

St Edmund Campion Catholic School

Policy: Educational Trips and Visits

St Edmund Campion School has high expectations of all pupils. This policy has been designed and structured so that all pupils from years 7 to 13 can enhance their cultural capital whilst developing their responsibility as citizens living their lives through the Gospel values of Jesus Christ.

All visits, trips and off-site activities are planned, organised, conducted and reviewed in line with the Birmingham City Council Policy for Educational Visits and Learning Outside the Classroom and the National Guidance from <http://oeapng.info/>

It is the policy of our school to offer students a broad and balanced curriculum that promotes their spiritual, moral, cultural, social, mental and physical development, as well as their CEIAG entitlement. The policy also prepares students for adult life after their time at St. Edmund Campion Catholic school. The Headteacher and Governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich curriculum and enhance the learning development of our students:

- To strengthen personal development and the process of self-discovery, enhancing self-discipline and self-esteem.
- To develop a sense of responsibility towards the environment, as well as the ability to co-operate with others in a team context.
- To nurture an understanding, tolerance and respect for people from other countries and cultures.

Policy Sections

A. Roles & Responsibilities

B. Procedural Requirements

C. Emergencies

D. Lockdown situations (offsite)

E. Levels of supervision

F. Expectations: Staff & Students

G. Inclusion

H. Volunteers

I. Insurance

J. Financing and educational visit

K. Procedure for organising a visit

A. Roles & Responsibilities

Headteacher:

The Headteacher will be responsible for the approval of educational visits that are residential/overseas/high-risk/deemed requiring scrutiny. This approval will be in agreement with the Governors. For further guidance please refer to OEAPng section 3.4f.

Governors:

The Governors will be responsible for the approval of educational visits that are residential/overseas/high-risk/deemed requiring scrutiny. This approval will be in agreement with the Headteacher. For further guidance please refer to OEAPng section 3.4f.

Senior Leader with Responsibility for Trips and Visits (Deputy Headteacher):

Will be responsible for giving a first line approval for all visits and will have responsibility for giving final approval for visits that are **not** overseas/residential/or high risk. Approval will be given based on consideration of the plans and information including risk assessments submitted to them via the Educational Visits Coordinator. Approval is also given based on the competency of staff leading and attending the visit based on the type. For further guidance please refer to OEAPng section 3.4j.

Educational Visits Co-ordinator:

The Educational Visits Coordinator will communicate with staff who are planning educational visits, in order to ensure that paperwork (EVC form, Risk assessment and trip request form) is completed within the time frame detailed in the policy. The Educational Visits Coordinator must ensure that Visit Leaders will only lead visits that they are competent to lead and will only use competent providers. The Educational Visits Coordinator will provide trip leaders with accurate reports of payments received through parent pay as well as the checking of letters being sent to parents providing them information of a trip. For further guidance please refer to OEAPng section 3.4j.

Educational Visit Leader:

The Visit Leader takes full responsibility for the group they lead and will ensure that they have planned the visit in accordance with their training and guidance on OEAPng. The Visit Leader will only lead visits that they are competent to lead and will only use competent providers. The visit leader will ensure the correct information is provided to finance to arrange parent pay contributions, in the event of funds being collected from parents/careers. The visit lead will also need to ensure a letter is sent to parents providing information of the trip with a reminder that **consent has been provided through completing the trip consent form at the beginning of the academic year**. The visit lead will also ensure that the visit is fully risk assessed, including information on individual students where required. In addition, they will ensure that they have emergency plans in place and will evaluate the visit afterwards. For further guidance please refer to OEAPng section 3.4k.

B. Procedural Requirements

Underpinning Legal framework Duty of Care:

Visit leaders must have read and understood the Underpinning Legal framework and Duty of Care section from the OEAPng section 3.2a.

Risk Assessments:

A generic risk assessment is available from the Educational Visits Coordinator (and is also available on sharepoint) and should be completed for every offsite trip/visit, along with Risk Assessments completed by external providers. The process of a risk assessment should be to evaluate the students attending e.g. medical, special needs, safeguarding or behavioural issues, transport, location and the possible hazards and/or risks that may be

encountered. Visit Leaders should consult with relevant staff (such as HOY/DSL/Attendance Officer) and refer to documents (such as the SEND register, Medical directory and medical consent forms) in order to complete a risk assessment that considers individual needs of students attending. Staff should always be prepared to adapt as necessary according to unexpected conditions and always have a 'Plan B'. Risk assessment should be carried out by the Visit Leader in conjunction with the other staff on the visit and possibly students. Risk assessments should be shared with all parties on the visit. To assess the competence of a provider, Visit Leaders should sample their risk assessment to be aware of risks that may need to be managed prior to the visit. Visit Leaders should also consider any new guidance regarding critical incidents, e.g. Lockdown advice. Visit leaders should carefully consider the staff to pupil ratio based on the needs of pupils, the location of the visit and the activities planned. Information with links can be found on sharepoint and this information should be regularly checked. The Medical Directory can be viewed via the DSL or EVC. Please refer to OEAPng section 4.3c.

Approval of staff to lead activities and visits:

All staff that lead off-site activities/trips and visits will be deemed accountable, competent and confident by the Headteacher and/or the Senior Leader with responsibility for trips and visits.

First Aider:

It is school policy that, where possible, a qualified first aider should accompany students on trips/visits. A qualified first aider must be present on all residential and overseas trips or where emergency services may take time to be summoned.

Mobile Phones:

The Visit Leader needs to have mobile phone contact, live and accountable to the school, at all times of the visit, except in certain circumstances eg whilst driving, in areas of poor reception or at venues such as churches or theatres. The Visit Leader, when it is safe to do so, should check for messages or missed calls on a regular basis. Visit Leaders should ensure that the mobile phone is fully charged and operational and telephone number provided to the EVC.

Senior Leadership:

It is school policy that a Senior Leader will be required to attend visits that are overseas unless the school is part of a multi school trip that contain other senior leaders (eg ski trip).

Continuing Faith Development whilst on visits:

Whilst on visits, the school shall actively encourage Catholic students to attend Mass and arrangements should be made to remove all conceivable barriers.

Evaluation of external providers:

It is good practice that Visit Leaders have prior knowledge of the location they are visiting. This will assist with risk management. If a visit prior to the arranged date is not permissible, then full research on the location should be carried out. Evaluation of competence can be carried out by researching websites or brochures, by using a provider with a quality badge (LOTC or Adventure Mark), by looking at visitor risk assessments or by sampling the risk assessments, by accessing data on past visits or by consulting other schools, preliminary visits or Governing Bodies for the activity.

Parental Consent:

No student will be allowed off the school premises for any off-site activity, visit or trip without full parental consent in the form of a reply slip or generic consent form for approved activities. Blanket medical consent (to cover the academic year) is held in the main office and photocopies will be given to Visit Leaders prior to departure of the

visit/trip. It is the responsibility of the Parents/Carers to inform the school of any changes e.g. medical needs, contact numbers and address.

Overseas Residential Visits:

A Parental Information Meeting must be held before any residential visit takes place. This should be included in the visit planning process of that particular visit. If the meeting is provided by an external provider, it is the visit leaders responsibility to ensure arrangements are communicated to parents to allow them to attend.

Information about participants, medical conditions, special needs etc:

Students should be identified, and the appropriate measures put in place to deal with emergencies and/or incidents. An appropriate staff to student ratio should exist on every trip to include cover, should a member of the trip/visit team be drawn away to deal with a specific situation. Visit leaders should consult with relevant staff (such as HOY/DSL/Attendance Officer) and refer to documents (such as the SEND register and medical consent forms) in order to complete a risk assessment that considers individual needs of students attending. This information should be shared with all staff in attendance.

Prior notification and approval of visit plans:

A proposal form should be submitted to the EVC at least 4 weeks prior to the planned visit for initial approval. All approved visits should be communicated to the senior leader with responsibility to allow cover arrangement to be put into place and no visit is allowed to proceed unless the visit has been approved by the appropriate person. For residential/overseas visits proposals must be submitted at least 3 months in advance.

Registers:

A register of students must be taken prior to departure, during and after all visits, trips and off-site activities. A register with contact numbers also needs to be left with reception.

C. Emergencies

Emergencies:

Visit leaders should take with them at all times the designated emergency contact numbers for the school and School and Governor Support. The school should be contacted in the case of emergency, the visit lead is to make this telephone call requesting to speak to the deputy Headteacher or Headteacher and parent or careers be contacted via the contact telephone numbers taken with the visit lead on the trip.

D. Lockdown

Lockdown Situations when Away From School:

It is necessary to carry out a risk assessment prior to such visits and it is important to consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip. It will be necessary to give some guidance to pupils prior to the trip, and this should be reinforced during the trip itself. As a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the children in their care. Pupils could even be asked to disperse or hide if this will aid their safety.

E. Levels of supervision

Levels of supervision: Effective levels of supervision should be in place throughout the visit. For effective levels of supervision to be put in place the visit leader and other staff in attendance should consider SAGED:

- STAFF Competent? Trained? Experienced? Ratio of staff to students?
- ACTIVITY Simple? Complex? Training required? Consent? Insurance? Licensable?
- GROUP Prior experience? Age? Behaviour? Medical and/or Special Needs?
- ENVIRONMENT Location and familiarity? Same as previous times? Weather Forecast? Water Levels?
- DISTANCE How Far? Transport Required? Residential? Distance from base?

It is the expectation that staff in attendance should get involved with activities or observe activities so that they know what is happening and can stop them if unhappy. Pupils should never feel unsupervised, they should know where a member of staff is located and available at all times. Staff should be visible and patrolling.

Where female/male students are in attendance on a trip/visit, there must be the corresponding gender of staff.

F. Expectations: Staff & Students

Expectations of Students and Behaviour: The school's Behaviour Policy applies on all trips and educational visits. Alcohol, drugs, psychoactive substances (currently known as 'legal highs') and any other illegal substances are **not** permitted on any trips or visits by students or staff. Appropriate sanctions will be applied on the visit or on the return should any issues occur. Parents will be informed, as soon as possible, of any significant issues. Poor behaviour on any trip or visit may result in students being excluded from future trips or visits.

Expectations of Staff Behaviour: As outlined in the staff code of conduct.

G. Inclusion

Inclusion: The school will endeavour to include all students in trips and educational visits where reasonably possible (venue access, behaviour, all medical needs etc). Each case will be assessed for each trip/visit. Where there are specific medical needs, which may be deemed to be problematic, a preliminary conversation will take place with parents/carers and, where applicable, medical consent will be sought from doctors/consultants.

Monitoring:

It is the responsibility of the Educational Visits Coordinator to ensure that all staff are adequately trained to lead and organise a trip; training will be revalidated where necessary and kept on record. For further guidance please refer to OEAPng section 3.2b.

Evaluation: Must be completed within 7 days (document can be found on Sharepoint).

H. Volunteers

It is school policy that volunteers are to be over the age of 25 years old and will hold a relevant DBS. Volunteers are, under no circumstances, to assume the positions of Visit Leader or Assistant Visit Leader. Volunteers can be any other person deemed responsible at the Headteacher's discretion. Under no circumstance is a member of staff allowed to be accompanied by their own dependants to participate on any off-site activity, visit or trip.

I Insurance

Non-delegable duty of care

In October 2013 the UK Supreme Court ruled that, in particular circumstances, schools and other public bodies have a non-delegable duty of care. This is an exception to the normal fault-based principles of law. It means that, in these particular circumstances, schools and other organisations are liable to be sued for the negligence of a third party. It is therefore important to ensure that any contracts entered into with third parties include terms to carry insurance including indemnity in the event of negligence as local authorities and schools will need to pursue independent third parties for an indemnity or contribution should any such claims succeed.

Employer's Liability Insurance

Employer's Liability Insurance is a statutory requirement. As this type of policy is a statutory requirement any other employer should hold a similar policy in respect of its employees. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisor.

Public Liability Insurance

The Council also holds Public Liability Insurance, indemnifying it against its legal liability in respect of claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified under the policy, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as educational visits and off-site activities including school sports, together with approved extracurricular activities organised by all establishments and settings for which the employer is responsible.

For journeys/visits overseas, Governing Bodies must insist that Foreign Travel Insurance is arranged that cover all persons on the visit. This is especially important, due to the high costs of medical care abroad and possible repatriation expenses in the event of an accident or illness.

For all journeys within the United Kingdom Governing Bodies should decide whether or not they require insurance to be arranged, having regard to the nature of the journey and the capabilities of the pupils involved. In all cases, reference should be made to the Council's guidelines governing educational visits, before final decisions are made.

Schools should notify insurers if the activity involves any form of winter-dangerous sports, as the insurers may need to charge an additional premium.

If additional insurance is not taken out, it is recommended that parents are advised of this and a suggested wording for parental consent forms is detailed below:

"The school is insured against its legal liability to pay compensation should it be held responsible for causing an injury to your child whilst in our care. The school has not taken out any additional insurance in respect of this visit e.g. personal accident, and, should you be concerned about this area of risk, you are advised to make your own personal arrangements".

Car Insurance please note;

All staff if they are using their private vehicles for school purposes, including transporting pupils, parents or other staff members, should ensure that their private motor insurance policy extends to provide them (the driver) with business use cover. They should not use their vehicle unless this extension of cover is operative.

J. Financing an Educational Visit

It is the policy of the school's Governing Body to:

Ask for contributions from parents for school trips and visits, for which compulsory charges cannot be made, but which are not viable otherwise. Students will not be excluded from such activities because of inability to make a contribution.

Apply a charge for all board and lodging costs on residential visits except where students are entitled to statutory remission.

All charges to be arranged through finance using the parent pay system.

Pupil Premium may be allocated, this is the decision of the senior leader responsible for educational visits.

NB

The following statement must be used in all correspondence relating to charging of activities to students

"If you are in receipt of Benefit and feel you may require some assistance with the cost of this activity, please let us know on the return slip together with evidence of the type of Benefit you receive (e.g. Photocopy of front page of Benefit book or letter)"

J. Procedure for organising an educational visit Procedure for Organising an Educational Visit

Please follow the Day Trip planning form on the following page to ensure that:

- you are supported in planning the visit
- you receive information to enable you to plan a safe and effective visit
- risks are minimised or eliminated
- communication between all interested parties (Educational Visits Coordinator, Headteacher, Senior Leader with Responsibility for Trips and Visits, Local Authority, Parents, Children) is effective and efficient.

Once a trip has been confirmed by the EVC, the following process is to be followed:

- EVC to inform the data manager that parent pay can be allocated to the trip
- EVC to organise external transport with invoice sent to finance / Trip lead to book mini bus with Amy Bland (receptionist) with EVC cc'd into the booking email.

If the Headteacher/Senior Leader with Responsibility for Trips and Visits and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**

Ratified by Governors:

Review Date:

DAY TRIP REQUEST FORM

Date Submitted: (At least 10 days prior)

Name of Event & Address: Trip Leader: Sign:	Date(s) of Event:	Total Number of Pupils:
---	-------------------	-------------------------

Aims & Objectives of Visit//Details of Proposed Activities:	Special Needs of Pupils:
---	--------------------------

TRANSPORT DETAILS (Fill Relevant Section): (Please note that public transport may be a greener and more cost-effective way of transporting students)

Have you booked MINIBUSES with the BSM? One Two <i>Costs for petrol must be absorbed by the trip or department Drivers MUST be arranged by Trip Leader</i>	Public Transport: Is public transport being used for this trip? Yes No if yes please give details:
External Transport: Is external transport being used for this trip? Yes <input type="checkbox"/> No <input type="checkbox"/> if yes please give details:	Additional Info:

STAFFING & COVER: - PLEASE ALSO DETAIL DRIVERS OF MINIBUS
 For day trips the ratios are 1 staff member per 15 students – please take in to account gender of pupils and any SEN needs.

<u>Staff Member:</u>	Gender:	Teacher or Support Staff (T/S)	<u>Cover Generated (PROVIDE FULL DETAILS):</u>	Qualifications (First Aid/Relevant to Trip) & Experience
	<u>Female</u>	<u>Teacher</u>		<u>None</u>

Please attach list of any additional staff members. Adults not employed by BCC cannot be included in the ratio. Please inform EVC of any other professional instructors or assessors that may be accompanying.

MOBILE PHONES: Please provide the telephone number below, of the mobile phone that will be with the trip leader during the visit.

APPROVAL: In order for your trip to go ahead both the EVC and Deputy headteacher must approve the visit

EVC:..... Deputy:.....
 Date:..... Date:.....

COSTINGS:

Is the cost of the visit being funded entirely or partly by parental/student contributions:

Fully Partly Not at all

Expenditure: Resources, Tickets, Transport, etc.	Cost
Total	

Anticipated Income – Ticket sales, etc.	Total
Total	

Profit or Loss Total: Expenditure – Income = Profit/Loss

No profit.

No Loss

Cost of Trip Per Student:

Parent Pay: Have you contacted finance for the event to be listed on parent pay? To allow parents to contribute towards the event. *Please note, the school operates a cashless system.*

Pupil Premium: Have you checked the Trip folder on sharepoint to see if any of your pupils can be considered for a pupil premium subsidy?

Risk Assessment: There is a risk assessment of the visit which has been carried out and recorded under which ALL activities undertaken have been covered by the risk assessment

CHECKLIST FOR TRIPS (Please tick each relevant boxes once complete)

- Background investigation been undertaken – an exploratory/preliminary visit has been conducted, or a trip has been undertaken here in the past to assess suitability of venue and checked in terms of security and fire certification, etc.
- Child protection procedures been followed, CRB/DBS, etc.
- If there are any adventurous activities, the school are aware of this and are covered under insurance
- The trip requires a charge/fee to be paid or a monetary contribution/donation from students– paid correctly via EVC
- Accompanying volunteers have been CRB/DBS approved? (if applicable)
- Members of staff are in line with LA advice and guidance – ratio, etc.
- All staff are informed of what their role is on the trip
- Emergency procedures, contacts and communication are in place with the EVC or school
- Trip leader has an EVC mobile phone for contacting the EVC or school
- Assigned or designated meeting point in case of emergency on trip
- Students adequately supervised at all times
- Parental information been given and permission obtained
- Satisfactory arrangements are in place for children/staff with special needs
- Medical and first aid arrangements are commensurate with the visit
- There is a comprehensive list of those students with any medical needs which include a copy of students' medical flashcards, which all staff attending have been briefed upon
- Medication required by a pupil - it is clear who the designated person is to carry it and who is to administer it
- Pupils are aware of clothing requirements
- Food and rest stops have been considered
- Students bringing along refreshments (f applicable)
- Pupils on Free School Meals (FSM) have been sorted in terms of packed lunch for the day (if applicable)
- Correct transport arrangements are in place
- Minibus drivers have been selected and the trip adheres to legal driver requirements (if applicable)

- The risk assessment has been communicated to both staff and students prior to visit
- Evaluation of the trip will be undertaken by students (if applicable) – all staff are **required** to evaluate trips.