

EDUCATIONAL VISITS PROCEDURE (including EYFS)

This procedure has been set out following the guidance of:

- DfE Health and Safety on Educational Visits (2018) (HASPEV)
- Responsibilities and duties for schools (2021)
- DfE Guidance on the requirements of driving minibuses
- OEAP National Guidance

Aims

St Mary's recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the balance between protecting pupils from risk and allowing them to learn from school trips is challenging but getting this balance right is essential for realising all these benefits in practice.

Each year the school organises a number of activities which take place both in school and off site.

The activities/visits are organised in order to:

- Support specific curriculum areas
- Encourage independent and increased motivation and appetite for learning
- Provide new experiences and broaden horizons
- Develop health and well-being
- Develop personal and social skills
- Develop activity skills
- Build confidence and character
- Support environmental awareness
- Visits are open to all pupils

Roles and Responsibilities

The Principal

The Principal is responsible for ensuring that St Mary's staff are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for activities and visits. The Principal is also responsible for ensuring staff meet the arrangements and follow the guidelines in this procedure.

The day-to-day tasks associated with managing visits and trips has been delegated to the Educational Visits Coordinators (EVC).

EVC

The role of the EVC is to

- Be a champion for all aspects of visits and outdoor learning

- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for pupils and contribute towards establishment effectiveness
- Take responsibility for the review of this procedure and ensure staff are aware of its content
- Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning
- Mentor visit leads, supporting their ongoing development and training and sample monitor their activity to identify any further training needs
- Ensure that planning is completed within the agreed timescales
- That risks are managed during the trip; and learning opportunities are experienced to the full
- Ensure all activities are reviewed, that good practice is shared, and any issues followed up
- Ensure the activity is evaluated
- Keep the Senior Leadership Team (SLT) informed about the visits and outdoor learning taking place and their contribution to establishment effectiveness
- Learning opportunities are experienced to the full

Teachers who plan a day or residential visit are designated as the group leader.

Educational Visits Co-ordinators (EVCs):

- Anwen Jones, Head of Senior School
- Emma Stanhope, Head of Lower School
- Emma Hawkwood, Head of Faculty

Visit Leader

A Visit Leader is the person who has overall responsibility for managing a visit. They should work closely with the EVC when planning a visit.

Planning and organising a visit

All trips must have the prior approval of the Head of Senior/Lower School before they can be offered to pupils. The procedures to be followed by staff in planning visits are contained in the Educational Visits folder within the staff portal.

Parents must be given sufficient details about the trip to enable them to make an informed decision as to whether or not their child should participate. Parents should be informed of trips via a letter home.

External Activity Providers

When planning a trip, staff should ensure that the external provider has been awarded the Learning Outside the Classroom Quality Badge (LOtC). Where an organisation does not hold the LOtC badge, the school must ensure that it is an appropriate organisation and it meets the required standards:-

- Insurance cover meets the required activity
- Legal requirements are met
- Health and safety and emergency policies are present
- Risk assessment and control measures are appropriate for the activity taking place
- Vehicles are roadworthy and are in date
- Staff competence

- Safeguarding
- Accommodation
- Any sub-contracting arrangements they may have
- Licence if needed

Please also request for a copy of their liability insurance for school records.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports the school will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales

Parental Consent to off-site activities

Written consent is not required for pupils to take part in the majority of off-site activities organised by the school (except EYFS) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be informed where their child will be when not on school premises and of any extra safety measures required.

Written consent must be obtained for activities which are outside the school hours as well as those activities that need a higher level of risk management. At the Senior School a consent form will be sent home at the beginning each academic year to support the PE provision for off-site activities, including fixtures. If it is a trip involving additional payment parents will be informed and consent will be needed for the pupil to attend. At the Lower School written consent will be requested for each school visit.

For residential visits, a separate consent form must be completed along with up-to-date medical, dietary and emergency contact information for the pupil specific to that trip. If a trip involves swimming or water-based activities parents must be asked for written confirmation of their daughter's swimming ability and specific consent for the activities concerned.

Health and Safety

The lead member of staff is responsible for ensuring the health and safety of pupils on a school trip and have regard for the guidance set out in the handbook when planning a visit. See **Visit Leader's Checklist**.

Insurance

Every authorised visit is covered by the school's annual travel insurance. The cover extends to all accompanying adults, please contact the Assistant Head of Operations who can advise if required.

First Aid

The Visit Leader must delegate First Aid responsibility to a suitable member of staff, this individual needs to ensure that the first aid kit is complete.

At the Lower School any EYFS/KS1 school trip must have a member of staff who is paediatric trained. AT KS2 the Visit Leader (or delegated person) is responsible for First Aid during the visit.

Medication

The Visit Lead will check that all essential medication has been handed to the delegated person responsible for medication on the visit. The delegated person is also responsible for ensuring any medication taken is documented in-line with school procedure.

Administration of medicines on a school residential trip

All medication held at school will be taken together with all Individual Health Care Plans (IHCPs) on residential trips. Prior to a residential visit, parents will be asked to complete a separate consent form for any additional prescription medication that will need to be taken during the trip.

Certain non-prescription medicines will be taken on residential trips by the school to treat minor ailments: headaches, fever, pain, mild allergic reactions and (if a parent expressly asks, medicine for travel sickness on the return journey). No other non-prescription medicines will be administered by staff. The medicine will be administered in accordance with the instructions on the packet if a supervising teacher feels it is needed and they will keep parents informed until the pupil feels well again.

Additional prescribed and non-prescription medicines as detailed above will only be administered on receipt of a signed consent form received from parents prior to each residential visit. A register of all medicines administered will be kept.

Pupils who require regular medication for an ongoing medical condition or those who may require emergency medication will only be given these medications as detailed in the pupil's IHCP, and when parents/carers complete and sign a medication consent form.

The school keeps an accurate record of all the medication administered, including the dose, time, date and supervising staff. Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

The school makes sure that a risk assessment is carried out before an educational visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. This will require consultation with parent/carers and pupils and may require advice from the relevant healthcare professional to ensure that pupils can participate safely

Risk Assessments

Every visit must have a full risk assessment which will be reviewed by The Head of Faculty and Head of Senior School (EVC) or Head of Lower School (EVC). Risk Assessments should be prepared by the Visit Lead and any members of staff who are involved in the visit.

All risk assessments must be specific to the trip concerned, and take into account the age of the pupils, the degree of adult supervision and the nature of the environment and activities involved. The Visit Lead should contact the venue/accommodation/activity provider, for any relevant information which should be included in the risk assessment. In some cases, a copy of the venue's own risk assessment may be available to assist in the school's own risk assessment process.

The Visit Lead and accompanying staff are responsible for carrying out an ongoing (dynamic) risk assessment of the trip as a whole for its duration and must be prepared to modify or cancel

activities if they are deemed too hazardous. Any deviation from the planned activities must be subject to a risk assessment by the lead member of staff, before alteration takes place.

The Visit Lead must take a copy of the risk assessment on the trip, and all staff and other adults accompanying the trip must ensure that the requirements of the risk assessment are followed. Please contact the Assistant Head of Operations who can offer further advice if required.

Emergency contacts and procedures

The Visit Lead will always carry a school mobile phone during a visit.

The Visit Lead is responsible for ensuring that for each visit they take with them:

- The emergency contact information sheet
- A complete list of all pupils, staff and other adults on the visit, (including pupils medical details, with care plans for pupils with particular medical needs), and emergency contact telephone numbers

The Visit Lead must pass a copy of the above information to the member of the SLT on call for the duration of the visit and leave a further copy in the school office.

The SLT emergency telephone number must be given to parents in advance of each residential visit. In the event of a home-based emergency arising during a visit, parents may contact the lead member of staff via the SLT.

The school has procedures in place for handling a major emergency arising in the course of an educational visit, as set out in the Guidance for procedures in the event of a critical incident on all Off-Site Visits.

Supervision

Ratios of staff to pupils.

The school will ensure that all pupils on trips are well supervised, and that there is a sufficient ratio of adults to pupils on any visit to ensure the safety of the pupils.

Ratios (as a minimum)

EYFS – 1:4

There are no set ratios for visits. Consideration will be given to

- The age of the pupils on the visit
- The presence of pupils with Special Needs
- The nature of the activity and the environment
- The experience of the adults in off-site supervision
- First Aid cover

Sufficient ratios will be confirmed between the EVC and the group leader and will be documented in the risk assessment.

DBS Clearance

Any non-teaching adults accompanying a residential trip must have an enhanced DBS check which has been approved by the School.

Behaviour

Pupils will be expected to maintain the standards associated with the good name of the school and necessary for the safety of all those on the visit. The Senior School girls sign a contract of behaviour before going on a residential trip ensuring they understand the expectations of them.

Evaluation

All visits should be evaluated against the intended learning outcomes, including the venue and provider, after completion and records kept of incidents, accidents and near misses.

Transport

The Visit Lead is responsible for ensuring that transport is hired from a reputable company. Only coaches with seatbelts should be hired and the Visit Lead must ensure that pupils use them. Please contact the Assistant Head of Operations who can offer advice if required.

Use of School Mini-Bus

Staff wishing to drive the minibus must hold a full driving license with a category 'D1' and will need to undertake a minibus familiarisation session. In addition, staff will need to complete a Driver Declaration Form (Appendix 4 of minibus policy and handbook) and show your original driving licence to the Assistant Head of Operations Manager, who will take a photocopy and keep it on file. An online check of your licence will also be carried out by the school. In order to do this, you will need to provide the School with a Licence Check Code, which is obtained by visiting <https://www.gov.uk/view-driving-licence> and following the instructions. You must inform the Assistant Head of Operations Manager if there is a change of circumstances e.g. endorsements, fines or driving bans and in any event all drivers will be required to produce their license at a frequency decided by the School.

You should always make sure that you have a fully charged mobile phone with you in case of emergencies, and a torch and spare batteries if you are likely to be travelling at night. A torch and First Aid kit is kept in the minibus.

Wherever possible, staff taking groups out in the School minibus should be accompanied by a second responsible adult who has the required safeguarding clearances. If the group leader is male, this should always be a female member of staff. The second person does not necessarily have to be able to drive the minibus, although this could be an advantage. The main role of the accompanying member of staff is to supervise the children, thus leaving the driver free to concentrate on the driving.

Where the school minibus is used for a journey the driver is responsible for checking the condition of the vehicle before departure and must ensure that all passengers use the seatbelts provided. Further information for booking minibuses can be found in the staff handbook.

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