

# KRISHNAMURTI FOUNDATION TRUST

## BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL (including EYFS)

### EDUCATIONAL VISITS POLICY



Last Review Date	June 2016
Policy endorsed by	Trustees & Co-Principals
Policy is maintained by	Educational Visits Coordinator, Head Teacher
ISI reference	A9, B6
Next review date	August 2017
Review body	Educational Visits Coordinator, Health and Safety Officer, Co- Principals, Head Teacher

#### **Introduction**

Students can derive a good deal of educational benefit from taking part in educational visits. Educational visits play a major role in the education and development of young people. They contribute significantly to the development of cross curricular links and to personal and social education through encouraging responsibility, self-confidence and self-reliance. This policy is designed to ensure that teachers and students stay safe while on educational visits.

#### **Educational Visits and Events process for approval**

All trips, other than local day trips, must be approved by the Co-Principals and Inwoods Small School Head Teacher.

#### **Objectives:**

To develop a process:

- which understands both the costs and benefits of educational visits/trips and events
- which appreciates the contribution that events/trips make to the educational life of the school
- by which visits/trips can be viewed in terms of their overall impact
- which will encourage forward planning but retain some degree of short term flexibility
- which will decide on whether a particular trip can take place or not
- will provide support for staff wishing to undertake visits/trips

#### **Principles**

- Overseas residential trips must have one term's notice minimum
- UK residential trips must have at least two weeks' notice minimum
- Residential, or longer term trips, should take place in holiday time as far as possible
- Trips arranged at short notice are subject to calendar availability and will be allowed only if special circumstances exist and/or the calendar allows
- All trips/visits are subject to calendar availability. Clashes will be examined and will form part of the basis for decisions.

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### **Trips/weekends will be viewed in terms of:**

- Their educational value
- Cost-financial
- Environmental impact
- Impact on teaching and learning
- Impact on staff
- Impact on extra-curricular life
- Impact on school life in general

### **Planning visits and expeditions**

*All trip arrangements must be approved by the Co-Principals (Brockwood) or Head Teacher (Inwoods)*

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 these guidelines before planning any visit.

### **Staffing**

As with all visits, the staffing ratios and requirements must be visit-specific according to the number, composition, age-range and appropriate to the venue and activities planned for the visit.

As a general rule, the following applies:

- Groups on visits must have at least two members of staff. (in certain circumstances one staff member may be sufficient e.g. older students attending a lecture in London)
- 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. (In certain circumstances one member of staff, male or female may be sufficient e.g. as above)
- Normally a staff ratio to students of 1 member of staff to 10 students should be followed.
- Ratios on residential trips should be 1 member of staff to 8 students.
- All groups on visits must have a nominated group leader and nominated deputy leader (except on visits led by one person)

### **Tour Companies and external providers**

Only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) 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 law places the Group Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders. It explains that their responsibility is to "**act as any reasonable parent would do in the same circumstances.**" Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Brockwood Park School, as their employer is committed to supporting them in the unlikely event of an

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accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Brockwood Park School has Employers' Liability Insurance and Public Liability Insurance, [as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, but does not cover all adventurous activities, such as climbing, sand boarding or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her when appropriate].

### **Pre-inspection visit**

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

- should be made by any leader of a visit abroad or a residential visit or where the activity or location is not familiar in order that an adequate assessment of the risks can be made
- if a pre-visit is not feasible the group leader will need to consider how best to complete assessment of the risks

### **Minibus policy**

If you are using the school minibus you must be on the list of approved drivers. For visits involving travel over some distance, the driving should be shared and therefore the party should include at least two approved drivers per vehicle.

If you are using your own private vehicle on necessary school business to transport students you must have a valid driving license, 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 this is viewed by your insurance

Students must be required to wear safety belts in all vehicles. It is the group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.

If driving abroad it is likely that you will need to obtain an international driving licence.

### **Other travel arrangements**

For train travel and underground, particular care needs to be given to the risk of students being separated from the rest of the groups and this must be set out in the risk assessment

When travelling abroad students need to be briefed on matters such as securing passports and visas and baggage security and airport security checks. It is good practice that once you are at your destination (or all passport check have been completed) that the group leader collects all passports and stores them in a safe place; taking advantage of lockable facilities where possible)

When travelling on ferries it is good practice to have a known rendezvous point for the duration of the trip, where students know that they can always find a member of staff if needed. Advice on staying in small groups (age dependant) should be given and clear instructions on meeting times should always be given.

It is good practice to keep in touch with details of your expected arrival back at school.

### **First Aid**

One member of staff must be nominated as being i/c First Aid. It is a requirement that all residential trips and also good practice for day trips to have a qualified first aider on their

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staff team. The need for a first aider on day trips, will be assessed as part of the risk assessment process.

- Responsibility for the first aid bag. This should be taken on visits as appropriate
- Liaise with the Infirmary before the trip to ensure any specific information or equipment/first aid kit is needed for the planned trip.
- Administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge
- Remain with the casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

### **Accommodation**

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the group leaders on arrival. The groups should then be given a briefing/fire drill.

Students should know where the staff rooms are located and these should be in the vicinity of student 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 female students and there should be a clear divide (a staff room/accommodation is acceptable) between female and male accommodation. Wherever possible, male staff should not occupy a room on a corridor with female 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 leaders should have a room list. Clear expectations about behaviour should be set and a reminder that the agreements still apply; no girls in boys' accommodation and vice-versa.

### **Risk Assessment**

*Risk assessments must be approved by the Co-Principals (Brockwood) or Head Teacher (Inwoods)*

A full written Risk Assessment is required for all visits.

The Risk Assessment must:

- a) Identify specific hazards/risks
- b) State who is at risk
- c) Set out measures to control / minimize the risk
- d) Calculate the estimated Risk Rating
- e) Set out the emergency procedure to be followed

All Risk Assessments must be visit specific and must cover the full itinerary. 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 are advised to ask for a copy of their own Risk Assessment and to refer to and include it as part of your own.

There must be an on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. Students must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

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*Any questions relating to Health and Safety should be discussed with Andy Foley (Facilities)*

### **Code of Conduct and Behaviour**

On all visits students should be reminded of the basic requirements of safeguarding the safety of each other; courtesy and consideration towards members of the public, each other and conduct that is in accordance with the intentions of the school. They should also be reminded that the agreements still apply on school trips – even if the trip is taking place in the school holidays.

For visits involving overnights and overseas visits students and parents should agree to the following as a minimum:

- Students carrying out the instructions of the group leaders and staff at all times
- Concerns or incidents should be reported to the Co-Principals/Head Teacher as soon as possible for further actions to be considered
- In mixed groups, girls and boys must not enter each other's rooms/areas
- Students must adhere to all deadlines and meeting times. Group leaders must make proper arrangements to check in with students through frequent roll calls.

### **Repatriation**

For foreign visits parents should be told that if the unlikely event of a gross breach of the code of conduct, a student might be repatriated. This would be the decision of the group leaders and in consultation with the Co-Principals/Head Teacher. It would be at the parent's expense

### **Emergencies**

- **confirm there is an emergency plan in place for every visit**
- **ensure there is a critical incident policy in place**

### **Remote supervision**

Unsupervised time on a visit is no longer an acceptable concept. At all times group leaders and staff are responsible for students. Any period of remote supervision must be covered by the drawing of clear boundaries for students and emergency procedures on how contact with staff can be made. It is often good practice to issue students with a card giving mobile phone contact numbers of staff involved and the address and contact numbers of the place of residence if an overnight stay is involved. The associated hazards should be addressed in the overall risk assessment. On the expedition students should normally be in groups of at least three and be briefed on how to respond to an emergency.

Parents must be briefed in the arrangements for any periods of remote supervision

### **Passports, Visa's 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 Co-Principals/Head Teacher with the risk assessment before departure.

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**Parental Consent**

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*No student may go on an overnight visit without parents having given written consent by signing the consent form.*

Parents must give this consent on the basis on 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 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 medications (normally if a student needs to purchase and take any medication, he or she should obtain the necessary medication either in advance or at the time) Paracetamol should not be given to students who are taking other prescribed medications from a doctor. Aspirin or preparations containing Aspirin may not be given. If in doubt, please contact the Infirmary or if away during holiday time seek local medical advice.
- Full contact details of the hotel/place of residence (longer and overseas visits) and the group leaders
- Parents should also be aware of the behaviour expected on the trip and consequences of students who get it wrong.

A copy of the signed consent form and emergency contact details of parents/guardian should be held with the group leaders at all times whilst on the trip. All staff should be given and retain through the visit a list of staff and students on the visit, along with their mobile number (where appropriate – and remembering to delete numbers as soon as the trip is over), their emergency contact number, hotel/accommodation details and contact details of the Co-Principals/Head Teacher

### **Reporting incidents/near misses**

It is a requirement that any accident or near miss on a visit should be reported immediately (or as soon as reasonably possible) to the Co-Principals. If you have any area of Health and Safety concern you must report it on return to the C Co-Principals/Head Teacher

### **Report on visit**

You are asked to give some feedback to the Co-Principals/Head Teacher on your visit (particularly longer visits, expeditions, and overseas visits).

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A brief summary of the trip and any causes for concern should take place at this time.

### **Checklist for educational visits**

This checklist must be completed, as appropriate, by all staff planning an educational visit. This will ensure that:

- There are clear and justifiable objectives for the visit
- The visit leader is clearly identified and sufficiently responsible and capable of taking charge of the visit
- Parental notification and consent has been undertaken
- Participants are aware of the objectives and have been prepared and briefed appropriately
- All transport arrangements have been adequately assessed
- The venue is known to the trip leader or a pre visit assessment has been made to ensure the suitability of the site and to allow a risk assessment to be produced. (In some circumstances information from other parties may suffice) E.G. a reference from another school or information from a travel company risk assessment)
- Written risk assessments and control are produced. This is compulsory for all educational visits.
- A check is made of insurance requirements including that held by any firm providing services on the visit.
- An emergency procedure is in place and clear lines of communication between the school and the trip leader (staff) are established.

### **Emergency procedures – carried by trip leaders**

#### **General Principles**

- Ensure that all staff are briefed for a medical or missing person emergency
- Ensure that location of student medical details and trip insurance details are known to all staff
- Manage communication effectively and write things down

#### **Medical Emergency/Accident**

1. Take steps to prevent injury to others in your charge or in the vicinity. Enlist others to help you and give first aid
2. Contact the emergency services and tour operator
3. Arrange documentation required – EHIC, Insurance, Student medical details
4. Arrange transport and staff supervision
5. Contact School base-contact (see checklist below) – who will inform parents.
6. Notify the British Embassy/Consulate if an emergency occurs abroad
7. Manage communication by rest of group; explain why you will not allow students to phone home. Do not name the casualty or give other than brief factual information to local media after liaising with the base contact
8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the School

#### **Missing Person**

1. Make a plan with all supervising staff – have specific times to meet and review. Do not rely on mobile phones
2. Manage and brief the rest of the group

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3. Ensure a system for communication between staff and base
4. Contact local emergency services and tour operator; notify the British Embassy/Consulate if an emergency occurs abroad
5. Contact the Co-Principals/Head Teacher base contact – who will inform parents
6. Manage communication by rest of group; explain why you will not allow students to phone home. Do not name the casualty or give other than brief factual information to local media after liaising with the base contact
7. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
8. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their Trustees

### **Media**

- Remember – Pity, Praise and Promises
- Sympathy for those involved and their families
- Praise for those undertaking rescue/incident control
- Promise full investigation/co-operation with other agencies

### **Do not**

- Do not reply to ‘why’ and ‘how’ questions
- Do not name individuals – explain that names will not be released until next of kin have been informed
- Don’t say ‘no comment’ – explain why you cannot comment and state when an update will be provided and by whom