

Educational Visits Policy (Trust, Senior School, Prep School and EYFS)

Statement of Intent

St Bede's School Trust (hereafter referred to as Bede's) clearly recognises that educational visits and trips have enormous potential for enriching the school curriculum and, in some cases, it is an essential requirement of examination courses.

In particular pupils have the opportunity to undergo experiences not available in the classroom; visits can help pupil's investigative skills and longer visits in particular encourage greater independence and benefits by providing a variety of "real life" opportunities to enable them to achieve a fuller understanding of the world around them through direct experience.

School trips and visits take place every year, the vast majority safely and without incident. However, we are all aware that very occasionally things can and do go wrong. It is therefore very important that all trips and visits are properly planned and that all staff involved with School trips and visits take all reasonable steps to ensure that risks are minimised.

Bede's aim is that all visits away from the School environment are:

- **Safe**
- **Educational**
- **Enjoyable**

Policy Standards and Additional Bede's Policies

Under the Health & Safety at Work Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employers also have a duty to ensure, so far as is reasonably practical, the health, safety and welfare of anyone who may be affected by their business activities. This includes participants in off-site visits and trips.

This policy has been written with regard to the Health & Safety Executive "School trips and Outdoor Learning Activities" and Department for Education and Employment (DFEE) guidance "Health & Safety of Pupils on Educational Visits"

(See separate Bede's Policies: General Health & Safety Policy, Child Protection Policy, Bede's Educational Visits Handbook, Transport Policy)

Definition

For the purpose of this policy, a School trip or visit is defined as any occasion when a pupil or group of pupils are away from the School campus, undertaking a school activity and under the supervision of a member of staff with the exclusion of 'Away Sporting Fixtures' which are deemed to be part of the School curriculum and covered through the Sports Departmental risk assessments and Saturday boarders shopping trips which are covered by the PDH at the senior school and HMs risk assessments. Regular trips which happen during the school day – e.g senior pupils going to the Prep School, Prep School pupils going to Meads or the Seafront – are covered by a General Risk Assessment which is updated yearly.

Organisational Arrangements

Responsibilities for Visit:

The responsible Prep School Deputy Head, (DH)/Senior School Deputy Head Co-Curricular (DHCC) or Head of Pre Prep and Nursery

- ensure that staff organising and supervising visits have the required level of competence for the type of visit being undertaken;
- ensure that those organising visits have sufficient support, time and resources to fulfil their responsibilities;
- check the organisers' plans and ensure they are aware of this Policy, Bede's Educational Visits Handbook and the DofE guidance "Health & Safety of Pupils on Educational Visits".

The Trust Health & Safety Coordinator will:

- regularly review and ensure that this Educational Visits Policy Statement in respect of school visits is followed and that compliance with procedures is strictly adhered to.
- Assist the DH/DHCC/Head of Pre Prep and Nursery in the annual review of this Policy, Educational Visits Handbook and associated forms as applicable.

Group Leader/Teachers

One teacher, the group leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health & safety of the group. The group leader should have been appointed or approved by the DH/DHCC/Head of Pre Prep and Nursery

The Group Leader/Teacher should:

- Obtain the DH/DHCC/Head of Pre Prep and Nursery prior agreement before any off site visit takes place. Budgeting must be approved with the Finance Office before a trip is advertised.
- Ensure compliance with this Policy, Bede's Educational Visits Handbook and the DfE guidance "Health & Safety of Pupils on Educational Visits".
- Where relevant appoint a deputy.

Ensure all relevant persons are made aware of any Health & Safety implications associated with the visit including the necessary control measures, any behavioural agreement and what is expected in the interest of health, safety and welfare. All offsite visits should also consult with the Health and Well Being Team before embarking on the visit.

(For further information see separate: Bede's School Policy: Administration of Medicines, Bede's Educational Visits Handbook)

Pupils

The Group Leader/Teacher should make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other supervisors including those at the venue of the visit.
- Dress in school uniform (unless casual attire is explicitly permitted) and behave sensibly and responsibly following all appropriate school rules.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader/Teacher or supervisor about it.

Parents

- Parents should be able to make an informed decision on whether their child should go on the visit.
- Parents should inform the group leader of any medical issues/ treatments or other issues that might affect the pupil whilst on the trip.
- The Group Leader/Teacher should ensure that parents are given sufficient information in writing where relevant and are invited to any briefing sessions.

(For further information see separate: Bede's Educational Visits Handbook)

Planning and Preparation

Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off.

School Visits shall be thoroughly researched and planned and organisers are to ensure, wherever possible, that they have visited the proposed venue or contacted the venue for relevant Health & Safety information prior to the planned trip and completed a proposal form and risk assessment form.

Authorisation for the visit is to be signed by the DHCC at the Senior School, the DH at the Preparatory School or the Head of Pre Prep and Nursery prior to the start of the visit and also the Trust Health & Safety Coordinator.

(For further information see separate: Bede's Educational Visits Handbook)

Supervision and Child Protection

- Organisers are to ensure that supervision levels for the visit are adequate. In EYFS, minimum supervision levels are specifically:
 - Under 2 year olds – 1:3
 - 2 year olds – 1:4
 - 3 year olds – 1:8
 - There is no statutory ratio for trips in EYFS as the ratio has to reflect the Risk Assessment carried out. Recommended ratios:
 - Under 2 year olds – 1:2
 - 2 year olds – 1:3
 - 3 year olds – 1:4
 - Reception – 1:6
 - Years 1 and 2 – 1:8

Each individual trip will be risk assessed and may necessitate lower child to adult ratios depending on the location, the activity and the distance from the base. For all our trips we require a minimum of:

- Years 3 to 6 – 1:10/15 (at discretion of DH depending on level of trip risk)
- Years 7 to 13 – 1:15/20 (at discretion of DH/ DHCC depending on level of trip risk)
- All overnight trips require a minimum of 1:10 with a mixture of male/ female staff with mixed male/ female pupils unless there are specific circumstances which have been Risk Assessed and controlled – this must be at the discretion of the DH/ DHCC)

A member of staff is anyone who is on the payroll. All other adults are regarded as volunteers and cannot be included in ratios. Volunteers must be DBS checked for residential trips and cannot supervise pupils on their own. All residential trips must ensure that at least one member of staff is First Aid trained and trained in the Administration of Medicines.

- Organisers are to ensure that providers, agencies or volunteers who have contact with children (e.g. through overnight visits) or will be supervising children have been checked by the Disclosure and Barring Service (DBS).

(For further information see separate: Bede's Child Protection Policy, Bede's Educational Visits Handbook)

Types & Category of Visit and Parental Permission

- Regular Visits – a one off annual permission slip is signed by parents for the following trips:

Prep School and Nursery – Seafront and Holywell Beach, Meads Villages, St Helen's Gardens
Senior School – within the confines of the village – Village Shop, Park Mead, Sport Matches

- Local Visits – both in and out of school hours' parental permission is required in writing for day students and BHM permission for boarders excluding Boarders Shopping Trips
- Residential Trips – parental permission for participation, insurance, medical and behaviour is mandatory.

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(For further information see separate: Bede's Educational Visits Handbook)

Insurance

Organisers shall ensure that well before departure date there is adequate insurance cover for the visit, taking into account the activities planned. This insurance must be organised through the School unless permission is given for a unique travel company policy. No trip should be organised or advertised without consultation with the finance department.

School transport (minibuses) are insured through a Trust certificate. Further details can be obtained from the Transport Department.

Risk Assessment

In many circumstances a risk assessment need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health & safety expertise. However specialised information for some visits may be necessary and the Trust Health & Safety Coordinator can assist and advise with this. The completion of a Trip Risk Assessment is the responsibility of the staff member leading the trip and must be completed by them. Regular Visits are covered by a central Risk Assessment held by the DH/DHCC

(For further information see separate: Bede's Educational Visits Handbook)

Emergencies

- The Group Leader/Teacher is to take charge in an emergency;
- Pre-arranged contacts are established as part of the planning;
- In the event of any emergency the visit leader shall follow procedures as identified during the planning stage; and
- In situations where the media may become involved, staff are not to speak to reporters but refer them to the Headmaster.

(For further information see separate: Bede's Educational Visits Handbook)

Monitoring and Review

The Trust Health and Safety Coordinator Manager shall ensure that:

- arrangements for all levels of visits are reviewed annually;
- risk assessments for regular Level 1 visits are reviewed continuously; and
- review / debrief meetings take place after every Level 2 and Level 3 visit and that changes in respect of specific risk assessments or other useful information is communicated to all concerned.

Review of this Policy

The Trust Health & Safety Coordinator will assist the Deputy Head Co- Curricular in the annual review of this Policy, Educational Visits Handbook and associated forms.

Owned by:	Rachael Woollett (Deputy Head: Co-curricular)
Authorised by:	SMT
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Date	Review Comments	Reviewed by
3 rd March 2015	All job titles changed to reflect current staffing structure, amendments made after SMT meeting	R Woollett
28 th April 2015	EYFS changes made on ISI recommendation	R Upton
6 th May 2015	Title of Policy changed to Educational Visits to comply with current legislation	R Woollett
16 th August 2016	Policy amended to include advice from ESCC training including amending ratios, permission from parents for regular trips, medical and finance arrangements	R Woollett
17 th August 2016	Policy changes discussed and agreed with Trust Health & Safety Coordinator	R Woollett B Cleaver
22 nd August 2016	Policy amendments after consultation with DH at Prep School	R Woollett B Purkiss
25 th September 2017	Policy amended to cover boarders shopping trips exceptions and consultation with the finance department as well as caveat about mixed staffing on residential trips, staffing ratios changed for Pre Prep and nursery	R Woollett B Purkiss D Writer
22 nd January 2018	Policy amended to include new title of Health and Safety Officer and distinction between regular trips and low level trips	R Woollett