

EDUCATIONAL VISITS POLICY



Document Name	Educational Visits Policy
Version Number	HHOCT23
Date	October 2023
Document Owner	Director of Enrichment and Outreach
Next Review Date	September 2024

EDUCATIONAL VISITS POLICY



Provision of Employer Guidance

The Grange School has formally adopted “National Guidance” as “The Grange School Educational Visits Guidance”. Further details of this Educational Visits guidance can be found on the following web site: www.oepng.info The School also adheres to the DfE Guidance for Health and Safety in Schools which can be found here: www.gov.uk/government/publications/health-and-safety-advice-for-schools

It is a legal expectation that Grange School employees must work within the requirements of The Grange School employer’s guidance and National Guidance (NG) recommendations. Where there is any variance of policy between the national guidance and Grange School policy the Grange School policy requirements take precedence over any guidance.

Where a Grange School employee proposes to conduct a Learning Outside the Classroom (LOtC) activity, they must ensure that they have adopted The Grange School/National Guidance.

Policy Statement

This is the policy of The Grange School regarding all educational visits from The Grange School. *There is a specific policy relating to Educational Visits for EYFS, updated by EYFS leader.*

This policy is intended to act as a guide and an encouragement for all teachers, parents and pupils. Educational visits have long been part of school life and are a fantastic opportunity for all involved to expand on and complement the work that is undertaken in School. The educational and social benefit to our pupils and the wider school community is at the heart of each educational visit.

This is a general guide for teachers, parents and pupils. There is separate guidance for teachers about the practicalities of administering an educational visit (see Educational Visits Policy: Guidance for Staff) in addition to risk assessment documents and associated training for teachers who wish to carry out educational visits.

Aims of the Policy

The aims of the policy are:

- To provide and maintain a safe, secure and financially sound framework for all educational visit in line with National Guidance (NG) and the DfE advice on Health and Safety
- To outline the roles and responsibilities of the different people throughout the school community.
- To ensure, as far as possible, that every pupil in the school is able to benefit from- and make his/her full contribution to- the life of the school, consistent always with the needs of the school community.
- To ensure that visits are well planned and significant risks are identified and managed.
- To ensure that there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.

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- To ensure that those in charge of visits have the necessary competence to manage situations appropriately.
- With regards to EYFS to ensure that the specific requirements for this age group are met.

Other Relevant Policies

In reading this policy you should also consider and consult the following policies:

- First Aid and Medicines Policy
- Health and Safety Policy
- Disability Inclusion, Special Educational Needs and Learning Support Policy
- Expenses Policy
- Missing Child Policy
- Educational Visits Policy – Guidance for Staff
- EYFS Educational Visits Policy
- There are also copies of risk assessments on Firefly: [Risk Assessments](#)

Review Dates and Approval

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes.

This policy is reviewed and approved by the Head and Senior Leadership Team..

Last reviewed: October 2023

Next review: September 2024

Person responsible for review: Director of Enrichment and Outreach

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Scope and Remit

This policy applies to employees whose work involves any one of the following:

- Direct supervision of young people undertaking experiences beyond the boundary of their normal operational base
- Direct supervision of young people undertaking experiences that fall within the remit of Educational visits and Learning Outside the Classroom (LOtC);
- Facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base
- Deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Purpose of Educational Visits

The Grange School believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. The rationale is that such learning often makes “the most memorable learning experiences”. Trips and visits include the following (non-exhaustive list):

- Day trips to historic sites, museums, galleries, natural features, farms, drama productions
- Language exchanges abroad
- Field trips, e.g. Geography, Biology
- Adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing – please see Appendix A for further details
- Music concert tours
- Sports teams and ski trips
- Duke of Edinburgh’s Award programme
- Learning outside the Classroom (LotC)

The School believes that learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what our pupils learn but importantly how and where they learn. Quality learning experiences in “real” situations have the capacity to raise achievement across a range of subjects and to develop better personal and social skills. When these experiences are well planned, safely managed and personalised to meet the needs of every child they can:

- Improve academic achievement
- Provide a bridge to higher order learning
- Develop skills and independence in a widening range of environments
- Make learning more engaging and relevant to young people
- Develop active citizens/ stewards of the environment
- Nurture creativity

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- Provide opportunities for informal learning through play
- Stimulate, inspire and motivate.
- Develop the ability to deal with uncertainty

Principles

The following principles are the basis for all trips:

- Every educational visit must have objective educational and social benefit to the pupils involved
- The School is accountable to the parents of the pupils involved for the way the educational visit is both run and financed
- The School must be clear and timely in all communications with the parents and pupils
- There must be consistency of approach between educational visits to ensure fairness for pupils, parents and staff as well as efficient internal processes
- The administration of educational visit must be straightforward and easy to understand for parents, pupils and teachers alike
- There must be a clarity of responsibilities between parents, teachers and pupils
- The financing of any educational visit must be transparent and fair
- The safety of the pupils is paramount and there must be a proper and appropriate assessment of risk such that all educational visit can run smoothly and safely but without undue restriction on activities.

Roles and Responsibilities

The National Employer Guidance also sets out clear and detailed responsibilities and functions of further specific roles that relate to Educational Visits:

- Governors
- Head
- Educational Visits Coordinator
- Visit Leader
- Assistant Visit Leader
- Helper

The role descriptions for the roles listed above are contained in Appendix B of this policy document. Further guidance on these specific roles are available on the National Guidance website (www.oeapng.info). The EVC is responsible for ensuring that these operate effectively at The Grange.

Pupil Responsibilities and Code of Conduct

All pupils taking part in Educational Visit activities are expected to adhere to a code of conduct (Appendix C). This is to ensure group safety and protect the School's image at all times. The Code of Conduct is referenced in the terms of the letter sent out to parents:

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Please note that by ticking the consent box on ParentPay when you pay for the trip, you are giving permission for your child to participate and agreeing to the terms of this letter. I have also read, understood and agreed to the terms of the [Code of Conduct for School Trips](#).

All Grange School staff reference the principles of this Code of Conduct in communication with students and parents. In the case of international trips, information evenings are held at the school for parents to attend to find out more and this is referred to then.

Parents

Parents should be able to make an informed choice on whether their child should go on the visit. The Visit Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions. The Visit Leader will always tell parents how they can help prepare for the visit by, for example, reinforcing the School's values.

Parents will need to:

- Provide the group leader with valid emergency contact number/s;
- Sign the necessary documentation;
- Give the Visit leader information about their child's emotional, psychological and physical health, which may be relevant to the visit.

Employee Training

As an employer, The Grange School is committed to ensuring that its employees are provided with:

- Appropriate guidance relating to visits and LOtC activity;
- 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 from an appointed adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The relevant training courses for The Grange School are:

- Educational Visit Coordinator (EVC) Training - The Grange School ensures that the EVCs for both the Junior and Senior Schools have undergone approved training.
- The Grange School Educational Visit Coordinator (EVC) attends the updates course (annual)
- Visit Leader Training – all visit leaders have training and support from the EVC and an 'apprenticeship' system is operated with experienced staff mentoring staff with less trip experience. All new staff have 'visit leader training' as part of their induction programme and this is added to their record of experience.

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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. Where a trip involves a specific risk activity (for example swimming or rock climbing) specialist and certified training will be required. Please see Appendix A for a list (non-exhaustive) of adventure and higher risk activities.

Leader/Assistant Leader Competence

It is an expectation of The Grange School that all leaders and assistants have been assessed as competent to undertake such responsibilities as they have been assigned in line with national guidance.

To be deemed competent, an Educational Visit / Activity Leader, or Assistant Leader must be able to demonstrate *the ability to operate to the current standards of recognized good practice for that role*. All staff and helpers must be competent to carry out their defined roles and responsibilities. National guidance states they must have:

- Knowledge and understanding of their employer's guidance supported by establishment-led training.
- Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.
- Knowledge and understanding of the staff, the activity, the group and the venue.
- Appropriate experience
- In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification." Please see Appendix A for further information on this classification.

Evolve keeps a record of the involvement of all staff in off-site activities. Based upon this and their experience, the EVC decides which of four levels (assist, lead day, lead residential, lead residential overseas) the member of staff can operate at.

Where a Volunteer Helper is a parent (or otherwise in a close relationship with the family of a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment.

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Budgeting for Educational Visits

Each educational visit should be self-funding. (*see Expenses Policy*) The cost of trips are kept to a minimum without compromising safety of pupils and staff. The cost of the educational visit should be born equally between the pupils on the visit. The reasonable costs for the teachers and supervising adults on the trip will be costed as part of the cost of the trip with the School ensuring that this cost is kept to an appropriate level (both in terms of the number of teachers and supervising adults on the visit and the costs that they incur during the visit). The cost of insurance and most transport will be included within the visit. If there is a surplus at the end of a visit then this will be accounted for to the parents funding the visit within a reasonable time. Relevant forms for submitting an educational visits proposal can be found on Firefly for the Junior School ([Process](#)) or Senior School ([Approval form](#)). Approval must be completed, submitted and be agreed by SLT before any trip can take place.

Planning Educational Visits

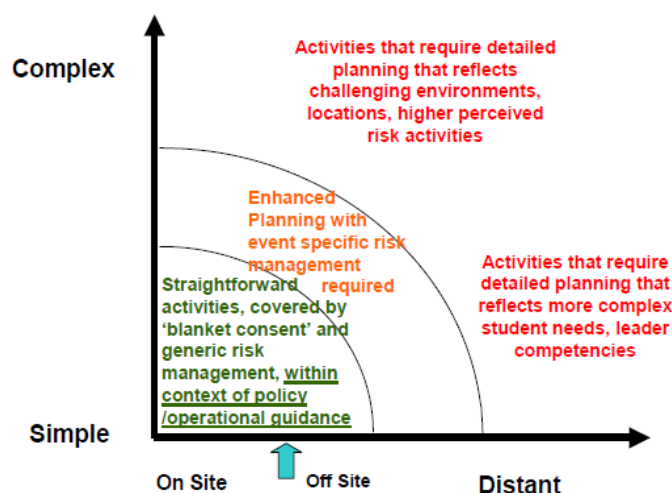
The planning of Educational Visits will reflect legal and good practice requirements, ensuring:

- The plan is based on Grange School procedures and employer guidance.
- 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.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required (usually a member of the SLT)
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

At a very early stage of the planning process, the provisional staffing team will identify the benefits and learning outcomes that the activity (or range of activities) might achieve. Learning/development outcomes will be prioritised, targeted and recorded and will form part of future planning and risk assessments in the form of a "Risk Benefit Analysis". This enables the School to develop activity-specific policies for regular or routine activities whilst ensuring we meet all necessary recommendations and requirements, in addition to assuring educational quality. As part of the planning process for any educational visit the following points, as a minimum, will be assessed:

- Staffing requirements – trained? experienced? competent? ratios?
- Transport – which forms of transport? Public? Walking?
- Activity characteristics – specialist? insurance issues? licensable?
- Group characteristics – prior experience? ability? behaviour? special and medical needs?
- Environmental conditions – like last time? impact of weather? water levels?
- Distance from support mechanisms in place at the home base – transport? residential?

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Further procedural guidance relating to planning educational visits can be found on: www.oeapng.info

Example of Grange School trips:

- Straightforward – Local sports fixtures, local theatre, local museum
- Enhanced Planning – Graphics London trip, Geography fieldwork, Junior School French Residential, Junior School Coniston visit
- Challenging Environments – D of E Gold level
- Complex student needs leader competencies – Water sports, adventure activities

Approval and Notification of Activities and Visits

The Grange School uses an internal system for notification and approval. Requests for trips should be made by completing the relevant forms (Firefly; Evolve) and submitting them to the Director of enrichment and Outreach and the EVC who will then liaise with the Finance Bursar for approval. When a visit is approved cover, diary, finance, catering, the SLT link and Year Heads should be informed. All documents and forms are held on Staff Share: School Visits, supported by Firefly guidance.

In the Junior School Day Visit requests for trips should be made by completing the relevant forms (Staff Share: School Visits) and submitting them to the Junior School Head. Residential visits follow the same pathway as for the Senior School but are managed by the Head (also EVC).

All visits are approved at Senior or Junior School Head and EVC Level. Trips abroad are approved at Executive Head level.

Sport fixtures and trips as part of the weekday enrichment activities programme are approved by the Director of Sports.

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The competence of the Visit Leader is the key component in ensuring the safety of the participants. Assessment, training and support of Visit Leaders is a priority of the EVC.

All School trips have a named Visit Leader who must be a serving teacher at The Grange School. The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

Parents will be notified in advance of:

- Selection of a child for a sports team via the school calendar
- A child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- Planned trips and visits for year groups.
- Parents of pupils opting for residential trips abroad would be invited and normally attend the school for a full briefing

Consent

When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then additional formal consent is not necessary and medical information required is obtained from our iSams system. Parents are advised to refer to the contractual terms in the parent/school contract which outlines financial obligations in relation to Educational Visits. Parents will, however, be notified when off site day visits are planned.

For non-residential trips outside the school day, we will have obtained consent as part of the Joining Agreement.

Individual consent will be obtained where pupils are taken on a trip or visit that:

- involves an overnight stay
- collection from a different venue
- overseas visit
- extra cost to a parent

The briefing letter will ask parents to inform us of any changes to contact details (in the event of an emergency). The completed consent is obtained via Firefly or Parentpay. In usual circumstances, consent should be granted at least three days before the start of the trip. Any exceptions are at the discretion of the EVC.

For EYFS individual written consent will be obtained where pupils are taken on a trip or visits off site which last more than one hour and/or where transportation is required. For further details for EYFS pupils, please consult the EYFS Educational Visits Policy.

Charges for Off-site Activities and Visits

The Grange School has the following 'code' for charging for visits:

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- In some cases if the trip takes place in compulsory School time and is required for the scheme of work then the School may cover the cost or provides a significant subsidy. Where this is not the case and parents will incur additional charges they will be advised in advance.
- If the trip is optional or out of curriculum time then the cost of the trip is passed on to parents.
- At the Senior School, each proposal is judged on its merits by the Director of Enrichment and Outreach/EVC in conjunction with Senior Staff.
- At the Junior School each proposal is judged on its merits by the Junior School Head.

Risk Management

The Grange School has a legal duty to ensure that risks are managed to an “acceptable” or “tolerable” level. As such proportional (suitable and sufficient) risk management systems are in place, providing support, training and resources to School employees as required to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. The Grange School promotes a “Risk-Benefit Assessment” approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. HSE endorse this approach and acknowledge that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. Further information can be found on the DfE website.

The Grange School risk management plans exist for a wide range of trips and components of trips – accommodation, transport, theatre trips etc. These are available on the staff shared drive (School Visits) and Firefly guidance pages.

Preliminary Visits and Provider Assurances

All visits will be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC is required to formally sign off any inspection visit and 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, or when the visit is adventurous and led by The Grange School staff.

Residentials, visits abroad, exchange visits, adventurous trips led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then this may reduce the need to pre-visit. The Grange School, where appropriate, will make use of nationally accredited provider assurance schemes. In such cases the School will take the view that where a provider holds such one of these nationally recognised accreditations there is no requirement to seek further assurances.

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Dynamic Risk Assessments

Primary responsibility for the safe conduct of the visit rests with the Group Leader. On arrival at the venue/location the Visit Leader will be responsible for carrying out a dynamic risk assessment based on what specific issues are highlighted at the venue. Any deviation from the original risk assessments or concerns should be flagged with the SLT link or Educational Visits Coordinator. The Visit Leader has sole responsibility for amending the itinerary in the event of unforeseen delay, sudden deterioration in weather conditions or any other unexpected issue.

Visit leaders 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 or hotel.
- Checking that all pupils wear their seat belts
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable (preferably together and not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour
- Looking after (or reminding pupils to look after) passports and valuables
- Storing cash, cards and tickets in the hotel safe
- Keeping an account of all expenditure
- Recording all accidents and near misses

Medical

Medical details for students and staff taking part in trips are collected by the trip leader by reference to the school database for all visits. The School nurse is also consulted for residential trips. Any specific student medical issues are to be included in the trip risk management planning and a list of medical conditions for all pupils on the trip are carried by the Group Leaders at all times. Staff will consult Pupil Support or the School Nurses for further information if necessary.

Effective Supervision

In general terms, the Law requires that the level of supervision and group management is "effective". Effective supervision should be determined by proper consideration of:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)

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

The Grange School will adopt the following minimum supervision ratios:

- 1:8 for Reception to Year 3 inclusive
- 1:13 for years 4-6
- 1:20 for Years 7 upwards (with a larger ratio permitted for low risk, direct supervision or over 16's). The EVC has overall responsibility for judging the most appropriate ratio based upon the trip's itinerary and requirements.
- 1:10 for all visits abroad

Minibuses

The Grange School adheres to Part III of the Road Traffic Act 1988 and Motor Vehicles (Driving Licences) Regulations 1999. Further information can be found in relevant documents on Staff Share (School Visits). It is a requirement of The Grange School that any staff driving a minibus must hold category D1 entitlement on their driving licence (for licences issued earlier than 1997). For drivers with licenses issued after this date they will need to demonstrate that they hold a supplementary qualification. Any hired coaches/buses must be hired from a Grange School approved company.

The level of supervision necessary will be considered as part of the risk management process when planning the journey. Where a school minibus is used, the driver must have the appropriate qualifications. Other than for short journeys (e.g. under 60 minutes duration) a second qualified driver should be present wherever possible. If this is not possible the driver must take regular breaks.

Transporting young people in private cars requires careful consideration. Staff cars should only be used to transport students in 'unplanned' or 'emergency' situations. For example, journeys to hospital.

Please consult the Educational Visits EYFS policy for pupils in that age group.

Illness or Minor Accidents

If a pupil has a minor accident or becomes ill, the Visit Leader, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/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 when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Visit Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to

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minor cuts and bruises. The Visit leader is responsible for keeping the SLT link updated where appropriate.

Emergency Planning and Critical Incident Support

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

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

As an employer, The Grange School is committed to providing emergency planning procedures to support establishments in the event of a critical incident. Please refer to The Grange School Disaster Recovery Handbook for more information.

All residential trips have a nominated Critical Incident base contact who is a member of SLT, has trip details and is 'on call' at all times.

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 Visit Leader's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. In such instances a designated member of staff on standby will be flown out to offer additional supervisory support.
- After ensuring that the rest of the group are safe and looked after, the Group Leader will:
 - Consult Critical Incident Checklist- carried by all staff on a visit
 - Inform the Head Teacher or on-call member of the SLT of what has occurred (they will in turn contact the School Legal Provider).
 - Where the full facts have not yet emerged, they should confirm this and ensure that follow-up communications with the Head are maintained.
 - Arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
 - Maintain a full record of the incident, the injuries and of the actions taken.
- Where appropriate the Disaster Recovery Plan will be implemented
- Where possible, communication with the media should be left to the Head. The Group Leader will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should not be allowed to talk to the media.
- For detailed Emergency Procedures – see Appendix D

Delayed return

If the return from a visit is delayed, the Visit Leader will phone the school office, or the designated member of staff on standby (out of school hours). Provision will be put in place (either by the Visit

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leader or base contacts) to contact all parents on their contact numbers to alert them to the delay and the revised time of arrival.

Adventurous Activities (*see appendix A for list*)

The Grange School 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. All centres and providers used by the school for the provision of adventure activities will hold a current AALA licence.

Swimming

Recreational pool swimming whilst on educational visits poses a far greater risk than swimming as part of a structured curriculum lesson. Under no circumstances should pool swimming be permitted on educational visits unless the following list has been fully adhered to:

- There is a qualified, certified lifeguard present at all times (this should either be a lifeguard present at the venue or where one of the school staff holds this qualification).
- Written approval must be obtained from the Director of enrichment and Outreach/EVC in advance of the trip
- A full risk assessment in advance (and a dynamic one on location) must have been conducted and documented.
- Teachers must be extra vigilant and there must be increased staff ratios during the activity.
- Increased headcounts must be undertaken throughout the session.
- Written parental consent for the “fun swim” must be obtained in advance (see pupil data form).
- Teachers must carry out a written evaluation after the activity.

Recreational Sea Swimming is considerably less safe than any pool swimming and should not be permitted except when the following criterion is fulfilled:

- There is a qualified, certified lifeguard present at all times (this should either be a lifeguard present or where one of the school staff holds this qualification). The qualification must be for Open Water Rescue Award/National Beach Lifeguard Award.
- Contact is made with the local coastguard, harbour master, lifeguard office to establish risks/dangers from currents, tides, holes, shelving, weeds, sluices and other local hazardous conditions.
- Written approval must be obtained from the EVC in advance of the trip and must NEVER be an impromptu activity.
- A full risk assessment in advance (and a dynamic one on location) must have been conducted and documented.

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- Teachers must be extra vigilant and there must be increased staff ratios during the activity. A group of 8 young people require at least two adult supervisors at all times – one of which must be a teacher at the school and one of which must remain out of the water in case of an emergency.
- Increased headcounts must be undertaken throughout the session.
- Written parental consent for the “fun swim” must be obtained in advance (see pupil data form).
- The designated “safe swimming” area must be clearly marked and agreed with the pupils in advance.
- Teachers must carry out a written evaluation after the activity.

Open Water/River/Lake/Reservoir Swimming is NOT permitted at any time unless in a recognised swimming place and the above “sea swimming” rules apply. The only exception to this is where swimming takes place as part of a water-sports activity such as canoeing, windsurfing or rafting, supervised as appropriate and where all participants are wearing relevant buoyancy aids and safety equipment.

Welfare and Safeguarding

The Grange school employees, volunteers and contractors who are engaged in a ‘regulated activity’ will undergo an enhanced DBS certificate (which includes barred list information) as part of the recruitment process. In summary, a person will be considered to be engaging in regulated activity if they are working with children without supervision or on a regular basis. The School will ensure that checks have been carried out, as appropriate, with any third party providers whose employees will come into regular contact with our pupils.

Insurance for Off-site Activities and Visits

Employer’s Liability Insurance is a statutory requirement and The Grange School have arranged a policy that will respond and, if appropriate, indemnify against all claims for compensation for bodily injury suffered by any person with a contract of employment. This cover also extends to those persons who are acting in an authorised voluntary capacity as assistant supervisors. The Grange School also holds Public Liability insurance, which will indemnify the school against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, third party property where The Grange School are deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer’s staff if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which The Grange School may be considered responsible.

The School also holds comprehensive travel insurance for staff and pupils. Details of the Policy are available to trip leaders and sent to parents as part of pre-trip administration.

- The school has comprehensive and adequate Employers and Public Liability Insurance provisions in place.

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- It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving.
- The EVC and/ or VL should check with the Bursar when planning trips relating to hazardous or adventurous activities for the applicability of insurance and arrange for an extension where required (see Educational Visits Policy: Guidance for Staff for further information)
- The VL should ensure that they have a copy of the school travel insurance with them on the trip
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy and permission must be sought from the EVC.

Inclusion – Equal Opportunities

Every effort will be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The Grange School will take all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits ensure an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

On Return

- The Visit Leader will meet with the EVC with a report/ evaluation on the visit which will then be uploaded to the Evolve documentation
- The Visit Leader will return all school property (together with a report of any lost or damaged property).
- The Visit Leader will instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- The Visit Leader will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit
- The Visit Leader will return any unused cash or travellers' cheques to the Bursar along with receipts to cover all expenditure on the trip (in line with the School Expenses Policy). The pre-paid foreign currency card should be returned together with all related transaction vouchers.
- The Visit Leader will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill

Monitoring

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As an employer, The Grange School ensures that there is monitoring of the visits and LOfC activities undertaken by its staff. Such monitoring should be in keeping with the recommendations of National Guidance. There is a clear expectation that the monitoring function is a delegated task put in place by the EVC and principally carried out by experienced staff acting as mentors/advisors for colleagues.

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Appendix A - Adventure Activities

Below is a list of 'Adventure Activities'.

Before our students take part in any of these we need to be sure that the relevant National Governing Body qualifications are held by the person/organisation running the activity or a technical advisor has provided a statement of competence.

- All activities in 'open country' such as D of E Expeditions.
- Swimming (all forms, excluding publicly life guarded pools)
- Camping where participants/leaders erect tents and/or self-cater.
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Paintball (including 'Laser Quest')
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Mountain biking
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration (Except designated 'Show' caves)
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports (Parcours, Bungee, Zorbing, Mountain or ATB Boarding etc.)
- Other activities (e.g. initiative exercises) involving skills/risks inherent in any of the above

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APPENDIX B – RESPONSIBILITIES

Head

The Head will have overall responsibility to ensure that:

- the Visit leader is competent to monitor the risks throughout the visit;
- adequate safeguarding procedures are in place;
- all necessary actions have been completed before the visit;
- the risk assessment has been completed and safety measures are in place;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the Visit leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- Visit leaders are allowed sufficient time to organise visits properly;
- non-teacher supervisors on the visit are appropriate people to supervise the pupils;
- ratio of supervisors to pupils is appropriate;
- parents have signed the relevant documentation;
- arrangements have been made for medical needs and special educational needs of the pupils;
- adequate first aid provision will be available;
- the mode(s) of transport is/are appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is an adequate and relevant insurance cover;
- the school has the address and phone numbers of the visit's venue and have a contact name;
- school contacts have been nominated by the Visit leader, group supervisors and nominated school contacts have a copy of the agreed emergency procedures;
- the Visit leader, group supervisors and nominated school contacts have the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and other supervisors' next of kin;
- there is a contingency plan for any delays including a late return home.
- that each trip is financially viable and gives value for money and does not place undue burden either on the school finances or the finances of the parents of the pupils on the educational visit

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The Director of Enrichment and Outreach/ Educational Visits Co-ordinator

Although the Head has the overall responsibility for the trip the Director of Enrichment and Outreach/ EVC will be responsible for the day to day running of all Educational Visits. This includes ensuring:

- the Visit leader is competent to monitor the risks throughout the visit;
- adequate safeguarding procedures are in place and the appropriate statutory checks are in place for any adult who will take part in the educational visit;
- all necessary actions have been completed before the visit;
- the risk assessment has been completed and safety measures are in place including reviewing the risk assessment to ensure it is satisfactory;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the Visit leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- Visit leaders are allowed sufficient time to organise visits properly;
- non-teacher supervisors on the visit are appropriate people to supervise the pupils;
- ratio of supervisors to pupils is appropriate;
- parents have signed the relevant documentation;
- arrangements have been made for medical needs and special educational needs of the pupils;
- adequate first aid provision will be available;
- the mode(s) of transport is/are appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is an adequate and relevant insurance cover in place for the duration of the trip;
- the school has the address and phone numbers of the visit's venue and have a contact name;
- SLT school contacts have been arranged, group supervisors and nominated school contacts have a copy of the agreed emergency procedures;
- the Visit leader, group supervisors and nominated school contacts have the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and other supervisors' next of kin;
- there is a contingency plan for any delays including a late return home.
- that the overall educational visit programme is managed for the benefit of the wider school community as well as the pupils, including the timings of all educational visits throughout the school year and to ensure that all pupils are given the opportunity to benefit equally from the educational visit programme
- that all Visit leaders and teachers are trained in this policy and the internal school procedures
- that all communication to parents is clear and consistent and sent out in good time such that parents and pupils can make informed choices about any trip and can meet their responsibilities easily
- that each trip is financially viable and gives value for money and does not place undue burden either on the school finances or the finances of the parents of the pupils on the educational visit (with advice and support from the Finance Bursar)

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- that payments are collected in an efficient way to meet the outgoings of the School in a timely manner whilst not putting unrealistic deadlines for payment to parents
- that the Visit leaders are effectively supported and/or supervised (depending on their experience) throughout the planning process for each educational visit.

Finance Bursar

Although the Head has the overall responsibility for the trip the Finance Bursar (with the assistance of his/her team) will be responsible for the day to day financing of all Educational Visits. This includes:

- working with the EVC/ Visit leader to ensure that each trip is financially viable and does not place undue burden either on the school finances or the finances of the parents of the pupils on the educational visit
- supporting the EVC by reviewing budgets prepared by group leaders to assist in resolving any queries
- advising on levels of insurance held by the School and reviewing supplementary insurance proposals from the EVC/ Visit Leader
- ensuring that payments are collected in an efficient way to meet the outgoings of the School in a timely manner whilst not putting unrealistic deadlines for payment to parents

Visit Leader

The Visit leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group and the financing of the educational visit. The Visit leader should:

- obtain the Head's prior agreement in line with the internal School processes before any communication is sent to parents or pupils about a proposed visit takes place;
- complete all documentation required by the School to administer the trip (in accordance with the School procedures)
- appoint an assistant (who will assist and also deputise for the group leader should they be unable to continue at any stage);
- clearly define each supervising adult's role and ensure all tasks have been assigned;
- be able to control and lead pupils of the relevant age;
- be suitably competent where appropriate to instruct pupils in the activity and be familiar with the location/centre where the activity will take place;
- be aware of safeguarding issues and ensure that the appropriate statutory checks are in place for any adult taking part in the educational visit;
- ensure that adequate first-aid provision is available;
- undertake and complete the planning and preparation of the visit including a briefing of group members and parents (overseas residential trips only);
- undertake and complete a comprehensive risk assessment;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;

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- ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- stop the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ensure that supervisors have details of the school contacts;
- ensure that supervisors and the school contacts have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- ensure that all necessary controls are in place to ensure the smooth running of the finances of the educational visit in line with the internal school procedures.
- ensure that payments are collected in an efficient way to meet the outgoings of the School in a timely manner whilst not putting unrealistic deadlines for payment to parents
- provide all necessary information to the Bursary in a timely manner in order to allow for payments to be collected from parents in an appropriate manner
- review the medical consent forms for each trip prior to the trip to ensure that they are aware of all the issues with each child on the trip
- for overseas trips, and in conjunction with the Director of Enrichment and Outreach/ Educational Visit Co-ordinator, advise the parents and pupils of relevant local customs, rules, regulations and laws for the country and/or region being visited. Clear written rules must be set out for each trip should the position the country to be visited be different to the position in the UK. **Under no circumstances may pupils be permitted to drink alcohol on school visits.**
- ensure that both pupils and parents are made aware of the code of conduct. For all residential trips group leaders should ask both pupils and parents to sign a copy of the code of conduct to acknowledge their understanding of the behaviours expected of the pupils.
- ensure that a member of the senior leadership team is appointed as contact and that they are appropriately briefed.

Assistant Visit Leaders (Staff)

Teachers/Assistant Visit Leaders on school led visits act as employees of the School and are accountable to the School and its governing body whether the visit takes place within normal school hours or outside those hours.

Teachers must:

- do their best to ensure the health and safety of everyone in the group and act as any responsible parents would do in the same circumstances;
- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health and safety of the pupils in their charge is unacceptable.
- assist the Visit leader to ensure the smooth running of the finances of the educational visit in line with internal school processes.

Helpers

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Non teacher adults on the visit should be clear about their roles and responsibilities during the visit. Non-teacher adults acting as supervisors must;

- do their best to ensure the health and safety of the group;
- not be left in sole charge of the pupils except where it has been previously agreed and documented as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of the pupils at any time during the visit.

Pupils

It is imperative that staff in charge of a trip feel certain that instructions will be followed by the whole group for the health and safety of everyone on the visit. Parents and pupils need to be made aware that if the school feels it is inappropriate to take any pupil due to their behaviour prior to the visit, the school may decide they are not to go. In such cases, the final decision will be made by the Deputy Head (Pastoral).

The Visit leader must make it clear to the pupils that when on the visit they must:

- obey the School Rules at all times and follow the School Code of Conduct for trips
- not take unnecessary risks;
- follow the instructions of the group leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

When on the visit, if pupils choose not to follow staff instructions and this puts themselves or others on the trip in danger then the Visit Leader, having liaised with the SLT link and parents, may decide to send them home early.

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APPENDIX C – THE SCHOOL CODE OF CONDUCT

The Grange School Code of Conduct for All School Trips:

Each pupil should:

Cooperate fully with leaders at all times.

- Respect all requests and requirements made by staff and accompanying adults, including those at the venue(s).
- Fulfil any tasks or duties set prior to and during the visit.
- Participate fully in all activities and sessions during the visit.
- Be punctual at all times.
- Not leave group sessions or accommodation without permission.

Dress and behave sensibly and responsibly

- Be considerate to others at all times.
- Avoid behaviour that might inconvenience others.
- Not enter the rooms or accommodation of pupils of the opposite sex.
- Behave at all times in a manner that reflects credit on self, to the party and to the school.

Be sensitive to local codes and customs

- Abide by the laws, rules and regulations of the countries and places visited.
- Be aware of the social / religious conventions of the country and places visited and show appropriate consideration thereof.
- Comply with customs and duty-free regulations

Not take unnecessary risks

- Not purchase or consume alcohol, illegal drugs or tobacco products.
- If granted indirectly supervised time, be in groups of not less than four young people.

Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Visit leader or supervisor about it

- If in doubt on any matter, consult with staff.

Accept that a full written report of any misconduct may be forwarded to the Head and/or to the parent(s).

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Appendix D – EMERGENCY PROCEDURE DETAILS

In the event of an incident resulting in serious or fatal injury this recommended framework of procedures should be followed by the Group Leader or member of staff taking control:

- Establish the nature and extent of the emergency;
- Make sure all other members of the party are accounted for and are safe;

If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.

- Establish the name(s) of the injured and call whichever emergency services are required;
- Advise other party staff of the incident and that emergency procedures are in operation;
- Ensure that an adult from the party accompanies casualties to hospital;
- Arrange for one adult to remain at the incident site to liaise with the emergency services until the incident is over and all group members are accounted for;
- Control access to telephones until contact is made with the contact person and until he/she has had time to contact those directly involved.
- Give full details of the incident ie:
 - Name:
 - Nature, date and time of incident:
 - Location of incident:
 - Details of injuries:
 - Names and telephone numbers, those involved and future contacts;
 - Action taken so far:

For serious incidents where the media may be involved, try to identify alternative telephone numbers at “home” and “off-site base” as other lines will quickly become jammed. It is not for the Visit leader or other party members to discuss matters with the media: procedures for this are given below. **Under no circumstances should the name of any casualty be divulged to the media.**

The SLT contact person should alert the Head, giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage;

The School Disaster Recovery Plan should be implemented by the Head.

The Head should arrange to contact parents of all party members. It is also the Head’s responsibility to act as a link between the group involved, the Chair of the Governors, and the parents.