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THE PERSE
SCHOOL
CAMBRIDGE

POLICY
AND
GUIDANCE
ON
EDUCATIONAL VISITS

Revised December 2011

Contents

1. DEFINITIONS

- 1.1 Educational Visit
- 1.2 The Head
- 1.3 Educational Visits Coordinator
- 1.4 Educational Visit Leader
- 1.5 Senior Member of Staff

2. INTRODUCTION

- 2.1 General
- 2.2 Overriding Considerations and the School's Policy
- 2.3 Local Circumstances and Decisions

3. RESPONSIBILITIES

- 3.1 Governors
- 3.2 Employees
- 3.3 Head
- 3.4 Educational Visits Coordinator
- 3.5 Educational Visit Leader
- 3.6 Teachers and Non Teaching Staff
- 3.7 Adult Volunteers
- 3.8 Responsibilities of Pupils
- 3.9 Parents

4. DISABILITY AND SPECIAL EDUCATIONAL NEEDS

5. RISK ASSESSMENT

6. SUPERVISION

- 6.1 Staffing ratios
- 6.2 Composition of supervising staff
- 6.3 Adventurous activities
- 6.4 Remote supervision
- 6.5 Accounting for individual pupils

7. MOBILE PHONES/PUPILS' PROPERTY

8. CHILD PROTECTION

9. APPENDICES

- Appendix 1** Legal Framework
- Appendix 2** Educational Visit Risk Assessment Advice
- Appendix 3** Flowchart for Organising a School Educational Visit
- Appendix 4A** General Guidance for Educational Visit Leaders
- Appendix 4B** Specific Guidance for Educational Visit Leaders (*Not Applicable to Pelican Nursery & Pre-Preparatory School*)
- Appendix 4C** Documents
- Appendix 4D** Travel Arrangements and Use of Travel Companies and Other Providers
- Appendix 4E** Volunteers on Educational Visits
- Appendix 5** First Aid and Medical Considerations
- Appendix 6** Accidents and Emergencies
- Appendix 7** Financial Administration
- Appendix 8** Conduct and Discipline
- Appendix 9** Insurance
- Appendix 9A** Personal Accident Insurance
- Appendix 9B** Travel Insurance
- Appendix 10** Guidelines for Staffing Ratios
- Appendix 11** Educational Visit Forms to be Completed

This policy and associated appendices apply to the Perse School (“the School”) which comprises the Relevant Schools (the Perse Pelican Nursery and Pre-Preparatory School including the EYFS setting (“the Pelican School), the Perse Preparatory School (“the Prep School”) and the Perse Upper School (“the Upper School”).

This document sets out the School’s policy on educational visits. Instructions and guidance to members of staff who organise educational visits are contained in the appendices to the policy.

Many of the more detailed guidelines refer to residential and specialist educational visits and will, self-evidently, not apply, for example, to local, study or day visits or trips. If in any doubt as to whether a guideline applies to an educational visit which is being organised, the matter should be raised with the Educational Visits Coordinator for the Relevant School. The School’s policy (see Section 2.2 below) applies to all educational visits.

1. DEFINITIONS

1.1 Educational Visit:

The term “educational visits” includes, but is not limited to, activities such as trips, visits, tours, field trips, holidays or overseas exchange programmes. In general it does not include participation in competitions, sports fixtures and music events, unless they are residential.

1.2 The Head:

References to the Head in this Policy mean the Head of the Relevant School.

1.3 Educational Visits Coordinator (EVC):

A member of staff from the Relevant School to whom responsibility for the day to day running of all educational visits for that Relevant School is delegated by the Governors of the School via the Head.

1.4 Educational Visit Leader (the Leader):

The teacher or other member of staff who has overall responsibility for the supervision and conduct of an individual educational visit including the health and safety of the group. The Leader is appointed or approved by the EVC.

1.5 Senior Member of Staff:

A “senior member of staff” means the Head, a Deputy Head of the Relevant School, the EVC or the Bursar.

2. INTRODUCTION

2.1 General

The Governors recognise the value to pupils of participation in educational visits. Such educational visits should:

- Enhance pupils’ understanding of curricular activities (for example, language or history studies);
- Provide opportunities to practice skills;
- Develop pupils’ social skills (for example, meeting pupils from other countries and cultures).

To maintain the highest standards of health and welfare educational visits will be planned and operated in accordance with this policy. Everyone involved must understand his or her responsibilities so that pupils can participate fully in educational visits in reasonable safety.

2.2 Overriding Considerations and the School's policy

The primary requirements of this policy are that:

- All educational visits must be planned and executed with constant regard to the health and safety of all participants and those with whom they come into contact.
- The organisers of any educational visit must be aware of the actions to be taken in an emergency.
- Financial arrangements for any proposed educational visit must be approved by the EVC and the bursary and followed. Financial probity must be clearly demonstrable in all budgeting, transactions and record keeping.
- The EVC must be fully informed at all stages (from early planning to return home) about the detailed arrangements for the educational visit.
- The School's procedural requirements, which are designed to assist members of staff in ensuring that the educational visit is managed correctly, must be met.
- All educational visits should be of genuine value to the pupils taking part in it.

2.3 Local circumstances and decisions

Circumstances will arise, particularly on overseas educational visits, where decisions have to be taken by the Leader on matters which may not have been envisaged in this document. At these times it may be impossible to contact the nominated senior member of staff, or the senior member of staff (see Definitions) contacted may be unable to provide the immediate advice being sought from a distance. In such circumstances, the Leader must carry out a reassessment of the risks and take decisions required based on his/her professional knowledge and experience and in light of local circumstances.

3. RESPONSIBILITIES

3.1 The Governors

3.1.1 Under the Health and Safety at Work Act 1974, the Governors are responsible for the health, safety and welfare at work of their staff and are also under a duty to ensure, so far as is reasonably practicable, the health and safety of everyone involved in off-sites visits (teachers, non teaching staff, adult volunteers, and pupils).

3.1.2 The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require the Governors to ensure that proper steps are taken to:

- Assess the risks of activities (see Section 5 - **Risk Assessment** below);
- Introduce measures to control those risks;
- Inform staff about these measures.

3.1.3 The Governors have procedures which provide them with satisfaction that the Policy and Guidance on Educational Visits is fit for its purpose, that appropriate risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed.

3.2 Staff

3.2.1 Also under the Health & Safety legislation, staff must:

- Take reasonable care of their own and other's health and safety;
- Co-operate with the Governors over safety matters;
- Carry out activities in accordance with training and instructions;

- Inform their seniors and in appropriate cases the Governors of any serious risks which they identify.

These duties apply to all educational visits. **Staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.**

- 3.2.2** Although the Governors are responsible for health and safety, decisions about educational visits are usually delegated to the EVC via the Head. The EVC's agreement must be obtained before any educational visit takes place.

3.3 Head

- 3.3.1** The Head will ensure that educational visits comply with current legislation and guidance and the regulations and guidelines provided by the Governors as well as the school's health and safety policy and any relevant national legislation.

- 3.3.2** The Head will delegate the day to day running of all educational visits to the EVC who will be appropriately experienced.

3.4 Educational Visits Coordinator (EVC)

- 3.4.1** The EVC will ensure that educational visits comply with regulations and guidelines provided by the Head and the school's health and safety policy. The EVC will ensure that the Leader is competent to monitor the risks throughout the visit.

- 3.4.2** If the EVC takes part in the educational visit as a group member/supervisor, he/she will follow the instructions of the Leader who will have sole charge of the educational visit.

- 3.4.3** The EVC will:

- Oversee and approve all educational visits on behalf of the Head and Governors
- Ensure that the requirements of this policy are complied with.
- Keep a register of educational visits organised which records the range of experience of members of staff.
- Approve educational visits and refer difficult decisions to the Head.
- Assign competent people to lead or otherwise supervise an educational visit.
- Organise the training of Leaders and other adults taking pupils on a specific educational visit.
- Ensure that proper safeguarding checks have been carried out (including Criminal Records Bureau disclosures where necessary) in accordance with the School's Child Protection Policy (see Appendix 4E).
- Work with the Leader to provide full details of the educational visit in good time so that parents can consider the provision of their consent on a fully informed basis.
- Organise the emergency arrangements and ensure that there is an emergency contact for each educational visit.
- Keep records of individual educational visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').
- Review systems and monitor practice and report upon them to the Head.

- 3.4.4** The role of the EVC is also:

- To advise the Head on any changes necessary in the Educational Visits Policy.
- To attend EVC update courses as necessary.
- To ensure all educational visits are compliant with all relevant national and international legislation.
- To produce a summary of all educational visits taking place during holiday periods to the SMT
- To provide Home Contacts with hard copies of all documentation before departing on a residential educational visit.

3.5 Educational Visit Leader (the Leader)

3.5.1 All school educational visits must have a designated Leader and if appropriate an Assistant Leader. Arrangements must be made for another member of staff to join the party in either capacity at short notice in case of emergency.

3.5.2 The Leader will have overall responsibility for the supervision and conduct of the educational visit and will have proper regard for the health and safety of the group. The Leader will:

- Obtain the EVC's prior agreement before any off-site educational visit takes place, using the form detailed in Appendix 11
- Follow the Governors' guidelines and policies, including preparation of itineraries and checklists and passport arrangements.
- Undertake and complete the planning and preparation of the educational visit including the briefing of group members and parents where appropriate;
- Carry emergency telephone numbers and details of points of contact;
- Review completed educational visits and advise the EVC where adjustments to planning or policy may be necessary;
- Consider stopping the educational visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Ensure that there are contingency arrangements in the event of transport breakdown or other failure or in the event of a pupil having to be sent home;
- Ensure that there are adequate arrangements in place in case the planned activity is undeliverable.
- Be aware of insurance procedures (see Appendix 9)

General and Detailed guidance for Leaders is included in Appendices 4A and 4B.

3.6 Teachers and Non Teaching Staff

3.6.1 Teachers and non teaching staff on school led educational visits act as employees of the Governing Body, whether the educational visit takes place within normal working hours or outside those hours, by agreement with the Head and Governors.

3.6.2 Teachers and non teaching staff will do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances. They will:

- Follow the instructions of the Leader and help with control and discipline
- Consider stopping the educational visit, notifying the Leader, if they think the risk to the health and safety of the pupils in their charge is unacceptable.

3.7 Adult Volunteers

3.7.1 Adult volunteers acting as supervisors will:

- Take all reasonable steps to ensure the health and safety of everyone in the group;
- Not agree to be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the Leader and teacher/non teaching staff supervisors and help with control and discipline;
- Notify the Leader or teacher/non teaching staff supervisors if concerned about the health and safety of pupils at any time during the visit.

3.8 Responsibilities of Pupils

3.8.1 The Leader will 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 educational visit;
- Dress and behave sensibly and responsibly;
- If abroad be sensitive to local codes and customs and abide by local laws;
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Leader or a supervisor about it.

3.8.2 Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on an educational visit. Reasonable adjustments will be made for pupils with disabilities, medical or special educational needs.

3.9 Parents

3.9.1 The Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions where appropriate, so that they are able to make an informed decision on whether their child should go on an educational visit. Reasonable adjustments will be made for pupils with disabilities, medical or special educational needs.

3.9.2 The Leader will also tell parents how they can help prepare their child for the educational visit by for example:

- Reinforcing the educational visit's code of conduct;
- Understanding the clothing and footwear that will be required;
- Following any medical advice eg for pre-educational visit immunisation

3.9.3 Parents will be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements.

3.9.4 Parents will contribute to the success of the educational visit by:

- Understanding the objectives of the educational visit;
- Giving consent to all emergency and other medical or dental treatment necessary for the safety and well-being of the pupil;
- Providing clear information on their child's health and any special needs, need for medical attention or medication;
- Ensuring that there are clear contact arrangements which are maintained.

4. DISABILITY AND SPECIAL EDUCATION NEEDS

The School aims to provide the same educational visit opportunities to all pupils and will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group.

Special needs of any kind will be taken into consideration in the risk assessment and planning undertaken in advance of the visit and appropriate measure will be implemented and reasonable adjustments will be made where possible.

Where there are doubts over the inclusion of a Pupil on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the pupil and the Parent(s). This will involve the Head, the EVC and the Leader.

If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupil(s) or anyone else on the educational visit it may be considered reasonable to exclude a pupil from the educational visit on those grounds.

5. RISK ASSESSMENT

- 5.1 Risk assessment is an essential part of fulfilling health and safety responsibilities. Any risk assessment must:
- Identify the potential risks (hazards) involved in an activity;
 - Decide who might be harmed;
 - Identify control measures which would reduce risk;
 - Record findings.
- 5.2 Risk assessments for educational visits have three levels
- **Generic activity risk assessments** – which will apply to the activity wherever and whenever it takes place.
Example: swimming – one of the risks to be assessed would be the risk of drowning. Control measures would include assessment of water confidence and ability of pupils, competent supervision, appropriate buoyancy aids.
 - **Educational visit/site specific risk assessments** – which will differ from place to place and group to group. They will be undertaken by the School for each venue and amended as necessary for different groups.
Example: visit to the Tower of London by a group. An assessment would need to take account of the known behaviour patterns of the pupils concerned, including those with special needs, the need for adequate numbers of supervising adults, and the management of movement around London.
 - **Ongoing risk assessments and reassessments** – it is not possible to foresee every detail of an educational visit and Leaders and other responsible adults need to reassess risk while the visit is taking place.
Example: on an educational visit to France, previously well-behaved year 8 pupils gain access to alcohol and become unruly. The Leader will need to assess whether they need to be separated from the group for closer supervision or sent home at parent's expense.
- 5.3 Where relevant, risk assessments will include obtaining information on the need for vaccinations and/or inoculations and ensuring that these are carried out in good time before the educational visit takes place.
- 5.4 The EVC will ensure that staff are trained to carry out risk assessments. It may be appropriate to ask pupils to carry out a risk assessment on the same basis so that they have an awareness of the risks and means of reducing them. If this is done then these risk assessments will be signed off in the usual way by the Leader and the EVC.
- 5.5 Staff must always carry out risk assessments on transportation, activities and accommodation. They must also risk assess the pupils to check if any pupil through special needs, behaviour or medical conditions presents a specific risk that will need to be managed.
- 5.6 Parents must be given copies of the risk assessment for any educational visit on request and should be sent completed Risk Assessments for all overseas educational visits.
- 5.7 Risk assessments must be carried out using the risk assessment section of the Relevant School's Educational Visit Approval and Planning template which is available to download from the Educational Visits folder on SharePoint. Advice on the completion of Risk Assessments is contained in Appendix 2.

6. SUPERVISION

6.1 Staffing ratios

There are different guidelines for staffing ratios for different activities and they are shown in Appendix 10. Factors such as the age of the pupils should be taken into account as well as the type of activity. The final ratio must be agreed with the EVC. Ideally, there should be at least two members of School staff accompanying each educational visit.

6.2 Composition of supervising staff

Although other adults may act as supervisors, at least one supervising adult on the educational visit must be a member of staff. If there are two coaches then a member of staff must be on each coach. Other adult supervisors may have sole supervision of small groups of students for short periods of time provided that they have the means to contact a member of staff who is close at hand, at all times. All adult supervisors must understand their roles and responsibilities at all times. These should be put in writing and include reference to any pupils who may require closer than usual supervision.

If male pupils are taking part in a residential educational visit, at least one male member of staff must accompany that educational visit. If female pupils are taking part in a residential educational visit, at least one female member of staff must accompany that educational visit, with the possible exception outlined in the paragraph below.

Where female pupils make up a very small number (usually three or fewer) of the total number of pupils participating in a residential educational visit, the overall staffing of that educational visit is within the guidelines and there are two or more female adults accompanying the educational visit, one of whom agrees to take on appropriate supervisory duties with regard to the female pupils, it may be acceptable that no female member of staff travels on the educational visit. Such an arrangement must be approved by the EVC and agreed in writing with the parents of each of the female pupils.

6.3 Adventurous Activities

- These include winter sports, rock climbing, hill water, mountaineering, scuba diving, white-water rafting, caving and any activity of that nature.
- The Leader and/or at least one other supervisor will have achieved adequate proficiency in that activity.
- Detailed advice on adventurous activities is contained in Appendix 4B.

6.4 Remote supervision

In circumstances where pupils are remotely supervised they will be clearly briefed on remaining in groups of four or more, on the expected return time and will be given the Leader's (or a member of staff's) contact details in case of emergency.

In a non hazardous area/activity, a group of ten pupils or fewer, a supervisor may be assisted by senior pupils (aged 16+) for short periods (e.g. up to an hour or so). Senior pupils will not count in the ratio and will only be permitted to assist if they have been assessed as suitably responsible and have been properly briefed. Supervisors will be readily available at all times and remain in overall charge of pupils.

6.5 Accounting for individual pupils

- On all educational visits, the Leader should establish rendezvous points and tell pupils what to do if they become separated from the group. A headcount should take place at regular intervals during the day. Uniform (see Appendix 8) aids recognition.
- Where appropriate the Leader will ensure that each pupil who is not under visual supervision is accounted for;
- The Leader will know the identity, whereabouts and expected time and place of return of the pupil.

7. MOBILE PHONES/PUPILS' PROPERTY

- 7.1** Mobile phones can be very useful in emergencies. However, there are reasons why their use by pupils should be restricted on educational visits, for example:
- Mobile phones can act as distractions, preventing pupils from making full use of the educational opportunities offered by the educational visit;
 - Carrying such phones can expose pupils to the risk of mugging and street violence;
 - Phones may be damaged by cold or wet conditions.
- 7.2** The Leader and at least one other adult supervisor will carry a fully charged mobile phone at all times and will ensure that an emergency contact at the school has the relevant numbers. They will also ensure that all parents and guardians are provided with the relevant numbers.

8. CHILD PROTECTION

- 8.1** The school's Child Protection Policy and procedures (available on SharePoint, Prep Staff Handbook F13a,) will apply during educational visits. The Leader will carry out the duties of the Designated Person or will name an appropriate adult supervisor to do so.
- 8.2** Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Relevant School's Child Protection Officer and the Head immediately on return.

This policy can be made available in large print or other accessible format if required

Edward Elliott on behalf of the Governing Body

Effective Date of Policy 8th December 2011

Circulation: Governors, Head, Members of Staff; parents and pupils on request