



# Dame Alice Harpur School

## Educational Visits Policy

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#### 1. Introduction

The provision of educational visits for pupils is an important part of Dame Alice Harpur School life and assists greatly in making Dame Alice a vibrant and exciting place to learn.

The school aims to ensure that all school trips:

- are of high educational value;
- represent good value for money;

In order to maximise the opportunity for all girls to participate. At the same time the school ensures that the quality and safety aspects of the trips are of the highest standard.

#### 2. Scope of the policy.

For the purposes of this policy, an educational visit is an event involving the school's pupils which takes place off the school's premises, or any event involving an overnight stay on the school's premises. It does not include routine sporting fixtures (which are subject to the PE Department's own procedures), with the exception of rowing and equestrian events (including polo), which do fall within the scope of this policy.



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### Educational Visits Coordinator

The school has an Educational Visits Coordinator (EVC) whose role is to ensure that:

- educational visits are well-planned and managed, in accordance with the school's procedures;
- a comprehensive written risk assessment is carried out for every visit;
- staff have the emergency contact information necessary for each visit;
- appropriate insurance is in place for the visit;
- records are kept of individual visits, including reports of accidents and near-misses.
- an accurate database of visits is maintained for each academic year;
- a list of visits for the academic year is available via the school's website.

The EVC will be fully conversant with the school's Handbooks for Educational Visits..

### 4. The School's Procedures

#### 4.1. Sources of Information

The procedures to be followed by staff in planning trips are contained in three Party Leaders' Handbooks:

- Educational Visits During the School Day;
- Day Visits (extending beyond school hours), Evening Visits and Weekend Visits
- Residential and School Visits Abroad.

When planning visits, staff must also have regard to the provisions of the DCSF guidance Health and Safety of Pupils on Educational Visits(1998), together with its three part supplement (2002) - (All available on ALICE):

- Standards for LEAs in Overseeing Educational Visits;
- Standards for Adventure;
- A Handbook for Group Leaders.



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Where a trip involves activity in or around water staff must also refer to the DCSF publication 'Group Safety at Water Margins' (2003).

Staff can obtain copies of these documents from the school's intranet (ALICE) or from the EVC.

### 4.2. Finance

The financial management of school trips must be in accordance with the procedures set out in the school's document 'School Trip Financial Procedures', which is available on ALICE.

### 4.3. Insurance

Every authorised visit led by school staff is usually covered by the school's annual travel insurance. The cover extends to all accompanying adults, whether teachers or not, provided that their participation has been approved by the Headmistress or Bursar.

The party leader must arrange additional cover if a planned activity is not covered by the travel policy - e.g. for a specialist sporting activity. Guidance is available from the EVC and the Bursar, and the document is available on ALICE.

The party leader must make clear to parents and pupils that the school's travel insurance policy is invalidated if injury occurs due to an accident occurring under the influence of drugs or alcohol.

### 4.4. Planning and organising a visit.

#### 4.4.1. Approval of visits

All trips must have the prior approval of the Assistant Head, the Headmistress, and for Junior School visits, the Head of the Junior School, before they can be offered to pupils. This is obtained via form V1.

Once a trip has been approved, it will be given a unique reference number which must be quoted on all documentation associated with the trip.

Parents must be given sufficient details about the trip to enable them to make an informed decision as to whether their daughter should participate. Parents should be informed of trips via the school's newsletter DAN, or by a letter home.



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### 4.4.2. Parental consent for a school visit

No pupil may participate in a visit without a signed consent form from their parent/guardian.

Parental consent for a non-residential school visit should be given via the reply slip appearing in DAN or on the letter home.

For a residential school trip the separate consent form (Form 2 Parental consent for a residential school visit) must be completed, giving up-to-date medical, dietary and emergency contact information for the pupil, specific to that trip.

If a trip involves swimming or water-based activities parents must be asked for

- written confirmation of their daughter's swimming ability,
- specific consent for the swimming/water-based activity concerned.

### 4.4.3. Pre-visit checklists and post-visit evaluations

#### *Quick Checklist (Form 4)*

For all visits, the party leader must complete Quick Checklist Form 4, which provides a comprehensive list of all steps to be taken when planning a visit. The form must then be signed to confirm that all the necessary procedures have been followed, and returned to the EVC before the trip departs.

#### *Educational Visit Evaluation (Form 5)*

The party leader must complete this short report on their return from each visit. It must include any 'near misses', an evaluation of the key aspects of the visit, and recommendations which may improve the organisation of similar visits in the future, as set out in the Party Leaders' Handbooks. The completed form must be passed to the EVC.



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### 5. Health and Safety.

The party leader is responsible for ensuring the health and safety of pupils on a school trip and shall have regard to the guidance set out in the Party Leaders' Handbooks and to HASPEV when planning a visit.

#### 5.1 First aid

The party leader must ensure that responsibility for first aid during the trip is delegated to a suitable member of the school's staff, who must take with them an adequately stocked first aid kit.

#### 5.2 Risk Assessments

Every visit must have a full, written risk assessment which will be reviewed by the EVC in advance of the visit. A visit may only go ahead once the risk assessment has been signed as approved by both the EVC and the Bursar.

Risk assessments should be prepared by the party leader well in advance of a visit and sent to the EVC in good time.

All risk assessments must be specific to the trip concerned, and take into account the age of the pupils, the degree of adult supervision and the nature of the environment and activities involved. The party leader should contact the venue/accommodation/activity provider, for any relevant information which should be included in the risk assessment. In some cases a copy of the venue's own risk assessment may be available to assist in the school's own risk assessment process.

The party leader and accompanying staff are responsible for carrying out an ongoing (dynamic) risk assessment of the trip as a whole for its duration, and must be prepared to modify or cancel activities if they are deemed too hazardous. Any deviation from the planned activities must be subject to a risk assessment by the party leader, before the alteration takes place, in accordance with the Party Leaders' Handbooks.

The party leader must take a copy of the risk assessment on the trip, and all staff and other adults accompanying the trip must ensure that the requirements of the risk assessment are followed.



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### 5.3 Emergency contact and procedures

The party leader is responsible for ensuring that for each trip they take with them:

- The emergency contact information sheet as compiled by the EVC.
- A complete list of all pupils, staff and other adults on the visit, (including pupils' medical details, with care plans for pupils with particular medical needs), and emergency contact telephone numbers.
- The additional documents required for a residential trip, or for a trip abroad, as set out in the Party Leaders' Handbook for Residential and School Visits Abroad.

The party leader must pass a copy of the above information to the member of the Senior Leadership Team (SLT) on call for the duration of the visit, and leave a further copy with the School Office.

The SLT emergency telephone number must be given to parents in advance of each trip. In the event of a home-based emergency arising during a visit, parents may make contact with the party leader via the SLT number.

The party leader will check that all essential medication has been brought.

The school has procedures in place for handling a major emergency arising in the course of an educational visit, as set out in the Party Leaders' Handbooks.



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### 6. Supervision

#### 6.1 Ratios of staff to pupils.

The school will ensure that all pupils on trips are well-supervised, and that there is a sufficient ratio of adult supervisors to pupils on any visit to ensure the safety of the pupils. Staff will have regard to the guidance concerning the ratio of staff to pupils contained in the Party Leaders' Handbooks and in HASPEV when planning the staffing of a visit.

In particular staff must take account of:

- The age of the pupils on the visit;
- The presence of pupils with special needs on the visit;
- The nature of the activity and the environment;
- The experience of the adults in off-site supervision;
- The competence of the staff involved, particularly in relation to the activities to be undertaken;
- First aid cover;
- Whether a trip involves water-based activities, or access to water.

#### 6.2 CRB Clearance

Non-teaching adults often accompany school trips to assist. These are usually parents of pupils or family members of the supervising teachers. Any adult accompanying a school trip must have an up-to-date Enhanced CRB check conducted.

#### 6.3 Behaviour

Pupils will be expected to maintain basic standards associated with the good name of the school and necessary for the safety of all those on the visit, as set out in the Party Leaders' Handbooks.



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### 7. Transport

The party leader is responsible for ensuring that transport is hired from a reputable company. Only coaches with seatbelts should be hired and the member of staff in charge on the coach must ensure that pupils use them.

#### 7.1 Use of the school mini-bus or land-rover, or of a private car

The school's Estates Manager shall keep a copy of the driving licence of each member of staff who intends to transport pupils in the school mini bus, school Land Rover or in their own vehicle. Staff must provide the school with an up-to-date copy of their licence if the details on the licence change.

Staff who intend to transport pupils in the school mini bus must hold a driving licence which permits this, and undertake the necessary orientation training with a member of the Estates Staff.

Where the school minibus is used for a journey, the driver is responsible for checking the condition of the vehicle before departure and must ensure that all passengers use the seatbelts provided. For all journeys other than local trips a second member of staff, who is also authorised to drive the mini-bus, must be present.

Staff and others who drive pupils in their own car must ensure that their vehicle is roadworthy and that they have the appropriate licence and insurance cover for transporting pupils. Specific approval for the use of a member of staff's own vehicle for transporting pupils must be obtained in advance from the Bursar.

When authorising use of the school mini bus or land-rover, or a member of staff's private car for a trip, the EVC and the Bursar will have regard to the length of the journey to be undertaken in the context of the overall length of the driver's working day.

If parents, other adults or sixth-formers are asked to help with private transport, specific permission must first be sought from the parents of all the girls involved.

### 8. Monitoring and Evaluation of the Policy

The school (via the EVC and the Bursar) will monitor the operation of this policy, by ensuring that the procedures it refers to are carried out to a satisfactory standard.