

**FRED LONGWORTH**

HIGH SCHOOL



## **Education Visits Policy & Procedures**

**January 2024**

**This Policy was approved by:**

The Board of Trustees: January 2024

**Date for Review: January 2026**

**This policy is based on Department for Education guidance and the Wigan Council Educational Trips and Visits Policy and Procedures.**

## **The Value of Educational Trips and Visits**

At Fred Longworth we believe that educational trips and visits help young people to:

- develop self-esteem, take personal responsibility, co-operate with and respect the needs of others
- extend their personal horizons through greater appreciation and understanding of the world and its people around them
- understand the need for sustainable relationships between people and their environment
- enhance practical problem solving and team work skills and
- promote a positive and knowledgeable response towards personal health and well-being.

Educational trips and visits are particularly effective when young people engage in well-planned, structured and first-hand experiences in small groups, with opportunities to reflect and build upon those experiences.

## **Equal Opportunities**

Irrespective of gender, religion, ethnic origin, social background, medical need or physical ability, students must have equal access to educational trips and visits, including those which incorporate outdoor adventurous activities.

## **Basic Principles of Safe Practice for Trips and Visits**

Off-site activities may carry elements of danger and risk. Adopting the principles of safe practice listed below will not necessarily prevent accidents or incidents but will help to ensure that their likelihood is reduced to acceptable levels. Key staff in school managing this policy are Jonathan Whalley – Educational Visits Coordinator (EVC), and Tracey Ball – Arts Administrator. Following the basic principles of safe practice, a trip leader should:

- Carry out a risk assessment that considers the health, safety and welfare of all prospective participants.
- Ensure there is a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group.
- Ensure compliance with any statutory requirements.

- Work within guidance and standards of competence recommended by national governing bodies and other recognised organisations.
- Seek advice from someone with expertise or technical competence where there is uncertainty about safe practice.
- Keep parents, students and other relevant authorities informed about proposed activities and gain their approval where necessary.
- Carry a list of group members, with home contact telephone numbers and relevant details. Multiple copies may be helpful.
- Maintain personal and professional experience related to specific activities and environments.
- Carry out a pre-visit to the areas in which you are likely to work, or gather adequate background information to make management more effective.

The trip leader should also ensure:

- the availability of appropriate personal and group equipment and clothing.
- good discipline, codes of conduct in relation to smoking, alcohol and behaviour between the sexes. This is essential to the success of any trip.
- adequate supervision at all times, this may be direct or indirect, and prevent access to dangerous situations for those ill-equipped to cope.

## Costing

- The costing of off-site activities should include any costs associated with the visit that would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. Guidance is available from the Finance Team.
- The timetable for the payment of contributions should allow for financial viability of the activity in reasonable time.
- Funding for off-site educational activities is provided by parental contributions (voluntary except in the case of residential visits). For additional funding to support disadvantaged students, please consult the Director of Business & Finance or the relevant Head of Year.
- No learner may be excluded from an “educational” activity (that takes place within curriculum time) because of the unwillingness or inability of the parent to make contributions.

- All deposits must be paid as per an agreed payment schedule (if applicable) and are non-refundable. As are any payments made to travel companies.

## **Guidelines for staff**

- Following LA guidelines, an activity will have sufficient adults taking part to provide a minimum ratio of one adult to twenty students, with a minimum of two adults. This is a minimum requirement and should not automatically be taken as providing appropriate supervision. For residential trips (overseas or UK), the ratio of staff to students is one adult to ten students. At times the LA recommends a ratio of one adult to fifteen children – when there are serious medical or behavioural factors involved. The LA also request an additional member of staff in case a student is taken to hospital, however this would depend on the activities involved and staffing provided by external coaches/adults. All staff, including volunteers on school trips must have a current DBS check in place.
- The administering of medicines on school trips should be in line with school policy. Any medication given out should be countersigned by an additional member of staff. Any medication taken on the trip should be given to the trip leader or a named member of staff. A spare inhaler for emergencies will be taken on the trip. A First Aid kit will be taken.
- During unstructured times, the trip leader will ensure that students know how and where to contact a member of staff. Students will be advised to stay in a group of at least 4 when not under direct supervision. Students will be informed of the locations of staff, and they will have the trip leader's contact number in the case of an emergency.
- Staff will adhere to professional teaching standards at all times during a school trip or activity. This includes the consumption of alcohol (please refer to the Staff Code Of Conduct paragraphs 3 and 4.3). Designated staff on duty will ensure that they do not consume alcohol.
- Staff should, whenever possible, only take photographs using school equipment. In the rare event that a photograph is taken on a personal device for school social media purposes, it should be deleted as soon as practically possible. The trip leader will ensure that this is done prior to returning to school.
- Staff should be aware of any students on the trip who are not allowed to have their photograph taken.
- Staff on a trip should use the designated school mobiles for contact with students.

## **Transport**

- Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts and the appropriate insurance, public liability insurance and an Operator's License in school.

- Where private cars are used for transport, the trip leader is responsible for ensuring that the insurance of each driver covers such journeys, i.e. the member of staff has business insurance. Two adults must always accompany a student and permission from the DSL or Headteacher must be granted.
- The DSL will ensure that any staff who transport children have provided copies of their insurance, MOT certificate and driving license. These will be kept in a file in the DSL's office.
- When using a private car to transport students, staff must have their driving license checked by the EVC.
- When providing taxis for students, staff must ensure that the taxi company is a member of 'home to school' transport, therefore ensuring that all drivers are DBS checked. Students must be accompanied in taxis except under exceptional circumstances where permission has been granted by the Headteacher/Designated safeguarding Lead.
- Whenever possible, a male and female member of staff should be present when both female and male students are on a trip.

Fred Longworth High School uses the *EVOLVEvisits* system for the planning, approval and management of educational visits and residential trips.

## Procedures

The following procedure should be adhered to when organising a day, evening or residential trip. The trip leader is responsible for providing the following information and should be mindful that the 'duty of care' lies with Fred Longworth High School staff at all times:

### **For Day Trips or Evening Visits the trip leader must:**

1. Complete a Visit Notification Form (there are 2 different forms - 1 for day trips/evening visits and another for residential).
2. Complete a Risk Assessment Tick Form.
3. Have completed consent slips for every student on any trip.
4. Ensure that a list containing all the emergency contact details and medical conditions for each student is taken on the trip and a copy also given to the two emergency contacts back at home base.
5. Have two emergency contacts back at school (especially important for evening visits).
6. Take a Medication and Accident Form on all trips.

Forms are required at least two days prior to any trip and must be sent to Miss Ball in the first instance; Mr Whalley in Miss Ball's absence.

## **For Residential Visits:**

I. Complete a Visit Notification Form (specific to residential trips. Complete a full risk assessment (Risk Assessment 'tick' form and risk management notes specific to the visit). For residential and high risk (OAA) trips we are required to submit the Evolve forms to the LA one month before a trip goes ahead – as a result we need notification and all risk assessments completed at least 6 weeks before the trip.

Ensure that completed consent slips for every student on the trip are returned.

Ensure that a list containing all the emergency contact details for each student is taken on the trip.

The following additional items should be sent to Miss Ball:

- a. Copy of the letter to parents.
- b. Itinerary of trip as well as the trip leader's mobile number (this may be a school mobile).

6. The trip leader should carry out a risk assessment. Generic risk assessments are not sufficient to fulfil our duty of care.

7. School will request the Risk Assessment and Emergency Procedures from all hotels to be visited.

8. Prior to departure the Trip Leader will meet with the EVC and the programme will be discussed; first aid, medication, arrangement for contacting the EVC whilst on the trip, and parents' contact numbers will be discussed.

9. If staying in a hotel, arrangements for keeping students safe when a member of staff wishes to speak to students in their rooms will be discussed, eg the use of a password.

## **Emergency Procedures:**

The Emergency contacts for residential trips are Jonathan Whalley and Alex Gallimore. If they are unavailable for a trip then they will allocate the responsibility to another member of Senior Leadership Team.

If an emergency occurs whilst on a trip the trip leader should contact these members of SLT. Decisions will then be made regarding who will contact parents, which staff should go to hospital (if appropriate) and the best way forward. A dynamic risk assessment will take place. Our staffing ratios for residential trips enable students on trips to have adequate supervision if a member of staff goes to hospital with a student.

J. Whalley and T. Ball will look at ongoing potential concerns with any residential trip – eg bad weather/potential risks to students and staff eg a terrorist attack. Additional advice may be sought from the LA/P. Davies/A. Gallimore in certain situations. As a last resort a trip may be cancelled if it is deemed to be high risk.

Forms are required four weeks prior to any residential trip and must be sent to Miss Ball in the first instance, and Mr Whalley in Miss Ball's absence.

All information and useful templates can be found on One Drive. Each week SLT meet to review and authorise trips – T. Ball then liaises with staff.