk-benefit approach' to managing risk, whereby risks are considered in light of the potential benefits of the proposed activity and its learning outcomes. HSE endorse this approach through their Principles of Sensible Risk Management and state that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. DfE also make clear that they support this approach through their guidance here DfE assessing and managing risk.
- Risk assessments must be undertaken for each of the hazards identified, and suitable control measures put in place to minimise the dangers for pupils, staff and helpers.
- Generic risk assessments can be found in the school's 'risk assessment manager' which is located on the desktop. These can be used by the Trip Leader for routine activities. For more complex trips such as Duke of Edinburgh or overseas visits members of staff are also required to fill in a specific risk assessment using the risk assessment manager, which covers key risks and how these will be mitigated. However it is important that the Trip Leader does not rely on risk assessments and that they use their own judgement and expertise to assess and mitigate risks as well. Copies of risk assessments must be uploaded to EVOLVE and given to all staff supervising the trip.
- For overseas trips, Leaders are advised to use a specialist tour operator; most of these will perform their own risk assessments. The Trip Leader must check that these have been completed satisfactorily and ask for copies or else carry out their own.
- A pre-visit by the group leader to sites or residential bases is recommended if feasible. Where this is not practical, alternative means of gaining background information should be considered. All residential visits must have a residential stay risk assessment carried out

and uploaded using EVOLVE. Copies should also be taken on the visit and all accompanying adults familiarized with them.

- As part of the risk management process it is often necessary to share some private pupil information with other staff or third party providers, such as medical information. It is essential that where printed copies are given out, these are 'named' and collected back in and disposed of by the trip leader. Sharing of personal information with third party providers should be kept to the minimum necessary and assurances sought that it will not be passed on or used inappropriately and will be destroyed once the trip is over. The school must take great care to avoid being in breach of GDPR.
- For management of risk on **hazardous activities** please see **Annex A**

2. Critical Incident and Emergency Planning

- A critical incident is an incident where any member of a group has either suffered a life threatening injury or fatality; is at serious risk; or has gone missing for a significant and unacceptable period. A number of less serious emergencies may also occur on a trip which staff need to be prepared for.
- All trips must have a nominated SLG base contact who is available in case of emergency. The trip leader must ensure that they have agreed to this and that they are in possession of, or have easy access to, all of the key trip information before departure. They must also ensure that the school receptionists on duty have been given the key trip information.
- In the event of a critical incident, or any other emergency the trip leader should contact their SLG base contact. In the unlikely event that they cannot be reached they should phone the school receptionists who will find a member of staff who is able to help.
- The School will establish a critical incident management team who will liaise with the supervising adult at the incident, inform parents, establish an action plan to deal with the injured and uninjured personnel and be ready to deal with the media if necessary.
- The School provides a pocket-sized critical incident guide which can be collected from the Deputy Head or downloaded from the 'trips and visits' folder on the staff shared area and kept on a smartphone. It is advised that the trip leader has access to at least one copy.
- In the event of a non-critical incident, such as poor behaviour or minor injury, it is important that the trip leader informs the school and parents/guardians as soon as practically possible.

3. Staffing and supervision

The expertise and experience of supervising staff must be considered where trips are complex or potentially hazardous (e.g. D of E). The number of staff involved in a trip depends upon the age of the children and type of activity. These are guidelines for adult/pupil ratios:

- Minimum of 2 adults (to include a gap year tutor or DBS cleared parent) for any rugby or hockey fixture on the mainland. 1 adult will suffice for low risk sports (including cricket, netball, rounders and athletics)
- **1:10** for trips abroad with minimum of 2 adults of opposite sexes if the group is a mixed party
- **1:10** for other residential visits with minimum of 2 adults of opposite sexes if the group is a mixed party
- **1:20** for day visits outside the walking distance of the school.
- **1:25** for a short local visit (perhaps during a lesson) where one teacher might be sufficient even for a mixed party
- **1:6** for Fiveways F1 outings and trips.
- **1:8** for Fiveways F2 outings and trips.
- **1:10** for Fiveways Key Stage 1 outings and trips.
- The basic ratios and staffing guidelines outlined above are dependent on: the gender, ages, attitudes, disability, behaviour and competence of the group members as well as the nature of the activity and the distance from school.
- Not all activities need direct supervision, especially those involving Senior School pupils. Small group and independent work, can be very worthwhile. Such activities must be carefully managed to ensure that risks are appropriately managed and that parental permission has been given on the Consent Form.
- Any **non-Ryde School volunteers** used to support school trips must be vetted in accordance with the School's stated recruitment procedures. The following general points should be noted:
 - DBS checks must be carried out, two references taken for volunteers who regularly accompany trips or if a volunteer is on an overnight trip then an interview with the Deputy Head arranged. DBS checks take at least one month to come through so careful planning is needed. A volunteer cannot go on an overnight trip without the DBS disclosure.
 - It is not necessary for a volunteer to be DBS checked for a day trip if that volunteer is known to the School and is deemed to be safe to work with children, and will not have unsupervised access to pupils.

4. Inclusion

- Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion.

- From September 2002 under the terms of the Special Educational Needs and Disabilities Act all schools are required to make reasonable adjustments in order not to treat disabled pupils less favourably. Trips/visits should, wherever possible, be structured to allow all young people to participate at their own level. Where the trip/visit involves outside instructors/supervisors, these should be informed of any potential difficulties or limitations when the trip/visit is being planned.

5. Parental Consent

- Parental Consent **is required** for all trips for pupils in the Junior School and Fiveways.
- Parental consent is **not necessary** for **Senior School pupils** for short, local visits with low levels of risk which are within the School Day.
- Parental consent **is required** for all overnight trips, or trips involving a potentially hazardous activity, trips to the mainland or abroad.
- EVOLVE generates consent forms which can be sent to parents and collated electronically.

6. Financial arrangements

- The proposed financial arrangements for a trip must be filled in on EVOLVE. Parents should not be charged for trips which form part of the core curriculum in Years 7-9 and which all pupils are expected to attend. Trips which form an essential part of examined courses from Y10-U6 may be subsidised by the school in consultation with the Deputy Head. All **optional** trips and activities must be fully funded by those taking part (including staffing costs).
- It is better to over-charge and pay parents money back at the end of a trip than to under-charge and find that you are short of money (especially if pupils drop out or hotel plans change). It is therefore wise to build in a contingency of around 10% of the cost of the trip as a general rule.
- It is proper for parents to pay a deposit and then other payments up to the final payment. It is essential that parents are made aware that if they pull out of a trip then they may lose not only their deposit but further costs that the school incurs as a result of them pulling out. There is very specific wording which must be used on trip letters and is found on the template letter which is accessed on Evolve when completing a trip form. Withdrawal due to illness can be refunded from insurance with production of a doctor's note. Do not make a payment to a tour operator until deposits have been collected from pupils and you are certain that these cover the costs.
- Before submitting an application for a trip incurring significant cost to the parents a meeting with the Bursar must be arranged. Insurance for the trip has to be agreed, a trip account set up and automatic payments can be arranged using ParentPay. It may also be possible to offer parents the option of adding the cost of the trip onto their school bill provided the payments to the tour operator are after the billing dates. The group leader must not make any financial commitments until the budget has been approved.

- Most trips, including overseas, are covered by the School's insurance providers. Trip leaders should check this with the Bursar in advance. When a tour operator is used then the tour operator must be bonded (ABTA and/or SAGTA). Any air licence holder must be licensed by ATOL. EVC will check ABTA and ATOL numbers when trip permission form is completed.
- When calculating the cost bear in mind staff expenses incurred during the visit. Expenses fall into two categories:
 - A. If a member of staff is away on an approved **day trip** the School will cover the cost of a lunch (£5) or food for the day up to £10. A receipt must be produced for expenses to be paid.
 - B. For school trips **overnight** the cost of staff expenses must be budgeted for and included in the cost of the trip – and therefore paid for by the parents, not the School. Non-essential additional expenditure should be borne by the teacher. Departmental budgets must not be used to support the cost of trips.

7. Transport

- For any trips which require transport off the island, it is important that the transport manager should be consulted. Most transport will be booked through him.
- Where the trip involves driving pupils in a minibus, you must adhere to the school's minibus guidelines (see annex).
- Transporting young people in private cars requires careful consideration, especially insurance. Staff should consult the Bursar if they plan to do this to ensure that they are covered by insurance. In emergency circumstances a member of staff's private car may be used to transport students. For example, journeys to hospital.

8. Medical

- *All staff* supervising the trip must be aware of the medical needs of the pupils on it. Medical requirements for pupils must be kept for the duration of the trip and any particular concerns discussed in advance of the trip. Medical details of all pupils must be downloaded from the pupil register on EVOLVE.
- For **short/simple trips**, leaders may rely on the medical information given by parents through EVOLVE. For more **complex trips**, either **overseas** or involving **hazardous activities**, further medical requirements must be specifically requested on the parental consent form.
- **First Aid packs** are available from the school nurse and must be taken on all residential trips and any day trips where there is a risk of physical injury.
- Where an activity poses a high risk of injury for pupils it is advisable that at least one member of supervising staff is First Aid trained.

- For medical considerations please refer to the Annex

9. Communication with Parents

- For simple visits one email or letter announcing the trip and giving details will suffice. For more complex visits, further communication home may be required.
- For residential visits or when pupils travel abroad or engage in hazardous activities, parents should be encouraged to attend a briefing meeting.
- The following information should be communicated to parents before the trip:
 - **Dates** of the visit
 - Visit's **objectives**
 - **Times** of departure and return and the location of **where to meet and collect**
 - Mode of **transport** and **name of tour company**
 - Details of the **itinerary**
 - **Size of group**
 - Level of **supervision** and whether any supervision will be **remote**
 - Details of **accommodation**.
 - Details of provision for **special medical needs** (if appropriate)
 - Procedures for pupils who become **ill**
 - **Name of leader**, and other **supervisory adults**
 - Details of **activities** planned and how the **risks** are to be managed.
 - **Standards of behaviour** expected, including sexual behaviour, alcohol, and smoking.
 - **Consequences of misbehaviour**, including being sent home early from a residential visit and cost to the parents should this happen.
 - **Clothing / equipment** required
 - **Insurance** details
 - Advice on **money** to be taken
 - On exchange visits the details of the **host families**.
 - Any **documentation required** (e.g. passport, visa, EHIC) - and when this will be **collected in advance**.
 - **Communication policy** - in what circumstances parents should expect to hear from you; whether pupils will be allowed mobile phones.
 - **Emergency contact** arrangements with the group leader (usually the school mobile number).

Communication channels

- In recent years mobile technology has made rapid communication home much easier both for pupils and trip leaders. If used correctly this can be beneficial (e.g. sending photos home, updating parents). However this can also pose obvious problems.
- It is important that trip leaders have a means of communicating home easily - either with an email distribution list, Clarion Call, or social media group. Trip leaders must communicate home where this would be reasonably expected (e.g. pupil injury, transport delays, change of accommodation).

- Trip leaders may take photographs on their own devices provided these are transferred to the school system within one week of returning from the trip and then deleted from their personal device. School smartphones are also provided for trips.
- Trip leaders should establish clear guidelines for parents and pupils, and communicate these in advance of the trip. For overnight trips with pupils in year 9 and below, particularly where accommodation means they have access to unrestricted wifi, it is usually appropriate to ban or strictly limit mobile phones, tablets and similar devices and only allow contact home to be via the trip leader. Devices should either be banned for the whole trip or taken in at the start and only be distributed when appropriate, for example during a small group exercise where keeping in contact is important or in order to let parents know of likely return times. For most trips with older pupils, sensible use should be encouraged.

10. Sleeping arrangements

- Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements, including separation of boys and girls. Pupils, adults and parents should be informed of these prior to the start of the trip.
- Adults should avoid sharing bedrooms with pupils unless it involves a dormitory situation and the arrangements have been previously discussed with senior manager, parents and pupils.
- Any **changes to sleeping arrangements** or **unusual activity** must be reported to the Deputy Head on return.

11. Hosting

- Hosting is becoming increasingly rare due to safeguarding concerns and it is usually recommended that hotel accommodation is used on trips unless the safety of pupils can be ascertained to a reasonable level.
- If our pupils are being hosted overseas, it will not be possible for Ryde School to carry out security checks. The hosting organiser must therefore check that the sleeping and transport arrangements are all appropriate and that a host school has no concerns regarding child protection of the host families.
- The leader must ensure that the host school is aware of Ryde School's expectations regarding the safety of our pupils and that these can be met. A copy of National Minimum Boarding Standard 52 should be sent to the host school.
- Pupils and parents must be provided with the trip leader's school mobile number in case of emergency and where possible pupils should be hosted in pairs.

Annex A: Management of risk involving hazardous activities

- The following activities, where undertaken by young people under the age of 18 unaccompanied by a parent, need a licence:
 - **Caving**
 - **Climbing**
 - **Trekking**
 - **Watersports**
- If a **member of staff** is to organise, lead and instruct pupils on adventure activities their competence should be demonstrated by holding the relevant National Governing Body Award.
- Most school critical incidents occur due to **water hazards**, especially rivers and the sea. Special consideration must therefore be given to any water based activity and these must be formally supervised by qualified staff.
- Skiing is a popular activity and several visits can occur each year. Properly qualified ski instructors are required for ski lessons. Outside ski school lessons, younger pupils (below the sixth form) must ski with members of staff. On trips for older pupils any skiing done without a member of staff must be in groups, in designated areas. Parents must have signed a consent letter beforehand recognising that they agree to their child skiing independently. Supervision must follow the guidelines for remote supervision. See DCFS booklet, EVC has copies.
- Other activities, which are suggested as extras on a trip, must not take place unless parental consent has been obtained e.g. water skiing, parascending, white water rafting
- Where an external licensed provider is being used for supervising specialist activities, such as watersports, the Group Leader must check that they have the necessary licenses in place as well. The Adventure Activities Licensing Authority can check on the licence status of a provider. (Tel. 01222 755715; Fax 01222 7557 57; <http://www.aala.org>).

Annex B: Further medical considerations including self-administration / injury

- **Self administration of medicines** by the pupils in the Senior School is to be encouraged but parental agreement for this is required via the Parental Consent Form generated on Trip Safely. Permission from parents is also required for pupils to carry their own medicines.
- Should a pupil be **unable to self-administer** parents/guardians/carers must complete Med Form 1: Parental Agreement for School to Administer Medicine on a School Trip/Visit. The leader must record the administration of medicines on Med Form 2: Record of Medicine Administered to an Individual Child on School Trip/Visit.
- The **school nurse** should be consulted regarding specific medical concerns such as administering medicines and the group leader may insist that a Med Form 3: Health Care Plan is completed before a pupil is allowed to go on a trip.
- The Trip Leader may administer paracetamol if parental/guardian/carer permission has been given on the Parental Consent Form. A record of administration must be kept on Med Form 4: Record of Medicine Administered to All Children on School Trip/Visit. (Aspirin and ibuprofen cannot be administered).
- Should there be an **accident** on the trip involving an **injury** to an individual then a Med Form 5: Accident-Incident Form must be completed and parents notified at the earliest possible time. A decision on whether the casualty can continue on the visit will need to be made by the leader after consultation with parents or doctor.
- Any forms completed during a trip must be delivered to the School Nurse on return so that records can be kept.

Annex C: School Minibus regulations

- The Bursar has overall responsibility but the School Marshal acts on his behalf in all matters pertaining to school vehicles. All members of staff will be required to satisfy the School Marshal as to their competence to drive a school vehicle.
- All drivers must be in possession of a valid driving licence and be aged over 25 years. (Special arrangements can be made with the School Marshal for drivers over 21 but under 25).
- Any convictions for driving offences, any endorsements and any fines incurred (excluding parking fines) should be declared to the School Marshal.
- You are personally responsible for the payment of any fine or fixed penalty incurred whilst in charge of a school vehicle.
- No school vehicle may carry more than the stated maximum number of passengers.
- School vehicles are not to be used on anything other than official school business without the expressed permission of the Bursar via the School Marshal. In the event of such permission being given additional insurance may be required.
- It is a key responsibility of the driver to ensure that all passengers are wearing seat belts.
- Drivers must adhere to the following rules for time spent driving:
 - 15 minute break after 2 hours of driving
 - 30 minute break after 4 hours driving.
 - The break must be taken away from the vehicle.
 - Journeys in excess of 4 hours need two drivers.
 - 8 hours is the maximum time an individual can drive in any 24 hour period.
- For sports fixtures with a single minibus driver, the time spent driving to and from the mainland port should be limited to a maximum of 1.5 hours. This is to allow for the fact that this person will often not get a proper break due to coaching / refereeing duties.
- Drivers must not drive if tired, unwell or if medication leads to drowsiness. Drivers must not have any alcohol or illegal drugs in their bloodstream and mobile phones must not be used whilst driving. If you are considered to be driving recklessly you may be subject to Disciplinary Procedure.
- Details of every journey must be recorded in the log book provided for each vehicle.
- Members of staff are responsible for returning the vehicle in a clean, litter-free state. The School will ensure that the vehicle is kept clean and in good condition with weekly checks on tyre pressures, lights, oil, water, etc. Should you be using the vehicle on an overnight trip then you are responsible for these checks. Should you observe a fault you **MUST NOT** drive the vehicle. Safety must be the prime consideration at all times. If possible the School Marshal will organise an alternative vehicle or an alternative method of transport.

- If you are away from School and a fault develops you must take steps to rectify the problem by using the Call Out Guide found in the vehicle folder. If the fault can be rectified then the journey may proceed but it must be reported to the School Marshal on return. If the fault cannot be easily rectified then you may look to organise an alternative, safe mode of transport to return back to School. Any extra costs will be reimbursed.