



# Malmesbury School

## EDUCATIONAL VISITS POLICY

*This policy is underpinned by the Wiltshire Council LOTC guidance in EVOLVE and OEAP National Guidance*

### Introduction

The school recognises the benefits of including visits as a part of the curriculum in many subjects. The health and safety of participating students and staff must be the main priority in the planning and running of visits and the school will make every effort to ensure that all reasonable precautions are taken to allow the smooth and safe running of school visits.

### 1 General

- 1.1 Curriculum based school visits are considered to be a valuable part of the learning experience.
- 1.2 Departments will be encouraged to consider inclusion of appropriate out of school visits when planning schemes of work.
- 1.3 Curriculum based school visits should be accessible to all students who are following the course of study of which they are a part.
- 1.4 Students who are in an examination year should not, under normal circumstances, be taken on visits which interfere with lessons in other subjects.
- 1.5 The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.
- 1.6 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks:
  - To ensure that the Headteacher/Assistant Headteacher allocated to trips has granted verbal permission that the Group Leader may plan a visit after deciding that the timetabling and ethos of the visit is acceptable.
  - To receive online Educational Visit forms and check that all visit details are completed and forwarded for inclusion in the governors' report every half term.
  - To check that all requirements for approving a visit have been undertaken. To liaise with the Assistant Headteacher and grant outline permission for a visit to go ahead.
  - To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
  - To liaise with Wiltshire Council and Assistant Headteacher on any visit involving residential or foreign travel and additional or high risk activities. To grant final permission for a visit when all organisations and planning is complete.
  - The school's current EVC is Rosemary Mobley.
  - **Note:** any tasks not indicated in the above list remain that of the Headteacher.
- 1.7 The designated group leader is in overall charge and remains responsible throughout the visit.





# Malmesbury School

## 2 Preparation

- 2.1 Staff wishing to plan and undertake a visit (prospective group leaders) should apply verbally to the Headteacher and/or Assistant Head (allocated to trips) for permission to plan the visit.
- 2.2 The Group Leader of a visit will complete on EVOLVE a green costing form and pass to the Finance Manager for checking and approval. Letters for parents/guardians will not be processed until such approval has been given.
- 2.3 Risk assessments, complying with Health and Safety regulations, must be completed on EVOLVE by the group leader of the out of school visit for the EVC/Assistant Headteacher/County Council EVC approval.
- 2.4 The Educational visit, where possible, must be completed and approved on EVOLVE **at least six weeks in advance** for non-hazardous low risk day visits.
- 2.5 If the visit is residential or if it involves an activity which could be considered to be hazardous high risk, the trip must be completed and approved on EVOLVE **at least six months before the date of the proposed activity.**
- 2.6 All visit letters are to be processed by the finance office, the initial letter of information or invitation and any subsequent letters requesting payment should be signed by the Headteacher. Additional information letters can be signed by the teacher organising the visit but should be **approved by the EVC** before being sent out to parents.
- 2.7 The visit, in principle, should be discussed with the Headteacher and the visit must be approved by the Assistant Headteacher who is in charge of school visits and the school diary before any booking is made to avoid conflicts with staffing and other activities.
- 2.8 Letters sent to parents should give full details of the visit including all activities and down time and ask, via a permission reply slip, for the consent of the parent/guardian to their child's participation in the visit. A meeting should be arranged with parents/guardians prior to all foreign visits.
- 2.9 Students who miss lessons in order to participate in a trip should first excuse themselves from those lessons.
- 2.10 Lists of students who are participating in a visit should be posted on the staffroom notice board with details of the date and duration of the absence.
- 2.11 If the visit continues beyond the normal school day, an SLT contact must be arranged who will communicate any problems to parents/guardians. This contact should have a list of phone numbers of the parents/guardians of all members of the group.
- 2.12 Students should not normally take time off school either before or after a visit. If this is necessary, permission should be sought from the Headteacher beforehand.
- 2.13 Once outline permission, and any necessary county approval, has been received the group leader can complete the planning, organisation and bookings for the visit.
- 2.14 The Site Manager must be informed of any visit, which incurs the opening or closing of school premises out of school hours i.e. dropping off/picking up students/staff in car park etc.





# Malmesbury School

- 2.15 Following each visit the group leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Group Leaders of visits that have involved considerable time or financial resources, such as residential visits, will complete on EVOLVE a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit to Wiltshire Council.
- 2.16 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.
- 2.17 Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.
- 2.18 The school may refuse a student/s attending a trip if their behavior in school is such that the trip lead has concerns as to safety of the individual or others on the trip/visit.

## 3 The Visit

- 3.1 Staffing ratios should comply with Wiltshire Council's minimum guidelines. Day visit non-hazardous 1-15, residential or day visit extending beyond midnight 2-15, residential visits abroad 2-10 leader of each sex with mixed party, residential exchanges 2-15 leader of each sex with mixed party. Camping 2-10 leader of each sex with mixed party.
- 3.2 Students should be made aware of the standards of behaviour required of them during the visit.
- 3.3 Maintenance of good discipline is the responsibility of the teachers in charge of the visit. Serious breaches of discipline should be reported to the student's tutor and Key Stage Student Support Leader and on return to school to a member of Senior Leadership Team.
- 3.4 **Mobile phones** can be very useful on a school trip. This may be for: maintaining communication with parents; use as an emergency contact; taking photographs because many students no longer use a camera. School rules and the mobile use agreement remain extant on all trips and visits. Visit Leaders must ensure that they consider the students' use of mobile phones on their trip and make reference to this in any risk assessments. Students must be briefed about the rules prior to any trip and the details must also be communicated to parents via a letter or parents' meeting as appropriate.
- 3.5 **Alcohol** – Under no circumstances should alcohol be consumed by students during Educational visits. Staff will ensure that they are, at all times able to respond to emergencies and properly supervise the students. No member of staff should consume alcohol or other substances likely to impair their judgement.
- 3.6 **Photographs** – Under no circumstances should photographs of students or staff be posted on any internet site or electronic device other than the school website or VLE without the express permission of SLT and parents of those students.
- 3.7 The visit lead must carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the school office and with the emergency contacts where the visit is outside school hours, residential or overseas.





# Malmesbury School

## 4 Emergency Procedures

4.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating an SLT contact from the school that may be needed as a link between the party, the parents, the school and Wiltshire Council in the event of an emergency. A mobile telephone will be given to the group leader for the duration of every visit. The leader will text the SLT contact to confirm safe arrival/return, the group leader will telephone the SLT contact if there is a problem or emergency.

4.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide on the appropriate action to be taken -:

If the incident is of a less serious nature, then the parent/guardian of those affected will be informed about what has happened (e.g. that the party will be returning late) and the action that has been taken so far. In appropriate circumstances the group leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Headteacher, deputy or the SLT contact will inform the designated senior officer of the Education Service and the school will instigate its critical incident plan. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

4.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

## 5 Finance

5.1 Any visit organised by a department must be financially self-supporting unless otherwise agreed beforehand.

5.2 No student should be prevented from participating in a curriculum based school visit because of financial considerations.

5.3 It is against the law to prevent students participating in a visit because their parents are financially unable to contribute. Staff who wish to organise visits should first ascertain that a sufficient number of parents will pay for their child, should the visit go ahead. A visit may be cancelled if there are insufficient contributions to meet the cost.

5.4 All money collected from students for a visit must be paid into the school account via ParentPay or the Finance Office.

5.5 Payments for the visit must be made from the school fund and receipts provided for all expenses.

5.6 Teaching staff should **not collect or handle the payments**, all monies should be paid directly to the Finance Office.

5.7 Staff should note the legal requirements of the Charging and Remissions Policy.





# Malmesbury School

## 6 Residential Educational Visits

- 6.1 Participation in a residential educational experience is considered to play an important part in the development of young people.
- 6.2 During a student's school career the school will endeavour to offer a variety of residential opportunities in which the individual may choose to participate.
- 6.3 The aim of the school is to provide residential experiences in this country and abroad, in a variety of types of accommodation and at a range of costs.
- 6.4 All residential trips **MUST** have clear educational aims.
- 6.5 Staff who wish to take students on a residential visit will be given support and advice by a member of SLT and the Educational Visits Co-ordinator.
- 6.6 All trips must be organised in compliance with regulations contained in the most recent County guidance.
- 6.7 Risk assessments must be carried out by the Group Leader and submitted on EVOLVE to the Educational Visits Co-ordinator who will seek approval from the Assistant Headteacher and Wiltshire County EVC.

## 7 Organisation

- 7.1 An adequate number of adult supervisors must accompany the trip to ensure that it is run safely and smoothly and, where given, in accordance with Wiltshire County (3.1).
- 7.2 Where female students are on a residential visit there must be at least one female member of staff accompanying the trip.
- 7.3 Comprehensive information about transport, accommodation and activities must be given to parents prior to departure of the trip.
- 7.4 Consent of parents to their daughter's/son's participation in the trip must be obtained prior to departure.
- 7.5 It is the responsibility of parents/guardians to ensure that students have an up to date passport and EHIC card (for travel to Europe) for foreign travel, reminders to parents/guardians will be included in information letters.
- 7.6 All students must have submitted an up to date medical consent form, signed by a parent or guardian, to the teacher in charge before they participate in a residential visit. The form must also seek relevant medical information from parents as it is the parents/guardians' responsibility to ensure that the school is informed of any changes to an existing medical condition or any new diagnosis prior to the trip departing as our insurance company require notification of all existing medical conditions and may require a Fit to Travel letter from the family Doctor seven days prior to departure.
- 7.7 Aims of the trip must be clear to all adult supervisors.
- 7.8 Where a facility to be visited has not been awarded a Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety of all activities offered) a Provider's questionnaire must be completed by the provider you have chosen and when complete it should be added as an attachment to the trip on EVOLVE.





# Malmesbury School

7.9 A pre-visit is always recommended if a Group Leader has not used the facility on previous occasions.

## 8 Review

July 2019

September 2022

