

University of Birmingham School

Educational Visits and Off-Site Policy

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1 RATIONALE

- 1.1 Safely managed educational visits with a clear purpose are an integral part of the broad and balanced curriculum that is offered at University of Birmingham School and central to pursuit of the Personal Learning and Development Programme for both students and staff.
- 1.2 They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them.
- 1.3 They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school.
- 1.4 The Health and Safety Executive (HSE) ['School trips and outdoor learning activities: Tackling the health and safety myths'](#) 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
- 1.5 Where possible we aim to enable as many students as possible to participate in the range of visits offered by the school.
- 1.6 The integrated enrichment programme will ensure that all pupils will have frequent opportunity to engage in off-site education provision.

2 PURPOSE

- 2.1 To ensure that every student has the opportunity to benefit from educational visits.
- 2.2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- 2.3 To enable the school to identify appropriate functions, responsibilities, training support and monitoring for all governors, the Principal, staff helpers, students and providers involved in educational visit.
- 2.4 To comply and keep up to date Department for Education and the Health and Safety Executive guidance for Education Visits.
- 2.5 To follow the recent Department for Education updated guidance ['Health & Safety: Advice on legal duties and powers' \(February 2014\)](#) which replaced a number of guidance documents on health, safety and security in schools, including *Health and Safety: Responsibilities and Powers* (2001) and *Health and Safety of Pupils on Educational Visits* (HASPEV 1998).
- 2.6 To ensure that, where appropriate, further advice is sought from the Local Authority and/or other technically competent personnel.
- 2.7 To ensure that educational visits are in line with school policies on special needs, inclusion and equal opportunities.

3 THE LAW, RISK ASSESSMENT AND RISK MANAGEMENT

- 3.1 The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act.
- 3.2 The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.
- 3.3 Employees also have a duty to look after their own and others' health and safety.

- 3.4 Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.
- 3.5 Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities.
- 3.6 The terms **risk assessment** and **risk management** are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.
- 3.7 The University of Birmingham School will always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.
- 3.8 Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.
- 3.9 Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.
- 3.10 As the School is new and therefore all activities, both on and off-site, will be new, a specific assessment of significant risks must be carried out.
- 3.11 The Principal will ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. The outcomes of the risk assessment must be recorded using the School's pro forma. After the first time the activity has happened a regular check to make sure the precautions remain suitable is all that is required.
- 3.12 The School will follow the following advice from HSE about striking the balance between risk assessment and management:
Striking the right balance **means that**:
- schools and staff focus on real risks when planning trips;
 - those running trips understand their roles, are supported, and are competent to lead or take part in them;
 - the real risks are managed during the trip, and;
 - learning opportunities are experienced to the full.
- Striking the right balance **does not mean that**:
- every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
 - detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk school trips;
 - mistakes and accidents will not happen, and;
 - all risks must be eliminated.
- 3.13 The University of Birmingham School's arrangements for trips aim to ensure that:
- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
 - proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed, and;

- staff planning School trips will be properly supported so that they can readily check if they have taken sufficient precautions or whether they should do more.

3.14 Staff who are responsible for running School trips must act responsibly and sensibly by:

- following School procedures when planning the activity and making sure these are implemented in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

4 THE GOVERNING BODY

4.1 The Governing Body The Governing Body will ensure that:

- It approves the overall planned programme of educational visits each year, and;
- It is informed about less routine visits well in advance.

4.2 The Governing Body delegates to the Principal the authority to approve proposals for routine visits, i.e. are not adventurous, international or involve an overnight stay that arise during the school year. Such authorised visits will be reported to the subsequent meeting of the Governing Body Pupil Matters Working Group.

5 THE PRINCIPAL

Will ensure that:

5.1 The Governing Body has approved the visit if it is appropriate.

5.2 The visit complies with the School Policy and Procedures.

5.3 He has approved a group leader who will have the overall responsibility for the supervision and conduct of the visit.

5.4 The group leader is competent to monitor the risks throughout the visit.

5.5 The group leader has experience in supervising the age group(s) going on the visit and will organise the group effectively.

5.6 The group leader or another adult is suitably competent to instruct the activity and is familiar with the location/centre where the activity is to take place.

5.7 Any non-teacher supervisors on the visit are appropriate adults to supervise children and have DBS checks as appropriate.

5.8 The ratio of supervisors to pupils follows the School guidelines.

5.9 A school contact has been nominated and the group leader has details.

5.10 The Group Leader and nominated School Contact have:

- a copy of the agreed emergency procedures, the address and phone number of the visit's venue and have a contact number for the group leader and his/her deputy.
- details of all those undertaking the visit and the full programme/itinerary including travel times and drop off points

5.11 There is a contingency plan for any delays including late return to the drop-off point.

5.12 The visit is covered by adequate and relevant insurance.

5.13 The group leader has followed the agreed school procedures.

6 THE ROLE OF THE EDUCATIONAL VISITS COORDINATOR

- 6.1 The School's Educational Visits Coordinator (EVC) is Mrs R Tique (Senior Vice-Principal – Director of Character Education).
- 6.2 The EVC will ensure that all educational visits are planned using the Local Authorities "Policy and Guidance for Educational Visits", and using the documentation provided at <http://www.outdoorlearningbham.org.uk/page21.html> to ensure that Checklists, Risk Assessments and Guidance are followed to protect the students, staff and the School.
- 6.3 The EVC will overview the approval, planning and review the evaluation of trips and offer technical advice around the planning of visits within the above framework.
- 6.4 The EVC will attend update training every academic year to ensure that all trips are planned in accordance with the latest statutory policies.
- 6.5 The EVC will report to the Principal and the Governing Body on all aspects of educational visits run by the school.
- 6.6 The EVC will review and update this policy, as required, with a yearly review considered to be the minimum acceptable period for a review.

7 THE GROUP LEADER

Will ensure that:

- 7.1 They have obtained the Principal's prior agreement prior to any off-site visit taking place after outline permission has been given the Educational Visits Co-Ordinator, the member of staff i/c cover and the Senior Vice-Principal (Director of Character Education) Deputy Headteacher who has oversight of visits, are consulted.
- 7.2 They follow School policies and procedures.
- 7.3 They undertake and complete the planning and preparation of the visit and the ratio of supervisors to pupils is appropriate for the nature of the visit.
- 7.4 They, or another adult, is suitably competent to instruct pupils in relevant activities and they are familiar with the location/centre where the activity will take place.
- 7.5 They appoint an experienced and competent deputy to lead and management the visit should the group leader become incapacitated.
- 7.6 All educational visits must be accompanied by at least two adults.
- 7.7 All visits involving an overnight stay must have at least one accompanying teacher, approved by the Headteacher, of the same sex as the children.
- 7.8 The extent of a Group Leader's (GL) responsibility can be summarised across these areas and should be used in conjunction with the description of the GL's responsibilities described in the guidance, which can be summarised as:
 - Organisation and Planning;
 - Finance;
 - Visit Administration, and;
 - Risk Assessment.

Organisation and Planning - Group Leaders will:

- 7.9 Ensure sufficient, experienced staff, are appointed to assist the leadership and management of visits (DBS checks will be required if additional adults, who are not members of staff, assist on a trip or residential visit).
- 7.10 Brief all staff about their role before the trip and provide them with documents and resources which will be needed in the event of an emergency.
- 7.11 The role of each group supervisor has been clearly defined and ensure that all tasks have been assigned (*remembering all on duty all of the time*).
- 7.12 The group supervisors are fully aware of what the proposed visit involves.
- 7.13 All group supervisors have details of the School Contact.
- 7.14 The group supervisors and School Contact have a copy of the emergency contact numbers of those on the visit and at the venue. **In a real emergency dialling 999 should always be the first course of action.**
- 7.15 The group's supervisors have details of pupils' special educational or medical needs, and ensure that appropriate medication is taken on the visit.
- 7.16 They are aware of safeguarding procedures and act accordingly as necessary.
- 7.17 That adequate first aid provision will be available on the journey and identify first aid provision at the venue prior to the visit (aa First Aider should accompany adventurous, abroad and residential visits).
- 7.18 Hold a parents' meeting if the visit is residential or high risk (see parents' meeting checklist below)
- 7.19 Consider SEN and disability access issues and liaise with the Senior Vice-Principal (Director of Character Education and Assistant Vice-Principal (Pupil Progress and Achievement/SENDCo) as required.
- 7.20 Ensure that 'Best Value' is applied when selecting providers, appropriate checks are made and that insurance and financial support procedures are followed.
- 7.21 Ensure emergency procedures are planned and followed (see below).

Finance – the Group Leader will ensure that:

- 7.22 A payment schedule is planned and that parents are informed of this in the initial letter advertising the trip.
- 7.23 The cost of the trip as detailed in the initial letter is fully inclusive and that parents/carers are not asked to pay for extras outside of the original advertised cost of the visit at a later date;.
- 7.24 All receipts for payments made before and during the visit should be passed to the Business manager.
- 7.25 All students have paid for their visit before the date of travel.
- 7.26 Providers/tour operators have been paid before the date of travel.
- 7.27 The EVC and the Director of Operations are informed when the payment schedule for a visit has not been met by a parent or carer in order that a revised payment schedule can be established in cases of hardship.
- 7.28 The Principal authorises the participation in any visit of students who have not paid in full.

Administration – Group Leaders have responsibility for:

- 7.29 Producing a letter to advertise the visit to parents and carers.
- 7.30 Collating the medical and consent forms for all students
- 7.31 Completing and submitting a detailed proposal form.
- 7.32 Provide copies of all of these documents for inspection by the EVC prior to the date of travel.
- 7.33 Prepare a detailed pack for parents in the case of residential visits which will include details of the visit itinerary, emergency contact details and a copy of the insurance schedule.
- 7.34 Checking the validity of passports and EHICs prior to the date of travel (this applies to the passports and EHICs of staff as well as students).

Risk Assessment – Group Leaders have responsibility for:

- 7.35 Completing the required documentation, including an appropriate risk assessment.
- 7.36 Ensuring that risk assessments and management including generic, site specific are undertaken and recorded.
- 7.37 Undertaking pre-visits for all new visits and residential accommodation in this country and where possible, for trips abroad.
- 7.38 Where pre-visits are not possible abroad, the group leader should aim to seek as much information as possible via other schools and the tour operator.
- 7.39 Completing an evaluation of the visit after it has taken place.

8 TEACHERS

The Teachers will ensure that:

- 8.1 They do their best to ensure the health and safety of everyone in the group.
- 8.2 They act as any responsible parent would do in the same circumstances.
- 8.3 They follow the instructions of the Group Leader,
- 8.4 They help with control and discipline.
- 8.5 They consider stopping the visit or activity, if they think the risk to the health and safety of the pupils in their charge is unacceptable.

9 PARENTS

- 9.1 Parents will be given sufficient written and other information about all visits to make informed decisions, give written consent and provide medical and contact details.
- 9.2 Parents' meetings will be arranged for all residential trips and high risk activities.
- 9.3 Expectations of behaviour and codes of conduct will be explained to parents.
- 9.4 This will include the need to meet the cost of, and be responsible for, collecting students in certain circumstances.

10 ADULT VOLUNTEERS

The adult volunteers will ensure that:

- 10.1 They have a current DBS check.
- 10.2 They are clear about their roles and responsibilities.
- 10.3 They are not left in sole charge of pupils except where it has been previously agreed.

- 10.4 They do their best to ensure the health and safety of everyone in the group.
- 10.5 They follow the instructions of the Group Leader and teacher supervisors.
- 10.6 They help with control and discipline.
- 10.7 They inform the group leader or teacher supervisors if they become concerned about the health or safety of members of the group.

11 PUPILS AND STUDENTS

The pupils and students must ensure that:

- 11.1 They do not take unnecessary risk.
- 11.2 They follow the instructions of the group leader and other supervisors including those at the venue of the visit.
- 11.3 They dress and behave sensibly and responsibly.
- 11.4 They are sensitive to local codes and customs.
- 11.5 They look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor about it.

12 GENERAL POINTS FOR ORGANISATION OF A VISIT

Approval

- 12.1 All staff will be made aware of the requirements of this policy and offered support and advice as part of the School's continuous professional development programme.
- 12.2 All visits are linked to the school aims, are planned and approved (at least 12 weeks in advance in the case of residential visits) in accordance with the visits planning procedures.
- 12.3 Staff wishing to plan and undertake a visit must follow the School's procedure.
- 12.4 Approval for visits should be sought by completion of the Educational Visits Proposal Form which should then be emailed to the EVC Coordinator.
- 12.5 Decisions on approval will be made by the appointed Educational Visits Co-ordinator (EVC).
- 12.6 Governors delegate approval of low risk and routine visits and occasional opportunities to the Educational Visits Coordinator.
- 12.7 All new, higher risk visits including adventure activities, residential visits and foreign travel will be submitted for Governors' approval, after approval by the Educational Visits Coordinator.
- 12.8 The designated governor for school visits will give initial approval on behalf of the Governing Body.
- 12.9 This will be reported to the Full Governing Body at the earliest opportunity.
- 12.10 A member of the Senior Leadership Team (SLT) will be a point of contact made known to parents before a trip and for a residential visit a member of SLT will see off and meet trips.

Funds:

- 12.11 Money collected from students to fund a trip must be paid into the University of Birmingham School Fund account.
- 12.12 If money is to be collected by instalment, payment cards are available from the Office;

- 12.13 An estimated breakdown of the costs must be submitted to the EVC in advance of arranging a visit.
- 12.14 Any surplus left in the account on completion of a balance sheet will be returned to students (the minimum refund is £5 per student).
- 12.15 If a trip is a compulsory element of a course the school will endeavour to help meet the cost for parents who are struggling to find the funding (in such cases parents should be asked to speak to the group leader).

Selection of Students

- 12.16 Day trips to support curriculum subjects should generally aim to involve all students in the relevant year group.
- 12.17 As soon as students have been provisionally accepted onto a trip, a list of names should be handed to the Senior Vice-Principal (EVC), SENDCo who will forward any relevant student information. Only then should students be firmly allocated a place;
- 12.18 Group leaders should send a list of students participating on each trip to the School Office so that a central list may be kept.
- 12.19 Leaders should consult this prior to making the selection of students to ensure that as many students as possible are able to participate in trips during their school career;
- 12.20 Leaders should make the criteria used for selecting students known if the trip is oversubscribed. In most cases it is appropriate to hold a ballot in these circumstances, and;
- 12.21 On letters to parents informing them of trips, it should be made clear that participation on such trips depends on the appropriate behaviour of the students.

Special Education and Disability Needs

- 12.22 The special needs of individual students (medical, sensory, physical, educational and behavioural) will be taken into account by the group leader. The leader will discuss the necessary special arrangements with the Assistant Vice-Principal (SENDCo) and special needs staff based in the school. The main issues to consider are:
- Access
 - Travel
 - Equipment
 - Personal hygiene (toileting)
 - Sleeping arrangements
 - Safety
 - Support (Finance and additional staffing)
 - Differentiated activities.

Rooming on residential visits -the following guidelines should be followed:

- 12.23 Avoid single rooms for students.
- 12.24 Students should have adjoining rooms with staff quarters next to them.
- 12.25 Access to student rooms by staff must be available at all times.
- 12.26 Male and female sleeping areas should be separate (e.g. different floors).
- 12.27 Locks on all rooms should work.
- 12.28 Security arrangements must be in place (e.g. is reception staffed 24 hours).

- 12.29 The party must be made aware of fire exits as soon as possible after arrival.
- 12.30 Guidelines should be issued re safety in rooms (e.g. balconies).
- Use of outside contractors (e.g. tour operators and coach companies)**
- 12.31 It is necessary for the group leader to check the safety management systems of all outside contractors used for the visit and written confirmation provided.
- 12.32 Where foreign coach companies are used, checks should be made about the availability of seat belts and parents informed accordingly.
- 12.33 The group leader (or other supervising staff in her/his absence) retains the responsibility to overrule decisions reached by staff provided by outside contractors if she/he feels that the safety of the students is at risk.
- 12.34 Package deals are often a very attractive option for schools when intending to undertake an off-site activity. This particularly applies when visits abroad are to be made.
- 12.35 The Principal must be sure that the package is appropriate to the needs of the school and that insurance cover is sufficient.
- 12.36 If necessary, additional insurance should be bought. Parents should always be informed of the amount of insurance cover available through the agent. The option to purchase additional cover might be made available by the agency.
- 12.37 The Principal should ensure that where the journey is abroad the company is able to refund costs of repatriation in the event of insolvency and to provide for the return of advance payments.

Supervision

- 12.38 Supervising staff must be fully briefed about their responsibilities by the group leader before and during the trip. Appropriate checks must be carried out for non-teachers who will be in sole charge of a group of students.
- 12.39 Where parents are used to supervise a trip, they should not be responsible for directly supervising their own child in order to avoid conflicts of loyalty. They must accept that the group leader ultimately has overall responsibility for their child during the trip. Parents must be made aware of these points prior to the trip.
- 12.40 On a residential or day trip in the UK supervision ratios should be:
- 1: 15 for routine trips
 - 1: 10 for trips of a hazardous nature
- 12.41 On a foreign visit supervision ratios should be 1:10.
- 12.42 Students should always be in groups of at least three if they are not being directly supervised and they should be made aware of an emergency contact point that will be staffed throughout the activity.
- 12.43 Group leaders should plan and prepare appropriate supervision and planning for 'down-time' during a residential visit.
- 12.44 The group leader should ensure that the mobile phone network in the area to be visited works for their party or, if this is not possible, that the location of the nearest available landline is known.
- 12.45 A male and female member of staff should accompany a trip involving both girl and boy students.

Swimming

- 12.46 Swimming activities are extremely hazardous.
- 12.47 Students should only be allowed to swim in a swimming pool if a fully qualified life-saver is present.
- 12.48 A member of staff should always remain outside the water for surveillance purposes and groups of no more than 15 students should be using the pool at any one time.
- 12.49 Parents must be clearly informed of swimming activities **before** the trip.
- 12.50 Swimming in the sea must **not** be permitted.

Foreign Visits – the following safety measures to be in place:

- 12.51 Party members should carry with them at all times the address and telephone number of their accommodation and that of the group leader.
- 12.52 If appropriate, a local map should be provided.
- 12.53 Make checks that the mobile phones used by their party operate correctly in the country they are visiting.
- 12.54 Provide a phone card in the appropriate currency to be carried by each student together with instructions relating to use of public phones.
- 12.55 Provide a list of key phrases to each supervisor and student that could be needed in an emergency.

13 EMERGENCY PROCEDURES

The group leader should ensure that supervising staff are familiar with the following emergency procedures:

- 13.1 The group leader is responsible for deciding actions in the case of an accident and/or incident. He/she should use professional judgement in these circumstances. This may require the leader to challenge the decision of contractors and activity leaders, for example if an activity appears too dangerous.
- 13.2 Where such an occurrence happens in a small group supervised by another teacher, that teacher is responsible until the group leader is contacted which must happen as soon as possible.
- 13.3 Mobile phone numbers should be provided before the trip.
- 13.4 Decide whether hospital or doctor should be contacted.
- 13.5 Emergency phone numbers should be provided to staff before the trip.
- 13.6 Check for allergies on the student medical list that should be carried at all times.
- 13.7 Make sure that the staff know about medical procedures (e.g. payment will need to be made for doctor or hospital treatment and receipts asked for).
- 13.8 The group leader will inform the EVC, the Senior Vice-Principal or a member of SLT if s/he is unavailable.
- 13.9 The EVC, Vice Principal or another member of the SLT will contact the parents.
- 13.10 In an emergency, avoid students using mobile phones, until school and parents have been contacted to avoid wrong information being passed on and causing unnecessary panic.
- 13.11 Ensure procedures are in place to keep the rest of the party safe and supervised.
- 13.12 EHIC cards should always be available both on trips and back at the hotel.

- 13.13 A first aid kit should be carried at all times.
- 13.14 An identified member of staff should carry this and be responsible for administering emergency First Aid.
- 13.15 Students are responsible for their own medication unless parents have asked otherwise.

14 **INSURANCE**

- 14.1 Full insurance for the students is essential for all excursions/day trips.
- 14.2 Details of the School insurance policy are available from the Director of Operations and the School Business Manager.

15 **PARENTS' MEETING AND CHECKLIST**

- 15.1 A meeting of parents must be called at least **two weeks** before the departure date before the longer excursions so that parents are able, on the one hand to be given information and on the other, are able to inform the organiser of any problems with their children.
- 15.2 A record should be kept of any questions raised and answers provided at such meetings. In particular, details must be given concerning fire drills and procedures for taking students into towns.
- 15.3 Parents must be told **exactly** how students will contact staff should one of their group become ill or get lost.
- 15.4 Staff are required to be on hand **at all times** to deal with any unforeseen accident.
- 15.5 The following checklist should be followed:
- Date of visit
 - Time of departure and return
 - Name of Travel Company and mode of transport
 - Names of leader, deputy and other staff
 - Objectives of the visit
 - Itinerary
 - How assessed risks will be managed
 - Supervision of students
 - Fire drills
 - Standards of behaviour
 - Insurance cover
 - Clothing and equipment
 - Details of information required from parents and what they will be asked to consent to (e.g. use of swimming pool if relevant.)
 - Amount of money to be taken by students
 - On exchange visits, the details of host families
 - Destination details with full address and telephone numbers
 - Correct completion of details on students' medical forms
 - How parents will be informed of arrival at destination. This should be by telephone or postcard and parents informed accordingly.

16 CONSENT FORM AND SLT INFORMATION PACKS

- 16.1 A medical consent form must be filled in by parents of each student participating in a visit.
- 16.2 A copy of this should be available in the following places:
- At school in the pack left with the EVC or member of the Senior Leadership Team on duty as contact;
 - With the supervisors who will be in sole charge of the student at any time, and;
 - Centrally held by the EVC.
- 16.3 On residential trips parents should be informed immediately of arrival by email/text, use of the school web site or telephone. This will be explained to parents at the parents' meeting.
- 16.4 Two copies of the following information should be left in school with the EVC **at least three days** before the trip takes place:
- The itinerary;
 - Contact telephone number and address for the group and a mobile telephone contact number- school mobile available if required;
 - Copies of the parental consent and medical declaration forms;
 - Copies of travel documents, insurance documents and medical papers, and;
 - A copy of the contract with the centre/hotel if appropriate.

17 CHARGING AND REMISSIONS

- 17.1 The School has produced a policy on charges for school activities and the Governors of the School have accepted this as the policy for University of Birmingham School.
- 17.2 The School shall make charges for board and lodging on residential visits and ask for voluntary contributions to cover all other costs.
- 17.3 The School shall ask for a voluntary contribution towards the cost of transport for school teams and certain other activities.

18 TRANSPORT

- 18.1 Any member of staff planning to drive the school or a hired minibus as part of an educational visit must hold the relevant minibus driver's qualification.
- 18.2 School minibus – where the school minibus is being used the requirements of the School Policy should be closely adhered to. The driver of the bus cannot reasonably be expected to supervise the passengers whilst travelling, nor would it be reasonable to expect emergencies to be dealt with effectively if the driver is the only adult on board.
- 18.3 If the other adult is not a minibus driver then care must be taken when planning the journey that driving times, whether laid down in legislation or recommended by the government, are not exceeded. Allowance must be made for unexpected delays when planning journey times.
- 18.4 Parents should always be informed of the type of transport it is intended to use. Where there is particular objection, the school should make every reasonably practicable effort to accommodate the wishes of the parents. Under some circumstances, it may be impossible to fulfil the parents'

- requirements, leaving no alternative but to find another appropriate activity for the student concerned.
- 18.5 Hired transport – only reputable companies should be used. Seat belts should be provided on all seats and must be worn by all staff, volunteers and students.
- 18.6 The driver of the coach has no responsibility for the conduct and behaviour of the students on the transport. The school must provide sufficient supervisory staff to ensure the health, safety and welfare of the students required under the School's duty of care.
- 18.7 Public transport – when public transport is to be used, close supervision of the students must be ensured. Students should be prepared in advance concerning expectations of their behaviour. Where it is considered inappropriate to include a particular student because there is serious doubt about his/her ability to behave, it is appropriate to find a suitable alternative occupation for that student on the occasion of the visit.
- 18.8 Private use of cars – extreme caution should be exercised over the use of private cars, both belonging to parents and staff. Where such transport is to be used, staff should be confident that vehicles and drivers are legal. The following details need to be current:
- Valid driving licence
 - Vehicle road fund licence and MOT certificate
 - Vehicle insurance valid for carrying passengers on a school off-site visit
- 18.9 Volunteer drivers should be asked to sign a declaration indicating that all these requirements are in place. This declaration needs to be kept up to date. Where teachers offer their services, they must ensure that they have appropriate insurance cover for conveying students during the course of their professional duties.
- 18.10 The School cannot reimburse parents or teachers for the use of their vehicles, as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.
- 18.11 Parents must always be informed when it is intended to use private transport to convey their children. If an objection is raised, suitable alternative transport should be provided where it is reasonably practicable to do so. In extreme cases, a student may have to be found a suitable alternative activity in school if a parent does not wish their child to be conveyed in a private vehicle.

19 VISAS

- 19.1 Where these are required parents are responsible for obtaining them for their son/ daughter.

20 OUTSIDE CONTRACTORS AND STAFF RESPONSIBILITY

- 20.1 School staff are responsible on behalf of the school for the students in their care.
- 20.2 Contractor staff have ultimate responsibility for decisions concerning specialist activities in which our students are involved.
- 20.3 In practice, accompanying school staff will, of course, remain vigilant at all times and should not hesitate to intervene if in their judgement it is necessary to do so.
- 20.4 The same principle applies for any activity where non-school specialist staff are involved with students.

21 CANCELLATION AND WITHDRAWALS

- 21.1 In the event that a student cancels their participation on an Educational Visit, any monies due to be refunded should be returned by cheque to the parent or carer who made the payment.
- 21.2 Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions will apply.
- 21.3 Parents and carers should be made aware of the cancellation charges in the trip information letter and should sign the parental consent form to indicate that they are aware of these charges.
- 21.4 The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit. In such a circumstance the school may not refund any payments to parents already made to the tour operators or external suppliers.

22 CATEGORIES OF VISIT/RATIOS

The Principal has delegated authority to approve educational visits, but for all Category B visits the Governing Body should be informed in writing.

Category A (1:15) Day visits (less than 24 hours) which do not involve adventurous activities and/or additional risks or use external centres. Formal written approval should be given by the Principal

Category B (1:10) Visits which involve any nights away from the school, overseas travel, and/or which involve adventurous activities or additional risks. Interim approval should be given by the Principal. Governor approval should be achieved at least one term before the visit.

23 ADVENTUROUS ACTIVITIES

- 23.1 Adventurous activities include rambling (including low level and coastal walks), hill walking, mountaineering, climbing, caving water sports, camping, pony trekking, orienteering, cycling, skiing and other similar activities.
- 23.2 Field studies which involve any of the above or which take place in wild country areas, and all explorations and expeditions for the Duke of Edinburgh's Award Scheme fall within Category B.
- 23.3 Residence in a hotel, hostel, activity centre, holiday complex and camping.
- 23.4 All visits abroad fall within Category B.
- 23.5 All educational visits must be accompanied by at least two adults.
- 23.6 All visits involving an overnight stay must have at least one accompanying teacher, approved by the Headteacher, of the same sex as the children.
- 23.7 Duke of Edinburgh's Award Scheme - all exploration and expedition activities fall under Category B.

24 LICENSED ACTIVITIES

- 24.1 The Activity Centres (Young Person Safety) Act 1995 and the associated Adventure Activities Licensing Regulations (1996) require certain activities to be licenced when commercial companies sell them or where Local Authorities provide them with or without charge. The activities that require a licence are:
- Caving (including exploration of disused mines, cave diving and potholing)
 - Climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower
 - Trekking, including mountain biking, off-piste skiing and horseback riding when this is undertaken in a remote area (more than 30 minutes from the nearest road or refuge) or moorland or mountain country
 - Water sports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where water is more than 100 metres across or is known to be turbulent.
- 24.2 A licence holder has demonstrated that the Licensing Authority are satisfied that appropriate safety measures have been taken for the provision of the activity licenced. The presence of a licence does not indicate any standard of accommodation or catering. Before undertaking an activity that falls into the licensing category, headteachers should ensure that the provider is licenced (see Appendix 1 for address of Licensing Authority).
- 24.3 The school staff (and designated volunteers) accompanying the activity retain overall responsibility for the students throughout the visit, even when the students are being instructed by a member of the provider's staff.
- 24.4 The Licensing Authority is only required to licence those activities that come under the auspices of the Act. Not holding a licence does not mean the activities offered by a provider are unsafe. However, where a provider is being used that does not require a licence, the school should be satisfied that the safety standards are appropriate and that where specialist staff are used they have appropriate experience and qualifications. In these circumstances, it is vital that a pre-visit is made to ensure that the safety standards are appropriate.

Appendix 1 – School Risk Assessment Template

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Appendix 2 – School Consent Letter Template

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - ✓ all visits (including residential trips) which take place during the holidays or a weekend
 - ✓ adventure activities at any time
 - ✓ off-site sporting fixtures outside the school day,
 - ✓ all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell us that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

Signed.....

Date.....