

## EDUCATIONAL VISITS POLICY

Last reviewed:	January 2022
Next review due:	January 2023
Reviewed by:	Educational Visits Co-ordinator Pastoral Director Bursar
Approved by the Board of Governors:	14 February 2022

### 1. General information

At d'Overbroeck's we believe that learning outside the classroom is an essential component of our curriculum. Our educational visits are many and varied, but with a clear purpose offering our students unique opportunities to develop their resourcefulness and initiative, to extend their learning and to spend time together in an informal environment.

It is the school's duty to ensure that all educational visits are safely managed and that the health, safety and welfare of students, staff and volunteers are maintained in accordance with the Department for Education's document 'Health and Safety: Advice for Schools':

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>. The Health and Safety Executive also sets out expectations in 'Schools Trips and Outdoor Learning Activities': <https://www.hse.gov.uk/services/education/school-trips.pdf>.

### 2. Responsibilities

- 2.1 The d'Overbroeck's Board as employer will satisfy themselves that appropriate safety measures are in place and that training needs have been addressed.
- 2.2 The Principal ensures that where responsibility is delegated to the Educational Visits Co-ordinator that this member of staff is appropriately experienced and suitably trained to undertake the role.
- 2.3 The Principal has delegated responsibility for non-adventurous day trips to the Educational Visits Co-ordinator (EVC) to authorise off-site school visits and to ensure that all trips are prepared and conducted in accordance with school policies and the Outdoor Education Advisory Panel (OEAP) National Guidance.
- 2.4 The Principal has responsibility to authorise all Overseas, Residential and Adventurous off-site school visits.
- 2.5 The Trip Leader has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the ongoing health and safety of the group. The Trip Leader is responsible for following the school policy and procedures. The [Educational Trips](#) team provides guidance for staff about the detailed procedures necessary.

### **3. Staff to student ratios**

- 3.1 It is important to have a high enough ratio of adult supervisors to students for any visit. Various factors should be taken into consideration such as the age of the group, the nature of the activities, the duration and nature of the journey and the medical and/or specific educational needs of any students within the group.
- 3.2 As a guide, a ratio of 1:15 is acceptable for most day educational visits and a ratio of 1:10 for overnight visits and trips abroad (see staff student ratios recommended by the DfE for off-site activities). Ratios are activity dependent and all ratios must be agreed with the EVC who can relax or strengthen these ratios as deemed appropriate.
- 3.3 Every trip outside Oxford (ie, one involving travel beyond a five mile radius of Carfax) must be accompanied by no fewer than two members of staff.
- 3.4 A reserve member of staff should be identified who is able to attend the visit at short notice if required.

### **4. Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. The selection of staff for educational visits is a key priority in determining the initial approval of any proposed visit. Where volunteer adults participate in educational visits the school will arrange for enhanced DBS disclosure if they may have unsupervised responsibility for students. Accompanying staff and adult helpers must have the appropriate skills.

### **5. Approval procedure and consent**

- 5.1 For any venture, preliminary discussion must be had with the Head of Section who will liaise with the appropriate member/s of the Senior Leadership Team (SLT) and, subject to satisfactory submission of a draft outline for the educational visit, initial approval will be given to continue.
- 5.2 Day trips to places in Oxford, within school hours and which involve no cost, such as investigating habitats in a local park or visiting an Oxford art gallery, do not require parental permission unless deemed necessary by the EVC or Head of Section. For most local day trips, parents will be notified of the trip but not required to give written consent.

All residentials and any trips involving a cost, booked travel or perceived risk (see section 7), require written parental consent. This must be sought by the Trip Leader confirming that parents have understood the purpose, estimated cost and arrangements for the visit and give permission for their child to go on the visit. Parents are also requested to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place. Students may not go on a visit if the signed consent form has not been received (consent from a recognised parental contact email address with the necessary permissions is also acceptable).

## **6. First Aid**

- 6.1 First aid requirements form part of the risk assessment carried out by the Trip Leader. Considerations include the nature and duration of the trip and the medical status of students **and staff** participating. Usually, a First Aid trained member of staff should accompany the trip.
- 6.2 The EVC, in consultation with appropriate member/s of SLT, can give permission to relax or strengthen First Aid provision as deemed appropriate.
- 6.3 A First Aid Kit must be taken on the trip.

## **7. Risk assessment**

- 7.1 The Trip Leader must carry out the school risk assessment which must be approved by the EVC. Ongoing 'dynamic' risk assessment will be continued by the Trip Leader throughout the trip to ensure that hazards for staff and students are monitored and appropriate safety measures are put in place. It is the responsibility of the Trip Leader to ensure that all accompanying staff are familiarised with the risk assessment and to continue to brief staff and students throughout the trip.
- 7.2 When the trip involves caving, climbing, trekking, skiing or water sports, the school will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).  
<https://www.legislation.gov.uk/uksi/2004/1309/contents/made>
- 7.3 All swimming (pool, lake, river or sea) activities must be clearly identified in the trip itinerary, and a Risk Assessment with appropriate parental consent, staffing levels and relevant qualifications agreed individually with the EVC.

## **8. Student behaviour**

For all visits the students should be adequately briefed about the aims and expectations for the visit. Students should be engaged in evaluating the risks of the tasks they are about to undertake. In all cases parents and students should be made aware of the standards of behaviour expected and the sanctions which may be used in cases where the standards are breached. In all cases the parent consent form requires that parents agree that the school reserves the right to send their child home at the parents' expense if s/he jeopardises their safety, the safety of others or the good name of the school.

## **9. Mobile and social media contact whilst on a trip**

- 9.1 If a school mobile phone is not already held by staff accompanying a trip or sporting event, one will be provided for the duration of the event.
- 9.2 Staff and students are to be aware of the effect that their mobile phone or social media contact may have, especially in the event of a natural disaster or security emergency. Sensitive information, images and personal opinions which may have ramifications for other individuals should not be sent or posted without prior consultation with the Trip Leader.

## **10. Emergency procedures – overseas and residential trips**

- 10.1 The Trip Leader and staff must be familiar with and act in accordance with OEAP National Guidance, Requirements and Recommendations for Establishments.
- 10.2 Staff must ensure that they keep emergency contact details for students and staff with them at all times, and that they have the correct insurance information readily available. In the event of a major incident they should follow the school's Critical Incident Plan. The staff members must ensure that they delete/ destroy emergency contact details for students and staff on return to school.

## **11. Insurance**

The school holds a World Travel Policy with Chubb which is renewed annually. This provides extensive insurance cover, but some specified hazardous activities require an additional premium to maintain appropriate insurance cover. Trip Leaders must ensure that they check the travel insurance if they are undertaking hazardous activities and contact the insurer for advice if there is any doubt that the activity is not covered. The Trip Leader must keep the insurance details with them at all times on the trip.

## **12. Travel arrangements**

- 12.1 Only reputable companies are used for transport. The travel requirements are risk assessed taking into account all the relevant factors such as distances to be travelled and likely weather conditions, and appropriate arrangements are made to ensure optimal safety conditions for travel.
- 12.2 The safety standards in some countries for roads and vehicles are variable and the Trip Leader must inform parents when this will be the case. The Trip Leader must carry out all reasonable checks to make sure that safety is maintained as far as is reasonably practicable.
- 12.3 All staff who drive students are checked for valid driving licences and asked to declare any relevant medical conditions annually. A member of staff driving a 17-seater minibus must have passed a recognised minibus test.

## **13. Medical information**

- 13.1 When assessing risk, particular attention is paid to any member of the group who has a disability, medical condition or specific educational need. As previously stated parents are requested to provide any update of medical information on the consent form and to give consent for any emergency medical treatment which may be considered necessary. In addition, the school database is checked for medical conditions and care plans. Key staff such as the DSLs and School Nurse are consulted where further information and advice is required, including relating to pastoral concerns (especially for overnight and overseas visits).
- 13.2 It is the Trip Leader's responsibility to take all medical information on the Trip and ensure the relevant supervising staff are provided with appropriate information. Staff must check that students have all the necessary equipment and medication, and that all medication is in date.

## 14. Educational visit evaluation

- 14.1 The school recognises that every educational trip requires considerable time and effort to organise, and there are associated costs such as lessons missed, staff cover, study and revision time lost. For this reason, the Trip Leader is required to state the purpose of the trip at the outset when seeking initial approval. The Trip Leader is also given the opportunity to evaluate the trip on return and submit to the EVC via Evolve.
- 14.2 A termly summary of off-site visits that have taken place is compiled by the EVC and provided to the Health and Safety Committee. The Principal will provide the Board of Governors with an overview of school trips that have taken place each term.
- 14.3 This policy will be reviewed annually by the EVC taking into account all of the above, then approved by the Principal and submitted to the Chair of the Board of Governors for approval.

\*

### This policy should be read in conjunction with:

- the following documents are available from Evolve, via [MS Teams](#)):
  - Guidance on how to use the Evolve system
  - Trip Proposal Planning process – Help guide
  - Trip budget template
  - How to complete the Trips risk assessment template
- the following policies available from the school [website](#):
  - Safeguarding and promoting the welfare of children
  - Administration of medicines policy
  - First Aid policy
  - Behaviour, rules, rewards and sanctions policy

\*

### Useful links, legal requirements and Education Standards:

[Adventure Activities Licensing Regulations 2004](#) (for England, Scotland and Wales).

[Council for Learning Outside the Classroom](#)

[‘Good Practice in Adventure Activities within the Education Sector’](#) Adventure Activities Licensing Authority

‘Health and safety: advice on legal duties and powers’, DfE Feb 2014

‘Health & Safety and Welfare at Work’ Chapter N of the ISBA Bursar’s Guide

‘Health & Safety at Work’ Section H of the ISBA Model Staff Handbook

Health & Safety Executive, [School trips page](#)

[‘Health & safety on educational visits’](#) DfE, November 2018

[Institute for Outdoor Learning](#) guidance

‘Insurance’ Chapter K of the Bursar’s Guide by HSBC Insurance Brokers Ltd

Independent Schools Inspectorate (ISI) Commentary on the Regulatory Requirements, Part 3

[‘Off-site trips’](#) National Education Union

Outdoor Educational Advisers Panel (OEAP) [National Guidance](#)

\*