



## **EDUCATIONAL VISITS POLICY**

**Date of Last Review:** April 2017

**Date of Next Review:** June 2018

**Responsibility:** Mr I. Smyrk

**Advisory Body Signature:**



## **Purpose of this Policy**

At The Ravensbourne School we are committed to sending our students on educational visits. On visits they gain first hand experience that can bring work alive and students have the opportunity to undergo experiences not available in the classroom. Learning outside the classroom helps to develop a student's investigative skills and longer visits in particular encourage greater independence. Taking students off the school site obviously brings additional risks so it is vital that each visit is planned and prepared fully. All risks must be assessed before the visit can proceed. The safety of the students must be of paramount importance when planning a visit. The purpose of this policy is to set out clearly the procedures to be followed when organising a visit.

## **Roles**

There are different roles that staff must be aware of regarding educational visits. They are outlined as follows:

- A) Headteacher
  - ensures the proper management of all educational visits is in accordance with the school policy and DfE guidelines.
  
- B) Assistant Head/Educational Visits Co-ordinator (EVC)
  - ensures the proper and safe organisation of all educational visits, using all available current advice
  - advises and supports group leaders in the organisation of each educational visit.
  
- C) Group Leader
  - ensures that the educational visit is planned in accordance with the policy and under the supervision of the EVC.
  - is the designated person in charge during the visit.
  
- D) Teachers and Associate Staff
  - work closely with, and under, the supervision of the group leader before and during the visit.

## Types of Educational Visits

There are two types of educational visits.

*Category A Activities- are non-residential and take place in the UK:*

- Local surveys and fieldwork.
- Visits to local businesses, libraries, theatres, museums, exhibitions etc.
- Sports or recreational events as participants or spectators.

*Category B Activities – include all residential trips and those that go abroad:*

- Adventurous/Hazardous activities
- River/beach/traffic studies
- World challenge
- Trips abroad
- Journeys involving an overnight stay.
- Any activities including swimming or where being able to swim is necessary

## Planning a visit

- Check with Sarah Whitten and the school diary/log to ensure that there are no clashes and that the trip may take place.
- Collect the relevant forms from AHT Educational Visits, for completion by a specified date :-
  - Category A (yellow) - all trips except those in category B
  - Category B (blue)
  - all residential trips, hazardous trips, and trips abroad.
- Confirm these arrangements with the Head of Department.
- Book the relevant venue/trip/transport/company etc.
- Draft a letter to the parents of the group concerned and send it to the relevant administrator to type it up in TRS style. They will then send the letter on to AHT for final checking – KS3, 4 & KS5 letters to main office. The Administrator will add the medical form.
- Issue medical forms as part of the consent return, this should be attached to the letter.
- Inform Finance officer of the costings for the trip, and where possible arrange with finance to set up Wisepay for Cashless payment (go onto the school website and then click on wisepay).
- If you use the school mini bus you must build-in a basic charge (voluntary contribution) of £1.00 per pupil.
- Please see assistant business manager if you wish to book a driver for the mini bus (this could involve a charge which will need to be reflected in the cost of the trip)
- Arrange for all monies to be sent to the Finance office (try to encourage payment through Wisepay).

- Collect back all the medical forms and permission slips from the students (these must go with the party leader on the trip, and a copy given to AHT if it is a residential or evening trip).
  - Place a list of all the pupils due to go on the trip in the staffroom at least one week prior to the trip. Please send list of students attending the trip to the attendance officer.
  - Book packed lunches for those entitled to free school meals – and ask the students to collect them on the morning of the trip. Be sure to let the chef know at least 1 week in advance. [kboyle@ravensbourne.info](mailto:kboyle@ravensbourne.info) know if large numbers of students will be absent for lunch.
  - Produce a risk assessment for the trip – you will find examples of many different trips on the Q drive in the staff area (approximately 350).
  - Complete a BLUE absence form as soon as possible (obtainable from AHT).
  - Pass all cover work to Head's PA at least 3 days before the trip takes place.
  - Pass all relevant trip documentation to AHT, preferably 7 days prior to departure.
  - Collect the small emergency first aid bag from student services on the day of departure and return it immediately after.
1. Please note that if you intend to travel by public transport, free travel cards are available from Transport for London, providing you book the tickets at least 30 days before departure:-
    - Transport Trading Limited
    - Customer Services
    - 55 Broadway, London SW1H 0BD
    - tel 0845 3309881, Fax 020 7918 2990, [www.tfl.gov.uk/schoolparty](http://www.tfl.gov.uk/schoolparty)
    - Username* :- Ravensbourne87BR2      *Password*:- rabbitMurphy
  2. The first aid bag must be returned immediately on return.
  3. A school mobile phone is available to take on the trip. Please see the finance office. Please do not hesitate to ask if you are not sure of any area pertaining to Educational Visits.

## **Preliminary visits and risk assessment**

In the majority of cases the teacher needs to make a preliminary visit. There are two reasons for this. Firstly to determine the programme and activities for the day and to become familiar with the site with regard to toilets, places for lunch etc. Secondly the preliminary visit should be used to carry out the risk assessment. Some of the common risks are outlined here but each visit may possibly present its own risk.

The common risks to consider are:

1. Is the adult to child ratio adequate? The suggested outline is given later but this can depend on the place being visited or the nature of the visit. It is always better to err on the side of caution and if in doubt consult AHT(EVC) Educational Visits Co-ordinator.

2. Are there any behaviour, medical or SEN issues regarding the students being taken on the trip? It may be necessary to inform the venue or take additional adults.
3. Is the form of transport suitable? Coaches must always be fitted with seatbelts and care must be taken to ensure students are wearing them at all times.
4. Are there any dangers on the roads? If students are walking anywhere, routes need planning with care and roads crossed at the safest point, usually at a crossing.
5. Is there a risk at the venue? There are many considerations such as how the students will be supervised or is the venue open to the public.
6. Where will lunch be eaten and where are the toilets? Lunch needs to be eaten in a safe place. Students should always ask an adult if they need to go to the toilet and report back on their return.
7. What steps should be taken to ensure students do not get lost? Frequent head counts should take place throughout the visit, particularly on arrivals, departures, on boarding and after leaving transport. Students should know what to do in the unlikely event of being separated from the party. They should be told of a meeting place in the case of older students or they should approach a police officer, member of staff at the place being visited or a transport worker in a uniform who can take the appropriate action.
8. Does the weather pose a risk? Depending on the time of year the weather could create different risks. If it is hot and the students are outside then they should be told to bring a hat and sunscreen. If it is cold then they should wear warm clothes. Icy or very wet conditions could be a risk especially if students are walking.
9. Should students wear full school uniform? Is there any reason why they should not?

NB. There are a number of Risk Assessments (approximately 350) on the staff shared area (Q drive) which staff are welcome to use, adapt and save back into the file for future use. Please find one that best fits, copy and paste onto a new version and then edit to address your particular trip. Please then save it under its new title and leave a copy of it on the shared area as a bank of Risk Assessments. This will hopefully reduce all our work load.

For off site activities that happen on a regular basis throughout the year (e.g. Star skills activities, sporting activities and theatre visits) the person in charge of organising the visit should follow the procedures outlined once, at the beginning of the year.

### **Cost of the visit**

Unless the trip is a compulsory part of a curriculum course, the visit must be funded by parental contributions. No one should be excluded for not contributing towards the trip, but if it is an enrichment trip and students do not offer a voluntary contribution the trip may need to be cancelled. This must be made clear to the parents in the standard letter. When money is brought into school it should be paid into the finance office. Do not keep any money back for expenses. Keep all receipts and claim all expenses from the Finance Office.

### **Supervision Ratios**

These show the minimum ratios of supervision for students. There may be occasions when, due to the nature of the visit, it would be sensible to have higher ratios. Generally the minimum number of staff should be 2. If in any doubt then consult the Assistant Head/Educational Visits Co-ordinator. Student teachers do not count as members of staff.

	Key Stage 3	Key Stage 4
Day visits	1 adult : 15/20 students	1 adult : 20 students
Residential visits	1 adult : 10/15 students	1 adult : 10/15 students
Visits abroad	1 adult : 10/15 students	1 adult : 10/15 students

#### Residential and International Visits

- If the visit is a residential one to a foreign country, a meeting must be held with the parents/guardians to convey important information, equipment requirements and to discuss any issues raised.
- Check consent and medical forms for specific dietary requirements and health issues. If concerned contact the parents for clarification.
- Check that all the students' passports are valid, i.e. date of expiry and that the student should have no difficulty in passing through immigration control (visa?).
- A cascade of parents telephone numbers must be drawn up and copies given to the school office and the Assistant Head/EVC.
- Insurance details must be checked with the EVC.

#### Medical Precautions

The school office will provide a basic medical kit and a designated member of staff should be put in charge of the kit and first aid.

All staff should be informed about students who are on, or liable to need, medication. This is particularly important in the case of students who suffer from asthma, epilepsy, diabetes or students who have a serious allergy and may need to carry an Epipen. Students who use medication, or have medication in school, such as inhalers, should have them or give them to a member of staff on the trip. Medicines cannot be given without the full written authority of a doctor or parents/guardians.

#### Reporting Of Accidents

If an accident happens at a premises which has an established accident reporting system (e.g. field study centre or swimming pool), then their system has to be followed, and the responsible person on that site has to notify the school. The Group Leader must ensure this is done.

A copy of the accident report form should be given to the Assistant Headteacher on return to school.

#### Key Points

- All students must act in a suitable manner and show politeness and good manners to all

- All students must be aware of the safety rules and emergency procedures
- In light of possible terrorist attacks, it is very important for the students and staff to be vigilant, and for all staff on the trip to know what they will do if there is a terrorist alert/scare. Students need to be kept together and calm. The use of mobile phones may be necessary, but the situation will need to be assessed at the time.
- The staff to student ratio must be adhered to
- No student is to take part in any dangerous activity unless this has been agreed by parents/guardians prior to the visit, and is part of the visit risk assessment.
- All risks must be assessed before the visit can proceed. The safety of the students must be of paramount importance when planning a visit.
- This Policy is written in conjunction with the London Borough of Bromley's 'Health and Safety of Pupils on Educational Visits LBB 2.32'

### **Appendices**

(these are kept by the Assistant Headteacher, Staff Development and can be requested at any time)

- Health and Safety of Pupils on Educational Visits LBB 2.32
- Health and Safety of Pupils on Educational Visits (DfEE 1998)
- Standards for LEAs in Overseeing Educational Visits (supplement 1 to the above)
- Standards for Adventure (supplement 2 to the above)
- A Handbook for Group Leaders (supplement 3 to the above)
- Group Safety at Water Margins
- Five Steps to Risk Assessment (Health and Safety Executive)