



Document Control

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Document Reference:	Educational Visits Policy	
Version	01	
Status	Final	
Publication Date	March 2017	
Related Policies	Critical Incident Plan ATLP Safeguarding and Child Protection Policy Keeping Children Safe in Education Working Together to Safeguard Children	
Review Date	February 2020	
Approved/Ratified By		Date:

The Arthur Terry School: Educational Visits Policy 2017

The Arthur Terry School follows guidance and procedures as set out by the DfE (2014) for ***Health and Safety Advice on Legal Duties and Powers*** which supplanted previous advice of Health and Safety: Responsibilities and Powers (2001) and *Health and Safety of Pupils on Educational Visits (HASPEV 1998)*.

All staff should follow guidelines as outlined in the professional standards for teachers and code of conduct for support staff and special reference should be made to Safer Working Practice for Staff in Schools. As well as any current safeguarding guidance 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children' as well as the school's own policy.

Following this guidance ensures consideration for the health and safety of all those involved and to maintain the educational quality of visits and sound financial planning.

The school's current EVC is Rebecca Brindley – Assistant Headteacher

Section 1: Policy Overview

- 1.1 - Staff wishing to plan and undertake a visit must follow the school procedure on educational visits which can be accessed via the staff section on the school website.
- 1.2 - Outline permission will be granted when all the requirements have been considered and has approval from EVCs and Leadership Group. If the trip is a residential trip, either UK or international, then approval must be granted from EVC, Leadership Group Link prior to being presented to the Governing Body. When being presented this must be the final version which includes details of staffing, itinerary and any other appropriate details (no monies should be committed until Governor approval has been granted).
- 1.3 – If the trip is non-residential but considered to be high risk then consultation with the Governing body must be undertaken. The EVC and Leadership Group will make informed decision as to the risk status of the trip, taking into account any current mitigating factors. If the risk status of the trip changes following permission being granted or if there is any uncertainty Governors approval must always be sought. This can be via a phone call to the Chair of Governors if there is not a scheduled meeting.
- 1.4 - The visit must be relevant to curriculum needs or specific whole school priorities.
- 1.5 – Once approval is granted then the trip leader can complete the planning, organisation and bookings for the visit in line with the conditions set out by the school's procedure and terms set by EVCs, LG and Governors.
- 1.6 – Following each residential or high risk visit the trip leader will undertake a review and submit this to their line manager and EVCs.
- 1.7 – Any incidents or accidents or near misses will be reported during or immediately upon return and further investigated by EVCs/DSL or Leadership Group as appropriate.
 - In the event of a fatality incident, or a serious injury (in Great Britain only) then the school's responsibility is to report the accident to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013>(*HSE3)).
 - Local guidance from Birmingham Children's Safeguarding Board should be followed also. Trip leaders will have telephone access to DSL support
- 1.8 – It is the responsibility of all trip leaders and accompanying staff to read and sign the requirements of this policy and to seek further advice if further clarification is needed. A copy of this policy will be available on the Educational Trip section of the school website and a signed copy by the EVC, Leadership Group Link and Trip Leader for each Educational Visit to be recorded and retained. Changes to this policy will be notified by the website.

Section 2: Local Responsibilities

- 2.1 – The Headteacher and or the designated EVCs are responsible for ensuring visits are approved and necessary requirements as per the school procedure have been followed.
- 2.2 – The Educational Visits Co-ordinator(s) are staff members who have significant experience in the planning and delivery of educational visits. There is no statutory training requirement (*HSE1) however

courses provided by Outdoor Education Advisers' Panel (*OEAP) are recommended as good practice by the HSE. After a period of induction, the EVC(s) will be delegated with the following indicated tasks:

- To grant permission that a leader may plan a visit after deciding that the timetabling, financial implications and ethos of the visit are acceptable.
 - To receive forms and check all visit details are completed and appropriate records are kept.
 - To check that all requirements for approving the trip have been undertaken.
 - To liaise with the Headteacher when necessary and signify that a visit is allowed to go ahead by signing the appropriate forms as found in the school procedure.
 - To check that further requirements, as stipulated by Leadership Group or Governors, for residential or foreign travel and addition of high risk activities have been undertaken.
 - To ensure a clear, personalised itinerary has been created outlining with staff roles and suitable qualifications where necessary and student activities throughout the trip. This is particularly relevant for the Duke of Edinburgh award scheme.
 - To grant final permission for a visit when all organisation and planning are complete and to signify this by signing the appropriate forms.
 - Where appropriate conduct an impartial ballot for student access to the visit.
- 2.3 – Pupil to staff ratios are not prescribed in law. However, EVC will determine, on the basis of risk assessment, the ratios, taking into account the activities undertaken as well as the age and maturity of the pupils. Gender ratios must also be taken into account to ensure that suitable provision is in place. If the trip involves high risk activities then the ratio may be significantly lower. However, a general guide is suggested below.
- Domestic Day Trips – A suggested minimum ratio of 1 adult to 15 students is recommended
 - Domestic Residential Trips – A suggested minimum ratio of 1 adult to 12 students is recommended
 - International Residential Trips – A suggested minimum ratio of 1 adult to 10 students is recommended.
- 2.4 – The designated trip leader(s) are in overall charge of the group and remains responsible throughout the visit. Teachers will only become personally liable if they ignore clear, direct, instructions about serious risks and depart from all common sense. Teachers who try to act responsibly and in the role of loco parentis will be on the right side of the law (*HSE1).
- As there is no statutory training for visit leaders (*HSE2) EVC(s) will be in regular contact with the trip leader and will execute a range of mentoring and coaching as appropriate to ensure the smooth running of the trip.
 - Prospective trip leaders should gain skills and experiences on other school based trips on a staged approach prior to being responsible for running a trip. Annual CPD will be available for those interested in being future trip leaders.
 - Where appropriate prior to travel EVC(s) to conduct a final meeting with scenarios based tasks for the trip leader to undertake with associated feedback.

Section 3: Emergency Procedures

- 3.1 - The Risk Assessment for each activity and visit will identify the measures put in place to mitigate against the risk. This should include any planned unstructured or unsupervised time and include details of where and how the children can report to and access staff in the case of an incident. Where ever possible, all trip members should carry ID that includes an ICE number. For visits extending beyond the school day this includes a designated home contact (EVC/DSL or other designated person) from school that may be needed as a link between the party, parents/carers and the school in the event of an emergency. In case of failure to communicate with designated person then refer to the critical incident plan.
- 3.2 - GroupCall will be designated method of communication to parents. However, trip leaders are encouraged to consider a backup such as a telephone tree.
- Either Trip Leaders to have access to Group Call personally
 - Or trip Leaders to be in regular contact with EVC(s) or designated person to send Groupcall messages on behalf of the trip.
 - EVC to be included on the GroupCall list for all educational visits.

- 3.3 – In the event of a significant delay or incident resulting in harm to any attending participant or staff member then the EVC(s) will be informed so they can decide:
 - If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened and the action taken so far. It may be appropriate for the EVC to direct the trip leaders to undertake this task by using GroupCall.
 - However, if the incident is very serious then the appropriate members of leadership group will consider instigating the critical incident plan.
 - In the event of a fatal incident the Health and Safety Executive will work with the police to investigate. Most serious accidents on school trips involve underlying management failures and HSE always looks for the underlying causes. (*HSE2)
 - Any injury or death to a member of staff or child outside Great Britain may be subject to the law of the land in which the injury or death occurred (*HSE2)

Section 4: The Governing Body

- 4.1 – The Governing Body are informed about Educational Trips which include high risk day visits and residential visits.
- 4.2 – The Governing Body will receive reports of significant incidents or near misses from the EVCs and or Trip Leaders
- 4.3- Annual review will be sent to Governors detailing school visits that have taken place.
- 4.4 – The Arthur Terry Learning Partnership will remain responsible for appropriate insurance cover for Educational Visits. However, trip leaders are responsible for enquiring about supplementary insurance cost for high risk activities or locations as per instructions in the school procedures.

*Department for Education 2014 – Health and safety: advice on legal duties and powers, for local authorities, school leaders, school staff and governing bodies

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf [accessed 12/1/17]

* HSE1 – Frequently Asked Questions - Education <http://www.hse.gov.uk/services/education/faqs.htm#school-trips> [accessed 12/1/17]

*HSE2 – School Trips and Outdoor Learning Activities, Tackling the Health and Safety Myths
<http://www.hse.gov.uk/services/education/school-trips.pdf> [accessed 12/1/17]

*HSE3 – [Incident Reporting in Schools \(accidents, disease and dangerous occurrences\), Guidance for Employers](http://www.hse.gov.uk/pubns/edis1.pdf)
<http://www.hse.gov.uk/pubns/edis1.pdf> [accessed 12/1/17]

*OEAP – Outdoor Education Advisers’ Panel. Advice, support and monitoring of visits and outdoor learning, OEAP Training <http://www.oeap.info/what-we-do/oeap-training> [accessed 12/1/2107]