



HALL GREEN SCHOOL

TRIPS AND VISITS POLICY DECEMBER 2017

Adopted:	6 December 2017
Next Review:	6 December 2019
Governing Committee:	Full Governing Body
Responsibility:	Mr D Adams - Headteacher Mrs J Owen - Chair of Governors

1. Purpose

To provide a clear process for the management of Off-Site Trips and Visits, arranged by staff of Hall Green School and for the benefit of pupils of Hall Green School.

‘To reach their potential, children and young people need experiences which broaden their horizons, enrich their cultural experience and understanding and improve their well-being.’ (Children Young People and Families 2012-2015 Directorate Plan)

It is essential that qualified competent staff can lead and undertake these activities and experiences safely carefully weighing up the benefits against the risks.

2. Scope and Applicability

This procedure is applicable for all activities, trips and visits taking place off site at Hall Green School.

The school has adopted the guidelines and policy from the Outdoor Education Advisors Panel www.oeapng.info. Further clarification can be sought from the Education Visits Co-ordinator in school (Mr John Sheard).

3. Clarification of Roles and Procedural Requirements

- The Visit Leader must seek initial approval from the Subject Leader and the Senior Line Manager for the proposed trip/visit. In order to consider initial approval the Senior Line Manager (& SLT) must be given details on proposed trip/visit including proposed staffing and financial information. These details should be given via the Educational Trip & Visits Proposal Form, which can be found at Appendix A.
- At the initial approval stage the Visit Leader should fill out items 1 – 15 of the Educational Trip and Visits proposal form. Once approval has been given the EVC will return the form and the Visit Leader will complete items 16 – 18.
- Where information is unknown at the approval stage a note must be applied to the application in order to provide an explanation for the EVC, Senior Line Manager and Governors.
- Once the Visit Leader has received verbal approval then the Visit Leader must complete the Risk Assessment and Risk Management form. These can be done with advice and guidance from the EVC. This can be found at Appendix B.
- The Visit Leader must ensure all supporting and necessary documentation is attached to the application, including names of all students and staff involved in the visit. A form to provide this information can be found at Appendix C. Up to date medical and contact information is updated by the school office at the start of each year. However, to ensure that the information is up-to-date, this information will also be requested on the letters prior to the visit. This can be arranged through Mrs T Dickerson in the Bursars Office.
- Compulsory documentation for ALL applications is (prior to approval):
 - The Educational Trips and Visits form (Appendix A) with itinerary
 - Risk Assessment (Appendix B - see above).

- Pupil information Appendix C - see above).
 - Supporting documentation for providers such as coach operators, e.g. Operators Licence (for further advice please speak to your local Educational Visits Coordinator)
- Once the application is fully complete it must be submitted to the EVC for checking and approval.
 - The EVC will check the application to ensure that:
 - The application has an educational purpose.
 - The risks have been managed and appropriate documentation provided as above.
 - Staff leading on and accompanying the trip are competent.
 - Any application that does not follow the policy or procedures will be returned to the Visit Leader, in order to make necessary changes.
 - All non-high risk trips must be submitted to the EVC with a minimum of 4 weeks' notice.
 - All higher risk trips must be submitted to the EVC with a minimum of 12 weeks' notice for approval from the Governors Pastoral and Curriculum Sub-Committee.
 - Once an application has been approved the EVC will send it to the Headteacher for approval.
 - Applications not submitted with sufficient notice WILL NOT be approved, unless there are exceptional circumstances.
 - Once the Headteacher has approved the trip, the EVC will send an email notification that the trip has been approved.
 - A copy of the application and supporting documentation must be printed and taken on the trip/visit, along with the pupil medical and contact information (Appendix C) and Emergency Procedures (Appendix E).
 - If there are any changes in circumstances or issues to note, then please ensure that these are documented on the application and a copy forwarded to the EVC on return. (See Appendix D).

4. Procedural Requirements

It is the responsibility of the Visit Leader to ensure that Parental Consent has been sought prior to the Visit. Prior to letters being sent home, they must be checked for the correct wording by Mrs T Dickerson in the Bursars Office.

For Trips and Visits paid for via ParentPay, there is a check box indicating that by authorising payment, consent is given. However, when the Visit is paid for using a barcode there is no option for gaining consent and the Visit Leader must ensure that parental consent is obtained from the letter.

Payment deadlines will be issued and will be no later than one week (7 days) prior to the trip/visit. For Higher Risk Trips this deadline would be further in advance and would need to be agreed with

the Visit Leader and Mrs T Dickerson, depending on the nature of the Trip/Visit. Students who have not paid will not be permitted to participate in that trip/visit.

The Visit Leader is responsible for being made aware of all pupils with medical, special or behavioural needs. Where this is the case, the Visit Leader must liaise with the SENCO (Mrs C McLoughlin) to arrange for TA Support on the Visit at the planning stage, and with the Lead First Aider (Mrs S Harvey) one week prior to the Visit to arrange for the collection of any medication needed on the Visit.

For all trips it is the responsibility of the Visit Leader to inform the EVC or Senior Line Manager if the trip is running late. In the case of a Higher Risk Visit it is the responsibility of the Visit Leader to report back to school (Senior Line Manager, EVC, or School office) when the Visit is over and the group are safe.

In the event of an emergency, the Visit Leader must inform the emergency services in the first instance and co-ordinate work at the scene, then inform school and keep school abreast of the on-going situation. A full and written debrief must be completed at the earliest possible opportunity and forwarded to the EVC and Headteacher. See Emergency Procedure Checklist Appendix E.

Any accidents/near misses must be recorded using Appendix D.

5. Monitoring

The EVC is responsible for the approval of the Trips and Visits. This is done by reading through the Risk Assessments and checking the staffing ratios and that staff accompanying the Visits are competent.

It is recognised as good practice for the EVC and/or Senior Line Manager to monitor Trips and Visits by experiencing field observation first hand. If cover allows, and multiple trips are going to the same venue, this should be encouraged. The Headteacher and/or EVC will sample the Trips and Visits and log these on the Initial Proposal Form.

6. Induction, Training and Succession Planning

The role of EVC requires on-going revalidation every three years. The EVC last received revalidation in October 2017 direct from the OEAP.

All NQT's and student teachers receive Visit Leader training from the EVC as part of the programme provided by the Initial Teacher Training Mentor/NQT Induction Tutor (Mrs S Paxton-Gault) and delivered by the EVC. This was delivered in June 2017, and will be next delivered in the summer term 2018.

All other existing staff have received Visit Leader training from the EVC, and should be encouraged to attend refresher training every three years, so as best practice can be shared. This can be done through twilight sessions as part of the school's CPD programme. This will be done in the spring term of 2018, where a log of attendees will be kept.

7. Risk Management

Where appropriate the involvement of staff and young people involved in the Visit in the risk management process will lead to a greater understanding of the risks involved and potential preventative measures that may need to be put in place, thus leading to a safer, more enjoyable and

successful Visit.

Whilst the Government and OEAP does not specifically indicate ratios for pupils/staff on differing trips, and each Visit has differing pupils with differing needs visiting different environments, the following gives a basic guideline.

For Lower Risk Visits: ideally 12:1 and never any more than 15:1

For Higher Risk Visits: ideally 8:1 and never more than 10:1

Professional judgement is required as to the appropriate supervision depending on sex, age, ability and the special requirements of the pupils in the group.

For further clarification on this, the Visit Leader should in the first instance speak to the EVC who will then liaise with the Senior Line Manager and Headteacher.

8. Assessing Venues

It is good practice to pre-visit venues being considered for school Visits. However, this is not always possible. Venues that are accredited with LOtC, AALA and Adventuremark all provide credible assurance of appropriate Health and Safety management systems and no further verification is needed. Venues with the LOtC accreditation also show that the learning quality is of a high standard.

Should a Visit venue not have any of these accreditations, written testimonies within 12 months can be taken that the venue is suitable for the Educational Visit to proceed. Failing this, a pre-visit may be necessary, and should be undertaken with minimum cover implications.

9. Volunteers

In some instances it may be prudent to encourage the use of volunteers to aid in the running of the Visit. All volunteers assisting with the running of the Visit and involved in the direct supervision of young people must first be subject to full DBS disclosure. This process may take several weeks to be completed. The Visit Leader is responsible to ensure that all volunteers are DBS checked in sufficient time prior to the commencement of the Visit. Further details of this can be obtained from The Personal Assistant to the Head (Mrs P Elliott).

The Visit Leader is responsible for the supervision of the volunteers for the duration of the Visit, and for the induction and training of any volunteer prior to the Visit.

10. Emergency Procedures and Incident Reporting (See Appendix E)

In the event of an emergency, the Visit Leader must inform the emergency services in the first instance and co-ordinate work at the scene, then inform school and keep school abreast of the ongoing situation. A full and written debrief must be completed at the earliest possible opportunity and forwarded to the EVC and Headteacher.

For any Higher Risk Visit, the Visit Leader must have a Home/School Based contact who is available 24 hours a day, 7 days a week for the duration of the Visit. The Home/School Based contact must be in possession of all the details of the Visit, full itinerary and medical and next of kin information for all staff and young people on that Visit. It is the responsibility of the Visit Leader to ensure that the Home/School based contact has all this information several days prior to the Visit.

It is recommended that the Home/School Based contact is made up of more than just one person. For extended or overseas Trips and Visits it is now policy to have the whole Senior Leadership Team as Home/School Contacts just in case the first contact is unavailable at that time.

All staff leading and accompanying any Trips and Visits should be aware of the Trip Emergency Procedures (Appendix F) incorporating the National “Run, Hide and Tell” guidance in the event of a terror attack

11. Behaviour

Depending on the nature of the Visit or the young people attending, it may be necessary to draw up a code of conduct to which the staff, pupils and parents sign and adhere to. This may include a clause whereby parents accept responsibility for the removal of young people in prescribed conditions.

The code of conduct could also include any discipline and sanction measures imposed during the Visit or indeed any rules that may be relevant to that Visit e.g. the use of mobile phones or other electronic devices.

12. Inclusion

All young people are entitled to be included in the participation of any Visit. However, this may have to be through the direct or realistic adaptation or modification of various aspects of that Visit. Integration through participation with peers should be encouraged.

It is unlawful to:

- Treat a disabled person less favourably.
- Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

The expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and is reasonable.

13. Insurance

The school has bought into the Risk Protection Arrangement for Academy Trusts from the Central Government. This covers the school for any accidents occurring on school Visits in the UK requiring insurance. There is separate insurance for the use of the school minibuses.

For Visits overseas, the Visit Leader should seek clarification about the level of insurance needed and how this can be obtained from the EVC, Senior Line Manager and Headteacher.

14. Finance

The Visit Leader should refer to the school Charging and Remission Policy, where details can be found of the arrangements for young people unable to afford the visit, and the school’s charging policy for the cost of Visits.



Appendix A

HALL GREEN SCHOOL

Application for the approval of educational visits by EVC/Headteacher.

Not all sections will be relevant to every proposed visit.

School/group: Hall Green School

Group leader:

When approval is given, one copy should be retained by the EVC and another by the Visit Leader. The EVC should be informed of any subsequent changes in planning, organisation or staffing.

Lower risk day visits require four weeks' notice, while higher risk activities and residential trips require 12 weeks' notice and approval from the Governors' Pastoral and Curriculum Subcommittee.

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Date of departure:

Date of return:

Time:

Time:

4. Transport arrangements:

Include the name of the transport company and vehicle registration number(s).

5. Organising company/agency (if any):

Include licence reference number if the body is registered with the Adventure Activities Licensing Authority:

Name: _____ Address: _____

Tel: _____ Licence number if registered: _____

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: Include the name of the insurance company.

Insurance cover: _____ Policy number: _____
Address: _____

8. Accommodation to be used (if applicable):

Name: _____ Address: _____

Tel: _____

Name of head of centre (if available): _____

9. Details of the programme of activities:

10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

12. Names, relevant experience, qualifications and specific responsibilities of staff and other adults accompanying the party:

13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency: (Usually the EVC)

Out of Hours:

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Proposed size and composition of the group:

Age range:

Number of boys:

Number of girls:

Adult to pupil ratio:

Leader/participant ratio:

16. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

Please attach a copy of the information sheet sent to parents, the parental consent form and the risk assessment

17. Names and details of pupils with special educational or medical needs:

18. Have you informed?

Cover Co-ordinator	YES/NO
Canteen Staff	YES/NO
School Secretaries	YES/NO

Have you received?

Medical/Consent Form	YES/NO
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Signed: _____

Date: _____

Group leader (full name): _____

EVC (full name) _____

Appendix B



HALL GREEN SCHOOL

Risk assessment and risk management record		Off site activities and educational visits	
Location/Purpose		Date(s)	
Leaders			

<p>Identifying significant hazards – assessing the risk Consider: site and its environment, group, leader, activity arrangements and transport</p>	<p>Control measures – managing risk</p>
<p>Journey</p>	
<p>Activity</p>	

Identifying significant hazards – assessing the risk Consider: site and its environment, group, leader, activity arrangements and transport	Control measures – managing risk
Alternative plans (plan 'B')	

All incidents and 'near misses' must be recorded and forwarded to the Educational Visits Co-ordinator.

Signed:	Date:
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Appendix D



TRIPS AND VISITS – ACCIDENT/NEAR MISSES LOG

Date	Time	Persons involved	Incident	Action taken

Trip to:	Signed:
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To be completed on return to school. A copy must be given to the ‘Trips and Visits Co-ordinator’.



Hall Green School Emergency Procedure Checklist

Establish the nature and extent of the emergency.

Make sure all other members of the group are accounted for and 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 are 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 telephone until contact is made with the EVC, Headteacher, local point of contact, or designated senior member of staff and until he or she has had time to contact those directly involved, like parents.

Contact off-site base (outdoor centre, hotel, youth hostel, etc).

Contact local point of contact, Head teacher or designated senior member of staff.

Notify the British Embassy or Consulate if an emergency occurs abroad.

If the media become involved, do not discuss or admit legal liability.

Refer requests from the media to the Headteacher or member of the senior team. It is not for the Visit 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 Accident and Near Miss Form. 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 cases where a notifiable accident or notifiable dangerous incident has occurred, make sure that the School Health & Safety Officer is informed by telephone, within 24 hours of the incident occurring.



Appendix F

Trip Emergency Procedures

Advice to parents

- During an emergency, all communication must be made through school. During school hours the number to call is 0121 628 8787. For trips that will take place outside school hours, parents will be provided with a mobile number to contact.
- Do NOT phone your child as trip staff may need to speak to them to give instructions.
- Do NOT phone or message them as a ringing/vibrating phone can attract attention.
- As soon as it is safe to do so, you will be contacted to reassure you that they are safe and well.

Instructions to pupils

Before the trip:

- Enter the school phone number in your phone under ICE (In Case of Emergency)
- Read the instructions carefully and remember Run, Hide, Tell

In an emergency:

RUN

- Try to return to the prearranged meeting point quickly
- Is there a safe route?
 - ✓ Yes – move quickly and stay with your group, insist they go with you
 - X No – HIDE

HIDE

- If you cannot RUN, HIDE.
- Find somewhere safe to hide. E.g. behind a wall, inside a building, with other adults
- Be quiet, silence your phone and turn off vibrate.

TELL

- Text the ICE number in your phone with your location and who is with you
- Wait for instructions unless your hiding place becomes unsafe
- No phone? Wait until it is safe then return to the meeting point