



φύσις

Education Trips and Visits 2017



**Physis Heathgates
Academy**

Physis Quantum is a specialist provider of exciting and innovative services to
Children and Young People in educational settings.

This policy is designed and written to be used in conjunction with other Physis policies, such as, but not only, those listed in the appendices at the end of this document; as such, all staff are responsible for ensuring they are fully conversant with all relevant company policies and procedures; failure to do so may lead to disciplinary proceedings and dismissal. It is the individual responsibility of every staff member to ensure they seek any clarification required in respect of this policy from their line manager, or the person named at the end of this document, should that be deemed necessary.

Educational Trips and Visits Policy 2017

Pupils can derive a good deal of educational benefit from taking part in visits. Educational visits play a major role in the education and development of all young people. They can contribute significantly to the development of cross curricular skills and to personal and social education through the use of problem solving methods and approaches and through encouraging responsibility, self-confidence and self-reliance. This policy is designed to help teachers, governors and other interested parties to ensure that pupils stay safe and healthy whilst on visits.

Aims and Objectives of Heathgates Academy Educational Visits:

- To give all children a wide range of high quality experiences outside the classroom, including the opportunity of at least one residential experience.
- To provide school staff with easily accessible advice guidance and resources as well as good professional development opportunities.
- To “make the case”, so that there is general understanding of the unique contribution that school trips can make to children's lives.
- To encourage parents and carers to back school trips.
- To encourage partnerships between schools, local providers and other organisations over visits and out of school activities.

In deciding if a visit application merits approval the school will consider the following:

- There are clear and justifiable objectives for the visit. For example, where does it fit into the structure of the year? What is the value of the event to individuals and groups?
- The visit leader is clearly identified and sufficiently responsible and capable of taking charge of the particular visit.
- Parental/Carer notification and consent has been undertaken.
- Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate.
- All transport arrangements have been adequately assessed.
- The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources (e.g. school or independent person with local knowledge). Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced.
- Written risk assessments and control measures to control the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit
- A check must be made to ensure any provider has public liability insurance
- Consideration must be given to deciding if contractual insurance (personal accident and travel insurance) is necessary for the participants and staff and for informing parents about any cover applying to the visit.
- An emergency procedure is in place, which includes means by which Physis Heathgates Academy and the group are able to contact each other
- What are the teaching implications due to staff and pupil absence?
- Can the trip be undertaken at a more convenient time during the academic year?

A final decision with regard to commissioning and enabling a visit or event is taken by the Head of Centre, who will base the decision on the above objectives and criteria whilst also giving consideration to the balance of teaching implications and the value of the trip.

The vetoing of a visit does not prevent it being reviewed and implemented at a future time. As a result this could then facilitate a smooth progression to the academic year, reducing any detrimental effects to teaching across the school. The academic year will have a regulated range of stimulating

trips organised uniformly across all year groups in such a way to enhance the academic progression of all pupils in the school.

After the visit:

Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities. The standard RIDDOR accident report form must be submitted to the Health and Safety Officer for any accident that resulted, or could have resulted, in serious injury.

An incident report must be submitted to the school giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider.

Planning visits and expeditions at Heathgates Academy

The following is aimed at tackling common questions from staff when planning visits and is designed to encourage 'good practice'. Some of these guidelines only apply to expeditions, longer and overseas visits but you are advised to read through all these guidelines before planning any visit. They should be read in conjunction with the guidelines setting out the procedure for planning visits and the Risk Assessment instructions.

Planning ahead

The aim, when possible, should be to obtain approval in principle and financial approval weeks in advance for short visits and for some longer visits. Some longer visits and all overseas visits should normally obtain approval in principal and financial approval a year in advance of the planned visit. Only when approval in principle has been given should details of a visit be entered into the Arrangements diary. The event must be placed into the year planner once authorised by the Head Teacher.

Staffing

As with all visits, staffing ratios and requirements must be visit-specific according to the number, composition, age range of pupils, and appropriate to the venue and the activities planned for the visit. As a general rule, the following applies. Groups on visits must have at least two members of staff, there are no circumstances in which one staff member may be sufficient. If there is a mixed group of girls and boys, at least one female and one male member of staff must accompany the group on the visit. Normally a staff ratio to pupils of at least 2 members of staff to 4 pupils should be followed. All groups on visits must have a nominated group leader and nominated deputy leader (except on visits led by one member of staff)

Tour Companies and External Providers

Only licensed providers may be used. It is also advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you.

Insurance

The School's insurance policy provides group cover for all members of parties involved in non-hazardous trips. Details can be obtained from the Administrator. Hazardous activities require separate insurance and you must discuss this with the Administrator. If you are using a licensed provider you must obtain details of their insurance arrangements and parents should be given a copy of the policy schedule.

Pre-visit inspection

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability.

Travel Arrangements

If you are hiring a coach / mini bus you must complete a coach booking form and forward it to The Head Teacher. It is important that coach bookings are made well in advance of your proposed visit. If you are using a coach supplied by a tour operator you must check to ensure that coaches meet our minimum requirements by asking the tour operator to supply relevant details and the coach company's risk assessments.

If you are using your own private vehicle on necessary school business to transport pupils you must have a valid driving licence, with no penalty points. While the School's comprehensive insurance policy gives cover for such use of your vehicle, you must check your own insurance policy and how your insurers view this usage.

Pupils must be required to wear safety belts in all vehicles. It is Group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys. For travel by train and underground, particular care needs to be given to the risk of some pupils being separated from the rest of the group and this must be set out in the Risk Assessment. When travelling abroad, staff are fully responsible for matters such as securing passports and visas, baggage security and airport security checks.

First Aid

One member of staff must be nominated as being i/c First Aid. (Many staff will be given the opportunity to complete a first aid course) This member of staff should be named in the relevant Risk Assessment documentation

- a) Responsible for the first aid bag. This should be taken on all visits.
 - b) To administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge
 - c) To remain with a casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.
- You should contact the School Administrator to order a first aid kit.

Accommodation

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the Group Leader on arrival. The group should then be given a briefing/fire drill on the first night to ensure familiarity with the surroundings and procedures.

Pupils should know where staff rooms are located and these should be in the vicinity of pupil accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. As far as is reasonably possible, ground floor accommodation should be avoided for students. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leader should have a room list.

Risk Assessment

A full written Risk Assessment is required for all visits

Risk Assessments should be reviewed and, if necessary, updated, even for visits/ expeditions that occur regularly.

If a licensed provider is responsible for a visit/activity, you must ask for a copy of their own Risk Assessment and to refer to and include this as part of your own documentation

There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, Group Leaders and staff should always have and be prepared to revert to a 'Plan B'. Pupils must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

Any pupil who is deemed to be a risk to the safety of other pupils should not be allowed on a visit. (In such circumstances you must discuss the matter with the Head Teacher in the first instance.) Generic risk assessments are available and may be helpful (though they must be adapted to the specific visit).

It is important that pupils going on a visit are properly briefed before departure and given clear instructions as the visit progresses.

Code of Conduct and Behaviour

On all visits pupils should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public and conduct that enhances the reputation of the School. As far as possible, normal School Codes of Conduct apply for both staff and students. Non-staff adults present will be expected to comply fully with that Code of Conduct also.

For visits involving overnight stays and overseas visits pupils and parents should agree to the following as a minimum:

- No alcohol to be bought or consumed under any circumstances
- Local/National laws apply at all times
- Students must be reminded not to carry, have in their possession or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon.
- No smoking is to be allowed at any point in the duration of the trip.
- Students must adhere to all deadlines and be in their rooms at the time stated by the Group leader. (Group leaders must make proper arrangements to check this with frequent roll calls)

Remote Supervision

'Unsupervised time' on a visit is not an acceptable concept.

Passports, Visas and EHIC

Group Leaders should make a copy of all passports, visas and EHIC, and retain a copy throughout the visit. A second copy should be given to the EVC (and 24/7 School Contact for Junior School visits) before departure. For trips in Europe all students should have an EHIC (the successor to the E111).

Meeting with parents and pupils before departure

It is good practice to invite parents of pupils going on a visit, accompanied by the students themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. This applies to many longer visits and especially to overseas visits.

Parental Consent

No pupil may go on a visit without parents having given their written consent by signing the consent form. Parents must give this consent on the basis of having been fully informed of the arrangements

for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.
- Any hazardous activities, the supervision provided and the risk assessment. • Details of any period of 'remote supervision' and the control measures in place.
- Insurance arrangements including insurance for hazardous activities. (Longer and overseas visits) Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medication (Normally if a pupil needs to purchase and take any medication, he or she should obtain either in advance or at the time permission from a parent. Paracetamol should not be given to a pupil who is receiving other medication from a doctor. Aspirin, or preparations containing aspirin, may not be given.)
- Full contact details of the hotel/place of residence (Longer and overseas visits) and group leader.
- The Code of Conduct for the visit (longer and overseas visits).
- A copy of the risk assessment (for overseas visits or major expeditions)

The signed consent forms should be retained by the Group Leader throughout the visit. A copy of the set of consent forms must be given to the Head Teacher

Reporting incidents/near misses

It is a requirement that any accident or 'near miss' on a visit should be reported immediately on return to the Head Teacher and also through the procedure set out in the School Policy for reporting accidents. If you have any area of Health and Safety concern you must report it to the Head Teacher immediately on return.

Report on visit

You are asked to give some feedback on your visit (particularly expeditions, longer and overseas visits) to the HT, to enable good practice to be maintained. You are also invited to share details of your visit and photographs on the Intranet, with care taken in respect of images of students being used.

Compiled by:
Revision date

A. Plant
January 2017