

The Community College Whitstable Educational Visits Policy



**Reviewed and agreed by Governors at the Full Governing Body
meeting held on 8 March 2017.**

GS

Mr Graham Saltmarsh, Chair of Governors

Date:

AGI

Mrs Ana Gibson, Headteacher

Date:

The policy will be reviewed every 3 years but will be amended before then if required.

Next review due: March 2020.

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Educational Visits Policy

Section 1: Responsibility

The Headteacher has overall responsibility for all school visits, whether they take place during school time or out of school hours, e.g. evenings, weekends or during holidays. The Headteacher has responsibility for ensuring that visits comply with regulations and guidelines. The Headteacher must show that there is a clear rationale for all visits and that all visits are monitored, checked for risk and approved. The Headteacher delegates the management of visits to the Educational Visits Co-ordinator (EVC).

The EVC should be:

- Experienced in leading and managing a range of educational visits
- Of sufficient status to be able to influence change and others. The post will need the support of senior staff or be one of them.

The EVC's key functions are to:

- Support the Headteacher, Governors and staff with decision making
- Support the Headteacher in safe management of educational visits
- Liaise with and seek guidance from LA Outdoor Education Unit, where required
- Ensure guidance and regulations are followed

At all times, the "Kent County Council Regulations and Guidance: Safe Practice of Offsite Activities" must apply in their entirety. Failure to comply with the regulations could have legal implications. A copy of the regulations is available to all staff from the EVC. It is the school's procedures that will be tested in any court case, so these regulations must be adhered to without exception.

The "Management and Application Procedures for all staff Organising Visits" should be strictly adhered to when planning, organising, running and reporting on, any offsite activities (including PE fixtures which have slightly different requirements). The purpose of this document is to help the group leader to ensure:

- the safety of the participants and staff
- the maximum educational benefit to participants
- effective organisation and administration

Section 2: Arranging a Visit

For visits of hazardous/overseas or residential manner, at least 10 - 12 weeks prior to any visit being arranged, the organiser must discuss the organisation of the visit with the EVC and request the comprehensive information pack. Other trips can be arranged at shorter notice, but no bookings should be made until the visit has been approved.

If a minibus is being used, The Community College Whitstable Minibus Policy must be adhered to.

Gender of Supervisors: Gender of Participants	Gender of Supervisor
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Male – Female	At least 1 male and 1 female
Male only	At least 1 male
Female only	At least 1 female

Supervision Ratios: Age	School Year	Ratio
< 5	Pre-School/Reception	1:5 or less
5 – 8	1 - 3	1:6
8 - 11	4 - 6	1:10-15
11+	7+	1:15-20
Overseas Visits	1:10	
Foreign Exchange	1:15	

Supervision of Swimming:

This activity must be supervised by a person holding the appropriate lifeguarding qualification. If swimming in open water, it must be supervised by a person holding an appropriate open water qualification.

Ski Trips:

The group leader must hold a ski course organisers certificate and must have accompanied an experienced leader on previous ski visits. This qualification does not qualify the group leader to instruct or supervise snowboarding/skiing activities.

Supervision by Someone Other Than a Qualified Teacher:

All visits must be supervised by a member of the school's own staff. As long as they are an adult, this could include:

- Teacher or youth worker employed by the school/college
- a member of the support staff
- a volunteer

Each person must be DBS checked.

Vetting of External Providers:

When using an external provider, it is essential to vet the provider for safe practice. Kent County Council maintains a list of vetted providers. Vetting includes seeking insurance details, emergency procedures and safe practice documentation.

For exchange visits, all host families must be vetted by the home school.

Section 3: Risk Assessment

A written risk assessment is compulsory for all visits and off-site activities. For any hazardous activity or overnight visit, a pre-visit must take place to undertake a rigorous risk assessment.

An overnight stay includes residential, including camping away from home for 1 or more nights in this country or abroad.

Adventurous activities are any activity that is adventurous or is an unusual activity and classified as potentially hazardous. This includes:

- Walking in a non-remote country
- Camping in lowland non-remote areas
- Orienteering in a public or non-enclosed area
- Cycling on roads or non-remote off-road terrain
- Any activity in a coastal location or by water
- Low level initiative challenges
- Beach activities, including swimming
- Adventure playground
- Student exchange visit
- Field studies in a coastal location in or by water
- Visits to any mountain environment
- Water sports
- Rock climbing
- Hill walking
- Mountaineering
- Skiing
- Adventure activities
- Caving and potholing
- Horse riding
- Swimming in the sea or inland waters
- Motor sports
- Flying
- Paintball
- Shooting
- Theme parks

Undertaking a Risk Assessment Involves:

- Identifying significant hazards
- Deciding whether risk is high, medium or low of each hazard causing injury or harm
- Evaluating the risks and precautions taken
- Recording findings of evaluation into risk management

<i>Hazards Include: Potential hazard</i>	Control Measure
Medical need of young people and staff	Awareness of known medical problems. Staff ratio/competence in dealing with medical problem. Contingency plan in place
Behaviour of Young People	Code of rules and behaviour Rules for supervision Competency of supervisors
Potential Hazard (Continued)	Control Measure (Continued)
Weather Conditions	Research into weather patterns Local intelligence Time of tides

	Suitable clothing Contingency plan
Crossing Roads	Local intelligence Knowledge of controlled crossing points Appropriate supervision

Risk assessments should be constantly re-assessed to account for changing circumstances:

- Changes in weather
- Tiredness
- Illness
- Behaviour
- Emergency
- Leader not doing as expected

Risk assessment must be written and recorded, and reviewed for each subsequent visit. For some visits, an on-site risk assessment is readily available. Visit leaders should include this in their planning of a visit for any hazardous activity (see above) a site pre-visit should be made ahead of the visit. If it is not possible to visit the site beforehand, the EVC must be satisfied that alternative arrangements are sufficient for an assessment to be made. The visit leader must meet with the EVC before the visit to ensure that all the necessary procedures are in place.

If the visit, or part of the visit, takes place out of school hours, the leader must have arranged in advance for a member of the leadership team to act as an emergency telephone contact. Any adults with a medical condition who are accompanying the visit should fill out a medical details sheet which should be given to the party leader, or another member of staff accompanying the visit, in the case of the party leader having the medical condition (this can be kept discreetly in an envelope, to be used only in the case of an emergency).

Some activities can be considered part of the curriculum and life of the school/college. These usually take place locally and present no significant risks. These activities must be supervised by a member of staff who has been assessed by the Head of School or EVC as being suitably and appropriately experienced and competent to lead the visit.

Examples include:

- Walking in the park
- Visits to public swimming pools, museums, galleries
- School sports fixtures
- Ice-skating
- Cycling (in school/college)
- Orienteering in enclosed areas
- Field studies that present no significant hazard

Section 4: Charging for Educational School Visits

The education provided wholly or mainly during school hours is free. This means that Heads of School may not impose a charge on parents for any visit that is undertaken as part of the National Curriculum and occurs during school hours. The Head of School may, however ask for voluntary contributions.

Parents must be made aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is permissible for the school/college to ask parents to contribute more than the minimum amount in order to subsidise those pupils/students whose parents have not contributed. However, if there are not enough voluntary contributions and the shortfall cannot be made up, the visit may have to be cancelled.

EDUCATIONAL VISITS

Management and Application Procedures to be followed by all staff organising visits Visit minus 10+ weeks	Feasibility – enquiries, costing, staffing and cover.
Visit minus 8 weeks	Review LA Regulations and Guidance: Safe Practice and Offsite Activities. Complete Application form for Approval for an Educational Visit and return to EVC.
Visit minus 6 weeks	Approval for visit either given or denied by EVC.
Visit minus 4 weeks	Risk Assessment completed and returned to EVC. Letters, information sheets and parental consent forms issued to pupils/students. Collection of money. Liaise with Secretary if Visit Leader has opted out of collecting money for visit. If any parents are unable to make the voluntary contribution that has been requested and have contacted the visit leader in confidence regarding financial difficulties, the money should be requested from the care fund, administered by the relevant senior member of staff. Names of pupils who have applied to go on visit presented to relevant Learning Leaders. Learning Leaders to advise on which pupils should not attend visit due to behaviour issues. Names of pupils who have applied to go on visit presented to the Welfare Assistant.

<p>Visit minus 2 weeks</p>	<p>Final cover arrangements identified by Visit Leader and the EVC be notified if there are any changes from the original application.</p> <p>Notify canteen of visit if a significant number of pupils are participating.</p> <p>Notify Site Management Team if need access to school grounds/gate opened out of school hours.</p> <p>Notify Attendance Office giving a list of pupils participants.</p> <p>Inform canteen of any pupils who need packed lunch/impact on canteen.</p>
<p>Visit minus 1 week</p>	<p>Visit Leader to hold meeting to brief pupils regarding conduct, educational outcome and arrangements.</p> <p>Visit Leader to arrange to meet with EVC to talk through visit checklist and ensure that the following are in place:</p> <ul style="list-style-type: none"> - supervision issues - risk assessment - emergency contact details (form) - confirmation of insurance details - specific medical difficulties and medical treatment that is acceptable (i.e. Jehovah's Witness) - mobile 'phone contact with party - name of leadership team contact person out of school hours - Visit Leader to give to main office/SLT contact (if after school hours) - copies of all consent forms containing details of pupils/students on visit - copy of letter sent to parents and information sheet - list of names of pupils on visit
<p>Visit plus 1 week</p>	<ul style="list-style-type: none"> ▪ Evaluation of visit.