

## **EDUCATIONAL VISITS AND JOURNEYS**

### **Rationale**

The governors accept the importance and educational value of visits and journeys as an integral part of the school curriculum. They recognise the need to ensure that visits and journeys are carefully planned in order that the desired educational outcome may be met, that the health and safety aspects are adequately considered, and that students and staff are not subjected to unnecessary or avoidable hazards.

### **Guidelines**

- 1.1 The primary purpose of all visits and journeys **MUST** be educational. They should be suited to the ages, abilities and aptitudes of the students participating.
- 1.2 There should be clear links between the activities undertaken on visits and the normal work of the school. A visit should not cause undue disruption to the functioning of the school.
- 1.3 Activities must not involve students in party political issues or otherwise promote aims which are inappropriate to the work of the school.
- 1.4 A central record must be kept of all educational visits and journeys. All records must be kept for a minimum of three years after the visits takes place.
- 1.5 No student should be excluded from an educational visit or journey held in school time because of the unwillingness or inability of his/her parent/carer to pay.

### **Prior to a Visit**

- 2.1 The Educational Visits Co-ordinator (EVC) must be notified of any visit being planned. This is done using form EVI, available from the Head Teacher's PA in North School.
- 2.2 Unless there has been a prior arrangement with the senior team, all visits must break even. Organising staff must ensure that costings are calculated to cover all expenses, even if money has to be returned to parents/carers after the visit.
- 2.3 The prior consent of parents/carers must be obtained in writing before any student takes part in a visit or journey. Parents/carers should be given sufficient details of the proposed visit in ample time to enable them to make appropriate arrangements. An emergency contact number for the visit and student medical information must be on the reply slip.
- 2.4 Where students are separating into groups (eg in a museum or town centre) and remote supervision is taking place, student mobile numbers should be obtained. This should be on the letter of consent from parents.
- 2.5 All letters involving educational visits and journeys must be approved and counter-signed by the EVC before distribution.
- 2.6 For activities which involve considerable expense to students e.g. ski trips, visits abroad and adventure holidays, where bookings are made well in advance, the Head Teacher should obtain the support of the governors prior to booking the visit.

- 2.7 Where visits to industrial and construction sites are arranged, an indemnity may be required by the firm concerned. Staff should check prior to the visit if an indemnity form is required. The unsigned indemnity form should be forwarded to Treasury Services-Finance Department (Insurance Section) County Hall to arrive at least 14 days before the visit or journey.
- 2.8 All monies for educational visits will be collected centrally at breaks and lunchtimes, Monday to Friday.
- 2.9 A Personal Information and Consent sheet (PIC form, aka Appendix K) must be completed by each member (including staff) of any group involved in any activity which involves absence from home overnight. These sheets should accompany the Group Leader on the visit in case of emergency and copies provided for the EVC.
- 2.10 Where a visit involves absence overnight, takes place in a potentially hazardous area or is of an adventurous nature it is advisable for staff to make a preliminary visit.
- 2.11 Where the potential number of students interested or able to go on a visit exceeds the number of places available this must be clearly stated in the letter to parents. For lower cost visits, places may be allocated on a 'first come, first served' basis. Consideration must be given to ensuring all students obtain the letter to parents at the same time. If this is not possible, for example due to multiple teaching groups, or for high cost visits or where the number of places is very limited compared to the cohort of students then places should be allocated on a lottery basis by drawing names out of a hat. A clear deadline should be given in the letter to parents giving opportunity for all interested students to respond. Names should be drawn after the deadline in a random manner. Parents of successful and unsuccessful students should be informed by letter.
- 2.12 A list of all persons participating in an educational visit should be left with both offices and copies should be placed on notice boards in both staff rooms.
- 2.13 Where a journey abroad is proposed form VAI (aka Appendix E) should be completed and sent to the EVC at least 6 weeks before the departure date.
- 2.14 Where an adventurous activity is proposed form AAI (aka Appendix D) should be completed and sent to the EVC at least 6 weeks before the departure date. An AAI form is not required for activities held at facilities operated by Beds County Council.

### **During a Visit**

- 3.1 A nominal roll listing all participants involved in absence from home overnight should be completed listing emergency contact telephone numbers for each member of the party. The form should remain with the Group Leader throughout the visit. A copy of the nominal roll should be left in school.
- 3.2 On all visits, a member of the teaching staff should be designated to take responsibility for welfare issues, any medicines or tablets, which have to be taken by members of the group and for first aid arrangements. This includes the use of an EpiPen in an emergency.
- 3.3 Students are expected to behave in a mature and responsible manner when participating in an education visit.
- 3.4 Where visits take place during school hours all students of Years 9 to 11 should wear full school uniform unless agreed with the Head Teacher beforehand.

- 3.5 Sixth Form students and on visits where students in Years 9 to 11 are not wearing uniform should adhere to a dress code. The Sixth Form has a dress code and this should be followed on school visits.

### **Emergency Procedures**

- 4.1 Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by leaders. These cannot be comprehensively defined. Less extreme examples could include minor injuries, food poisoning, or young people being temporarily lost, but at the other end of the scale are accidents involving serious injury or fatality.

#### **In the event of an emergency, follow the recommended framework of procedures listed below:**

- Establish the nature and extent of emergency.
- Make sure all other members of the group are accounted for and are safe.
- If there are injuries, immediately establish their extent, as far as possible, and administer appropriate first aid.
- Establish the name(s) of the injured and call whichever emergency services are required.
- Advise other group staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the group accompanies the casualties to hospital.
- Ensure that the remainder of the group is adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young persons are accounted for.
- Control access to telephones until contact is made with the Head Teacher, local point of contact, EVC or LA and until he or she has had time to contact those directly involved.
- Contact off-site base (outdoor centre, hotel, youth hostel, etc).
- Contact the Head Teacher or EVC.
- Notify the British Embassy or Consulate if an emergency occurs abroad.
- Where serious injuries or fatalities occur, which would result in media involvement, the Head Teacher or EVC will ensure that the Local Authority Duty Emergency Planning Officer (DEPO) or his representative is contacted.
- Do not discuss or admit legal liability.
- Refer requests from the media to the designated individual and/or the DEPO or his/her representative. It is not for the Group Leader or other group members to discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.
- In addition, complete the Bedfordshire County Council Incident Accident/Report Form (aka Appendix Q). This form should also be completed for less serious injuries and near misses.

- Write down all other relevant details of the incident while these are still fresh in the memory. Ask other supervisory staff to do the same. If practicable, take a photograph of the accident scene and any equipment, etc, involved.
- Keep any equipment involved in its original condition.
- Keep details of these emergency procedures to hand and ensure that you have the means to implement them.
- In case where a notifiable accident or notifiable dangerous incident has occurred, The Health and Safety Executive will need to be informed by telephone within 24 hours of the incident occurring. (24-hour telephone line: 0845 300 9923). The Head Teacher or EVC will contact the HSE. Copies of the report Form F2508 must also be sent to the Health and Safety Officer in County Hall (Refer to Circular H96/43 to all schools and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

### **Contact telephone numbers for communicating an emergency**

- 4.2 For serious incidents, situations where serious injuries or fatalities occur, or where the media are likely to become involved, the LA's Emergency Procedures must be activated by the Group Leader or the designated local point of contact. The 24 hour contact number for the LA DEPO is 07659 597 239 (00 44 7659 597 239 from abroad). State your name, contact number, nature of incident.

It is important to maintain an adequate communications link with the local point of contact at the home establishment so that any changes in the situation or requests for back-up can be readily convened. Mobile phones carried by the accompanying staff could save valuable time in the event of a serious emergency, but should not be used on an aeroplane at any time.

Group Leaders on visits abroad should take with them the address and telephone number of the nearest British Consular Office which can be obtained from [www.fco.gov.uk](http://www.fco.gov.uk).

### **Local point of contact/Head Teacher responsibilities**

The primary function of the local point of contact at the home establishment is to act as a communications link between the group, parents/carers, Head Teacher, Chair of Governors and the LA.

**The Head Teacher (or equivalent) will arrange to contact parents/carers of those involved as soon as possible. For a serious incident the Head Teacher must contact parents/carers of all group members.**

Where the DEPO or his representative is involved from an early stage, his/her role will be to contact the back-up support, eg: contact the Insurance Section, securing and authorising emergency finance, communication with the media, consultation with specialist advisers: Health and Safety, Legal, etc. Alternative and additional telephone lines may need to be identified at an early stage by the LA to deal with public enquires.

All media enquiries should be referred to County Hall. The DEPO will decide whether to refer enquiries to the Press Office. A designated person should then act as the ongoing point of contact with the media, to whom everyone involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.

Centres should have their own emergency procedures. Organisers should request a copy of these in advance of the visit and compare them with the recommended framework detailed above. If the centre procedures are significantly different or appear deficient by comparison, organisers should agree with the Centre Management exactly what procedures will be followed, before the visit is confirmed. School staff supervising the group, and Centre staff, should be made fully aware of what is agreed.

**If there is any doubt about the safety of the arrangements, the visit should not take place.**

### **Student Illness**

- 5.1 If a student is ill and requires medical treatment, parents/carers should be informed at the first reasonable opportunity. If a minor situation is dealt with in house, parents/carers should be notified on return.

### **First Aid**

- 6.1 The designated person on the EVI form does not have to be a qualified first aider; they are responsible for arranging for first aid. As the complexity of an outing planned increases, so does the knowledge of first aid eg a theatre trip may not require a qualified first aider, a Duke of Edinburgh Award Scheme expedition would.
- 6.2 Where any visit involves a student who carries an Epipen, a member of staff who is trained in the use of Epipens must accompany the visit.

### **Supervision**

- 7.1 Members of the teaching staff and other persons with appropriate Police Clearance invited or nominated by the Head Teacher must adequately supervise all visits.
- 7.2 It is essential that every group of participants be accompanied by a sufficient number of teachers and other adults to meet the recommended ratio. A minimum ratio of 1 teacher to 20 students should be observed for non-adventurous activities.
- 7.3 For adventurous activities the recommended minimum supervisory ratio is 1 teacher to 10 students and 1 adult.
- 7.4 In inter-school games and sporting activities, it is permissible for one member of staff only to accompany a minibus party to a local venue.
- 7.5 Mixed gender groups should generally be accompanied by a least one adult of each gender. This must be adhered to in respect of overnight visits.
- 7.6 For certain local non-adventurous activities, theatre visits or lectures, involving Year 12 or 13 students only, 1 member of staff would be acceptable with the agreement of the Head Teacher or EVC.

- 7.7 On occasion students attend events organised, supervised and run by outside agencies such as the County Council. As a school we must satisfy ourselves the arrangements (supervision, risk assessment, etc) are adequate. Please refer to the EVC before any commitment is made to such an event.

### **Travel**

- 8.1 See the Minibus Code of Practice.
- 8.2 Students must not be transported in staff private cars unless in an emergency.
- 8.3 Parents should not be transporting students other than their own on a visit.
- 8.4 No student should be allowed to transport other students on a school visit or journey.

### **Insurance**

The school subscribes to the Bedfordshire County Council Off Site Activities Travel and Personal Injury Insurance Policy. This policy provides cover for all insured persons for organised trips outside of the designated school boundary. It covers adventurous visits and visits abroad providing the appropriate permissions have been given by the LA.

- 9.1 The policy the school subscribes should mean that there is no need to buy in any additional cover as is often offered or provided by tour companies at extra expense. The Group Leader should satisfy themselves the school's policy provides adequate cover for any proposed visit.
- 9.2 For overnight stays, visits abroad and adventurous visits parents must be provided with a summary of the schools policy.

### **Risk Assessments**

A risk assessment is a fundamental part of the organisation of an educational visit. The purpose of a risk assessment is to minimise the risk of students or staff becoming injured during the course of an educational visit.

- 10.1 It is the responsibility of the Group Leader to produce a risk assessment (form EV3) for the visit.
- 10.2 Risk Assessment does not begin and end at the planning stage of a visit. Group Leaders and other supervising adults must respond appropriately during a visit to any emerging recognised risk.
- 10.3 On all visits all supervising adults assume 'loco parentis' for the students. Supervising adults should assume a 'high level' of 'loco parentis' at all times.
- 10.4 During a visit activities must not extend beyond those described in the risk assessment. This is particularly important if an additional activity may be of a hazardous nature and includes leaving students at a venue to make their own way or home or to meet with parents/friends and dropping students off on the return journey unless agreed in writing prior to the visit and appropriate parental permission has been obtained.

## **Roles & Responsibilities**

The roles and responsibilities of the LA, Governing Body, Head Teacher, EVC, Group Leader and Supervising Adults in an educational visit are defined in Chapter 1 of the Bedfordshire County Council policy document 'Educational Visits and Journeys, Autumn 2007'.

11.1 It is the responsibility of all persons involved in an educational visit to know their roles and responsibilities.

## **Monitoring, Evaluation and Review**

The policy will be monitored, reviewed and evaluated annually by the senior leadership group.

## **Dissemination of the Policy**

The full policy is available on request to parents, the LA, and OFSTED through the Head Teacher.

## **Other Policies that have relevance are:**

Attendance  
School Behaviour Policy  
Charges and Remission  
Equal Opportunities  
Health and Safety  
Minibus Code of Practice

## **Other Documents that have relevance are:**

Staff Handbook  
Educational Visits & Journeys 2007, Beds CC  
Health and Safety of Pupils on Educational Visits (HASPEV), 1998, DfES

**MINIBUS SAFETY POLICY - CODE OF PRACTICE**

- 1 All drivers must complete a recognised course of minibus training and be accredited before they are allowed to use a minibus.
- 2 No alcohol is allowed on minibuses and drivers are required to have a zero intake of alcohol.
- 3 Every person on a minibus must wear a seat belt. The driver must check that all passengers are wearing seat belts before commencing a journey. Drivers are required to observe all legal requirements, including speed limits.
- 4 Minibus roof racks must be used for the storage of large luggage and the driver must check that luggage is properly secured. There must be a clear passage inside the minibus, free of luggage, for an emergency escape.
- 5 All minibuses are monitored to a high standard and all drivers should report any defects to South School Office. All drivers should make a visual check of the minibus before starting a journey.
- 6 Any driver who is not a member of staff shall be subject to the same requirements as staff.
- 7 On a long distance journey when a member of staff is driving a minibus, it is not acceptable to expect him/her to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there are an adequate number of adults to drive/supervise students during the journey should a breakdown or an emergency occur.
- 8 When a driver undertakes a single planned journey of up to two hours, a rest period is voluntary. When a driver undertakes a planned journey of between two and three hours, a half-hour break is compulsory.
- 9 There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.
- 10 Neither driver may drive for more than two hours without a break.
- 11 Fire extinguishers and first aid kits are carried in both minibuses. Please inform South School Office if you use either item.
- 12 You must not carry a passenger without a seat being available. Standing passengers are not allowed in minibuses under any circumstances. Students should not share seats using the 3-for-2 rule.
- 13 The driver is responsible for any penalties for traffic offences. If you receive a penalty for a traffic offence which affects your ability or availability to drive please inform the Business Manager.

- 14 Any breach of this policy will be investigated and disciplinary action taken if appropriate. Any driver found to have behaved irresponsibly will be removed from the list of approved drivers.
- 15 Any breach of this policy due to the negligence of staff will not affect the legal rights of students and others travelling in the minibus in the event of an accident.
- 16 The school minibus is not available for travel abroad.

**Procedure to be followed in the event of an accident**

Always ensure the safety and care of your passengers. Under no circumstances should you admit liability for the accident, nor should you continue with your journey if the minibus is unroadworthy.

After an accident obtain the following information:

- Details and registration numbers of vehicles involved.
- Names and addresses of drivers and details of their insurance company.
- Details of road layout.

On your return to school you should see the Business Manager to complete an Accident Claim Form.

**Monitoring, Evaluation and Review**

The Code of Practice is monitored, evaluated and reviewed by the Business Manager annually.

**Dissemination of the Code of Practice**

This code of practice is available on the school website, on request to parents, the LA and OFSTED through the Head Teacher.

**Other policies that have relevance are:**

Educational Visits and Journeys  
Health and Safety

Date approved by governors	June 2008
Date for review	June 2011