

HEALING
SCHOOL



A Science Academy

Healing School – A Science Academy

Educational Visits Policy

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Consultations/Training	SLT, Learning Co-ordinators & Tutors, Senior Learning Resources Officer, Governors

1. General Statement

Educational visits greatly extend the range of learning opportunities open to pupils. They can raise pupil aspirations, encourage better attitudes to learning and help develop better social skills. They can be the most memorable aspects of a pupil's time in school. For all these reasons the school encourages staff to organise as wide a range of visits as possible. However, ALL staff are reminded that the Governors regard health and safety as their number one priority and they insist that this principle is reflected in the planning, preparation and supervision of any visit.

Further constraints on visits are:

- (a) Disruption to the timetable must be kept to a minimum (only one visit would normally be permitted at any one time)
- (b) Meticulous completion of the visits documentation on "Evolve" prior to departure must be undertaken in order to minimise and control the health and safety risks
- (c) Charging – contributions may be sought but trip organisers must adhere to the Governors' Charging Policy (see School Prospectus for the full policy)
- (d) Advance notice must be given for all visits and these should be included in the school calendar, where possible. This is essential in order for the 'Rarely Cover' policy to operate effectively.

Educational Visits Co-ordinator contact details

- **Mr Burrows** – burrowsr@healing-school.co.uk, 07713 342158 (work mobile)

2. Visits documentation - guidance

Category A – low risk activities that might include

- Engineering Challenge
- Science visit to Magna.
- A series of football matches for a school team
- Theatre trip to York to see an evening show
- History trip to Lincoln.

Category B – residential trips. These represent the highest level of risk and, therefore, level of planning to ensure pupil safety. Such activities require a higher level of experience in terms of the staff involved. Category B visits require consent from the Head Teacher, the Chair of Governors. A minimum of 1 terms notice must also be given. Where a visit includes an overnight stay, all volunteers (including parents) must be asked to undergo a DBS check

Examples might include: -

- Outward Bound trip
- German exchange

Outline procedure

Initial Consent - as a general rule only one visit would normally be allowed to take place at a time. This needs to be checked in the diary in the School office. For any **Category A** visit initial consent is usually given by the **Visits Coordinator** following approval at SLT meeting.

Initial consent –For **Category B** visits initial consent is given by the **Visits Coordinator** and **Head Teacher** in consultation with the **Chair of Governors**. This is a much longer process, hence the need for at least 1 terms notice of the intention to organise such a visit. Please note that neither initial nor formal consent guarantees that the activity can go ahead. In exceptional circumstances the **Head Teacher** may have to cancel any arrangements to ensure that sufficient staff are available in school.

Once consent has been given then please log into the Evolve Visits system to complete the online application and risk assessment process.

Transport – the **organising member of staff** is strongly advised to arrange transport via taxi or coach. Responsibility for transport then rests with the company involved. Although it is not acceptable to charge parents for an activity undertaken mainly or entirely within the school day, the school can ask parents to pay for transport costs to and from an activity.

Parental contact – parents should be informed by letter of the arrangements for the visit. This letter must include a “reply slip”. Although parental permission is not always required for visits that take place entirely in the school day it is advisable to have parental signature to confirm that they are aware of the arrangements made. In most cases the reply slip asks parents for up to date information about any medical conditions staff should be aware of and emergency contact details. Please note that there may be occasions when the information received at this stage requires modification to the risk assessment.

Please note that if parents are asked to transport children it needs to be made clear that we are asking them to transport their own child only. Staff are also advised not to transport pupils in their own cars. Apart from the safety issue of supervising pupils whilst driving, some insurance policies do not provide cover for passengers being carried as part of your employment.

Informing colleagues – it is the **organising member of staff's** responsibility to make sure that Form Tutors, the school office, kitchens and lunchtime supervisor are informed about the visit and that the **Visits Coordinator** is kept up to date in terms of pupil involvement and risk assessment.

Meeting pupils – the **organising member of staff** needs to arrange a pupil meeting, usually the day before the activity. During this meeting the arrangements for the activity need to be carefully explained and any questions from pupils answered. A note needs to be made of any pupils absent from this meeting and consideration given to how these pupils can be informed of the arrangements.

Meeting Colleagues – where there is more than one member of staff taking part in a visit it is essential that a meeting takes place to discuss the supervision of pupils and the risk assessment for the visit. It is better that this takes place after the pupil meeting in case any safety issues arise from this. To save time some **organising members of staff** run the pupil and staff meetings one immediately after the other.

Before departure – the **organising member of staff** must make sure that completed documentation is saved on the “Evolve” system.

On the day – when travelling by coach ensure that pupils wear seat belts. If there are any stops on route a register must be taken before departing. Pupils must be actively supervised throughout the activity. This would normally involve a “head count” or a register being taken at frequent intervals, throughout the activity. The **organising member of staff** is responsible for carrying out on-going risk assessment to take into account changing conditions and circumstances.

At the end of the activity – there must be a formal ending. This might involve the School office being informed that pupils have returned to lessons. For visits ending outside normal school office hours the **organising member of staff** should inform the **designated person** by phone or text. A brief evaluation of the visit should be emailed to the Visits Coordinator by the end of the following school day.

Participation

Inclusion

As a guiding principle, the Visits Policy follows the school policy on equal opportunities: -

Healing School acknowledges that all pupils irrespective of gender, academic ability, ethnicity and social circumstance will have equal access to all aspects of the curriculum; including academic, social and sporting opportunities and that they will be encouraged to make the greatest possible progress. The School believes that a whole school approach to equal opportunities is essential and that its implementation is the responsibility of all staff and should be present in all aspects of school life.

Where pupils would normally have access to the support of a TA in the classroom it is expected that the same level of TA support would be available for a visit.

Charging

The school does not normally charge for any activity that takes place entirely in school hours. However, parents can reasonably be asked to contribute to the transport costs to and from such an activity. For activities outside normal school hours the school can ask parents for the cost of an activity and transport. Inability to pay for an activity should not prevent a pupil from taking part in any activity judged to be an essential part of the curriculum. The school sets aside funds to be used in such circumstances.

Roles and responsibilities

The “organising member of staff”

As a general rule the member of staff organising a visit should be a qualified teacher. The organising member of staff is responsible for: -

- reading the Visits documentation
- completing information on “Evolve” system
- liaising with the **Visits Coordinator**
- writing a letter to parents
- arranging transport
- making sure colleagues are informed that the visit is taking place
- leading **supervising members of staff** (where the visit requires more than one member of staff)
- carrying out risk assessments
- ensuring that the **supervising members of staff** and **designated person** are fully informed about the visit and have all necessary documentation (including risk assessments) to fulfil their duties
- ensuring the safety of pupils throughout the visit.

Risk assessment

Each category of visit has a template for risk assessment. It is the responsibility of the **organising member of staff** to ensure that a thorough risk assessment is carried out. Risk assessments are saved in the school shared area and should be amended accordingly, these are on-going documents. Any extra risks should be noted on the Events Specific Notes section of the Evolve site. Many venues will have their own risk assessments these must also be amended and attached accordingly.

A “supervising member of staff”

Depending on the category of visit, a supervising member of staff could be a teacher or a member of the non teaching staff. Their responsibilities include

- being aware of the risk assessment
- leading a group of pupils
- ensuring the safety of their own group of pupils during the visit
- in an emergency supporting the **organising member of staff** by undertaking tasks required by the circumstances to ensure the well-being of pupils.

The designated person

The designated person is an experienced member of the teaching staff who acts as a “point of contact” and source of advice outside of normal school office hours. He/she would be given detailed information about the visit and be expected to act in an emergency situation. A **designated person** is not required when a visit is within the school day as the school office would be able to consult the **Visits Coordinator** or other SLT members.

The Visits Coordinator

The **Visits Coordinator** will

- give consent for category A visits
- decide, together with the Head Teacher, appropriate levels of supervision on visits

- quality control visits by regularly sampling visits from each of the categories above to ensure that the arrangements run smoothly and that any lessons learnt are rapidly adopted in practice.
- ensure that records are kept of all visits.
- ensure that all staff involved in visits receive appropriate training Separate arrangements will need to be made for: -
 - Newly appointed experienced teachers
 - NQT's
 - Trainee teachers
 - Non teaching staff
 - Office staff.

The School Office will:

- ensure that the office diary is kept up to date in line with “Evolve”
- liaise with the **Visits Coordinator** in the planning of visits

The Principal

- oversees the implementation of the Visits policy
- ensures that the Visits policy is regularly updated
- ensures that the **Visits Coordinator** receives the appropriate training.
- advises the **Visits Coordinator** on the staffing of visits
- make decisions about when pupils should and should not wear uniform
- gives initial consent for Category B visits.

The Governing Body

- regularly review the Visits policy
- sets the policy on charging for educational visits
- is involved in the authorisation of Category B visits.

Further guidance

Appendix 1 – School visits handbook for group leaders – low risk

Appendix 2 - School visits handbook for group leaders – high risk

The Royal Society for the Prevention of Accidents –

www.rospa.com/schoolandcollegesafety/

0121 248 2235 educationhelp@rospa.com

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf for the latest DCSF information on visits planning and organisation.

See also www.lotc.org.uk/Out-and-about-guidance/How-do-we-organise-learning/School-policy

It may be helpful to read the tackling Health and Safety myths

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Evolvevisits.co.uk – use school login for details

Optimus Education – safeguarding on school trips