



Educational Visits Policy

Important Note

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

REVIEW DATE: March 2019

REVIEWED BY: Dan Sayers (Headmaster)

SIGNED:

D. J. Sayers

DATED: 29.03.19

PART 1: GENERAL INFORMATION

INTRODUCTION

St Hilda's School believes that learning outside the classroom is an essential component of the curriculum. It gives pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team working. Others will extend a pupil's knowledge of the world. The common factor is that they all make an essential contribution to your child's development and education in the broadest sense of the word.

OUR TRIPS AND VISITS

St Hilda's School regularly takes pupils on day trips to: historic sites, museums, galleries, natural features, farms and Roman remains to support the curriculum in History, Art, Geography, and other areas of the curriculum. There are regular theatre trips for pupils of all levels.

Pupils in Form IV stay overnight in Cambridgeshire, Form V complete a residential field trip to North Yorkshire each summer, and in Form VI pupils take part in a residential trip to France, usually at the end of April.

St Hilda's School participates in local and district netball events, and in district and national Cross-Country and athletic events.

Further details about trips, visits and activities that are available to each year group are provided on the school website, as well as staff and parent handbooks.

INFORMATION ON PLANNED TRIPS AND ACTIVITIES

The School Calendar of Events lists the trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures. Parents will always be notified in advance:

- If their child has been selected for a sports team. A list of fixtures will be provided. The school very much welcomes family and friends at all of its matches, both home and away.
- If their child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. The school will always seek parental permission if the visit involves an extra charge, a packed lunch, a late return to school, or collection from another place, such as a theatre.
- Of details of planned trips and activities. For residential trips, parents are always invited into the school for a full briefing before their child departs on a trip or visit that involves an overnight stay, either in the UK or overseas, or on a day trip abroad (which is likely to involve a very early departure and a late return).

CONSENT

Parental consent will be required if a pupil is to participate in a trip or visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or there is extra cost to the parent. Please note that the school is unable to take a pupil on a trip without a completed and signed parental consent form, which includes details of where the parent may be contacted in an emergency. This form will be provided to parents well in advance (see Appendix).

SAFETY

Safety is of paramount importance to the school. We expect parents to support the school in ensuring that their child follows the instructions given by either a member of staff or by a qualified instructor, and uses the proper equipment at all time. The school reserves the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the school's behaviour code.

PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS

INTRODUCTION

We have a large number of trips, out-of-school activities and visits at St Hilda's School. These are considered an important part of fulfilling the school's educational mission. It is expected that every member of staff endorses the educational value of activities outside the classroom. The school encourages participation in visits, and help with the arrangements. Suggestions from staff for new trips are always welcome.

All trips are arranged and organised in close liaison with the Headmaster, ensuring that they are spread through the different age groups, and across the school year. Staff involved liaise closely with the Headmaster and Deputy Headteacher at all times with organising tours, checking parental consent forms and keeping records of all previous visits (which can be borrowed). He/she also keeps reports of any accidents or near misses.

ROLE OF THE GROUP LEADER

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. With the exception of the very shortest visits, such as to a local library or museum, the school policy expects all Group Leaders either to hold a valid First Aid certificate themselves, or to ensure that one of the other teachers accompanying the visit holds one. He or she may not hold the qualifications of the Group Leader, but is nevertheless capable of taking over that role, if necessary.

The school will arrange and fund First Aid courses for all staff who are involved in visits.

HEALTH AND SAFETY POLICY, PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader "in loco parentis". The school requires that The DfE Guidance "The Health and Safety of Pupils on Educational Visits Advice for Schools," (www.gov.uk) is read and understood by all Group Leaders. This guidance is accepted as the standard by which the school adheres. In particular, the guidance explains that the responsibility of the Group Leader 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 St Hilda's School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and adhered to school policy.

The health and safety of all pupils, staff and volunteers participating in visits and trips is of paramount importance and the school takes its responsibilities in this regard extremely seriously. The school policy is based on the DfE Guidance (as referred to above). With respect to supervision of pupils while away from the

school, the required levels are referred to below. It is also the responsibility of the Group Leader to ensure that the school is aware of all volunteers participating in the visit or trip. Where a trip involves an overnight stay, all volunteers will be required to have been DBS checked.

The School has adopted the ISJC Pupils' Personal Accident Scheme which covers the child for 365 days in the year, anywhere in the world. Every girl on joining St. Hilda's is automatically included in this scheme. If a parent wishes to opt out, a request for withdrawal from the scheme must be made in writing to the School Business Manager.

St Hilda's school has £5m of Employers' Liability Insurance and £15m of 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. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Business Manager, whether or not the activity is covered by the school's policy. An extension can usually be arranged.

From time to time it may be necessary for an employee to provide transport for one or more pupil(s) in their own vehicle. This would either be in an emergency e.g. to take a pupil to hospital, or by pre-arrangement on a school visit and with the prior permission of parents. The school takes out additional insurance to cover this, but staff are required to exercise due care and attention when driving and to comply with the law (see Criminal Proceedings below).

In the event of either the employee or the school becoming involved in criminal proceedings in connection with the employee's use of a school vehicle or another vehicle on school business, the employee will be responsible for all parking fines and charges, costs, fines, criminal compensation and any other similar liability connected with or arising from such criminal proceedings. In the event of the school initially paying part of the above liabilities, the employee will reimburse such sums within 28 days, in default of which the employee agrees that such sums may be deducted from the employee's salary. These provisions also apply to an employee where such fines and other liabilities have been incurred by any other person who has used the vehicle.

PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to the local church, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week to an EU country requires considerable research and preparation. Repeat visits and shorter visits will need less planning and can be arranged at shorter notice, although it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms. Group Leaders may draw upon the stock of existing background material when planning regular repeat visits to familiar destinations.

The list that follows is designed to cover all the planning that a Group leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible. *Text in italics indicates that the action may not be required (or the timescale may be shortened) for: trips within the school day, theatre and museum visits, sports fixtures, or day visits using school transport.*

Booking arrangements:

- Obtain advice from the Headmaster on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with the Headmaster
- Calculate the staff to pupil ratio (see below)
- Prepare a draft itinerary
- Decide mode of transport for all parts of the journey
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included)
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority
- Obtain a clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s) (see below),
- Check the school's insurance cover (see above) if the visit involves hazardous activities
- Find other members of staff who are willing to participate in the trip. It is desirable to have at least one member of staff who speaks the language of the country to be visited. Office staff are able to assist with trip bookings. The school occasionally encourages parents to accompany school visits.
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider
- Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice)
- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)
- Ascertain the medical and visa requirements
- Establish when the deposits are required by tour operators/airlines/activity center etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)

Staff/Pupil Ratios

The DfE recommended staff to pupil ratios for visits and off-site activities are stated below. It is the school's policy to maintain these ratios as a minimum:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 6
1:10	All visits abroad

The Risk Assessment

All Group Leaders at St Hilda's school conduct risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. The steps that the school requires Group Leaders to follow are set out in the model risk assessment form that is part of DfE Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk). This guides the user in:

- Identifying the potential hazards of the place being visited
- Listing the groups of people that are especially at risk from the significant hazards
- Listing existing controls or notifying where the information may be found
- Considering how he/she would cope with the hazards that are not currently identified or fully controlled
- Carrying out continual monitoring of hazards throughout the visit

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. The Group leader should satisfy him/herself that the assessments meet the requirements of St Hilda's school for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At St Hilda's School the School Office (office@sthildasharpenden.co.uk) maintains a dossier and electronic folder of generic risk assessments that cover sports fixtures, theatre and museum visits and most types of regular visit.

After Permission is granted

- Write a preliminary letter to send to parents/guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost. Ask for expressions of interest/acceptance, together with a deposit by a specific date/payment. Mention that parents will be invited to a briefing meeting within six weeks of departure. There is a requirement that these letters should always be cleared in advance with the Headmaster
- Brief the pupils about the visit, its dates and purpose
- Check medical details of all pupils wishing to participate. Discuss with the Headmaster concerns about special arrangements that may be required for handling any specific medical or SEN issues

- Collect deposits and arrange with the Business Manager to set up a payment facility for the trip
- Arrange for the Business Manager to pay all necessary deposits

Final arrangements

- Finalise the costs with Travel Company etc.
- Determine that all coaches are fitted with seat belts
- Work out the cost for parents (including contingency to cover delays etc).
- Inform parents of the medical requirements
- Arrange for the Business Manager to bill parents for the balance of the cost of the trip
- Arrange for the Business Manager to pay the balance to the airline, hotel, Travel Company etc.
- Arrange for a school debit card to be issued for the duration of the visit
- Brief and prepare the pupils in advance
- Ensure that pupils are given plenty of advance notice if they need special equipment

Residential Trip Information Evening

- Arrange meeting with parents to brief them on all aspects of the trip, including:
 - The itinerary, including the meeting and collection points
 - Contact details for the hotels/hostels
 - The number of the school mobile phone issued to the Group Leader.
 - The money, kit and equipment that the pupils need
 - The medical and visa requirements
 - The expected standards of behaviour, and the potential risks of irresponsible behaviour
 - Reminding parents that those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit
 - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances
 - Arrangements for communicating with parents in the event that the return is delayed
 - The need to notify the school in the event of contact with an infectious disease within four weeks of traveling
 - The reasons why a completed consent form is essential.
 - The need for a copy of each pupil's passport and EHIC card
- Send all parents a copy of the consent form (see annex), with specified return date
- If appropriate, request a packed lunch is provided
- Brief pupils on expectations of standards of behaviour and cultural differences
- Book travelling first aid kit from the Medical Room

Approximately Two Weeks in Advance

- Contact parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within a week of departure
- Check all tickets for accuracy. Store them in a safe place until collection
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures
- Prepare packs for the School Office, the School and for each member of staff, that contain the following information:
- The itinerary (including address, phone numbers etc of all locations where the party is staying)
- The Group Leader's mobile telephone number and/or the school mobile telephone number
- Mobile numbers of all participating staff
- A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions)
- Copies of all passports and travel documents
- Emergency contact numbers for the Headmaster and other staff as required, including the member of the Senior Management Team designated to be on-call
- Out of hours contact details for the Headmaster
- A copy of the tickets, travel insurance document (including emergency contact details)
- A copy of the risk assessment
- Location of local hospital

The Day Prior to Departure/The Day of Departure

- Collect tickets and debit card, if being taken, and Euros for the French trip
- Give trip information packs to designated school recipients and to other staff participants
- Remind pupils about the dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour
- Collect in passports
- Collect traveling first aid kit(s). Check contents
- Check that all pupils have a packed lunch
- Check that all staff have mobile phones

DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts

- Checking the fire exits and escape routes at each hotel or centre. Ensuring that every pupil walks through the emergency escape route
- Ensuring that sleeping accommodation is suitable and located together
- Setting times for pupils to be in their rooms at night. Conducting checks (with the other staff)
- Enforcing expected standards of behaviour
- Looking after – or reminding pupils to look after – passports and valuables
- Allocating staff on trips to be responsible for money and electronic devices
- Storing cash, travellers' cheques and tickets in the hotel safe
- Keeping an account of all expenditure
- Recording all accidents and near misses

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count should be carried out in order to ensure that all the other children were present
- An adult should search the immediate vicinity
- Supervision of the remaining children should be ensured. If appropriate, back up assistance should be requested
- The Headmaster should be contacted by mobile phone
- The Headmaster should ring the child's parents and explain what has happened, and what steps have been set in motion. The parent should be asked to come to the venue at once or if an overseas school trip to the school
- The venue Manager should be contacted to arrange a full search
- The Police should be contacted
- The Headmaster should inform the Local Children Safeguarding Board
- The school should cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Chairman of the Board of Governors and the Proprietor should be informed
- The Insurers should be informed
- If the child is injured when found, a report should be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child is found should be made for the incident report. If appropriate, procedures will be reviewed and adjusted as necessary.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Take care of the child and comfort as necessary
- The Headmaster should speak to the parents to discuss events and give an account of the incident
- The Headmaster should promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned and include written statements

- The report should be detailed, to include: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how she appeared to have gone missing, and any lessons for the future
- When appropriate, all children should be addressed as to the dangers of leaving the premises or separating from a group on an outing

ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Group Leader, or another member of staff will take the pupil to the local hospital or clinic. If the trip is outside the UK, he or she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg), the school's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. The school requires that the Group Leader phones the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Headmaster or on-call member of the Senior Management Team of what had happened would be the next task for the Group Leader, who should give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headmaster are maintained. He/she would also need to arrange (perhaps using the Deputy Headteacher or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken (see Appendix for Outings Incident form).

Depending on the nature of the incident the school may implement its own model communications plan for informing as swiftly as possible both the families of the injured and the families of those who are unhurt (see Crisis Management and Communications Policy). The school recognises that in an era of instant communications, it may not be possible to be the first to break the news. Nevertheless, the school firmly believes that it has an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. The school will employ mass communication methods (SMS, email, Groupcall and messages on our web) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headmaster. The Group Leader should refer all media enquiries to the school. If comment is

unavoidable, it should be factual and calm. No attempt should be made to cover gaps in knowledge. Pupils and staff should be discouraged from talking to the media.

DELAYED RETURN

If a visit is delayed, the Group Leader should phone the Headmaster, who will in turn send a Groupcall to all the parents on their mobile contact numbers to alert them to the delay and the revised time of arrival.

ON RETURN

Each Group Leader is asked to provide the Headmaster with a verbal, and if appropriate, written report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group Leader should return all school property, together with a report of any lost or damaged property.

EXPENDITURE

The Group Leader is responsible for returning any unused cash to the Business Manager. The pre-paid foreign currency and the school debit card should be returned, together with all related transaction vouchers. The Group Leader, if used, is also responsible for producing a schedule of all expenditure on the trip.

REPORT TO GOVERNORS

The Headmaster's termly report to the Board of Governors always refers to school trips and visits that have taken place over the period.

This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.



OUTING INCIDENT FORM

(New format wef January 2016)

This form is to be used by the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

	Name	Form
Girl(s) involved in incident		

Date and time of incident:

Location of incident:

Type of incident:

Details of incident:

Details of action/support for girl(s) involved in incident:

This record is now:

- Filed
- Passed to Form Teacher
- Passed to Headmaster
- Passed to external agency, please state:

Name and designation of the teacher/s completing this form:

Date:

Name Printed and Signed:

Name and designation of the teacher/s completing this form:	Date:	Name Printed and Signed:



MEDICAL CONSENT FORM

School Trip to _____ Dates: _____

PLEASE COMPLETE AND RETURN THIS FORM TO _____ BY (Date): _____

Name of child: _____ Form: _____ DoB: _____

Family Doctor: _____

Doctor's Address: _____

_____ Postcode _____

Doctor's Telephone No. _____

It is most important that we should know of any pre-existing medical condition (*for example, asthma, diabetes, heart trouble*) which may require treatment.

Medical Conditions: _____

Current Medication: _____

Allergic Reactions (including food, medication, etc.) _____

Treatment _____

Special dietary requirements (for medical or religious reasons only) _____

Has your child been immunised against tetanus?
_____ If so, when was the last injection? _____

N.H.S. Number _____

Medical insurance for journeys does not include cover in the event of illness if pupils are travelling contrary to medical advice and are not in good health at the commencement of the journey.

If within two days prior to departure on the journey your child becomes ill, you should have her seen by your own doctor.

I undertake to inform the organiser if my child or any member of the family suffers from any infectious disease within 21 days prior to the journey.

I authorise the Leader of the party, or any other member of the school staff who may be present, to consent to such medical treatment (including inoculations, blood transfusions or surgery) which in the opinion of a qualified medical practitioner may be necessary during the course of the expedition

I give permission for my child to be administered Piriton, Paracetamol or Calpol as needed.

SIGNED: _____ DATE: _____

PRINT NAME: _____