



Educational Visits Policy

Policy Name:	Educational Visits Policy			Review Date:	Every 3 Years
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Statement of intent

Queen's Park High School understands that visits and trips can be effective ways of encouraging interest and motivation in students, and they can often offer unique educational experiences. The school aims to ensure that students are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school also takes the health and wellbeing of our staff and students very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our students. This policy has been designed in line with DfE and HSE guidance, and details our responsibilities for students and staff members while out on educational visits and school trips.

1. Legal framework

This policy has been created with regard to the following legislation, including, but not limited to:

- The Health and Safety at Work etc. Act 1974

This policy has also been created with due regard to the following guidance:

- DfE (2014) 'Charging for school activities'
- DfE (2014) 'Health and Safety: Advice on Legal Duties and Powers'
- HSE (2011) 'School Trips and Outdoor Learning Activities'
- DfE (2013) 'Driving school minibuses'

This policy should be used in conjunction with the following school policies:

- Complaints Procedure Policy
- Behaviour Policy
- Critical Incident Policy
- Health and Safety Policy
- Charging and Remissions Policy

2. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Queen's Park High School which takes students and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

3. Key roles and responsibilities

The governing body is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the designated leader of the trip and the educational visits coordinator to ensure effective communication and information regarding any planned trips to parents.

The designated leader for an educational visit has the overall responsibility for:

- Planning and preparing school trips.
- Conducting risk assessments prior to school trips and educational visits to ensure student and staff safety.
- Creating an itinerary prior to an educational visit or school trip, distributing it to parents and staff so to ensure the day is organised and safe.
- Appointing an appropriate member of staff to be the designated deputy leader of the trip.

The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all students on the trip.

Staff are responsible for:

- Following this policy, and for ensuring students do so too.
- Ensuring the policy is implemented fairly and consistently.

Students are responsible for:

- Following instructions from staff while on school trips.
- Behaving in a manner which matches the ethos of Queen's Park High School, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

4. Training of staff

Staff will receive training on this policy as part of their induction. Information can be found in the staff handbook.

Staff will receive regular and ongoing training as part of their CPD.

5. Planning school trips

Prior to planning a school trip, the following guidance should be read by organisers:

- DfE (2014) Health and Safety: Advice on Legal Duties and Powers
- HSE (2011) School Trips and Outdoor Learning Activities

Provisional approval for the visit should be sought from the head teacher via a trip proposal form.

Once provisional approval has been granted, Evolve should be used to upload any documentation in relation to the trip with the support available from the EVC.

A thorough risk assessment will be conducted by the designated lead during the planning of the trip, to ensure student and staff safety.

The school will do everything in its power to ensure that all students are given an opportunity to participate in school trips, such as organising two trips with a smaller group size, or finding a venue which can cater for all students.

Where there is a maximum capacity of students for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

6. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment form is available in [Appendix 3](#).

7. Safe use of minibuses and seatbelts

The Trust Facilities Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.

The use of minibuses will be in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over, and hold a full licence in at least a Group D PCV in order to drive on a domestic school trip.

Group B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.

Before driving abroad, the educational visits coordinator will contact the LA for guidance on whether above a Group D license is required.

Drivers will complete the relevant form from the TALs Office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

QPHS	QPHS Rowers
Jill Cutler	Peter Burke
Lynn Morris	Richard Cox
James Budgen	Michael Harris
Robin Johnson	TLT
June Joynson	Lesley Carding
Zoe Oliver	Caroline Davies
Sean Taylor	Nigel Follis
Matt Yeoman	

8. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.

Separate consent will be sought for trips which require payment.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

9. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to student ratios are as follows:

- Abroad: 1:10 (a minimum 2 members of staff)
- Other residential: 1:10 (a minimum 2 members of staff)
- High risk: 1:10 but check according to activity
- Day trip visits: One adult for every 15-20 young people

10. Insurance and licensing

When planning activities of an adventurous nature in the UK, the designated lead will check that the provider of the activity holds a current licence.

Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

Parents will be informed of the limits of any insurance cover.

For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant. This requirement may change in the future in line with new legislation.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded by the Trust Finance team.

11. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the Headteacher who will contact the family of the injured person.
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The Headteacher will keep written/electronic records of any incident.

Media enquiries will be referred to the Headteacher or, if they are not available, another member of the SLT or the clerk to governors.

Staff will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of students and staff should anything happen, e.g. a terrorist attack.

Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.

Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.

Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

12. Missing person procedure

The school places student and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with [section six](#) of this policy.

The designated lead will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, the designated lead will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with [section 13](#) of this policy.

In accordance with point [15.8](#) of this policy, all people on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

All staff members and students will be required to carry mobile phones with them at all times; if a student doesn't own a mobile phone, they will be paired up with a student who has a mobile phone.

Upon arriving at every venue, the trip leader will identify a rendezvous point, where students and adults should go if they become separated from the rest of the group.

Students will wear their Queen's Park High School uniform unless agreed otherwise, in order to make them easily identifiable. Staff will wear their QPHS lanyards.

Regular head counts of all students and staff will take place sporadically throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
- The trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 30 minutes, the local police or relevant authorities, e.g. British Embassy, should be contacted.
- If the police are called, the trip leader should contact the Headteacher, or other available person, back at the school and inform them of what has happened.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school; if this is not possible, e.g. when a trip is taking place abroad, the designated leader will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

13. Students with SEND

Where possible, activities and visits will be adapted to enable students with SEND to take part.

Where this is not possible, an alternative activity of equal educational value will be arranged for all students.

14. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the student is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a student cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a student cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing body on the matter, taking into account the student's

reasons for cancelling their place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else.

Where a student has previously cancelled a space on a school trip, and received a full refund, the school has the right to refuse to admit the student to attend future trips and visits.

Queen's Park High School will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally.

Any charge made in respect of students will not exceed the actual cost of providing the trip, divided equally by the number of students participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £3 per student.

Any excess of expenditure will be subsidised by the school fund/curriculum budget.

15. Foreign trips

Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.

Before the trip, students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after, events and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.

Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

A minimum of one member of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all students and staff are provided with an emergency contact card, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

16. Monitoring and review

The effectiveness of this policy will be monitored continually by the Headteacher.
Any necessary amendments may be made immediately.

The governing body will review this policy every three years.

Appendix 1 – Annual Consent Form for All Educational Visits and School Trips

Please sign and date the form below if you are happy to give consent for your 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 if necessary.

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 over 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 the school 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.

Medical information

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

.....
.....

Signed..... **Date**.....

Appendix 2 – Consent Form for Specific Educational Visits and School Trips

Educational visits consent form			
Student details		Visit details	
Name:	Destination:		
Form:	Date:		
Date of birth:	Time:		
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>		
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered:			
Is your child allergic to any medication? YES/NO. If yes, please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:			
Family doctor:		Telephone number:	
Address:			
I am happy to let my son/daughter make their own way home <input type="checkbox"/>			
I will collect my son/daughter at 4.30 pm from _____ <input type="checkbox"/>			

I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the school's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: _____

Date: _____

Parent name in BLOCK capitals:

Address: _____

Telephone number: _____

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

Name: _____

Telephone number:

Relationship to student:

QUEEN'S PARK HIGH SCHOOL

RISK BENEFIT ASSESSMENT

General Information

Date of risk assessment		Date of activity		Destination	
				Faculty	
Group Leader		Deputy Leader		Group / Class	
		Other Staff			
Nominated 1st Aider		Transport method		Residential	
				Adventurous	
Numbers		Medical needs		SEN needs	
Male : Female					

Benefits

GENERIC BENEFITS - WHY ARE WE DOING THIS? EG Comparing and contrasting environments	SPECIFIC OUTCOMES EG Young people experience an environment they may never otherwise access

EMERGENCY PLANS

TO BE CONSIDERED	Measures to decrease the risk	
ALL STAFF WITH ALL CONTACTS/REGISTER		
LEADER / STAFF MOBILE TELEPHONES		
APPROPRIATE EMERGENCY CONTACTS	DOL of Faculty	LWN –Head Teacher 07860 413102
CHAIN OF COMMAND		
APPROPRIATE INSURANCE CHECKED WITH JCK		
PARENTAL CONSENT / HEAD CONSENT		
ALL STAFF WITH ALL MEDICAL INFO		
QUALIFIED 1 ST AIDER OR NOMINATED 1 ST AIDER		
ALL STAFF WITH ALL SEN DETAILS		

ENVIRONMENTAL ISSUES

RISK / HAZARD	LIKELIHOOD (Hi/Med/Lo)	POTENTIAL SEVERITY (Hi/Med/Lo)	MEASURES TO DECREASE THE RISK
HOT WEATHER / EXPOSURE			
COLD WEATHER / EXPOSURE			
RAIN / SNOW / HAIL / FOG			
TERRAIN (eg gravel, grass, forest, urban & altitude)			
WATER SOURCES (eg lakes, streams etc)			

TRANSPORT

RISK / HAZARD	LIKELIHOOD (Hi/Med/Lo)	POTENTIAL SEVERITY (Hi/Med/Lo)	MEASURES TO DECREASE THE RISK
LENGTH OF JOURNEY			
USE OF SEATBELTS / BOOSTER SEATS			
MARSHALLING ON / OFF TRANSPORT			
REFRESHMENT BREAKS			
USE OF PRIVATE CARS			
MINIBUS CHECKS / COACH COMPANY			
CRASH / BREAK DOWN			
CROSSING THE ROAD/CARPARKS			

EQUIPMENT / CLOTHING / SUBSTANCES

RISK / HAZARD	LIKELIHOOD (Hi/Med/Lo)	POTENTIAL SEVERITY (Hi/Med/Lo)	MEASURES TO DECREASE THE RISK
APPROPRIATE CLOTHING			
APPROPRIATE FOOTWEAR			
SPECIALIST EQUIPMENT CHECKED			
SAFETY EQUIPMENT			
FIRST AID KIT / QUALIFICATIONS			
APPROPRIATE EQUIPMENT FOR STUDENT ACTIVITY			

ACTIVITIES

RISK / HAZARD	LIKELIHOOD (Hi/Med/Lo)	POTENTIAL SEVERITY (Hi/Med/Lo)	MEASURES TO DECREASE THE RISK
DETAILED PROGRAMME OF ACTIVITIES			
ALTERNATIVE PLANS FOR SHORT NOTICE CHANGES (eg weather)			
FREE TIME ARRANGEMENTS			
SUPERVISION AT ALL TIMES			
DUTY / SUPERVISION ROTA			
EXTERNAL PROVIDER			
STANDARDS OF CONDUCT			
APPROPRIATE FOR SEN / BEHAVIOUR			

SUPERVISION / COMPETENCE / DISCIPLINE

RISK / HAZARD	LIKELIHOOD (Hi/Med/Lo)	POTENTIAL SEVERITY (Hi/Med/Lo)	MEASURES TO DECREASE THE RISK
PRIOR ASSESSMENT OF LEADERS IN RELATION TO ACTIVITY			
APPROPRIATE SUPERVISION RATIO			
CODE OF CONDUCT MAINTAINED			
ACCOMPANYING STAFF BRIEFED ON RESPONSIBILITIES			
CRB CHECKS COMPLETED			
MEETING THE PUBLIC			
REMOTE SUPERVISION			

ACCOMODATION & FOOD

RISK / HAZARD	LIKELIHOOD (Hi/Med/Lo)	POTENTIAL SEVERITY (Hi/Med/Lo)	MEASURES TO DECREASE THE RISK
PRE-CHECKS / VISIT TO BE MADE			
MALE / FEMALE / STAFF / STUDENT FACILITIES			
FIRE ESCAPES AND PRECAUTIONS			
ABLE TO SECURE AREA FROM PUBLIC			
KITCHEN FACILITIES			
STUDENTS COOKING			
ALLERGIES			
FREE SCHOOL MEALS			
CONSTANT AVAILABILITY OF SAFE DRINKING WATER			

