

Educational Visits Protocol 2019

EDUCATIONAL VISITS

1. INTRODUCTION

King's Ely believes in a broad curriculum and understands that trips away from school can often extend the boundaries of learning. Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills.

We also recognise and accept that visits present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with the following whole school policy so that everyone involved understands his or her responsibility to ensure that pupils and staff can participate fully in educational visits in reasonable safety.

This policy should be read in conjunction with the following other school policies:

- Behaviour Policy;
- Child Protection Policy;
- Crisis Management Policy;
- Digital Use Policy;
- Health & Safety Manual (including the first aid policy);
- Missing Child Policy.

2. ENSURING UNDERSTANDING OF BASIC REQUIREMENTS

As an employer, King's Ely is required to ensure that its employees are provided with:

- appropriate guidance relating to visits and activities;
- employer-led training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training.

As an employee, staff are required to:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all school visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Staff are supported by trained Educational Visits Coordinators (EVCs) in each section of the school. The Heads of Sport also act as Visit Coordinators for their areas of responsibility. The EVCs undertake a formal revalidation at regular intervals. All visit leaders have training and support from the EVC. All new staff have 'visit leader training' as part of their induction programme. Where an employee experiences problems with finding the material they are looking for, or requires clarification or further help and guidance, they should consult the EVC.

3. APPROVAL AND NOTIFICATION OF ACTIVITIES AND VISITS

The Principal is ultimately responsible for any trip out of school and will ensure that visits comply with relevant regulations and the school's own health and safety manual.

Mr Ben Pennington is the EVC for KES and KEI, Mr Andrew Marshall for KEJ and Mrs Sarah Stevens for KEA and KEAN. Mrs Rosie Evans (Vice Principals' and Co-Curricular Administrator) is also trained and can offer advice and support. The EVCs assist staff with the organisation of school trips, as well as supporting the sections Heads in the process of approving all trips. The competence of the visit leader is the key component in ensuring the safety of the participants. Assessment, training and support of visit leaders are a priority of the EVCs.

The approval process and procedures for day, adventurous and residential visits are set out in detail on Firefly. All School trips have a named leader who must be an employee at King's Ely. The approval paperwork is to be completed by the trip leader. Sport fixtures and trips as part of the weekday activities programme are approved by the Director of Sport who liaises with the EVC.

4. RISK MANAGEMENT

As an employer, King's Ely has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable". This requires that proportional (suitable and sufficient) risk management systems are in place, requiring King's Ely to provide such support, training and resources to its employees as is necessary to implement this policy.

HSE endorse this approach through their "[Sensible Risk Management](#)" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. DfE also make clear that they support this approach through their guidance here "[Health and Safety: Advice for Schools](#)".

There is a legal requirement for the risk management process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. For EYFS, the ratios will be considered as part of the risk management process and recorded on the risk management form.

5. EMERGENCY PLANNING AND CRISIS MANAGEMENT

A critical incident is an incident where any member of a group undertaking an off-site visit has:

- suffered a life threatening injury or fatality;
- is at serious risk; or
- has gone missing for a significant and unacceptable period.

All trip leaders are provided with a copy of the King's Ely Guidelines for Action in the Event of an Emergency detailing procedures and contact details for the Crisis Management team. **If at any stage during the visit, the leader has any concerns s/he should not hesitate to contact a member of the Crisis Management team.**

6. MONITORING AND EVALUATION

Any serious incidents (disciplinary/medical etc.) should be reported immediately to the EVC and after each off-site visit; trip leaders should contact the EVC to briefly evaluate the experience.

7. PRE-VISIT ASSESSMENT

a) Leaders

It is an expectation that all trip leaders and assistants have been assessed by the EVC as competent to undertake such responsibilities as they have been assigned in line with statutory requirements and best practice guidelines.

b) Staff

It is an expectation that all staff involved in off-site activities have assessed by the trip leader in conjunction with the EVC as competent to undertake such responsibilities as they have been assigned in line with statutory requirements and best practice guidelines.

Staff competence in first aid, minibus driving, lifesaving etc. may also be needed, depending on the activity. Volunteers will also require induction training and, where necessary, a Disclosure and Barring Service (DBS) check. Training requirements should be identified as part of the risk management process.

c) Adventurous Activities

King's Ely acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted. Competences to lead outdoor activities should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists. Where there are queries, regarding the competencies/experience required the EVC will contact outdoor professionals for advice.

d) Centres and Providers

All centres and providers used by the school for the provision of adventure activities will hold a current Adventure Activities Licensing Authority (AALA) licence. All reasonable checks should also be made to ensure the integrity of providers before a booking is confirmed, and references should be sought (preferably from similar educational establishments to King's Ely).

e) Preliminary Visits

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously.

8. SUPERVISION

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is "effective". Effective supervision should be determined by proper consideration of:

- Staff competence;
- Activity - nature of the activity (including the type of activity, duration, skill levels involved);
- Group - age of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics);
- Environment - location of the activity, as well as the time of year and prevailing conditions;
- Distance away from the school.

However, as an exception to the above, Ofsted and DfE guidance prescribe specific ratios for Early Years Foundation Stage (EYFS). The EYFS ratios are 1:3 for one year olds, 1:4 for two year olds, 1:8 for 3 and 4 year olds - this is always our absolute minimum, but most trips have higher supervision, depending on the nature of the trip

For Years 1 -13, we adhere, in normal circumstances, to the following recommended staff to pupil ratios for general visits and off-site activities (for high-risk activities, higher ratios will be considered):

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)

1:10	Years 4 – 6
1:15/20	Years 7 upwards (with a larger ratio permitted for over 16s)
1:10	All visits abroad

9. INSURANCE FOR OFF-SITE ACTIVITIES AND VISITS

The School holds comprehensive travel insurance for staff and pupils, vehicles, and drivers used for all pupils are insured. Details of the Policy are held by trip leaders and available to parents upon request.

10. INCLUSION

Every effort should be made to ensure off-site activities and visits are available and accessible to all; irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex; sexual orientation¹.

11. MEDICAL

Before departure, the trip leader will collect details of pupils' and staff medical or special educational needs. The Medical Centre will supply a list of pupil medical details prior to each trip. Parents should inform the trip leader of any recent developments.

Any specific student medical issues are to be included in the trip risk management planning.

It is desirable that all staff-supervising students on a school trip have knowledge of appropriate first aid.

The medical centre requests that:

- Final lists of pupils going on trips are emailed to the medical centre at least one week before collection of kits.
- Only staff who have completed the medication training may collect trip kits and administer medication on trips.
- The trip bags AND the red folder provided should be returned to the medical centre as soon as possible.
- If the trip kit contains epi-pens, it is essential they be returned to the medical centre as soon as the trip has returned.

12. PLANNING

Planning should reflect the consideration of legal and good practice requirements, ensuring that:

- The plan is based on King's Ely procedures;
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process;
- Parents and/or guardians have given their consent to their child accompanying a trip having been made fully aware of the supervision procedures, potential risks, and the fact that, if their child misbehaves, they may be required to make arrangements to get them home. They should realise that other sanctions may be imposed, especially in the interests of safety of the pupil or other members of the party. Prior to any overseas trips, parents are invited to attend a meeting with the group leader;
- There are contingency arrangements (in the event of unfavourable weather conditions, transport breakdown or other failure or in the event of a pupil having to be sent home) and emergency procedures (including contact details and permission for emergency medical treatment if the parents cannot be contacted);

¹ Protected Characteristics: Equality Act 2010

- An Educational Visit Summary giving details of the trip including all contact numbers has been completed, is held by all accompanying adults and is displayed in the school office (KEJ)/ trips board (KES/KEI)/ staff room noticeboard (KEA/KEAN);
- Careful thought has been given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements **must** be followed. Please refer to the Driving, Safety and Supervision on School Journeys document;
- The appropriate passports and visas have been obtained.

13. **CONSENT**

14. Almost all trips require communication with parents as specific information needs to be given on timings, equipment etc. and consent to payment gained. The only exception is for short/local visits as part of a lesson.

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