

STOKE NEWINGTON SCHOOL & 6th Form

Educational Visits Policy - Revised 2016

The Governing Body recognises the valuable contribution that additional activities, including clubs, trips and residential experiences can make towards pupils' personal, social and academic development. It aims to promote such activities as part of a broad and balanced curriculum for the pupils of the school. It also aims to ensure inclusion of all students is prioritised. However, the Governors also recognise that a great deal of responsibility is placed on teachers leading trips and that taking trips is an entirely voluntary activity. We have attempted to support such activities by providing a set of guidelines and principles for staff to follow. The guidelines and procedures that follow are intended to protect and support students, parents and staff, in the organisation and safe delivery of school visits and journeys.

If there is any confusion over these procedures then staff must seek clarification or advice from their Head of Department or Gemma Van Praagh, the member of SLT currently in charge of Trips and Enrichment.

Section 1- General Procedures and Guidance

Important Notes

The procedures stated in this policy are drawn from a DFE publication entitled, Health and Safety of Pupils on Educational Visits. Reference has also been made to the Disability Discrimination Act and the SEN and Disability Act. The DFE Health and Safety publication lays out the roles, responsibilities, and procedures that should be adopted on all school visits. It can be viewed on the DFE web site <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

There are standard forms attached to this policy which should be used for the purpose of visits these are:

- *Application for an educational visit or school journey*
- *A residential parental consent form*

These forms are all available from O drive/Information/Trips

1. Staffing

All trips should be supervised by at least two adults

The suitability of the adults used to supervise will depend upon their role within the school and their skills and experience. Details of those supervising are required on the trips form and will be scrutinised by a senior member of staff.

It would also be desirable with larger, or longer visits, that one adult holds a recognised and current first-aid certificate.

Mixed groups involving trips abroad must be supervised by **at least one male and one female** with a **student /staff ratio of 10:1**. Residential trips involving an overnight stay in this country must be supervised by **at least one male and one female** with a **student /staff ratio of 15:1**.

Day trips involving mixed groups should, if possible, be supervised by one male and one female member of staff, with a **student/ staff ratio of 15:1 or 20:1 depending on the age group**. However, in some cases it may be necessary to have more adults.

- Ratios are 10:1 for dangerous activities and residentials abroad, 15:1 for residentials in UK
- Trips in the locality - 15:1 for years 7-9, 20:1 for years 10-13
- Never less than two staff accompanying, at least one of whom should be a teacher
- Consider appropriate supervision for gender and behaviour
- Group leader has to be judged as competent

- Curriculum trips are in uniform

Where there is more than one teacher/supervisor there must be an **identified group leader**. The group leader must be a teacher with an appropriate level of experience and authority. In all cases it is the responsibility of the group leader to ensure that roles and responsibilities of each adult supervising the trip are clear and understood.

All adults would be expected to carry out roles in relation to supervision of the group and/or support of the group leader and undertake any reasonable task delegated to them by the group leader. All staff must understand their roles which it may be useful to put into writing, particularly for overnight visits.

Details of staff supervising will be supplied on the initial request form, and will be subject to a risk analysis and vetting by the group leader and an appropriate member of the senior management team.

2. Risk Assessment

2.1 The Process

This is a legal requirement and must be carried out by the group leader, recorded on the trip request form and approved by the Headteacher. The assessment need not be complex and technical but should be comprehensive. Pupils and staff should never be put in positions where there are likely to be unacceptable levels of risk. The assessment should consider:

- What are the hazards?
- Who might be affected by them?
- What safety measures will reduce risks to an acceptable level?
- What steps will be taken in an emergency?
- Is the activity suitable for disabled students? If not, what provision and/or adjustments could be made for them?

The following elements will determine the levels of risk undertaken:

- The type of visit or activity
- The location, route and transport
- The competence, experience and qualifications of staff supervising
- The ratios of teachers and supervisors to children
- The group members age, competence, fitness and temperament and the suitability of the activity
- Special educational or medical needs
- The quality and suitability of equipment
- Seasonal and weather conditions
- Emergency procedures
- How to cope with unwilling children
- How risks will be monitored and addressed throughout the activity.

All staff must complete a basic risk assessment form. The risk assessment can be found in <O:\Information\Trips>. You need only fill in the sections that apply to your trip.

Additional forms for riskier activities are also contained in this folder. As part of the risk assessment process, all parents/carers will be required to complete an additional residential Permission letter (at the end of this policy) confirming that their child has behaved in an appropriate way leading up to the trip, recognising that serious breaches of the behaviour code will result in the child not being allowed on the trip (an subsequent trips). The letter will also ask details about the health of the child and confirms that their passports are up to date.

Checking Location and Activities

Familiarity with the activities and locality that the students are likely to be in is **now recommended**, this becomes a requirement if potentially high risk activities are planned such as rock climbing. If challenging activities are planned then a member of staff should visit the location to verify safety procedures, conduct a preliminary risk assessment and check the qualifications of any activity supervisors. The location of the visit should also be checked for disabled access. It should be considered whether the activity is manageable for disabled students and, if not manageable, whether a more suitable venue/activity can be found. Generally if a venue cannot accommodate all students then it is likely to be acting unlawfully. If a preliminary visit is not practical then the group leader must consider how to complete and adequate assessment of the risks, which would be subject to approval by the Headteacher.

3. Consent

- School visit forms are available from O:\Information\Trips

The following should be completed before seeking permission from the Headteacher or SLT in charge of trips:

1. Check that cover for the teachers attending can be guaranteed first. Use the normal leave of absence form and procedures.
 2. Check the list of students with the SENCO to see if any special considerations should be applied. You may need to ask for a support teacher to accompany some or one of the students. You should also check that the venue is able to accommodate students with disabilities.
 3. Check with the YCC to see if there are any students that should not go or if there any other activities that clash.
 4. You should always consult your Head of department or line manager
- A copy of the student register should be left at reception on the day of the visit with up to date details of the staff and students involved, including telephone numbers, and planned time of return.
 - **No** child may be taken out of school unless a parent or guardian has returned a signed form of consent.
 - **No** teacher can take a group of students out of school without the knowledge and approval of the Head of Department.
 - In the case of overnight trips, residentials and longer journeys, the written consent of the Governors and the Headteacher **must** be obtained, at least **6 weeks** before the students are due to leave.
 - All other trips should have at least **2 weeks** notice unless by special dispensation of the Headteacher.

The following information must be made available when seeking consent from parents, Heads of Department or a Senior Manager.

1. Where the children are going
2. When the trip is leaving and returning
3. How long they will be away from the school
4. How they will be travelling
5. The educational objective of the visit
6. What activities they will be involved in
7. An assessment of any risk and details of supervision
8. What they are expected to take with them
9. The cost of the journey
10. Contact address and/or telephone number in the case of emergency
11. Details of any special medical/ dietary requirements

In the event of overnight (residential) trips, all consent forms must include the residential letter **together** with the usual specific permission letter written by the group leader. A copy of the letter is at the end of the policy document.

5. Allocating Places

It is important to remember that we are an inclusive school and we should encourage all students of all abilities to go on trips. This means in practice that whole class activities are preferable to those where places are allocated on a first-come-first-served basis. SEN students are less likely to return letters and money on time, for instance, and this may mean they miss out. Where whole class activities are not possible, e.g. the venue limits numbers, the following should apply:

- Staff should target those students less likely to have experienced a similar visit and encourage them to go.
- There should be a definite closing date.
- Only after this date, places should be allocated first to SEN and FSM students, then the rest by lottery.

Where trips are taking place outside school time it is important to provide publicity through assemblies, Spotlighter and the school website.

5. Charging and Managing Payments

As a creative school we are committed to broadening the educational experience for all our pupils. We also receive an allocation of funds, Pupil Premium, which helps support disadvantaged students. This means in practice that we should help students to go on trips even if they cannot afford to pay. The Headteacher can advise on how to fund places for our disadvantaged students. However, given the limited school budget resources available, the financing of all school visits is not possible. Trips in school time can only be financed by voluntary contributions and we have to make this explicit in any communication with parents.

Trips during school time

We **cannot** charge for trips wholly or partly during school time. During school time is defined as follows:

- Any trip that takes place in 50% of curriculum time e.g. a residential trip to France that begins on Wednesday of a school week and ends on Sunday.
- Any trip that is directly related to the curriculum e.g. an evening theatre trip for GCSE Drama.

We **can** ask for voluntary contributions. No student can be excluded because of an inability to pay. If the voluntary contributions do not cover the cost of the trip then departments may cancel unless it is willing to meet the shortfall. The wording of any correspondence should make this very clear to parents. (see the exemplar letter at the end of this section). Pupil Premium/FSM students should be given a packed lunch where necessary and this should also be made quite clear. Where travel by bus is involved, students should be asked to bring in their Oyster cards to enable them to get free travel. TFL will allow free group travel if you book at least two weeks in advance.

For free group travel tickets (including staff) go to TFL website <https://schoolparty.tfl.gov.uk/>

- user name is *Stoke76N16*
- password *snstrips*

Trips Outside School Time

Charges can be made for school journeys, visits and residentials which take place wholly or more than 50% outside school hours and which do not form part of the school curriculum. The school cannot make a profit nor place a premium to cover those who cannot pay.

In cases where charges are made then parents should be advised well in advance and given the option to pay in instalments. Requests for help will be considered from parents receiving:

- Universal credit
- Jobseekers' allowance (JSA)
- Employment and Support Allowance (ESA)

- State Pension Credit.

Complete confidence will be observed in this matter. Parents should contact reception in the first instance.

Procedures for payments

The procedures to follow are set out below:

1. The receipt and payments into any school journey account are the responsibility of the designated journey leader and this must be discussed with the Bursar prior to making arrangements.
2. The designated trip leader has a responsibility to check the receipt and payment of money with the Bursar or Finance Assistant.
3. Requests for cash floats should be made at least 8 days prior to the visit, and collected on the day of the trip.
4. Payments are taken through the system of ParentPay which has a link on the school website.
5. Packed lunches for students must be ordered in advance through the Catering Manager.
6. Any insurance documentation must be copied and held by the Bursar or Finance Assistant.
7. Completed school journey accounts with all accompanying documentation must be given to the Bursar immediately after the trip to comply with audit requirements.

6. General Safety Procedures

5.1. Reporting of incidents and emergency procedures

Each trip should have a designated leader who will take responsibility in the event of an emergency. That person must communicate any emergency situation to a designated member of senior management. Group leaders must therefore ensure that they have telephone numbers and details of how to contact a senior manager during the trip or visit.

Any occasions of general misbehaviour should in the first instance be reported to the group leader. The leader must make a judgement on the action required and may record, preferably on incident sheets, the events and action taken if necessary. Any incidents or other more general problems requiring further action must be followed up on return in consultation with the relevant tutor and curriculum co-ordinator, or senior member of staff.

5.2. Maintenance of Accurate Records

Full details of the destination: Address telephone number, time of arrival, time of departure and time of arrival back at school must be left with your Head of Department/ Deputy Headteacher and a copy also left at the office. In addition a complete list of names and addresses of children going on outings must be left at the school. A duplicate list should be taken on the outing.

This information can be obtained from SIMS, the school database and must be taken on the trip by the group leader. The list should include details of:

1. *Name, home address and telephone number*
2. *Work address of parents for daytime contact if different to above*
3. *Details of any condition such as asthma, epilepsy, etc. requiring close observation and/or daily medicine.*
4. *Details of any allergy and, in particular, sensitivity to penicillin or other drugs.*
5. *Any special dietary needs*

5.3. Practice and Procedures

- If there are any concerns over the safety of any trip/activity then it should be halted immediately, and the group leader must refer to the activity organiser and/or Senior Manager at the school before making a judgement about whether the trip/activity should proceed.
- If trip is to return outside the normal working day/week, details of the expected time of arrival back at school must also be left with the Premises Manager and Office Manager.
- All students must be returned to school unless there are agreed arrangements between the parents

- and the group leader.
- Children should be checked each time the party changes location - i.e. each time the coach or transport is boarded.
 - Children must always be in groups of at least four so that if there is an emergency one student can stay with the victim and the other two can raise the alarm. In that way children need never be on their own.
 - Each time the party arrives at a location, they should be told exactly when and from where the party will be departing again.
 - Adults should be made responsible for definite groups of children.
 - Young children or those with limited language acquisition may be supplied with written details to hand to the police in case they become separated from the main party.
 - A 'lost' procedure should be clearly communicated to all. Every child must know in advance what to do if lost.
 - A credit card may be useful for dealing with emergencies, and any legitimate spending can be claimed back from the school on production of receipts when the trip returns.

6. First Aid and Hygiene

A First Aid box and/or bag should be **taken on all outings**.

Consideration may have to be made for the care of disabled students who become sick or require treatment.

Disposable bags should be available for party members who may be sick.

Regular toilet stops are best planned in advance.

7. Accident Records

All groups must keep records of any accidents stating:

Name, age and address of injured child/adult

Date and time of accident

Details of any witnesses

Nature of injury and how caused (including location)

Forms must be duplicated and forwarded to the School Office.

All accidents should be reported no matter how slight they may be.

Near misses or dangerous hazards must also be reported.

All incidents should be reported to the premises manager as soon as the group return as the accident may have to be reported to the Health and Safety Executive.

In the event of any injury warranting hospital treatment, the parent or guardian should be informed immediately and should accompany the child wherever possible.

Accidents and all near miss records should be regularly analysed to identify areas of risk and to prevent similar accidents in the future.

- When working with children with special needs, a record must be kept of their addresses, telephone numbers and their parents'/guardians' work address(es), and any special requirements relating to mobility, safety or medication.
- Where necessary, information on any drugs used, as well as their doctor and hospital should be kept. These records must be up to date.

If children with special needs require on-going medication then an agreement with the parents must be reached over their administering. In all cases drugs should be handed to the party leader or designated adult for safe-keeping. The name of the child concerned, and the name of the drug must be clearly marked.

Section 2 - School Journeys Abroad

In addition to the normal procedures associated with school trips outlined above, the following rules apply in connection with school journeys abroad:

- 1) No school journey abroad can be made unless the consent of the Headteacher, Governing Body and the parents of pupils concerned has been given.
- 2) No irreversible commitment with parents should occur until consent of the Headteacher and the Governing Body has been obtained
- 3) School journeys abroad should normally **only take place during school holidays**. Up to five days of term time may exceptionally be used if necessary providing that the programme for the journey is concerned with Public Examinations and approved by the Headteacher.
- 4) **No unreasonable alterations** may be made to the organisation of the journey once it has commenced.
- 5) When arrangements of the proposed trip are notified to parents, they shall be told the **manner in which payments are to be made**, through ParentPay
- 6) It will be the responsibility of the designated leader of the journey to **liaise with the bursar** for advice on payments and receipts.
- 7) The **group leader must check insurance** with the School Journey Association, including loss of baggage if that is not covered by the package provided by the Travel Company.
- 8) We are not covered for dangerous sports or activities unless extra insurance is taken out. Please consult the Bursar in this regard
- 9) **The School will not** under normal circumstances **provide a grant** towards the cost of School Journeys Abroad. However, departments may wish to raise funds to assist those who cannot afford to pay.
- 10) The following **information** and documentation must be made **available** to the **Headteacher/Deputy Headteacher at least 10 school working days before the journey**. You may use the School Visit Form for this but may have to add additional information.
 - Student list with contacts and special considerations, diet, medical, etc.
 - Staff list with one designated leader identified.
 - A detailed itinerary, including planned activities and supervision arrangements of students.
 - Information to parents must include a reasonably accurate schedule of work
 - Copies of insurance certificates.
 - Copies of Passports
 - Emergency contact numbers of teachers on the journey and two members of SLT which should include the Headteacher where possible
- 11) The Headteacher and governors must be notified if the **journey is cancelled**.
- 12) In the event of overnight (residential) trips, all consent forms must include the Residential letter **together** with the usual specific permission letter written by the group leader. A copy of the letter is at the end of the policy document.

Checklist for Trips and Residential Activities - Routine or Category 'A' activities
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These are visits where risks are no greater than those encountered in everyday school/centre/club activities: For example:

- *Local surveys and fieldwork (e.g. Hampstead Heath)*
- *Visits to libraries; theatres; museums etc*
- *Sports or recreational events as participants/spectators (including swimming as part of NC)*

All Category A trips need approval from the Assistant Head (trips), a minimum of 2 weeks before the visit takes place.

Please ensure you have ticked-off the following essentials...

Category A trips		
1	Seek approval from your HOD/HOF and discuss at dept meeting	
2	Complete leave of absence forms and receive approval for cover	
3	Submit student list for approval by SENCO and make reasonable adjustments for all students travel	
4	Submit student list for approval by YCC	
	Risk Assessment needs to be completed and signed by the trip leader, the staff on the trip, the Headteacher and Gemma Van Praagh, the Senior Member of staff currently responsible for trips.	
5	Show Trip letter for approval by line manager before being sent out to students	
6	Approval received for the trip	
7	Insurance checked with Bursar	
8	Submit Trip Form, Risk Assessment at least 2 weeks in advance of the trip. Email the class list to SLT (trips).	
9	Put list of students in the staff bulletin	
10	Meeting held for staff going on the trip	
11	A student list with contacts and special considerations, diet, medical etc, needs to be prepared at least 10 days before the trip. Copies should be left with reception and in the case of residentials with a member of SLT	
12	An itinerary, including planned activities and supervision arrangements of students needs to be with the head teacher at least 10 days before the departure.	

Checklist for Trips and Residential Activities - Higher Risk or Category B Activities

These include potentially higher risk activities and include visits where the following applies:

- *Travel by air or sea*
- *An overnight stay*
- *The destination is abroad*
- *Adventure activities, e.g. rock climbing; windsurfing; rowing etc.*
- *Mountainous or coastal environments*
- *Swimming (unless part of NC)*

All Category B trips need approval from the headteacher and governors a minimum of 6 weeks before the visit can take place.

Please ensure you have ticked-off the following essentials...

Category B trips		
1	You should consult your Head of Department/Faculty and the SLT line manager in the first instance. The member of SLT will be the main point of contact for overseeing all aspects of the trip.	
2	Complete leave of absence forms and receive approval for cover	
3	Risk Assessment needs to be completed and signed by the trip leader, the staff on the trip, then submitted to the Headteacher and LT responsible for trips (see website) http://www.eriding.net/educ_visits/risk.shtml <u>O:\Forms to be Completed\Trip forms\Risk Analyses</u> All Educational Visits MUST be completed and any additional RAs including method of travel	
4	Submit Trip Form for approval including a Risk Assessment to Headteacher and Governors at least 6 weeks in advance of the trip	
5	Show Trip letter for approval by line manager before being sent out to students including	

	Residential Permission letter	
6	Approval received for the trip	
7	Insurance Form completed and posted/faxed and attached to trip form	
8	Complete leave of absence forms and receive approval for cover	
9	Submit student list for approval by SENCO and make reasonable adjustments for all students travel	
10	Submit student list for approval by YCC	
11	Submit Trip Form, Risk Assessment to SLT (trips) at least 2 weeks in advance of the trip. Email the class list to SLT (trips).	
12	Publish confirmation of trip in the Bulletin	
13	List of students in the Bulletin	
14	Meeting held for staff going on the trip	
15	When arrangements of the proposed trip are notified to parents, they shall be told the manner in which payments are to be made by ParentPay	
16	A meeting for parents and carers is held at least 14 days before the trip leaves.	
17	A student list with contacts and special considerations, diet, medical etc, needs to be prepared at least 10 days before the departure.	
18	Two emergency contact numbers should be agreed with SLT	
19	A photocopied record of passports of all students should be prepared and left with the SLT line manager who will be the emergency contact.	
20	A detailed itinerary, including planned activities and supervision arrangements of students needs to be with the head teacher at least 10 days before the departure.	
21	<ul style="list-style-type: none"> Accommodation must be assessed on arrival and students must be made aware of risks such as fire evacuation procedures 	
	<ul style="list-style-type: none"> Ground floor accommodation needs to be checked e.g., windows lock particularly at night 	
	<ul style="list-style-type: none"> Daily meetings are planned to review past activities and to plan for the next day 	
	<ul style="list-style-type: none"> Arrangements for issues occurring at night time must be made clear 	

New exemplar letter attached below

3rd January 2016

Dear Parent/Carers

YEAR 10 ART & PHOTOGRAPHY TRIP TO THE HAYWARD GALLERY

We would like to take the GCSE Art and Photography students to the Hayward Gallery on **Tuesday 1st February** to look at the work of the photographer and artist Alexander Rodchenko. This exhibition will provide an important context for their present coursework.

As a school we are committed to broadening the educational experience for all our pupils. However, as I am sure you will appreciate, given the limited school budget resources available, we are not able to finance all school visits. So, in order for this visit to go ahead, we need to ask for a voluntary contribution of £4.50 (please contact the school office if this causes you any difficulty as we may be able to help with the cost). Whilst not compulsory, if we do not have sufficient funds to cover most of the cost, this trip will have to be cancelled and the money returned.

We will leave school at 9.00am and will return to school by 3.10pm, travelling by the 141 bus. Students will need to bring an oyster card to receive free travel, a waterproof coat and packed lunch (students who usually have free school meals will be provided with a packed lunch). Students will also have the opportunity to visit the gift shop at the gallery but please keep pocket money to a minimum.

Please complete the reply slip attached and return it to your child's art teacher by Friday 15th January 2010. We cannot accept any replies later than this date. Payments should be made through the ParentPay link on the school website

If you have any queries please do not hesitate to contact me.

Yours sincerely,

Mr Anthony Hart
Art teacher

I give permission for my son/daughter to take part in the trip to the Hayward Gallery visit on the above date.

Student Name.....

Parent/Carer signature.....

My daytime emergency contact number is.....

Medical details concerning my child.....

Name, address and emergency telephone number for child's doctor

.....

I have made a voluntary contribution towards the cost of the exhibition of £4:50

Student Name.....

Parent/Carer signature.....

Dear Parent/carer

It is the aim of our school to provide enrichment activities of the highest quality. The school encourages all students to take part in every aspect of the curriculum in and out of school. All students should be given the opportunity to access every aspect of school life.

We want to ensure that the Health and Safety of all students is our highest priority and for that reason there are some formal procedures that we would expect students, parents and carers to study and agree to before students are allowed to take part on a trip.

Please read the following carefully and complete any questions that need answering

The school reserves the right to decide who is able to go on a trip and who is not able to go on a trip. If your child has behaved in a way that has led to an exclusion in the past, then this may affect their eligibility to go on a school trip.

- Any student who has received an exclusion this academic year (September one year to July the following year) may be banned from taking part in a school trip this academic year.
- Any student who has received more than one exclusion (of 3 or more days) this academic year (September one year to August the following year) may be banned from taking part in a school trip this academic year.
- Any student who has behaved very badly on a previous school trip is banned from taking part in a residential school trip for two years from the date of the offence.
- Any student who is given an exclusion (of any length) after signing-up for a trip will not be allowed to take part on the school trip and any deposit paid will be forfeited, and any expenses incurred by the school (including up to the full cost of the trip) will be payable in full.

I have read and I agree to the terms above

Signed:..... (parent/carer)

Student's name (block capitals):.....

The following questions must be completed for all trips

Has your child had any major surgery in the last ten years? Yes ()
No ()

Has your child any medical condition that might compromise their (or other's) Health and Safety? .Yes ()
No ()

If you answer YES to either of the above, it will be up to the discretion of the school if you are able to go on the trip?

If the trip is abroad (not in the UK) then the following questions must be completed too

Has your child received a conviction or a police reprimand? Yes ()
No ()

Does your child hold a current EU passport with at least six months left from the date of the start of the trip?

Yes () No ()

Has your child been refused a visa in the past? Yes ()
) No ()

Declaration:

The information I have given above is correct to the best of my knowledge

Signed:..... (parent/carer)

Print name:.....

Activity:
Date:
Group:
Number of students:
Number of PPI students:
Dept:
Lead:
Other staff involved:

1. Consult HOD and YCC
↓
2. If residential - calendar and cover approval before the beginning of the academic year from AGA and Governors
↓
3. Calendar and cover approval from Maryam and AGA
↓
4. Class list to SENCO to check if special considerations and/or support is needed and can be provided
↓
5. Class list to YCC
↓
6. Parental permission letter goes out
↓
7. Submit all paperwork to GVP two weeks before you go – this form/class list/risk analysis
↓
8. Approved class list goes into bulletin
↓
9. On day of trip give list to Linda in reception and leader’s phone number

Confirmed by:	Date:

We have a TFL account and free group travel can be booked through their website no later than two weeks in advance –

<https://schoolparty.tfl.gov.uk/>

- user name is *Stoke76N16*
- password *snstrips*