



ALDENHAM SCHOOL

**EDUCATIONAL VISITS
POLICY**

**Revised September 2017
by EEM**

Introduction

Aldenham School believes that taking pupils off-site for carefully selected and suitable purposes is good for their education and leads to short, medium and long term benefits. The school aims to ensure that all school trips are of high educational value, represent good value for money and, most importantly, are safe.

For the purposes of this policy, an educational visit is any visit which takes place away from the school site, or which involves an overnight stay on the school's premises.

The school has an Educational Visits Coordinator (EVC) whose role is to ensure that educational visits are well-planned and well-managed, in accordance with both the school's policies and HSE guidelines. The EVC will also ensure that:

- a comprehensive risk assessment is carried out for each educational visit;
- appropriate insurance is in place for all visits; and
- records are kept of each educational visit, including reports of any accidents and near-misses that may have taken place during the visit.

Procedure for Planning Educational Visits

The health and safety of all staff and pupils on educational visits is guided by the OEAP (Outdoor Education Advisers' Panel) National Guidance. Links to this guidance can be found on the shared T drive (T:\Trips\Active Documents\TRIP DOCUMENTS) along with current educational visits documentation. Staff are asked to consult this documentation before proposing an educational visit. This guidance recommends the use of the 'Radar Graph' approach to risk management, so that Aldenham now operates a 'blanket consent' policy for local/straightforward day visits.

For all educational visits, the following procedure must be adhered to:

1. The proposing staff member (the 'trip leader') should complete 'Form Nought' and 'Form One' and submit them to the EVC. The EVC will discuss the proposal with the Principal and/or the Head.
2. The trip leader should provide the school secretary and the EVC with a potential list of student and staff attendees. The school secretary will produce a medical issue list for these students, which will be passed back to the EVC and the trip leader.
3. If payment is involved, the trip leader should email the EVC with a trip summary as shown below. The EVC will then request a WisePay code, which will be passed to the trip leader.

Year group(s) attending	
Date(s) of trip	
Description of trip	
Academic department	
Staff member in charge	
Cost	

4. The trip leader will draft a letter to parents/guardians outlining the plan for the trip and detailing (if applicable) any hazards and/or costs involved, as well as a deadline for payment of costs. The following paragraph should also be included in all letters:

We reserve the right to refuse participation on this trip if we consider that a student's behaviour may

compromise their own safety or the safety of others, or bring the good name of the school into disrepute. The same applies to behaviour once the trip has been paid for; no refunds will be due in this instance unless we have the option of filling the place.

A copy of this letter should be given to the EVC and, once it has been approved, the trip leader should arrange for it to be sent to parents/guardians.

For residential or high risk trips only: as an appendix to the letter, parent/guardian consent must be sought via 'Form Three'.

5. The trip leader should then complete 'Form Two' outlining full details of the trip, including which staff members will be responsible for first aid, transport (if applicable) and other duties. The trip leader should also complete the Risk Assessment Sheet (see below for more details). 'Form Two' and the Risk Assessment Sheet should then be checked by the EVC and the Principal/Head.
6. The trip leader should chase up any outstanding consent forms or payment. If one or both of these are not provided prior to the start of the educational visit, the student may not attend.

Residential trips only: once the participant list is finalised, the Designated Safeguarding Lead (DSL) will arrange a meeting with the trip leader to inform them of any essential safeguarding information relating to pupils and their participation on the trip. It is also highly recommended that trip leaders discuss potential rooming allocations with HSMs before confirming the arrangements with accommodation providers as this can alleviate potential problems upon arrival.

7. On the (first) day of the trip, the trip leader must provide the school secretary with a list of student attendees and ensure emergency contact details are available for all students.
8. During the trip, the trip leader must be aware of the risks and assess them continually. In particular, the trip leader must ensure that students are wearing seatbelts wherever possible on public or school transport.
9. After the trip, the trip leader must complete 'Form Four', the Visit Evaluation Form, in which they rate all aspects of the trip, provide comments on the success of the trip and detail any accidents or near-misses that took place. Any concerns of a safeguarding nature should be reported in writing as soon as possible to the DSL upon return. In addition, any strategies used on the trip to promote good practice should also be fed back, so they can be circulated to future trip providers.

Risk Assessments

Risk assessment forms should be prepared by the trip leader well in advance of the visit and sent to the EVC in good time. A visit may only go ahead once the risk assessment has been signed as approved by the EVC and the Principal/Head. All risk assessments must be specific to the trip concerned and take into account the age of pupils, the degree of staff supervision and the nature of the environment and activities involved. However, as detailed above, the trip leader and other accompanying staff are responsible for carrying out an ongoing, dynamic risk assessment throughout the duration of the trip.

The trip leader must take a copy of the risk assessment form on the educational visit.

Students with Disabilities

The school will make all reasonable adjustments to cater for the needs of students with disabilities, while giving equal importance to ensuring that no other pupil's education is impaired. The medical needs of all students are considered carefully when deciding on residential trip locations, transport arrangements and whether extra support staff are required. Risk assessments for trips and visits will take account of the particular needs of disabled pupils if required.

Finance

Unless otherwise agreed with the Principal/Head, all trips will be self-funding and cover the whole cost of the trip. Payment for all trips should be made via WisePay. Deposits for trips will be non-refundable (unless the trip is cancelled). However, if a replacement pupil can be found in good time, the balance of the cost of the trip may be reimbursed. If no replacement can be found, the cost of the trip will remain payable in full.

All expenses on the trip must be accounted for and must be reasonable and justifiable. If staff submit unacceptable expenses claims or cannot account for their expenditure they may be banned from attending future trips or face disciplinary action. If in doubt, staff should always consult the EVC/Principal/Head for clarification over what constitutes appropriate expenses.

Insurance

Every educational visit is usually covered by the school's annual travel insurance. The policy extends to all accompanying staff members. The trip leader must arrange additional cover if a planned activity is not covered by the travel insurance policy. The trip leader should make it clear to parents and students that the school's travel insurance policy is invalidated if an accident occurs when a student is under the influence of alcohol or drugs.

Supervision

For residential trips, all accompanying adults must have passed relevant DBS/safeguarding checks including full Safer Recruitment for volunteers. No parents, supporting adults or volunteers may remain with pupils overnight on residential trips without these provisions being complied with. At all other times their contact with pupils must be supervised. Coach drivers and tour guides should not be billeted close to the students or have access to communal areas overnight unless accompanied by staff

For residential trips, one member of staff must be on duty every night, and available to drive in an emergency.

The following supervision ratios should be adhered to:

- Years 7-9: there should be a ratio of at least 1:12, with a minimum of two staff per trip. If travel is to be by public transport, a ratio of 1:6 should apply.
- Years 10-11: there should be a ratio of at least 1:15 with a minimum of two school staff per trip.
- Sixth form trips: these are normally supervised, although on occasion, with appropriate parental consent, students may be allowed to take off-site visits unsupervised.
- Overnight and overseas trips: there should be a ratio of at least 1:10, regardless of age, and a minimum of two school staff per visit. These rules apply for sixth form trips as well, and sixth formers must remain under the supervision of school staff.

If the trip involves both boys and girls, it is recommended that there is both a male and female member of staff accompanying the students. This is a compulsory measure for overnight stays or trips abroad.

All overseas trips must have at least one qualified first aider amongst the staff – the first aider must be the same gender as the pupils, so if boys and girls are on the trip there must be one male and one female qualified first aider

If staff accompanying trips are the parents of pupils on the trip, they do not count in terms of ratios. Careful consideration should be given beforehand as to whether or not it is appropriate for parents to accompany school trips even when they are also members of Aldenham School staff.