



Educational Visits Policy

General Information

At Abingdon School 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 pupils unique opportunities to develop their resourcefulness and initiative, to extend their learning and to spend time together in an informal environment.

It is the School's duty to ensure that all educational visits are safely managed and that the health, safety and welfare of pupils, staff and volunteers are maintained in accordance with the guidelines provided by the DfES in Department for Education Advice on Legal Duties And Powers For Local Authorities, Head Teachers, Staff and Governing Bodies. 12 December 2011, located in Abingdon Intranet: Admin - Health & Safety – Trips.

Responsibilities

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

The Head ensures that if the Educational Visits Co-ordinator's role and responsibilities are designated to another senior member of staff, that member of staff is appropriately experienced and suitably trained to undertake the role.

The Second Master David Dawswell as Educational Visits Co-ordinator, has delegated responsibility from the Head and approval of the Governors to authorize all off-site School visits and to ensure that all trips are prepared and conducted in accordance with the required standards.

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. Part 2 Guidance for staff, provides guidance and the detailed procedures necessary.

Staff to pupil ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit. Various factors should be taken into consideration such as the age of the group, the nature of the activities, the duration and nature of the journey and the medical needs of any pupils within the group.

A minimum of 2 staff must accompany any group of pupils, unless agreed otherwise by the EVC. An example of a trip where 2 staff might not be required would be a public bus ride into Oxford with a small group of sixth formers.

For day trips a ratio of 1 member of staff per 15 boys must not be exceeded, with a minimum of 2 staff for every trip.

For residential trips, UK and abroad, a ratio of 1 member of staff per 10 boys must not be exceeded, with a minimum of 2 staff for every trip.

Staffing

The School recognizes the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school 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 School will ensure that CRB screening is available for volunteer adults assisting with educational visits e.g. overnight stays. Accompanying staff and adult helpers must have the appropriate skills.

Approval Procedure and Consent

For any venture a preliminary discussion must be had with the EVC and subject to satisfactory submission of a draft outline for the educational visit, preliminary approval will be given to continue. 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 son 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. Pupils may not go on a visit if the signed consent form has not been received.

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 pupils taking part. A visit rated as overall low risk will only require 1 first aid trained staff member. Pupils 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) or the school nurse.

Risk Assessment

As stated above the Trip Organiser must carry out a risk assessment covering all aspects of the proposed trip which must be approved by the EVC. Ongoing 'dynamic' risk assessment will be continued by the Trip Organiser throughout the trip to ensure that hazards are monitored and appropriate safety measures are put in place. It is the responsibility of the Trip Organiser to ensure that all accompanying staff are familiarised with the risk assessment and to continue to brief staff throughout the trip.

Pupil Behaviour

For all visits the pupils should be adequately briefed about the aims, expectations and codes of conduct for the visit. Pupils should be engaged in evaluating the risks of the tasks they are about to undertake. In all cases parents and pupils 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 School reserves the right to send their son home at the parents' expense if he jeopardizes his safety, the safety of others or the good name of the School. For residential visits it may be appropriate to require parents and pupils to sign a Code of Conduct Agreement.

Emergency Procedures

The Trip Organizer 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 Organizer and staff must be familiar with and 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 pupils and staff with them at all times, and that they have the correct insurance information readily available.

As stated in Section 10 paragraph 246 of HASPEV, 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 informed 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 School staff will:

- know that no-one in the group should speak to the media. All media enquiries should be handled by the designated Abingdon School 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 details of members of the School Leadership Team.

Insurance

The school holds a World Travel Policy with ACE Insurance which is renewed every September. This provides extensive insurance cover, some specified hazardous activities require an additional premium to maintain appropriate insurance cover. Trip Organizers must ensure that they check the travel insurance if they are undertaking hazardous activities and contact the insurer for advice if there is any doubt that the activity is not covered. The Trip Organizer must keep the insurance details with them at all times on the trip.

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 pupils are checked for valid driving licences, and if they are driving a minibus they must have passed the Oxfordshire County 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.

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 School nurse are consulted where further information and advice is required as well as the parents. It is the Trip Organiser's responsibility to take all medical information on the trip and ensure the relevant supervising staff are provided with appropriate information. Pupils must be reminded and checked that they have all the necessary medication and equipment.

Educational Visit Evaluation

The school recognizes that every educational trip requires considerable time and effort to organize, 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 Organizer is

also required to evaluate the trip on return and submit to the EVC. A termly summary of off-site visits that have taken place is provided for the Health and Safety Committee and the Head will provide the Governors with an overview of school visits that have taken place.

This policy will be reviewed annually by the Head and EVC taking into account all of the above and submitted to the Governor responsible and the Chairman of the Governors for approval.

Signed

D. Lillycrop
Chairman of the Governors

Date

Signed

F Lusk
Head

Date

Signed

D. Dawswell
Second Master and Educational Visits Co-ordinator

Date