



EDUCATIONAL VISITS POLICY

Last Review Date: **October 2023**

Policy Owner: **K Brinkmanis-Brimanis**

Approved by: **P Rich, L Anindita-Beckman**

Next Review Date: **October 2024**

At Canbury School we believe that a varied and stimulating visits programme is of great benefit to students' academic and personal development.

The advantages for students of such visits are numerous and include:

1. Personal development: To experience other cultures and ideas to broaden horizons;
2. Academic enrichment: First hand experience contributes to the breadth of learning;
3. Developing expertise: Playing against sides in other countries can help develop sporting ability.

The advantages for the school are also significant. Educational visits:

1. Support our aim of providing a wide range of experiences;
2. Play an important role in building mutual respect between staff and students;
3. Provide a significant marketing benefit. Many prospective parents explicitly ask about the range of visits available and the visits themselves can generate much good publicity.

There are however, some **significant disadvantages**:

1. Some parents who already make huge sacrifices to pay the fees can be under immense pressure not to disappoint their children;
2. Too many additional visits will have a negative impact on existing ones as smaller numbers make visits less financially viable;
3. Any overseas visit, however well planned, carries with it significant risks of accidents or incidents that could reflect poorly on the school;
4. Even a well-planned programme of visits will inevitably lead to some year groups or students apparently 'missing out'.

Taking Students Out of School

Academic Outings in School Time

The academic value of all such outings must be carefully assessed by the Head of Department in the light of the disruption they cause to other subjects. In each case permission must be sought from the Head. In any event, there should be no more than one outing per year per subject per year group, unless the Head has given her consent.

Non-academic outings or matches in school time

In general, such outings should not happen during class time. Sports fixtures should be kept after school or during Games lessons. The normal exceptions to this would be district, county or national events in which it is important for Canbury to participate. In each case permission must first be sought from the Head. All appropriate paperwork is to be completed for these outings/sporting events.

Approved School Outings

Procedures to be followed for organising all outings (academic and non-academic):

1. Where possible approval should be sought during the previous term so that the event can be put into the calendar;
2. The member of staff organising the event should fill in an Educational Visits Pack, copies of which can be found in the Staff Read area under Education Visits;
3. The Educational Visit Pack should be submitted on paper to the Bursar, the Head, the Deputy Head and the Assistant Head for approval;
4. If permission is granted, at least 7 days prior to the visit a full list of personnel, dates and locations should be displayed in the staff room and one left with the school office. The form should include departure times, anticipated return times and a school mobile contact number;
5. School matches which are in the calendar and involve students missing lessons need the initial visits form to be filled in together with a risk assessment for the venue, whether indoors or outdoors, together with notification in the staff room about personnel and departure and return times.

In order to assess whether a visit should be allowed the following criteria will be applied:

Criteria for Departmental Visits

These should have a genuine educational value and/or academic relevance and benefit. Obvious examples would include Geography and Biology field visits, Modern Languages visits and Work Experience, History visits to the World War 1 Battlefields etc.

Criteria for Recreational Holidays

A few purely recreational visits take place. New recreational visits would be considered but they would not be allowed to carry out any fund-raising in school.

Parental Planning

In order to assist with future planning and budgeting, any proposed visit or tour for the next academic year must have been approved by the end of the Autumn term of the previous year. The school calendar lists the visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures.

Residential/Overseas Visits

All residential/overseas visits should be planned at least two terms in advance.

The Number of Subsidised Staff on Visits

There needs to be some standard arrangements for this so that the school is confident that:

1. Legal requirements regarding supervision and safety are fully met;
2. Students are well cared for;
3. Staff are able to enjoy the experience, as it is undertaken in their free time;
4. Parents are not unduly subsidising unnecessary staff.

In most cases the travel/activity company gives a standard number of free or subsidised places. (This normally varies from 1:10 to 1:8). This figure should be made clear in writing on the Educational Visit Pack. If the member of staff organising the visit believes that there is a particular reason for having additional staff this **MUST** be cleared with the Head during the planning stage of the trip.

Financing of Visits

All visits applications are checked and approved by the Bursar to ensure they are self-financing. If there are any unexpected losses they should be explained in writing to the Bursar. Detailed accounts of all school visits must be given to the Bursar within one month after the return to school. No money held on behalf of the students should be paid into a private bank account and all monies received should be passed immediately to the Bursar.

Surpluses from Visits

Where possible large surpluses should be avoided. It is however good practice to plan for a small surplus to cover any unanticipated expenditure. Any small surpluses (under c£50) can best be dispensed with by buying students a drink/meal on the last day. Any larger surpluses should be returned to parents through their accounts.

Planning the Visit

1. At the earliest possible opportunity gain the permission of the Head for the visit by completing an Educational Visit Pack. **This should be done before the trip is mentioned to students;**
2. Prior written consent should be obtained from parents to the tour programme, to the exact cost of the tour, to any activities (or possible activities) undertaken on the tour, to the accommodation to be used and to the arrangements for dealing with medical emergencies. An Annual Educational Visits/Medical Information/Consent form is completed by all parents each academic year; however, overseas/residential/high risk visits will require an additional consent form to be completed by parents. Copies of the consent and medical forms must be taken on every trip. Please contact the School Office in advance with a list of students going on the trip so that copies can be prepared and given to the trip leader;
3. Adequate travel insurance is provided by the school; this information needs to go with the party leader whilst on the visit;
4. If the visit is residential there must be a nominated person who acts as the home-based contact. There should also be an emergency back-up (normally the Head, the Deputy Head or Assistant Head);
5. Before any residential visit, the party leader must arrange a meeting with the school's Designated Safeguarding Lead (DSL) and the other members of staff going on the trip to review safeguarding procedures, and for overseas visits the Chair of Governors must sign off the paperwork;
6. For residential visits a phone pyramid with parents must be organised to facilitate communications in case of delay, accident or change of plans;

7. Where activities involve significant risk and prior to completion of the Education Visits Pack, checks should be made to ensure the venue is registered and all appropriate paperwork can be provided.

Documentation

The following should be lodged with the School Office and EVC **before the visit leaves**:

For All Visits

1. Copies of all letters concerning the visit sent to parents, these must be approved by the Head before they are sent out;
2. The approved Educational Visit Pack which will contain: who the party leader is, addresses and contact name of place to be visited, the visit organiser's contact number and the contact number for the emergency back-up, the date(s) of the visit, the Year group(s) involved, a list of names of all students and staff, details any additional staff attending, educational objectives, who the first aider will be (if required), transport details, SLT member on duty and Insurance details, a budget, and an off site risk assessment;

For Residential Visits

Both the above and:

1. Name and telephone number of Senior Leadership Team (SLT) contact at home;
2. List of contact phone numbers of parents (at least two are required by law, but three is ideal) and staff (remember that parents may not be at their usual address during the holidays). This must be requested by the visit organiser from the School Office and kept confidentially;
3. Phone number and address of your place of accommodation;
4. Details of itinerary.

For Visits Abroad

All the above and:

1. Flight /ferry/Eurostar times and details;
2. Passport details.

Insurance

The school has an insurance policy which covers all transport and medical needs for all trips. For certain high-risk activities such as Winter Sports it may be necessary to take out additional insurance. Visit leaders will have details of this and parents can be issued with the details upon request. Students are not insured for pre-existing medical conditions and parents are advised of this in the consent forms. Parents should organise additional insurance in such cases.

Minibus

No one is allowed to drive the school minibus unless s/he has qualified as a minibus driver. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits.

Staff who are qualified to drive the minibus are:

- Mr J Barnes
- Mr M Fairbrass
- Mr A McGregor
- Mr Ryan Bourgi
- Mr Paul Temple

Safety and Welfare

It is essential that the visit leader should make a careful and written risk assessment of all aspects of all trips. This MUST be included in the Educational Visit Pack.

Good practice would include:

1. Making a preliminary visit to the site of the visit. If this is not feasible you must discuss with the EVC;
2. Looking into the qualifications of any outside instructors or guides to ensure they meet nationally required standards;
3. Ensuring that there will be acceptable provision of sufficient and appropriate food and drink;
4. Adequate emergency care should be available and arrangements made for caring for any student who is ill.
5. Educational visits should reflect any public health advice or in-country advice of the international destination (with regards to Covid, for example).¹

Medical Issues

First Aid kits must be carried. Consult the Primary First Aider well in advance of departure;

1. In the case of students who need medication check, this will be kept and administered by the First Aider. The First Aider will have a copy of individual treatment plans. Some students may need to take precautionary measures before or during exercise and may need immediate access to their medicines, such as asthma inhalers.
2. Competency of staff to administer emergency medicines should be taken into account when preparing risk assessments for educational visits. (Please see Administration of Medicines Policy).
3. Parents must ensure their child has a valid GHIC (Global Health Insurance Card) for any school visits abroad;
4. In hot countries care should be taken to ensure that students are protected from the harmful rays of the sun and from the effects of dehydration;
5. The exact circumstances of any accidents, injuries or illnesses must be carefully recorded.

Accommodation

1. For residential visits, always check all allocated rooms on arrival at your accommodation and make sure that there is nothing unsafe and that you have noted anything that is broken, missing or in any way inadequate. Inform the hotel management at once;
2. Students MUST be shown Fire Escape routes in hotels and guest houses on arrival;
3. Make sure that the students know where to find a member of staff in the night in the case of any emergency;
4. Members of Staff must check that all students are in their rooms at the appropriate bed-time. The security of their rooms should also be checked and where there are locks these should be used. If students are sleeping in downstairs rooms, windows should be shut.

Supervision Levels

1. Mixed parties must contain at least one male and one female member of staff. If all students are over 16, there may be circumstances in which this rule need not apply on a day visit. (Seek advice from the Bursar as far in advance as possible). On all overnight trips involving a mixed group there must be at least one male and one female member of staff;
2. 8-10 students per member of staff on non-hazardous visits abroad or on residential visits in this country is the guideline;
3. For day visits in this country the number of students should be between 10 and 15 per staff member depending upon the age of the students and the assessed risk involved in the activity.
4. Check with the venue their preferred student to teacher ratio.
5. Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004 will be considered together with the Learning Outside the Classroom Quality Badge Award.

Always take a School mobile phone on every outing. These can be booked out from the Bursar in advance of your visit. **Please always ring into school if you are delayed.**

Supervision of Swimming in Swimming Pools

Staff must ensure that the Swimming Pool is safe. This would include:

1. Are there accurate signs displaying the depth of the pool?
2. Are there lifeguards present?
3. Is there a poolside telephone and an alarm?
4. Is the water clear and regularly tested for cleanliness?
5. Is the water less than 1.5 metres deep? If so, diving must not be permitted.

IF IN ANY DOUBT ABOUT THE SAFETY OF A POOL DO NOT ALLOW OUR STUDENTS TO SWIM

A member of staff must always remain on the side of the pool. There should be a supervision level of at least 1 teacher to 20 students.

Supervision of swimming in the sea or other natural waters

THIS IS POTENTIALLY DANGEROUS. IT SHOULD ONLY BE UNDERTAKEN IF THE PARTY LEADER GIVES PERMISSION AND IF A TEACHER PRESENT ON THE VISIT HOLDS A RELEVANT LIFEGUARDING QUALIFICATION.

Students Left Unsupervised

1. If it is intended that students are to be left unsupervised by a member of staff at any stage (e.g. allowed to go shopping or even out in the evening), parents must be informed in writing and in detail prior to the visit that this will be occurring;
2. Students should never be allowed to go off in groups of less than three and should always have a report back time, and the mobile phone number of the group leader;
3. Students should never be allowed to swim or take part in any activity which may cause harm unsupervised.

Behaviour on the Visit

All students should observe the highest standards of politeness, courtesy and conduct at all times. Particular care needs to be taken when on public transport or in residential accommodation. Even out of school time students are representing the school and should do everything in a way that reflects positively on them as well as on their school. Students in Years 9 and below should, as far as possible, wear school uniform or PE kit on visits. The dress code for years 10 - 13 will depend upon the type of activity.

Drinking Alcohol

Teachers and Students are not permitted to drink alcohol when on school visits.

Smoking

Smoking is not permitted on school visits.

Students Sent Home

It should be made clear to parents in advance that if a student is sent home for misbehaviour then parents will be expected to pay for all costs incurred.

After the visit the group leader will arrange for a debrief of all aspects of the visit soon after returning to school with the Deputy Head, the Assistant Head or the Bursar.

Immediate action to be taken following a serious accident or incident on a school visit
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A copy of the following guidelines must be taken by all party leaders and their deputies.

A serious accident is defined as:

1. "An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury";
2. "Circumstances in which a party member might be at serious risk/have a serious illness;
3. "Any situation in which the press or media might be involved".

Be Prepared

Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up.

Care of Group in an Emergency

1. Establish nature and extent of the emergency. Advise other school visit staff of the incident and that emergency procedures are in operation;
2. Ensure safety from further danger;
3. Contact local emergency services immediately and follow their advice;
4. Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.

Communication

Contact the school (the School Office during working hours or the Head, Deputy Head, Assistant Head or Bursar at other times - or the emergency contact number)

Be ready to give the following information:

1. Telephone number you are calling from (and an alternative);
2. What happened including details of injuries;
3. To whom;
4. Where;
5. When;
6. What has happened since.

If a fatality is involved, has this been confirmed? By whom?

Next Steps and General Advice

1. Parents and relatives will naturally be anxious to establish what is happening but do NOT let party members (staff or students) telephone home until after you have contacted the school and this has been agreed. The school will arrange to contact the parents of those involved. In serious incidents the parents of all-party members should be informed;

Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that "an official statement will be made through the school as soon as possible": Under no circumstances should the name of the casualty be divulged to the media;

2. Do NOT admit liability of any sort to anyone;

3. Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present;
4. Retain any equipment involved in an unaltered condition;
5. As soon as possible keep a written record of all that happens;
6. Be as compassionate as possible with anyone involved;
7. If you change location, remember to let the school / home based contact have the new telephone number at which you can be contacted;
8. You should follow the instructions from the local police/emergency services and, unless they request otherwise;
9. The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition;
10. Keep the party together - if a student has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives;
11. Keep in close contact with the school so that you can decide jointly what the next steps should be.

A copy of these guidelines must be taken by all party leaders and their deputies on the visit.

If in doubt about any aspect of a school visit you should consult the Bursar, the Head, Deputy Head or Assistant Head.

Publicity for Visits

The school can always make use of video clips and photos of visits and tours. If you wish to borrow the school digital camera please book it in advance.