



# **Safeguarding: Educational Visits Policy**

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This policy is to be reviewed every two years

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All of the information in this policy has been provided for your information and you should read carefully before applying for a visit. If the procedures are **not followed correctly** them this may result in your visits **not being approved**.

Blue Skies School encourages school visits for a variety of educational, social and experimental learning.

## **Aims**

- To enrich the curriculum with a wide variety of real life experiences to complement, extend and enhance classroom learning.
- To provide students with new experiences previously denied to them.
- To foster confidence in personal development skills e.g.; using public transport.
- To develop social skills in a group context removed from the artificial classroom environment.
- To have fun and develop broader expectations of life.
- To ensure that all of the above are open to all students irrespective of their ability to pay.
- To take account of Health and Safety.

It is the Blue Skies School policy that all visits must be applied for via the agreed application form and paper copies fully filled in should be handed directly to the EVC (Education Visits Co-ordinator). Communication with and discussing your plans with the EVC is essential. You will also gain approval or be given suggestions for improvements via email

For the purpose of this policy where the EVC is referred to this means the (Educational Visits Coordinator).The EVC for Blue Skies School is Aoife Obaitre.

## Visit criteria

All visits that are applied for should fulfil the following:

- All visits should be relevant and integrated part of the curriculum and should promote the personal social and academic development of the students involved
- Materials used for visits should be structured, differentiated and of direct benefit and relevant to the curriculum of the students involved
- The time scale for applying for you visit must adhered to
- Before any booking or advertising takes place you must have successfully pre-checked your visit with the EVC
- All visits must follow the procedures set out in the policy
- To ensure students numbers on residential visits, it is advised to our 'letters of interest' before a decision can be made, if a visits is dependent upon numbers attending

## Types of Visit

### During the school day:

- School outings: Large groups comprising students from a number of classes and a broad age range. Example – a theatre outing for all students. •
- Year group outings: Example – students from one year group visit Chessington World of Adventure as a reward for completing exams.
- Class outings: Students studying a particular subject make a visit as part of their programme of study. Example – a GCSE History group visits Rochester Castle.
- Individual student outings: A particular student is taken for a specific assignment related to their study or personal development or as a reward. Example – as part of the induction process a new student who is school phobic is taken out to a local café as part of the relationship building approach.
- Outings without direct supervision: Example – to promote independence and life skills a student is given an assignment to walk into Chatham.

### **After the school day:**

- Recreational outings: Example – a trip to the cinema or ten pin bowling for those students attending an after school club.
- Developing independence and skills for life - e.g. independent travel, money managing money.
- Activities that help with personal and social development.

### **Overnight Trips:**

Residential trips: Example – PGL trip for 1 night

Medium to short visits overseas: Example – a 2 night trip to Disneyland Paris

All of these trips are planned with clearly understood objectives and planned according to the nature of the visit and the student participants.

### **Time scale for applying for visits**

- If a residential or adventurous visit you may give a minimum of 3 months notice of your intention to go on the visit. Clear instructions will then be given. If the visit has not run before 6 months notice should be given.
- Day visits - full application must be completed and approved by EVC at least 2 school weeks prior to the visit. If you haven't received approval via the EVC then you should contact them immediately. No visit should be confirmed without gaining a written approval from the EVC.
- In special circumstances if a visit is required to take place in a shorter period of time please contact the EVC and discuss but written approval must always be gained before the visit takes place.
- Regular / repeat visits can be agreed on block in advance as the timescales above

### **Funding**

The senior member of staff arranging each outing is responsible for arranging and accounting for any financial issues associated with the trip, in conjunction with the Headteacher and our Business Manager

The application form will help with costing your visit. When looking at expenditure all of the following should be taken into account if it is relevant:

- Pre-visit costs: transport/travel/accommodation
- Any pre-training courses
- Travel
- Accommodation – combine with travel if an all-in package
- Entrance fees/ticket costs etc. main or incidental
- Insurance
- Photocopying
- Catering- including refreshments for pre/post meetings
- Cash float for emergencies
- Supply teacher costs for cover
- First Aid training

Costs must be signed off and agreed with Headteacher before the visit is approved.

In the event that money is left over, providing it is more than £5 per student this will be returned to all participants via cheque. It is your responsibility to give instruction to the Business Manager once your visit paperwork is complete. Anything lower than £5 will be retained for administration costs.

The cost of the visit should be clearly outlined in the visit offer letter and should explain what is included in the price and the expectation of other money that may be required. Deposits should always be non-refundable. Letters must be seen by the EVC and the Business Manager before being sent to parents.

### **Collecting money**

Money can be collected in the following way

Money can be sent directly to the Business Manager. All money is to be in an envelope clearly marked with the student's name, form, trip title and amount. It

is the Business Manager's responsibility to keep a regular check on the visit income to ensure students have paid. The visit leader will need to liaise with the Business Manager to ensure they track all payments for the visit.

### **Payment plans – funding visits**

Occasionally a student may require assistance with funding to allow them to participate on the visit. When a student has been identified the parent/guardian should contact the school via letter explaining the financial situation and reason for requiring assistance. This letter should be addressed to the Business Manager who will deal with all requests.

### **At risk students**

All students considered 'at risk' and their place on the visit discussed before the student is allowed to participate.

### **Visits procedures**

- It is the responsibility of staff arranging any out of school visit to be aware of the necessary regulation. Safe practice for offsite activities is published by KCC on the KELSI website. Guidance on staff responsibilities is also available for the DfE
- Parents must always be informed when their child will be off school premises and except for local visits during the school day, a parental consent form is required. For short, local trips we have blanket consent form which is obtained during enrolment to the school. For other trips a letter is sent to parents or carers requesting their permission and asking for a contribution but explaining that no child will be denied access to the trip because of an inability to pay. The specimen copy of a parental consent form can be adapted for your visit, or is available from the office.
- On visits and for all sports fixtures, a spread sheet with full parental contact details and any medical details must be completed and taken by the visit leader. A tick list of received parental permission should also be held by all teachers present on the trip.
- Teacher ratios
  - The minimum adult : student ratio for
    - Field study and non-residential visits is 1:3
    - Residential visits in the UK is 1 : 2

- Residential visits abroad 1 : 2
  - Adventurous activity trips 1 : 2
- At least one male and one female teacher should accompany mixed sex groups on residential visits, as should a member of the SLT where possible, however this is at the discretion of the school.
  - On residential trips you must take at least I extra person than necessary in case of emergencies (unless agreed otherwise by the school)
  - It is encouraged that support and admin staff are invited to supervise on visits, please seek advice from SLT.
  - First Aid provision should be planned and considered for the duration of the visit

### **Use of school vehicles and staff cars**

We have access to our school minibus and school cars. Staff may use school cars if they are an approved school car driver, this can be done by providing the school admin with the relevant documents. Staff may use their own car if they have business user cover on their insurance and this has been confirmed by the school admin. Running costs are reimbursed at the published rate which is currently 45p per mile below 10k miles. These are claimed by using the expenses form, which can be obtained from the Business Manager. Staff are responsible for undertaking vehicle safety checks.

### **Checking you have completed everything**

A checklist has been provided for your use throughout your visit. You should print off and tick as each job is completed. This should be included in your application and checked for completion prior to your departure.

### **Visit justification and objectives**

Each visit applied for must be fully justified in terms of educational value and must meet the criteria set out above. There should be clear objectives and outcomes. These must be detailed in the initial application and will be considered closely by the school when authorising the visits.

### **Health and safety on visits**

The Health and Safety policy must be read in conjunction with this policy. The school health and safety policy will be adhered to during all visits. As detailed below risk assessments and pre-visit checks where possible will be carried out for all visits. Any near misses are to be recorded in the visit evaluation and are to be used to inform future risk assessments.

### **Risk assessments**

All visits require a risk assessment to be completed. This should be done and attached to the application. A pro-forma for the risk assessment is on the Google drive, along with other generic assessments that can be used for your visit, but these must be updated according to the nature of the current visit. Guidance on completing the risk assessment is attached to this policy. Where using an external provider information such as technical qualifications and insurance certificates may be required.

Risk factors we consider when approving a visit

- Country
- Current economic and social climate
- Experience of planning and running
- Cost
- Timescale
- Interest of students
- Potential staffing

### **Pre-visit checks**

These should be done where possible for every visit, unless it is to a regular destination. This is of course particularly relevant for residential visits especially those abroad. These should be discussed fully with your EVC before you proceed and should be costed into the visit price. The Pre-Visit is where the Visit Leader completes a full risk assessment at the destination and all the activities which they will be partaking in.

### **Staff responsibility on School Visits**

- Staff responsibilities do not change from your responsibilities at school regardless of whether they are out of school hours.

- During all school visits staff act in loco parentis for the duration. They have been put in a position of trust by parents to take responsibility for their child.
- Staff are required to act appropriately and in line with teacher's responsibilities – remembering at every point they are on duty. This includes ensuring they do not consume alcohol or misuse social media.
- Please refer to thorough guidance on 'health and safety of pupils on educational visits' published by DfE which includes guidance on:
  - Supervision of students both close and remote
  - Head counts
  - Rearranging of groups
  - Down time – plans and supervision
  - Night time arrangements
  - Travel
  - Risk assessment, both initial and ongoing
  - Emergency plans

### **Behaviour policy**

Please refer to the school's Behaviour Policy. This still applies whilst students are offsite on school visits. Any student that becomes 'a risk to health and safety' can be removed from visits: both day and residential. The visit leader should contact the EVC immediately who will inform the parent/guardian, and the student will be collected from that visit destination. Code of conduct forms should be used where advised by the EVC for a day visit but will be required for all residential visits.

### **Emergency provision**

In the event of an emergency or an issue occurring where you feel you may need advice please contact the relevant people, as listed under 'Emergency Provision' in Appendix 1

### **Visit mobile**

Please obtain advice from your EVC with regards to contact whilst on a school visit.

### **Cover**

Needs to be cleared and planned with SLT and signed off prior to full visit approval.

### **Insurance**

Every visit must be covered by insurance. The school holds a policy which is available from the Business Manager. Parents should be informed of the level of

cover for all foreign trips and should be given the opportunity to purchase extra themselves if they are not happy with the policy we hold.

## Visit Approval Form

Do not confirm any bookings until you have received written approval form the EVC. Further information will still be required as per the checklist.

Visit leader		Audience /Class	
Date of visit		Maximum number of pupils	
Duration		No of staff required	
Adventurous		Names of staff	
Compulsory/ Enrichment			

### Details of the visit

Where are you visiting?		Visit focus/aim	
What activities are you taking part in?		How does it link to the curriculum?	
Departure time			
Details of any providers you are using. Names and services provided Attach any booking details			
Student Requirements			

**Transportation: please indicate the transport you intend to use i.e. Coach, train, tube, etc.**

Method	Provider	Cost

**Pre visit information:**

Date of pre-visit	Please attach information from pre-visit
Detail of prior use	

**Costing of visit: (please attach all quotes for this)**

Transport	
Talks	
Attraction tickets	
Accommodation	
Teacher costs	
Other	
Total cost	£
Add 10%	
Minimum number of students expected	
Cost per pupil rounded up to the nearest 50p	£

Costing checked and agreed	
Signature	Date

If trip is residential please provide details of quote, tour provider and accommodation

Cover checked	Yes/no	Signed		Date	
Calendar free	Yes/no	Signed		Date	
Letter approved	Yes/no	Signed		Date	

**Please ensure the checklist on the following pages are complete and any additional information required is attached to the form before handing paper copies fully signed to the EVC for approval**

		<b>Visit Leader Initial</b>	<b>&amp; date</b>	<b>EVC Initial</b>	<b>&amp; date</b>
<b>1.</b>	Inform EVC and discuss plans for visit				
<b>2.</b>	Check and approve date				
<b>3.</b>	Complete paperwork including quotes				
<b>4.</b>	Letter of interest				
<b>5.</b>	Agree date to have all documents ready for approval				

**To gain approval**

6. Application pack fully completed

<b>7.</b>	Risk assessments for all parts of the visit				
<b>8.</b>	Copies of generic risk assessment from venue				
<b>9.</b>	Public liability insurance from venue (where required for adventurous/residential)				
<b>10.</b>	Copies of providers technical certificates				
<b>11.</b>	Conduct a pre-visit (where required)				
<b>12.</b>	Write up pre-visit information				
<b>13.</b>	Copy of insurance documents (if not using schools)				
<b>14.</b>	Proposed itinerary				
<b>15.</b>	Completed code of conduct for Visit leader if the trip is residential				

**After approval**

16 Staffing to be discussed with EVC and confirmed with cover

<b>17</b>	Payments from pupils to be chased				
<b>18</b>	Permission slip, medical details, and code of conducts from students to be completed				

<b>19</b>	Student list with contact details given to EVC				
<b>20</b>	Confirm all booking and details with EVC				
<b>21</b>	Finalise the itinerary				
<b>22</b>	Plan and deliver a staff briefing where the staff code of conduct is shared.				
<b>23</b>	Give information to parents				
<b>24</b>	Ensure EVC has all relevant documentation				
<b>25</b>	Route of travel and map of destination if required by EVC				

**After the visit has taken place**

26. Update the risk assessment and keep any relevant paperwork on file

<b>27</b>	Discuss with EVC any success/weakness				
<b>28</b>	Check finances are up to date				