

Educational Visits Policy (Trust including EYFS)

1. Statement of Intent

- I. 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.
- II. 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.
- III. 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.
- IV. Bede's aim is that all visits away from the School environment are:
 - **Safe**
 - **Educational**
 - **Enjoyable**

2. Policy Standards and Additional Bede's Policies

- I. 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.
- II. This policy has been written with regard to the Health & Safety Executive "School trips and Outdoor Learning Activities" and updated Department for Education and Employment (DFEE) guidance "Health & Safety on Educational Visits" published on 26th November 2018.
- III. (See separate Bede's Policies: General Health & Safety Policy, Child Protection Policy, Bede's Educational Visits Handbook, Transport Policy)

3. Definition

- I. 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 Seafont, theatre trips and weekend activities– are covered by a General Risk Assessment which is updated yearly.

4. Organisational Arrangements

Responsibilities:

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

- a. ensures that staff organising and supervising visits have the required level of competence for the type of visit being undertaken;
- b. ensures that those organising visits have sufficient support, time and resources to fulfil their responsibilities;
- c. checks the organisers' plans and ensures they are aware of and understand this Policy, Bede's Educational Visits Handbook and the DofE guidance "Health and Safety on Educational Visits" published on 26th November 2018 <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

4.2 Group Leader/Teachers

- I. 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 and welfare of the group. The group leader should have been appointed or approved by the DH/DHCC/Head of Pre Prep and Nursery
- II. The Group Leader/Teacher should:
 - a. 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.
 - b. Ensure compliance with this Policy, Bede's Educational Visits Handbook and the DfE guidance "Health & Safety on Educational Visits".
 - c. Where relevant appoint a deputy.
 - d. Put sensible and proportionate precautions in place, making sure these work in practice;
 - e. Know when and how to apply contingency plans where they are necessary;
 - f. Heed advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities)
- III. Ensure all relevant persons are made aware of any health and 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.
- IV. (For further information see separate: Bede's School Policy: Administration of Medicines, Bede's Educational Visits Handbook)

4.3 The Trust Health and Safety Manager:

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

4. 4 Parents

- a. Where a trip is residential Parents must be given information to be able to make an informed decision on whether their child should go on the visit. Where a visit is within the regular school day and one which is made frequently – e.g. visits to Meads/ Seafront or the Prep/ Senior School or a Sports Fixture it is not necessary to inform parents. Where a visit is outside of the school day or of a non-regular nature parents must be informed in writing and should give permission either in writing or by email.
- b. Parents should inform the group leader of any medical issues/ treatments or other issues that might affect the pupil whilst on the trip.
- c. The Group Leader/Teacher should ensure that parents are given sufficient information in writing for residential trips and are invited to any briefing sessions with the exception of the OP Trip for the Senior School and Leavers residential for the Prep School

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

4.5 Pupils

- I. The Group Leader/Teacher should make it clear to pupils that they must:
 - a. Not take unnecessary risks
 - b. Follow the instructions of the leader and other supervisors including those at the venue of the visit.
 - c. Dress in school uniform (unless casual attire is explicitly permitted) and behave sensibly and responsibly following all appropriate school rules.
 - d. 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.

5. Planning and Preparation

- I. Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is Trust Policy that formal planning must take place before setting off.
- II. School Visits shall be thoroughly researched and planned. Risk Assessments should be reviewed for regular visits e.g. Weekend Trips/ Theatre Visits. These Risk Assessments must be dated by the trip leader and should be communicated to all the staff and pupils involved.
- III. Organisers of residential or High Risk Trips are to ensure, wherever possible, that they have visited the proposed venue or contacted the venue for relevant Health and Safety information prior to the planned trip and completed a proposal form and risk assessment form should be completed for each visit and discussed well in advance with the Trust Health and Safety Manager. Authorisation for these visits 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, and the Trust Health and Safety Manager prior to the start of the visit.

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

6. Supervision and Child Protection

- a. Organisers are to ensure that supervision levels for the visit are adequate. In EYFS, minimum supervision levels are specifically:

- a) Under 2 year olds – 1:3
 - b) 2 year olds – 1:4
 - c) 3 year olds – 1:8
 - d) There is no statutory ratio for trips in EYFS as the ratio has to reflect the Risk Assessment carried out. Recommended ratios:
 - e) Under 2 year olds – 1:2
 - f) 2 year olds – 1:3
 - g) 3 year olds – 1:4
 - h) Reception – 1:6
 - i) Years 1 and 2 – 1:8
- I. Each 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:
- a) Years 3 to 6 – 1:10/15 (at discretion of DH depending on level of trip risk)
 - b) Years 7 to 13 – 1:15/20 (at discretion of DH/ DHCC depending on level of trip risk)
 - c) All residential 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)
- II. 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.
- b. 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)

7. Types & Category of Visit and Parental Permission

- a. Regular Visits – a one off annual permission slip is signed by parents for the following trips:
 - a) Prep School and Nursery – Seafont and Holywell Beach, Meads Villages, St Helen's Gardens
 - b) Senior School – within the confines of the village – Village Shop, Park Mead, Sport Matches
- b. 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 and Weekend Trips
- c. Residential Trips – parental permission for participation, insurance, medical and behaviour is mandatory.

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

8. Insurance

- I. 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.

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

9. Risk Assessment

- I. According to DfE Guidance published on 26th November 2018 there are two main types of educational visits.
 - a. *Routine visits involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.*
 - b. *Trips that need a risk assessment and extra planning and are not covered by current policies. Factors affecting the need for a risk assessment for these trips include; the distance from school, the type of activity, the location, the need for staff with specialist skills*
- II. Sometimes a school may just need to review its current plans or arrangements that were successful on previous trips. However, some trips will need risk assessments, detailed planning and informed approval of Head teachers or governing boards.
- III. Where the latter applies, the completion of a risk assessment is the **responsibility of the staff member leading the educational visit** and must be completed by them.
- IV. The Trust has decided that Bede's **Regular Educational Visits** are covered by a central risk assessment held by the DH/DHCC and is available on MyBedes.
- V. In the case of **Regular Educational Trips** e.g., Theatre Trips, Weekend Trips, the Lead Organiser must ensure they have arrangements in place to manage risks and must ensure the online risk assessment is read by all staff involved and communicated to the pupils. It is also their responsibility to ensure that they inform the Trust Health and Safety Manager by email that the trip is going ahead which will be taken as an acknowledgement that they (the Lead Organiser) will follow the on-line Risk Assessment.
- VI. All other trips will require completed risk assessments signed off by the Health and Safety Manager.

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

10. Emergencies

- a. The Group Leader/Teacher is to take charge in an emergency;
- b. Pre-arranged contacts are established as part of the planning;
- c. In the event of any emergency the visit leader shall follow procedures as identified during the planning stage; and
- d. 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)

11. Monitoring and Review

- I. The Trust Health and Safety Manager shall ensure that:
 - a. arrangements for all levels of visits are reviewed annually;

- b. risk assessments for regular visits are reviewed annually unless incidents occur in which case they should be reviewed as soon as reasonably practicable
- c. any incidents in residential/ high risk trips are discussed with the DHCC and DH and that changes in respect of specific risk assessments or other useful information is communicated to all concerned.

12. Review of this Policy

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

Author:	Deputy Head: Co-Curricular
Authorised by:	SMT (Pending review from Health & Safety Committee)
Date:	January 2019
Review Date:	January 2020
Circulation:	All Staff, Trust website, RM Staffs

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
January 2019	Regular Trips now include Weekend Activities which happen regularly and Theatre Trips. These now no longer need to have RAs completed for each trip but can use standard RAs which do not require approval of Trust Health and Safety Manager for each trip. These will be reviewed yearly by Trust Health and Safety Manager.	R Woollett
January 2019	Boarding Parent permission not required for regular trips including weekend trips and theatre trips	R Woollett
January 2019	OP Trip and Prep School Leavers Trip do not require Parents Evening and Briefing unlike other residential trips	R Woollett