

# THE FRANCES BARDSLEY ACADEMY FOR GIRLS



## Educational Visits Policy

This policy was ratified by Governors July 2021

The policy will be reviewed in July 2022

Person Responsible: DT

## General Information

At the Frances Bardsley Academy we believe that learning outside the classroom is an essential component of our curriculum. Our educational trips are many and varied, but with a clear purpose offering our students unique opportunities to develop their resourcefulness and initiative, to extend their learning and to spend time together in an informal environment.

It is the Academy's duty to ensure that all educational visits are safely managed and that the health, safety and welfare of students, staff and volunteers are maintained in accordance with the guidelines provided by the DFE in the *Health and safety on educational visits (November 2018)* posted on DFE website (<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)

## Responsibilities

The Governing Body as employer will satisfy themselves that appropriate safety measures are in place and that training needs have been addressed.

The Headteachers ensure that if the Educational Visits coordinator's role and responsibilities are designated to another member of staff, that member of staff is appropriately experienced and suitably trained to undertake the role.

The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the ongoing health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

## Staffing

The Academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an educational visit. The selection of staff for educational visits is a key priority in determining the initial approval of any proposed visit. Where it is appropriate the Academy will ensure that DBS screening is available for volunteer adults assisting with educational visits e.g. overnight stays. Accompanying staff and adult helpers must have the appropriate skills.

## Parents on off-site visits

**Short Visits** (non-residential) - Parents may be invited to accompany a group on a day visit but at no time must a parent be left in charge of a student(s). Parents may be asked to assist in managing a group but only under the overall supervision of a teacher. In planning a visit, group leaders must ensure that there is adequate FBA staffing from the outset. Parents do not count as part of the ratios.

**Longer Visits** (residential home and overseas) – Parents and any other adults (including spouses) accompanying the group must be DBS checked. This must be budgeted for when the financial proposals are forwarded to the Heads of School. If a group leader plans to invite parents or other adults or non FBA students on a trip they must declare this. Generally inviting parents/carers will be the exception rather than the rule.

### **Staff to student ratios**

It is important to have a high enough ratio of adult supervision to students for any visit. Various factors should be taken into consideration such as the:

- age of the group
- type, level and duration of the activities
- duration and nature of the journey
- nature and requirements of individuals within the group including consideration of special and additional needs
- experience and competence of the staff and other adults
- venue, time of year and prevailing/predicted conditions
- contingency/ Plan B
- medical needs of any students within the group.

Supervision covers 24 hours of the day and the minimum supervision recommended ratios are within the LA approved limits: Age 11 – 18 (Years 7 -13) 1:15 - 20

At FBA, we expect a minimum of 2 staff must accompany any group of students, unless agreed otherwise by the EVC and headteacher. An example of a trip where 2 staff might not be required would be a public bus ride into Romford with a small group of Sixth Formers. If students are not accompanied by an adult, specific permission must be sought from parents/carers.

For day trips, we expect a ratio of 1 member of staff per 15 girls not to be exceeded, with a suggested minimum of 2 staff for every trip.

For residential trips (UK and abroad), a ratio of 2 members of staff for the first 20 students and 1 member of staff for every subsequent 20 students is the suggested guideline. At least one member of staff on all trips must be female.

It is good practice for at least one member of staff to be First Aid trained.

### **Trip Planning and Approval**

For any venture, a preliminary discussion must be had with the Heads of School or senior leader in charge of trips and visits and subject to satisfactory submission of a draft outline for the educational visit, preliminary approval will be given to continue.

Residential visits or hazardous activities need to be agreed by Governors via the Heads of School in the previous academic year unless there are exceptional circumstances.

#### **In deciding if a visit application merits approval the school will consider the following:**

- There are clear and justifiable objectives for the visit. For example, where does it fit into the structure of the year? What is the value of the event to individuals and groups?
- The trip is financially viable and the expense for students is commensurate with the educational value. The financing of the trip must comply with FBA regulations.
- The visit leader is clearly identified and sufficiently responsible and capable of taking charge of the particular visit.
- Parental notification and consent has been undertaken.
- Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate.
- All transport arrangements have been adequately assessed.
- The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced.

Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources (e.g. school or independent person with local knowledge). Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced.

- Written risk assessments and measures to control the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit.
- Consideration must be given to deciding if contractual insurance (personal accident and travel insurance) is necessary for the participants and staff and for informing parents about any cover applying to the visit.
- An emergency procedure is in place, which included means by which FBA and the group are able to contact each other.
- What are the teaching implications due to staff and student absence?
- Can the trip be undertaken at a more convenient time during the academic year?

Written parental consent must be sought by the Trip Organiser confirming that they have understood the purpose, estimated cost and arrangements for the visit and give permission for their daughter to go on the visit. Parents are also requested to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place.

Students may not go on a visit if the signed consent form has not been received.

### **Parental Consent**

Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only.

### **Day Visits**

When parents give their consent they should be aware of the following as applicable to the specific visit:

- The purpose of the trip and a broad itinerary
- Start and end times and arrangements for collection/ dismissal at the end of the trip
- Any hazardous activities, the supervision provided and the risk assessment.
- Details of any periods of 'remote supervision' provided and the control measures in place.
- Medical arrangements e.g. policy on the dispensing of medication (normally if a student needs to purchase and take any medication, she should obtain either in advance or at the time permission from a parent).

### **Residential Visits**

In order for parents to give their consent they should be aware of the following via letters and a risk assessment meeting for parents:

- The itinerary and the supervision provided
- Any hazardous activities, the supervision provided and the risk assessment.
- Details of any periods of 'remote supervision' provided and the control measures in place.
- Insurance arrangements including insurance for hazardous activities. Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medication (normally if a student needs to purchase and take any medication, she should obtain either in advance or at the time permission from a parent).
- Full contact details of the hotel/place of residence and group leader.
- The Code of Conduct for the visit
- A copy of the risk assessments will be made available on request

The signed consent forms should be retained by the Group Leader throughout the visit. A copy of the set of consent forms must be given to the EVC before departure.

All staff should be given and retain through the visit a list of staff and students on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers for the hotel or equivalent if a longer or overseas visit. To comply with GDPR regulations, when not being carried by the trip leader, this must be in a secure place e.g. a locked room.

### **Remote Supervision**

'Unsupervised time' on a visit is no longer an acceptable concept. At all times group leaders and staff are responsible for students. Any period of 'remote supervision' must be covered by the drawing of clear boundaries for students, emergency procedures and how contact with staff can be made. It is often good practice to issue students with a card giving mobile phone contact numbers of staff and the address and contact numbers of the place of residence if an overnight stay is involved. The associated hazards should be considered in the overall risk assessment. When under remote supervision, students should normally be in groups of at least four and briefed on how to respond to an emergency. Parents must be fully briefed on the arrangements for any period of remote supervision.

### **First Aid**

First aid requirements form part of the risk assessment carried out by the trip adviser. As a minimum a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements will be in place for every trip. Increased levels of first aid cover will be dependent upon the nature of the trip and the students taking part.

It is best practice to take one 1 first aid trained member of staff per visit; however, if the destination of the trip is to a place where medical assistance is easily available or where trained first aiders are present, then it may not be necessary to have a trained first aider amongst the accompanying staff e.g. a day trip to London; Colchester Zoo; an art gallery

A visit rated as overall low risk will only require 1 first aid trained staff member. Students with serious medical conditions such as anaphylaxis, or insulin dependent diabetes will require a higher level of first aid competence during the trip such as an HSE Appointed Person or Emergency First Aider at Work (EFAW).

Activities which are potentially hazardous or remote from medical assistance will also require a higher level of first aid competence namely an HSE certified First Aider (FAW).

### **Risk Assessment**

A full written Risk Assessment is required for all visits (use the forms provided on Evolve).

The Risk Assessment must:

- a) Identify specific hazards/.risks
- b) State who is at risk.
- c) Set out measures to control/minimise the risk.
- d) Calculate the estimated Risk Rating
- e) Set out the emergency procedure to be followed.

All Risk Assessments must be visit specific and must cover the full itinerary. Risk Assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.

If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own Risk Assessment and to refer to and include this as part of your own.

There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving hazardous activity, Group Leaders and staff should always have and be prepared to revert to a 'Plan B'. Students must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

Any student who is deemed to be a risk to the safety of other students should not be allowed on a visit. (In such circumstances you must discuss the matter with the EVC in the first instance).

Generic risk assessments are available from the EVC and may be helpful (though they must be adapted to the specific visit).

It is important that students going on a visit are properly briefed before departure and given clear instructions as the visit progresses.

### **Accommodation**

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the Group Leader on arrival. The group should then be given a briefing/fire drill.

Students should know where staff rooms are located and these should be in the vicinity of student accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. As far as is reasonably possible, ground floor accommodation should be avoided for female students. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The Group Leader should have a room list.

### **Student Behaviour**

For all visits, the students should be adequately briefed about the aims, expectations and codes of conduct for the visit. Students should be engaged in evaluating the risks of the tasks they are about to undertake. In all cases parents and students should be made aware of the standards of behaviour expected and the sanctions which may be used in cases where the standards are breached. In all cases the parent consent form requires that parents agree that the Academy reserves the right to send their daughter home at the parent's expense if she jeopardises her safety, the safety of others or the good name of the Academy. For residential visits it may be appropriate to require parents and students to sign a Code of Conduct Agreement.

### **Emergency Procedures**

The Trip Organiser must ensure that full details of the visit are retained at school by key personnel who can be contacted if there are changes of plan or if there is an emergency. The Trip Organiser and staff must be familiar with the act in accordance with HASPEV Section 10 Emergency Procedures and the 'Emergency Procedures for Group Leaders' (A handbook for Group Leaders part 3 supplement to HASPEV). Staff must ensure that they keep emergency contact details for students and staff with them at all times, and that they have the correct insurance information readily available.

In an emergency, the school staff will:

- Ensure that the group are all present and accounted for
- Seek immediate medical attention for any casualties
- Ensure that any casualty going to hospital is accompanied by a teacher
- Maintain adequate supervision for the remaining group members
- Notify the police and or the British Embassy as appropriate

- Keep the emergency school contact information of the nature, date and time of the incident, location, names of casualties and details of their injuries, names of others involved so that parents can be reassured.

And in accordance with Emergency Procedures for Group Leaders the Academy staff will:

- Know that no-one in the group should speak to the media. All media enquiries should be handled by the designated media spokesperson
- Names of those involved in the incident should not be given to the media as this could cause distress to their families
- Record accurately as soon as possible all relevant facts and witness details and preserve any vital evidence
- Parents are to be provided with the contact details of the Trip Organiser and for residential trips, the contact of members of the School Leadership Team.

### **Insurance**

The School's insurance policy provides group cover for all members of parties involve in non-hazardous trips. Details can be obtained from the Finance Officer.

Hazardous activities require separate insurance and you must discuss this with the Finance Officer. If you are using a licensed provider you must obtain details of their insurance arrangements and parents should be given a copy of the policy schedule.

### **Travel Arrangements**

Only reputable companies are used for transport. The travel requirements are risk assessed taking into account all the relevant factors such as distances to be travelled and likely weather conditions and appropriate arrangements are made to ensure optimal safety conditions for travel. All staff who drive students are checked for valid driving licences, and, if they are driving a minibus they must have passed the Havering Council minibus tests. The safety standards in some countries for roads and vehicles are variable and the Trip Organiser must inform parents when this will be the case. The Trip Organiser must carry out all reasonable checks to make sure that safety is maintained as far as is reasonably practicable.

### **Tour Companies and External Providers**

Only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. It is also advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you. The Borough of Havering will request whether destination and providers are LOTC Quality Badge Holders; if not, trip leaders will need to fill out the EV4 form

### **Medical Information**

When assessing risk, particular attention is paid to any member of the group who has a disability, medical condition, or specific educational need. As previously stated parents are requested to provide any update of medical information on the consent form and to give consent for any emergency medical treatment which may be considered necessary. In addition the school data base is checked for medical conditions. Key staff such as the Health Care Coordinator are consulted where further information and advice is required as well as the parents.

It is the Trip Organisers responsibility to take all medical information on the trip and ensure the relevant supervising staff are provided with appropriate information. Students must be reminded and checked that they have all the necessary medication and equipment.

## **Passports, Visas and GHIC (EHIC)**

Group Leaders should make a copy of all passports, visas and GHIC (EHIC) and relevant travel insurance, and retain a copy throughout the visit. A second copy should be given to the EVC before departure. For trips in Europe all students should have an a GHIC (EHIC) or appropriate travel insurance.

### **Educational Visit Evaluation**

The Academy recognises that every educational trip requires considerable time and effort to organise, and there are associated costs such as lessons missed, staff cover, study and revision time lost. For this reason the Trip Organiser is required to state the purpose of the visit at the outset when seeking initial approval.

The Organiser is also required to evaluate the trip on return and submit to the EVC the Standard accident report form, which must be submitted to the Health & Safety Officer for any accident that resulted, or could have resulted, in serious injury.

An incident report must be submitted to the school giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider.

A termly summary of off-site visits that have taken place is provided for the Health and Safety Committee and the Heads of School will provide the Governors with an overview of school visits that have taken place.

This policy will be reviewed annually by the Heads of School and EVC taking into account all of the above and submitted to the Governors for approval.

## Appendix to EV Policy

### Parent Volunteers for School Trips and Activities

(This appendix should be read in conjunction with the Academy's **Safeguarding and Child Protection Policy for Schools**).

Parent Volunteers who are engaged in formal regular contact with students (e.g. through library duty, sports coaching or supporting a club or society) will be subject to the normal school procedure for checking staff, including a requirement for a DBS disclosure.

Parent Volunteers who may be considered by the School to accompany a school trip or visit that involves a residential stay will be subject to the normal school procedure for checking staff, including a requirement for a DBS disclosure.

It is an offence for any person barred by the ISA from regulated activity with children to seek to volunteer for such activities.

Parent Volunteers who assist the Academy in one-off activities or shorter trips (not involving a residential stay) will agree to be subject to the Academy's guidance for their involvement.

This guidance states that:

- Parent Volunteers will receive a copy of the Academy's **Safeguarding and Child Protection Policy** in advance of their involvement and will provide formal evidence to the Academy that they have received, read and understood this policy.
- Parent Volunteers cannot be included in the staff, student ratio for any trip or activity.
- Parent Volunteers must never be allocated sole responsibility for an individual child or group of children on any trip or activity.
- Parent Volunteers must always work under the direct supervision and guidance of a nominated member of staff on any trip or activity.
- The member of staff in charge of the trip or activity where Parent Volunteers are involved must make reference to their involvement and the guidance given to parent volunteers in the Risk Assessment prepared in advance of the trip or activity.

If a member of staff in charge of a trip or activity has any questions about the guidance given above they should contact the EVC or the appropriate Designated Teacher for Child Protection.

## Educational Visits Protocol

1. **Trip Approval** - Trip to be agreed by Heads of School or senior leader in charge of trips and visits (either already agreed when calendar is written or by completing an Additional Calendar Request and submitting to SLT i/c trips David Turrell).

Residential visits or hazardous activities need to be agreed by Governors via the Heads of School in the previous academic year unless there are exceptional circumstances.

SLT i/c trips (David Turrell) to notify the Trip Leader and EVC by email, when trip has been approved.

2. **Costing** - A Costing sheet (*School Trip Proforma*) needs to be completed before any commitments are made and agreed by Heads of School and SLT i/c trips or Business Manager. The cost of **cover** and insurance must be included. There must be at least **three quotes** for travel and it is the responsibility of the group leader to organise these, not the Finance Office. Once the Costing sheet has been approved, this needs to be given to Finance Department. There is a 5% admin cost which needs to be added to all trips which require the collection of money.

3. **Letter** - The trip leader produces a letter to all parents (following the guidelines for letters concerning visits) and passes to the Heads of School for approval before it is distributed to students. The letter should include timings, the nature of visit with a tear off reply slip and a medical form which must also be completed. It is vital that all letters concerning visits include a reference to girls not being excluded from visits for financial reasons.

Once approved, the letter can be sent home via Parentmail and a copy given to the EVC and Finance Department.

4. **Collection of payments** - The trip or event is loaded onto PARENTPAY where parents/carers can log into their account and pay online using a Debit or Credit card. The parent/carer will receive an automatic email receipt confirming that their payment has been made. Parentpay will keep a record of all payments received and can provide reporting to keep track of outstanding payments.

Visit leaders should check regularly with the Finance Assistant that students are paying in expected monies and chase up debtors. If financial viability becomes a concern, this should be raised with Heads of School immediately.

5. **Orders and Payments** - The Trip leader needs to liaise with the Finance Assistant or ASO about the booking of coaches, tickets etc and complete the relevant order forms. Order forms and currency requests should be with the Finance Department 10 working days before any payment is due.

6. **Staffing** - The Trip leader must agree staffing with SLT i/c trips (David Turrell) via the SLT line manager. The Academy has the final decision on staffing. If this changes then the Heads of School via the SLT line manager should be notified and agree changes. The EVC and SLT i/c trips and visits should be informed by the member of staff in charge of the trip.

7. **Risk Assessment** - The Trip leader must produce a risk assessment on *Evo/ve*. The Risk assessment must be sent initially to the EVC for checking. They will then pass this onto the SLT i/c trips and visits for final approval. **This should be at least 7 weeks for a residential visits and 4 weeks for a day visits. For residential trips, the borough require six weeks notice for the approval of all visits**

If a trip arises that does not fit into the timescales for the risk assessment process set by Havering, please speak to D Turrell.

## 8. Communication with Staff

- **Canteen** - The Trip Leader must inform the canteen of the date of the trip and the number of students involved.
- **Staff** - The Trip Leader must inform Student Services and Reception of the date, time of visit, names of staff and timings. Basic visit arrangements must be published in the Staff Bulletin and displayed on staffroom notice board.

Destination	List of Staff
Contact Number	Approximate time of arrival home

## 9. Risk Assessment Meetings

Day Visit	Residential Visit
Hold a verbal risk assessment with students prior to the visit, setting out expectations and outlining procedures to be followed as in the written risk assessment to reduce risks. It is good practice to record this – see separate guidelines.	For residential visits, a risk assessment meeting attended by parents and students should be held at least one week prior to the visit.

10. **Staff Briefing** - A staff briefing session to provide essential information including copies of risk assessments, student groupings and medical concerns, staff contact details and itinerary must be held in advance of the visit.

11. **Changes to the trip** - Any changes to circumstances will necessitate a review of financial and risk assessments and should be taken to SLT i/c trips by visit leader to discuss consequences of change.

12. **Final Approval** - Trips should not depart before the visit leader has checked with EVC that final approval of Risk Assessment has been given.

13. **Trip Evaluation** - After the visit, an evaluation of the visit must be entered onto Evolve

14. **Final Accounts** – Following the trip, the final accounts must be given to the Finance Office.