



EDUCATIONAL VISITS POLICY

Date: Jan-19

Review: Date: Oct-19

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Objectives

- To ensure that visits are well planned and significant risks are identified and managed.
- That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- That those in charge of visits have the necessary competence to manage situations appropriately.
- That the requirements of the Early Years Foundation Stages (EYFS) Checklist and Monitoring Reference for Inspectors are met.

Guidance

1. The Head will act as Educational Visits Co-ordinator (EVC), in liaison with the Deputy Head, Bursar, Academic Director and Head of Pre-Prep (together the Senior Leadership Team, "SLT").
2. Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips to historic sites, museums, galleries, natural features, farms, drama productions;
- language trips abroad;
- field trips, e.g. geography, history, art history;
- adventure activities, e.g. climbing, den building, woodland trails, twilight safari, beachcombing.

The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

3. Workshop and trip requests need to be emailed to the SLT as they will need the following sign offs:
 - Academic Director / Head of Pre-Prep (curriculum – EYFS as applicable)
 - Deputy (timetable)
 - Bursar (cost)
 - Head (holistic)

Once the date is confirmed, the Deputy Head and Secretary must be informed so that it can be entered into the diary & school calendar.

4. Parents will be notified in advance of:
 - selection of a child for a sports team where they will be given a list of fixtures;
 - a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration; and

- planned trips and visits for year groups. Parents of pupils opting for residential trips will attend the school for a full briefing.
5. Individual written consent will be obtained for residential trips.
 6. Early Years only: Permission will be sought at the start of the academic year for any outings which involve walking for no more than an hour to local landmarks etc. Parents will receive advance notification of these outings. Parents will be required to provide permission before any outings further afield.
 7. Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.
 8. The EVC will:
 - ensure, as far as possible, they are spread through different age groups and the school year;
 - help staff involved with organising tours;
 - ensure parental consent forms have been checked; and
 - keep records of previous visits, including details of accidents and incidents.
 9. All new teaching staff will receive training on planning school visits as part of their induction to cover:
 - conducting risk assessments;
 - emergency procedures;
 - school insurance cover;
 - budgeting for visits; and
 - circumstances when a trip may be terminated.
 10. Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. This includes:
 - Booking the venue
 - Completing risk assessments
 - Liaising with the School Nurse to understand first aid requirements
 - Booking transport – refer to the appendix.
 11. The GL will hold a valid first aid certificate or ensure that one of the accompanying teachers does. For Early Years trips, one member of staff must hold a valid paediatric first aid training certificate.
 12. Personal Liability
 - The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do."
 - The school as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.
 13. Insurance

- The school has Employers Liability Insurance of £10m and Public Liability Insurance of £10m.
- It also has pupils' personal accident insurance, applicable worldwide.
- The EVC and / or GL should check with the Bursar when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for additional cover where required.
- The GL should ensure that they have a copy of the school travel insurance with them on the trip.
- Travel involving staff using their own cars is not permitted.

14. Ratios

Staff pupil ratios recommend by the DfE for off site activities are:

- 1:3 for Nursery & Reception;
- 1:6 for Years 1-3 inclusive; and
- 1:10 to 15 for years 4-6.

There should be a minimum of two adults on each trip with first aid training and suitability checks in place.

Adequate levels of supervision and staffing ratios must be established for the journey based on such factors as the sex, age and ability of the children, the presence of pupils with special educational needs, the nature/length of the journey, the nature of activities to be undertaken and the experience and competence of the staff involved.

15. Risk Assessment

15.1 GL's are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The school's [template risk assessment](#) should be completed and identify:

- (a) the number of pupils involved
- (b) the age of the pupils, their ability and general behaviour
- (c) the previous experience of the group undertaking off-site visits
- (d) the time of day and time of year
- (e) the travel arrangements
- (f) the potential hazards at the environment being visited
- (g) the numbers and experience of accompanying staff and volunteers
 - (i) If any volunteers will have unsupervised access to pupils, the GL should liaise with the Bursar for enhanced DBS and other checks to be completed.
- (h) the nature of the activities
- (i) the special educational or medical needs of the pupils
- (j) the quality and suitability of available equipment
- (k) seasonal weather conditions
- (l) emergency procedures

- (m) how to cope when a pupil becomes unable or unwilling to carry on
- (n) the groups of people that are at risk from significant hazards;
- (o) control measures that are in place;
- (p) allowance for hazards which may not yet be fully understood due to lack of information; and
- (q) procedures for monitoring hazards during the visit.

15.2 The template should be completed and submitted to the EVC for review and sign off.

15.3 The GL should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment.

15.4 Risk assessments from previous visits can be used as a starting point for a revised assessment but they must never be adopted without checking for changes which may have occurred.

15.5 The EVC maintains a dossier of generic risk assessments relating to sports activities, regular school visits and theatre / museum visits.

16. Report for Governors

16.1 The Head Teacher's termly report to the Governors will contain a synopsis of all the school trips and visits that have taken place since the last visit. The EVC, who prepares this report, will invite the GL to draft a short report.

Procedures

A. Planning

Trips and visits planning – Residential trips

1. At least *twelve* months in advance it is recommended that:
 - 1.1 assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's pupils on a site other than the school;
 - 1.2 suitable advice is obtained from the EVC on suitable dates, previous experience and requirements etc;
 - 1.3 discussion of key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants;
 - 1.4 the staff to pupil ratio is calculated;
 - 1.5 a draft itinerary is prepared;
 - 1.6 the mode of transport for the whole journey is decided;
 - 1.7 a costing for the visit is prepared, remembering to allow a contingency for delays and emergencies;
 - 1.8 if an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority or Learning Outside the Classroom (LOtC) Quality Badge);
 - 1.9 relevant details from the intended Centre are obtained regarding acceptance of responsibility and copies of risk assessments before committing to the visit;
 - 1.10 your own risk assessment is prepared; and
 - 1.11 other members of staff are found who are willing to participate, remembering:
 - (a) male / female ratios;
 - (b) language skills;
 - (c) medical assistance; and
 - (d) nature of activities.
 - 1.12 where relevant, check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider.
 - 1.13 undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible.
 - 1.14 establish the minimum and maximum numbers for the visit to be viable.
 - 1.15 establish any visa and medical requirements.
 - 1.16 establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants in liaison with the Bursar.
 - 1.17 check with the travel advice unit of the Foreign and Commonwealth Office depending on the location.
 - 1.18 prepare a written case for counter signing by the EVC and approval by the Head Teacher.
2. After permission for the trip has been granted (*at least 10 months in advance*)

- 2.1 Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the EVC), outlining:
 - (a) purpose of the trip;
 - (b) programme;
 - (c) expected maximum cost;
 - (d) process for expressions of interest and date by when deposit must be paid;
 - (e) parents' briefing six weeks before departure; and
 - (f) restrictions on numbers.
- 2.2 Brief pupils about the visit, its dates and purpose.
- 2.3 Check the names of all pupils wishing to participate with the School Nurse noting particular medical issues. Discuss any requirements with the EVC (including those for special educational needs).
- 2.4 Confirm the billing and accounting procedures with the Bursar.
- 2.5 Arrange with the Bursar to pay any deposits on accommodation, travel, activity centre etc.
3. At least three months in advance
 - 3.1 Finalise costs with the travel company.
 - 3.2 Where possible check that all coaches are fitted with seat belts.
 - 3.3 Confirm the cost for parents (including contingency provision).
 - 3.4 Inform parents of medical and visa requirements. Any non-British passport holder parents should be advised that it is their responsibility to ascertain any visa requirements for their child.
 - 3.5 Arrange with the Bursar for the parents to be billed for the cost of the trip.
 - 3.6 Arrange for the Bursar to pay the travel company /airline / hotel etc with the balance required.
 - 3.7 Arrange for a school credit card or other funds to be issued for the duration of the trip.
 - 3.8 Arrange via the Bursar for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date.
 - 3.9 Brief pupils and ensure any specific advance requirements have been communicated.
4. Six weeks in advance
 - 4.1 Give the Bursar details of any foreign currency requirements.
 - 4.2 Arrange trip briefing with parents, which will cover:
 - (a) Itinerary, including meeting and collection points;
 - (b) contact details for hotels / hostels/ activity centre;
 - (c) kit, equipment, dress code of country and money requirements for pupils;

- (d) expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents' expense). This includes, alcohol, tobacco etc usage;
 - (e) arrangements for dealing with emergencies and informing parents of them;
 - (f) arrangements for communicating with parents in the event of return from the trip being delayed;
 - (g) the need to notify the school of contact with an infectious disease 4 weeks before travelling;
 - (h) the reasons for why a consent form is essential; and
 - (i) the need for a copy of each pupil's passport.
- 4.3 Send all parents a copy of the consent form and the return date.
- 4.4 Arrange for any catering requirements with the catering department.
- 4.5 Brief pupils on expected standards of behaviour and cultural differences.
- 4.6 Book travelling first aid kit from the Medical Centre.
5. Two weeks in advance
- 5.1 Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure.
- 5.2 Obtain copies of each pupil's passport.
- 5.3 Check all travel tickets and store in the school safe.
- 5.4 If collecting currency etc arrange for storage with the Bursar in the school safe.
- 5.5 Sign for school credit card and store in school safe.
- 5.6 Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities.
- 5.7 Prepare packs for the School Office and each member of staff containing:
- (a) the itinerary, with all addresses of locations during the trip etc;
 - (b) copies of all passports and travel documents;
 - (c) a copy of the Crisis Management Plan, including:
 - (i) emergency contact numbers for the Head Teacher, EVC, designated member of staff on-call;
 - (ii) mobile numbers of participating staff
 - (iii) a list of pupils with parental contact details and medical conditions;
 - (d) address and contact details of nearest British Consul;
 - (e) copy of travel tickets and insurance documents;
 - (f) copy of the trip risk assessment; and
 - (g) location of nearest hospital.

6. Day prior to departure / day of departure
 - 6.1 Collect tickets, foreign currency, etc from the safe.
 - 6.2 Give trip information packs to nominated persons.
 - 6.3 Remind pupils about expected standards of behaviour and sanctions if not followed.
 - 6.4 Remind pupils to bring passports and ask to see a copy.
 - 6.5 Collect travelling first aid kit (check contents and ensure that this includes any medication required).
 - 6.6 Collect school mobile phone and charger.
 - 6.7 Collect any catering provisions.
7. During the visit or activity
 - 7.1 Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:
 - (a) Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc;
 - (b) Checking that all pupils wear their seat belts;
 - (c) Checking the fire exits and escape routes at the accommodation. Ensuring that every pupil walks through the emergency escape route & fire emergency procedures at each accommodation and can identify key personnel;
 - (d) Ensuring security arrangements where the reception is not staffed 24 hours a day – security should be in force to stop unauthorised visits;
 - (e) Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor) – the GL should obtain a floor plan of the rooms reserved for the group’s use in advance and ensure that the immediate accommodation is exclusively for the group’s use;
 - (f) Ensuring that the facilities are well maintained, including;
 - (i) Appropriate and safe heating and ventilation
 - (ii) Adequate lighting;
 - (iii) adequate space for storing clothes, luggage, equipment;
 - (iv) Balconies should be stable, windows secure, electrical connections safe;
 - (v) Fire alarm must be audible throughout the whole accommodation;
 - (g) Locks on door should work in the groups rooms but appropriate access should be available to teachers at all times;
 - (h) Ensuring recreational facilities for the group;
 - (i) Ensuring a provision for children with special needs and for those who fall sick;
 - (i) Should a child fall ill and need supervision during the night, 2 members of staff if possible are to be in the room or the door left open;

- (j) Ensuring an appropriate number of supervisors on duty during the night;
- (k) Enforcing expected standards of behaviour;
- (l) Looking after (or reminding pupils to look after) passports and valuables;
- (m) Storing cash and tickets in the accommodation safe;
- (n) Keeping an account of all expenditure;
- (o) Recording all accidents and near misses.

7.2 Remain mindful of the Smoking, alcohol and drugs policy as contained in the [Employment Manual](#).

Trips & visits planning - Non-residential trips

1. In advance, and once permission for the trip has been given, the GL should:
 - 1.1 book the venue;
 - 1.2 organise transport (refer to section F below)
 - 1.3 complete a new risk assessment, which must be reviewed before a repeat visit is made;
 - 1.4 in most cases, it will be essential to undertake a pre-visit. Even when the visit is made regularly, risks should be reassessed from time to time;
 - 1.5 consult with the School Nurse re. Pupil Health Plans, noting particular medical issues and arrange the relevant first aid kit, to include epi pens where relevant.
 - 1.6 email a letter to the parents, containing all the accurate details including place and anything the girls need to bring. The Deputy / Head must check this letter before it is sent.
 - If girls need to take a packed lunch, parents should be reminded of the [Whole School Food Policy](#).
 - 1.7 ensure any lessons or duties are covered and that work is set as relevant;
 - 1.8 ensure that the Head of Music informs the Visiting Music Teachers of pupil absences;
 - 1.9 ensure that the Bursar informs the school kitchen of absences.
 - 1.10 arrange for volunteers to accompany the trip as necessary (refer to section G below)
2. On the day of the visit, the GL should:
 - 2.1 inform the Office of any absent girls;
 - 2.2 take a class list which acts as the register;
 - 2.3 ensure all girls wear a wrist band which has the name of the School and the dedicated School Emergency Number (020 7794 8282);
 - 2.4 ensure that they have the School mobile phone;
 - 2.5 take a medical bag which the School Nurse will prepare;
 - 2.6 carry any medication required for the girls;

- 2.7 if travelling by coach ensure that sick bags have been obtained;
 - 2.8 if walking, ensure that girls wear high visibility jackets;
 - 2.9 take a School camera or iPad to take photos (do not use personal mobile devices);
 - 2.10 take a snack as necessary, including water for Early Years;
 - 2.11 take bags for rubbish from packed lunches;
 - 2.12 remind girls what to do if they are lost;
 - Stay where they are. If there is a uniformed attendant, they may ask for help;
 - 2.13 take the relevant documents, to include:
 - Trip risk assessment, including itinerary with addresses and phone numbers for trip locations;
 - Crisis Management Plan: Incident Form, including emergency contact details; and
 - Crisis Management Plan: Incident - Roles & Responsibilities schedule,
3. During the visit, the GL should:
- 3.1 take regular head counts of the girls, particularly before leaving any venue;
 - 3.2 ensure each adult has a list of their group and is always in charge of the same girls. These groups should always be overseen by the GL;
 - 3.3 point out the officials of the venue to the girls on arrival, where possible;
 - 3.4 identify rendezvous points and tell girls what to do if they get separated from the group;
 - 3.5 ensure that girls going to the toilet are overseen by a staff member, not a volunteer;
 - 3.6 all belongings must be checked when leaving the venue and subsequently the coach where relevant;
 - 3.7 encourage the girls to thank anyone who has helped them throughout the visit;
 - 3.8 remove all litter from the coach;
 - 3.9 keep the School office informed of any problems, including delays;
 - 3.10 obtain receipts for any purchases which require reimbursement.

B. Illness or minor accidents

If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious, the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

C. Emergency procedures

1. In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
2. After ensuring that the rest of the group are safe and looked after, the GL will follow procedures as set out in the [Crisis Management Plan](#) – refer to section 3.8 “INCIDENT – Roles and responsibilities: educational visit leader”.
3. If a child has to return home, the Crisis Management Team will liaise with the GL and parents.

D. Delayed return

1. If the return from a visit is delayed, the GL will phone the school office, or the Crisis Management Team out of hours contact numbers, who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

E. On Return

1. The GL will provide the EVC with a report on the visit.
2. The GL will return all school property (together with a report of any lost or damaged property).
3. The GL will return any unused cash to the Bursar. The pre-paid foreign currency card and the school credit card should be returned together with all related transaction vouchers.
4. The GL will produce a schedule of all expenditure on the trip.

F. Transport

Wherever practicable, the choice of transport should have as little impact on the environment as possible. Whenever feasible, pupils should walk to local events and use public transport.

➤ **Coach bookings:**

- Complete the form and email it to the Admissions Secretary so that they can book it: <T:\Curriculum\Trips Visits Days Weeks Workshops\Coach Booking\PROFORMA Coach Booking Form.docx>
- Instructions for travel:
 - All girls must wear their seat belts throughout the journey.
 - Girls must fill the coach from the front and leave from the front in an orderly manner.
 - Girls must always sit down, throughout the journey: this will need supervision and vigilance.
 - On longer journeys, those liable to be sick must bring necessary pills and a written letter from the parent.

➤ **Public transport:**

- You can also use go by underground and book free tickets from Transport for London: <https://schoolparty.tfl.gov.uk/Login.aspx>

Username: Sarum69NW3
Password: sarumhall1
Contact (phone): 0343 222 1000
Tickets need to be booked at least 14 days in advance.

- Instructions for travel:

➤ **Walking:**

- Girls should walk in pairs with an adult at the front and back.
- Sarum Hall wrist bands are to be worn.
- Fluorescent jackets must be worn if the light is poor.
- They should always walk on the inside of the pavement.
- They should walk in an orderly and controlled manner, only talking to their partner.
- The pace should be slow enough for children to keep up in a group.
- They should be reminded to be aware of other people on the pavement and to make way for them.
- Crossing the road: stop at each crossing and wait for the group to catch up even if the road is clear. The girls must be silent. Adults supervise crossing by standing in the road, holding up traffic if necessary. After crossing, the front pair should wait for the rest of the group to catch up and for the leading teacher.

➤ **Underground:**

- Where practicable, girls should get into a single carriage (it is a good idea to go to one end of the train as there are usually more seats).
- Everyone must know the name of the stop where they are to get out. An adult should stand in the doorway of the train until all are on or off.
- All girls should understand that if they do not get off the train at the correct stop they should get off at the next stop and wait on the platform.
- Children must sit where possible - otherwise stand holding on to a vertical pole (not hanging handles).
- Escalators should be used in single file. An adult should stand at the top and bottom of the escalator.
- Girls should wait by the wall of platform for the train and also meet there for checking after getting off train.
- Pupils should be reminded that they are representing the school and they should behave responsibly and politely.

➤ **Train:**

- The same precautions as the underground.
- Girls may not walk alone along the train to the lavatory or another carriage.
- Be very careful that children do not lean on doors.

G. Volunteers

- All parent helpers should be informed of the procedures in place for the trip, plus any emergency procedures.
- Each parent helper will need to agree to our safeguarding rules by signing that they have read our Parent Helper leaflet, which states:
 - Phones are not to be used around the pupils
 - They are responsible for all pupils that they are walking with – not just their own daughter
 - They must listen to the staff and follow their instructions
 - When crossing roads these are our procedures:
 - Model road safety to the children which includes listening to the lead teacher
 - An adult will stand in the middle of the road to stop the traffic. Girls to walk quickly and quietly across and stay in groups with adults.
 - All adults must monitor traffic lights carefully so that children do not try to cross when the light turns red. If the whole group does not get across during the green signal, they should wait until the next green signal appears. The group who have already crossed should wait for them to catch up.
- They should have a group list and frequently take head counts throughout the trip, particularly after leaving a venue.
- Any volunteer adults who accompany the group should not be left in sole charge of pupils if they have not had a DBS check.

H. Swimming Pools

The following checks should be made:

- is there constant pool supervision by a sufficient number of qualified staff
- is the water temperature appropriate?
- where there is no lifeguard the leader should stay on the pool side at a raised location and the group leader should have the relevant life saving award
- is the water clear?
- are there signs indicating depth of water?
- does the pool cater for children with disabilities?
- does the deep end allow for safe diving?
- are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them?
- is there a changing room for each sex?
- are the changing and showering facilities safe and hygienic?
- can clothes be stored safely?
- have the pupils been instructed how to behave around water?

I. Farm Visits

Farms can be very dangerous places even for the people working on them.

Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections.

The farm should be well managed and have a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public spaces.

Pupils should not;

- Place their faces against the animals or put their hands in their mouths after feeding animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps
- Ride on tractors or other machines
- Play in the farm area

Linked guidance, policies and procedures:

[Keeping Children Safe in Education \(KCSIE\) statutory guidance](#)

[Working together to safeguard children.pdf](#)

"Good Practice in Adventure Activities within the Education Sector" Adventure Activities Licensing Authority (AALA) (www.aals.org.uk)

Relevant school policies:

[Keeping Children Safe in Education, Child protection Policy and Code of Conduct.](#)