

Brighton Steiner School

Educational Visits

Policy Statement

This policy is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other school trips.

All educational visits and trips will be undertaken with reference to the Government's guidance publication: *Health and Safety of Pupils on Educational Visits: A Good Practice Guide* and its supplements: *Health and safety: Responsibilities and Powers, Standards for LEAs in Overseeing Educational Visits, Standards for Adventure* and *A Handbook for group Leaders*.

As well as the above guidance, the school will use East Sussex County Council's *Off-Site Visits Regulations and Guidance* for reference in good working practices.

The Aims of the Policy

The aims of this policy are:

- to define the procedures for planning and preparing for an educational visit or school trip
- to define the procedures for assessing any risks that might be associated with an educational visit or school trip
- to detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips
- to define the roles and responsibilities of group leaders and other supervisors during educational visits and school trips
- to define the charging policy and financial arrangements in relation to educational visits and school trips.

Procedure

Planning and Preparation

The College of Teachers, jointly with the Educational Visits Coordinator (EVC), will authorise all out of school visits whatever the duration or purpose.

The Trustees will be notified of all school trips and their specific permission sought for any overseas trips.

In preparing for a school trip, the lead organiser (Group Leader) will provide the following information to the EVC, College of Teachers and the Trustees:

- the nature, purpose and length of the proposed visit or journey
- the relevance of the proposed visit to the curriculum
- the number and ages of the pupils who will be involved

- the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any local authority regulations or guidelines
- the name and experience of the proposed party leader
- the experience of any adults other than teachers who have been asked to act as supervisors for the trip
- the proposed transport arrangements
- what the cost of the visit will be and how that is to be met.

In order to assist with preparations, the EVC will meet with the Group Leader, providing copies of relevant forms, risk assessment sheets, guidance notes and publications.

If a contribution towards the costs is to be expected from central school funds, this will need to be approved by the Management team.

Risk Assessment

A competent person (Group Leader) will undertake a thorough risk assessment for every educational visit or school trip. A written statement on the five key areas of risk assessment will be prepared, covering the following.

- What potential hazards are involved in the visit or activity?
- Who might be affected by the hazards?
- What safety measures need to be put in place to reduce any risks to an acceptable level?
- Is the party leader able to put the safety measures in place without specialist assistance?
- What arrangements are there for dealing with an emergency?

The risk assessment will take into account:

- the type of activity and the level at which it is undertaken
- the age, competence, fitness and temperament of the group members
- any special educational or medical needs of individuals within the group
- supervision ratios
- the competence, experience and qualifications of the supervisory team
- the location, routes and modes of transport to it.

Recommended Ratios

The recommended ratio of supervisors to participants is:

- for pupils in Class 6 and above — one adult for every 15–20 pupils BUT with a minimum of two adults per trip unless circumstances indicate a higher level of supervision e.g. pupils with specific educational needs or behavioural issues and /or more high risk activities e.g. watersports etc. (please see HASPV Guidelines).
- For pupils in Class 5 and below, the Supervision guidelines must be consulted.

Informing and Involving Parents

The school will obtain parental consent for all school trips. Standard parental consent forms will be used to ensure that any medical conditions, allergies and special dietary needs are covered.

Parents will be given full information concerning the proposed out-of-school activity or visit. This will include contingency plans.

Overseas Travel and Residential Visits in the UK

For journeys involving overseas travel or extended residential journeys in this country, the school will hold a meeting with the parents of those pupils involved so that parents have access to full information before making a final decision on their children's participation.

Such meetings will cover:

- the dates and time of departure and return
- the destination with full address and telephone numbers
- the name of travel company/coach company, method of travel
- the activities planned for the participants
- the cost and what it covers
- insurance arrangements
- the date after which the deposit cannot be returned if cancelling
- advice on pocket money
- the identity of staff who will be responsible for money
- a checklist of clothing and/or equipment required
- details of any inoculations required
- planned care for any pupils with special education or health needs
- the names of the group leader, deputy leader and other staff and or parents accompanying the party
- the ratio of pupils to supervisors
- the rules
- contact details in case of an emergency.

Accompanying Parents

An ECRB check will be required for all parents who volunteer to accompany the party. Their participation will be required to be approved by the group leader, the EVC, the College of Teachers and the Trustees.

Roles and Responsibilities

The Educational Visit Coordinator

The Educational Visit Coordinator (EVC) will be responsible for ensuring that:

- all Group Leaders know the policy and procedures for preparing for and undertaking educational visits and that they are followed;

- all visits comply with the school's ethos;
- a thorough risk assessment is undertaken by the Group Leader;
- the College of Teachers and the trustees are kept informed of all visits and that their approval is sought;
- that at least one of the party holds an up to date first aid certificate;
- all visits are inclusive;
- a thorough induction of leaders and other adults taking pupils on a specific visit is undertaken;
- all adults on the visit comply with the Vetting and Barring, Safeguarding and Child Protection policy and procedures;
- records are kept for each visit;
- all visits and systems are regularly evaluated and reviewed.

The Group Leader

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- supervisory responsibility is allocated to each adult for named pupils
- each adult knows which pupils they are responsible for
- each pupil knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- all adults and pupils are aware of the expected standards of behaviour.

The group leader will be expected to have made an exploratory visit to the location.

Supervisors

Individual supervisors will be expected to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- carry a list/register of all group members
- directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present
- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the group leader or other supervisors if needing help
- have prior knowledge of the venue (the group leader should normally have made an exploratory visit)
- anticipate any potential risk by recognising hazards and act promptly where necessary
- continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out

- ensure that all pupils are aware of an appropriate rendezvous point
- ensure that all pupils know what to do if they become separated from the group
- have appropriate access to first aid.

The College of Teachers Representative

The College of Teachers Representative, having received Educational Visits Coordinator training will support and monitor the work of the EVC. This delegated person will:

- assess the final visit application, when possible with the EVC and countersign the application;
- ensure that the accreditation or verification of providers has been checked;
- support the EVC with the induction and training of all staff before the visit;
- ensure that evaluation reports are made to the College of Teachers;
- ensure that there is a contingency plan.

The Trustees

The Trustees will decide which Educational Visits they wish to be informed about; and ask for regular information updates via the Administrator or the delegated College Representative. They will also ensure that:

- the ECV and College Representative are supported in receiving the relevant training and given enough time to process the applications;
- the Group Leader, EVC and College Representative have taken all practicable measures to include pupils with any special needs;
- they support the EVC in ensuring that the Group Leaders follow all the necessary planning stages.

Charging Policy and Financial Arrangements

For educational visits and other school trips, the school may make charges for:

- travel costs
- board and lodging
- special materials, books and other equipment
- non-teaching staff costs and costs of hiring instructors for the specific purpose of providing the activity
- insurance costs.

The group leader will appoint a treasurer to collect monies and manage all finances.

The treasurer will ensure that all supervisors have sufficient financial resources available to them at all times.

The group leader will ensure that he or she has access to sufficient funds to meet any emergencies that can be reasonably foreseen.

Pupils' Pocket Money

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash where appropriate.

Charging Policy for School Visits

Educational visits are part of the school's overall curriculum but will be charged in addition to normal school fees. Although parents are free to exempt their children from trips on a variety of grounds the school encourages all pupils to participate and would aim to resolve any issues, including financial ones, to ensure full participation wherever possible.