



# COLNE VALLEY HIGH SCHOOL

## Educational Visits Policy

<b>Approved by:</b>			
<b>Responsible department:</b>	Personal Development		
<b>Last review date:</b>	November 2024	<b>Last reviewed by:</b>	B Murray
<b>Last updated:</b>	[Date]	<b>Last updated by:</b>	
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## **Aims and Scope**

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the Head of School/Head of School or other designated member of staff.

Educational visits are a valuable way to support development of The CVHS values, supplement and enhance the curriculum, expand students' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## **Roles and Responsibilities**

### **Head of School**

The Head of School is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Chief Finance Operations Officer (CFOO) to approve residential trips of more than 24 hours

### **The Educational Visits Co-ordinator (EVC).**

Their role is responsible for:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the Head of School and governing board when they're approving trips
- Access the necessary training, advice and guidance

- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **Trip lead:**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others.
- Trips must always have a teacher who is employed by the school as the leader unless authorised by the Head of School.
- It is advised that all trip leads complete the National College Certificate in Organising and Managing School Trips for Secondary Schools and Academies.

### **Staff**

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the Head of School
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### **Parents and Carers**

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### **Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **Students**

Our school behaviour policy also applies to all educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Students will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.
- Students and parents/carers have a shared understanding that if students do not follow these policies that it is the responsibility of the parent/carer to collect that student from the trip or visit.

### **Planning and Preparation**

The decision on whether or not a visit will take place will be made by the Head of School and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio is 1:8/10 depending on the risk assessment
- Any other factors deemed appropriate and relevant

- As part of the planning stage, information will be gathered by staff proposing the visit and added to a trip request form, and submitted via Airtable for initial approval including:
  - Location and travel distance
  - Travel plans or options
  - Full cost breakdown, including multiple options where available
  - Resources, including staffing, volunteers, and physical supplies
  - Accommodation options, where needed
  - Insurance detailed, where needed
  - Risk assessment plans and first aid provision
  - What safety measures can be put in place in order to reduce any risks

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Head of School will seek approval of the Chief Finance Operations Officer (CFOO).

Once the risk assessment has been approved by the Head of School, and the CFOO where relevant, staff will communicate with parents/carers and provide trip information.

Once the trip is approved in principle, communication may commence with all parties and EVOLVE be completed within the requisite time scale for the level of risk associated with the trip.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### **Inclusion**

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

### **Risk Assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips. This will be a term if the trip is classed as Adventurous or a Residential.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the head of school/Head of School and, where appropriate, third party vendors.

Every risk assessment will be approved by the Head of School/Head of School, and a copy taken on the visit and another copy left with the EVC.

### **Staff Ratios and First Aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip Adults without a DBS check will not be left alone with students at any time
- The trip lead will take regular headcounts and/or rollcalls

### **Transport**

Transportation for trips will be organised by the school, in line with our safety procedures.

We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

### **Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge.

Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## **Communication and Consent**

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip, if appropriate. Communication will be via letter email and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards
- Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.
- Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.
- Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.
- In the case of overseas trips, they will be asked to provide passport information and
- European Health
- Insurance Card or UK Global Health Insurance Card information, if available.

## **Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with

the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

### **Charging and Insurance**

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

All costs of trips and payment plans in line with the tour operator's payment schedule will be communicated in the initial letter to parents.

Students that are registered as Ever6 FSM and for whom the school receives a Pupil Premium grant allocation, a percentage value will be agreed on a trip-by-trip allocation and may not be expected to pay any voluntary contribution. This is reviewed on an annual basis dependent upon the continuation of the Pupil Premium grant and the school's priorities in spending the grant.

In cases of hardship financial assistance may be available. Costs may include cover implications.

Payments will be on ParentPay.

Day visits shall be of a modest cost.

If 10% of the children are not funded by voluntary contributions the whole visit must be cancelled and/or reassessed.

### **Residential visits**

The Head of School, together with the CFOO, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip



- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks
- Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:
  - The dates and time of departure and return to school
  - The full address and contact details of the destination
  - Planned activities and options
  - Meal provision
  - Costs and optional charges, including deposits and the date by which this must be received, in line with
  - our charging and remissions policy (this will include information about exemptions)
  - Clothing and equipment provided, and what students must bring themselves
  - Public health requirements, including any required vaccinations
  - Accommodation options and arrangements
  - The names of staff attending
  - For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality badge
  - or similar local accreditation. We will follow the Foreign and Commonwealth Office’s overseas travel guidance and foreign travel advice when organising these visits.

### **Review**

This policy will be reviewed every year. At every review, the policy will be shared with the full LGB.