

# One Degree Academy

## Educational Visits Policy

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Person Responsible	

## Educational Visits

### 1. Introduction

One Degree Academy is committed to ensuring that students acquire the knowledge, attributes and cultural capital required for university, employment and a fulfilled life. We believe that to achieve this, students must be exposed to a range of cultural experiences and opportunities; we are dedicated to raising aspirations of all students. One key element of this is to ensure a variety of trips for each student, which provide authentic opportunities for meaningful and purposeful learning.

Trips should have a clearly defined purpose, be built into schemes of work and be carefully planned to achieve specific learning outcomes. Activities should be well structured, appropriately differentiated and understood by all students. Visits will not be approved unless it is clear that they meet these basic criteria.

### 2. Scope

There is no specific legislation covering 'off site activities'. The School has a duty of care towards staff, pupils and members of the public and must do everything reasonably practicable to ensure their safety while participating in off-site activities.

This document sets out the School's policy on off-site educational and adventure activities. It outlines the requirements to ensure the organisation and planning before any such visit takes place.

This policy excludes work experience, which is covered under a separate policy.

### 3. Roles and Responsibilities

#### 3.1 The Principal

The responsibility for safety during any trip or adventure activity lies with the Principal. The Principal will however delegate the authority of organisation and planning to the Educational Visits Coordinator and Group Leaders. This does not affect the overall responsibility.

#### 3.2 Educational Visits Coordinator (EVC)

The EVC is responsible for ensuring that all necessary actions have been completed before the visit begins, that a full risk assessment has been completed for every visit, taking into account activities and students attending and that appropriate safety measures are in place.

The EVC / Principal must ensure that the group leader has experience in supervising the age group going on the visit and that the group leader or another tutor is suitably competent to instruct the activity. The EVC / Principal must ensure that the group leader and any supervisors are familiar with the policy, procedure and any documentation.

#### 3.3 Group Leader

The Group Leader is responsible for making sure that all the arrangements are properly made, the trip is conducted safely, pupils behave themselves in a reasonable manner and the trip is productive. The Group Leader must seek the Assistant Principal's agreement; determine the category for the trip, carry out a risk assessment along with thorough planning and preparation for the visit. The Group Leader must also ensure that the Assistant Principal has all contact details for staff/ pupils on the visit.

#### 3.4 Supervisors

Supervisors must, at all times, understand their roles and responsibilities ensure that they understand what it involves and that they have received enough information on the visit. They should be suitably competent to be able to control and lead any pupils under their supervision.

### 3.5 Pupils

Pupils should not take any unnecessary risks and must follow all instructions including those at the venue of the visit. They should dress and behave responsibly, be sensitive to local codes and customs (where applicable) and look out for anything that might harm/threaten themselves or others, informing the group leader. Pupils under 18 should ensure that they have their consent forms appropriately signed and all pupils should have medical questionnaires completed.

## 4. The Procedure

### 4.1 Categories of activity

It is School policy to divide activities into 4 Categories. These are Local visits, Day Visits, Residential and Adventure Activities

#### 4.1.1 Local Visits

These are visits within the normal length of timetables lessons and within the local area. These should not pose any significant risk, involve any transport other than walking, and must be supervised by an appropriate number of staff (see 4.3).

#### 4.1.2 Day Visits

These are visits within normal day length of timetabled lessons or sporting activities (8.45 am - 5.30pm) e.g. day field trip or visiting local industries. These should not pose any significant risk and can be supervised by an appropriate number of staff (see 4.3). Any day visit which has increased risk due to for example low level initiative challenges, paintballing or walking in remote countryside must be supervised by the appropriate number of staff and risk assessed.

Any day visit which extends beyond the normal school day or is arranged to take place out of normal Academy hours e.g. visit to the theatre or an evening trip should be appropriately risk assessed.

#### 4.1.3 Residential

This will involve an increased risk as the trips extend beyond the normal school hours e.g. overnight stay. Any residential visit which includes activities of increased risk must be supervised by the appropriate number of staff and risk assessed.

#### 4.1.4 Adventure Activities

High Risk activities such as abseiling, rock climbing or canoeing etc. MUST only be carried out using an AALA (Adventure Activity Licensing Authority) approved centre. Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed. The visit should be supervised by the appropriate number of staff. The activity may require a different supervision ratio and the activity provider ensure adequate supervision is in place.

Where uncertainty remains as to which category an activity/visit belongs, then the Group Leader must seek advice from the Principal who must ensure that appropriate employees accompanying the visit are qualified and competent (qualifications must be those approved by the sports/activity's national governing body - see AfPE 'Safe Practice in Physical Education and School Sport') and that all relevant equipment is provided to the appropriate safety standards and is properly maintained.

Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for travel insurance.

#### 4.1.5 External Providers

The Principal must be supplied with reassurance regarding the quality and competence of any providers used. Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees. These must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy. Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' and the LOTC quality badge and are good benchmarks when relevant.

There will be times when provider staff will be primarily responsible for pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

### 4.2 Supervision - Ratios of Staff to Pupils

4.2.1 Group leaders should assess the risks and consider an appropriate safe supervision level, ensuring sufficient staff to cope effectively with an emergency. Any visit must have a minimum of 2 staff for emergency purposes.

4.2.2 Wherever possible, leaders and staff accompanying the visit should be employees of One Degree Academy. In general there should be a minimum of two employees accompanying visits in the ratio of not less than 1:15 in Secondary, 1:10 pupils in Key Stage 2, 1:10 pupils in Key Stage 1 and for EYFS there must be adherence to the statutory ratios.

Except for EYFS where there must be adherence to the statutory ratios, ratios will depend upon risk assessment and the Principal may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.

Except for the statutory EYFS requirements, the ratios described in 4.2.2 are recommendations.

The Principal must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- The sex, ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- The nature of the activities including any higher risk/adventurous activities are involved
- Any medical or special needs of any pupils taking part.

The overall objective is that trip supervisors accompanied by their spouse/partner and/or children should be discouraged because research indicates that this has proven to compromise the interests of the group as a whole and they should not be counted in the ratio. However, in exceptional circumstances and at the discretion of the Principal, trip supervisors may be accompanied by their spouse/partner and/or children where the relevant adult is not at any one time solely responsible for a group that includes their own child and where a written risk assessment specifically includes assessment and mitigation of the possible conflicts of interest especially in an emergency situation.

4.2.3 If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

4.2.4 For safeguarding purposes mixed groups should have, where possible, a member of staff of each gender. If it is not possible due to for example staff shortages or there being no tutors

of that gender then the group leader and the Principal should discuss alternative measures which should be agreed and recorded on the risk assessment.

4.2.5 Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Principal who should reserve the right to refuse any offer of help.
- They have been informed of the nature of the visit, the risk assessments and made aware of their duties and responsibilities.

### 4.3 Risk assessment

4.3.1 All visits must be preceded by assessment of the risks involved and there must be written risk assessments and/or written arrangements for individual visits. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

4.3.2 Final authorisation for each visit, including approval of the risk assessments /arrangements, must be made by the Principal. Risk assessments etc must be 'signed off' before the visit departs and signed copies must be taken by the group leader on the visit.

4.3.3 Where appropriate, it is good practice to involve pupils in the risk assessment process to make them 'risk aware' and not 'risk averse'.

### 4.4 Parental Consent

4.4.1 Parental consent must be sought for all pupils under 18. The parental consent forms provide details of emergency contacts and medical information.

4.4.2 Parental consent should also be considered for pupils over 18 who may be vulnerable or have learning difficulties. In such cases a decision should be based on a risk assessment.

4.4.3 Generic consent can be sought at the start of the year for routine low risk activities as described in 4.1.1.

Examples of these activities may be for local visits involving research at the local library, marketing questionnaires in the town centre, regular sports activities, visits to local art galleries/museums and local enrichment activities.

Residential visits, which may be outside the UK, requiring an overnight stay or several nights away, will require additional consent with the provision of further details and itineraries for parents/guardians.

4.4.4 For Data Protection reasons, the consent forms should be destroyed at the end of each academic year.

4.4.5 In the event of an accident a copy of the injured pupil's consent form, the visit paperwork and an accident report form should be given to the EVC and Principal as soon as possible after the event.

### 4.5 Alcohol and recreational drugs

Adults accompanying visits should be clearly informed of the School's policy in connection with the consumption of alcohol and other recreational drugs: that they are forbidden in all circumstances in which an adult is supervising a child or children.

### 4.6 Transportation

4.6.1 Wherever possible the visit should use either:

- The school minibus and a driver who has successfully completed a Minibus test; or
- An approved coach company.

4.6.2 The school does not endorse pupils making their own way to a venue for school related trips. If staff authorise this they must seek parental consent for those under 18. If those over 18 make their own way to a venue then this must be documented in the risk assessment.

4.6.3 The school does not endorse pupils using their own vehicle for school related activities. This suggests the school has checked the road worthiness of the vehicle, insurance etc. and may make the school liable in the event of any problems.

4.6.4 The school does not endorse pupils transporting other pupils on school related trips or placements. In the event that a pupil independently chooses to travel to a venue for a school trip/placement with another pupil, the pupil who owns the vehicle and will be driving it will be responsible for ensuring that they have the appropriate licence, vehicle tax, MOT and insurance cover prior to any journey being made.

### 4.7 First Aid

4.7.1 The school does not expect a first aider to be present where visits are arranged to public places e.g. an art gallery or where the facility has first aid stations e.g. an exhibition. The need for a first aider will be based on the risk assessment. As a minimum a trained first aider should be included in any visit where there is remote access e.g. Walking in the Peak District.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried on all trips. The requirements for first aid and administration of medicine should be included in the risk assessment.

### 4.8 Emergency Procedures

4.8.1 Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit - such information should also be lodged at a known place at school and held by the party leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

4.8.2 All employees accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the procedures should be taken on each visit.

4.8.3 In the event of an emergency or serious injury, the party leader (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:

- Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Principal, emergency 'contact' or other senior employee
- Call whichever emergency services are required (UK 999, Europe 112, USA 911)
- Where anyone is injured have first aid administered if possible
- Make sure all other members of the party are accounted for and are safe - Establish the name(s) of the injured
- Advise other party adults of the incident and that emergency procedures are in operation
- If possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout - may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for -
- Commit to writing full details of the incident - Name(s) Nature, date and time of incident Location of incident Details of injuries Details of police who attended/witnesses names, addresses (and telephone numbers if possible) Action taken so far and telephone numbers for future communication.

4.8.4 In the event of an emergency, do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret. Focus on the wellbeing of the child and follow the procedures outlined above.

4.8.5 The designated member of staff and/or parents as appropriate must be contacted if there is "no show" by any pupil.

4.8.6 Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Linked documents are:

1. ODA Trip form
2. ODA Trip Risk Assessment form
3. ODA Trip checklist.