



# YOUNG WOMEN'S HUB

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Educate. Nurture. Inspire.

## **Educational visits policy**

October 2021

Young Women's Hub  
Educational visits policy  
Updated October 2021  
To be reviewed October 2022

## 1. Introduction

1.1. This policy applies to all staff and students of the young Women's Hub.

1.2. This policy draws on information contained in:

- Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (February 2014)
- [www.gov.uk/government/publications/health-and-safety-advicefor-schools](http://www.gov.uk/government/publications/health-and-safety-advicefor-schools)
- National Guidance (Outdoor Education Advisors Panel) [www.oeapng.info](http://www.oeapng.info)
- Council for Learning Outside of the Classroom (LOtC) [www.lotc.org.uk](http://www.lotc.org.uk)
- Health and Safety Executive (HSE) [www.hse.gov.uk](http://www.hse.gov.uk)

## 2. Context

2.1 A successful school trip visit or exchange can greatly enhance the curriculum provision and will serve to motivate students and staff.

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the premises by the use of carefully planned educational visits. This is part of the school's role in providing a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

2.2 It is crucial that health and safety are paramount on all educational visits and by following the instructions and guidelines set out we believe the majority of problems can be avoided. We use existing legislation and guidance in formulating this policy.

2.3 There are two broad categories of visit requiring differing levels of planning. The categories referred to in this policy are:

- Category 1: routine visits that involve no more than an everyday level of risk and are covered by establishment procedures and policy. Such visits require minimal planning or preparation beyond what is needed to make best use of the learning opportunity.
- Category 2: visits requiring additional planning and some level of risk assessment. This may be due to distance from school, nature of the trip or activity, venue, nature of the particular group, the need for specialist leader competencies, or any combination of these. For some visits this will involve detailed planning over an extended period of time.

## 3. Principles

3.1 The principles of this policy are to ensure:

- Trips should have a clearly stated valid educational purpose: cultural, physical, knowledge enhancement, personal growth. The Headteacher and governors must be sure that the purpose of the trip is sufficient to warrant the effort put into organising it and the money spent on it by both the school and the parents
- Trips are open to all students within the scope of the trips' purpose.

- The aims of any trip or visit should be commensurate with the needs of the pupils, including those with special educational needs for whom additional appropriate arrangements may need to be made
- Students may be refused participation on a trip if it is felt that their behaviour is not up to the necessary standard. Parents will be informed why their child is refused a place.
- Where numbers on a trip are necessarily limited, and it is anticipated that more will apply than there are places, a fair means of selecting successful students will be used.
- The budget is organised so that trips may be cancelled in good time if there is not sufficient demand.
- The school will do everything in its power to prevent financial loss from trips by having adequate budgetary planning (via the Finance Office) including sufficient timeline planned in which will enable trips to be cancelled, if need be, without incurring loss.
- The financing of all trips must comply with West Hatch Financial Regulations Policy and the School Charging Policy (see website for copies)
- Consideration is given to establishing free places for those students who are currently in receipt of free school means or those who are experiencing financial hardship

## 4. Responsibilities

### 4.1 Responsibilities of the School Governors

The School Governors are responsible for the health, safety and welfare of the staff and students, and in so far as is reasonably practicable, for ensuring the safety of anyone else on the premises or anyone who may be affected by their activities. This responsibility extends to participants in off-site visits. The Governing Body must approve any visit involving an overnight stay or overseas. The Governors delegate the head of school the responsibility to approve all other visits.

The Governing body of the school should ensure that:

- The visit has a specific and stated objective
- Plans for the visit comply with the regulations and guidelines provided by Lewisham LEA and set out in the school's Educational Trips and Visits Policy and procedures for trips and visits
- Evaluate the visit in light of the group leader's written evaluation after a category 2 visit
- Assess proposals for visits in risk category 2

### 4.2 Responsibilities of the school

The Head of school oversees the policy and processes of planning and organising trips and visits and to ensure that all trips are prepared and conducted in accordance with the required standards. The decision to approve a trip will be taken by the Head of School.

- The group leader is competent to monitor the risks throughout the visit
- They are clear about their role if taking part in the visit as a group member or supervisor they must follow the instructions of the group leader who has sole charge of the visit
- Adequate child protection procedures are in place
- Training needs have been assessed by a competent person and that the needs of the staff and students have been considered
- The accreditation or verification of service providers has been checked
- Consideration is given to financial management, choice of contracts and contractual relationships in order to obtain best value

## Staffing

- The head of school must ensure that accompanying staff are appropriate and are sufficiently trained. In addition, the head of school should ensure that:
- The group Leader has experience in supervising the age groups going on the visit and will organise the group effectively
- The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location or centre where the activity will take place
- The ratio of supervisors to students is appropriate and complies with national guidelines.

### 4.3 Responsibilities of the Group Leader

- Only one teacher should have overall responsibility for the supervision and conduct of the visit. The group leader should:
- Obtain the prior agreement and approval of the head of school or the school's head of school (for day), before any off-site visit
- Appoint a deputy leader
- Maintain good order and discipline
- Clearly define each group supervisor's role and ensure all tasks have been assigned
- Ensure all members of staff are briefed fully about their roles and responsibilities during all the time of the visit including any 'downtime' that might be built in
- Be able to control and lead students of the relevant age range
- Be suitably competent to instruct students in an activity and be familiar with the location or centre where the activity will take place. If using external instructors, ensure that they are suitably qualified
- Be aware of child protection issues
- Ensure adequate first aid provision
- Undertake and complete all necessary comprehensive risk assessments including those that are generic, visit specific and dynamic/ongoing
- Regularly review undertaken visits or activities and advise the head of school where adjustment may be necessary in existing guidelines
- Ensure that all participating teachers, supervisors and students are fully aware of what the proposed visit involves
- Obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group
- Inform the Headteacher of any plans to use supervisors not employed by the school so that they can be appropriately vetted and approved
- Consider stopping the visit or any part of the visit if the risk to health or safety of the students is unacceptable, and have procedures in place for such an eventuality
- Ensure that group supervisors have details of the school contacts
- Ensure that group supervisors and the school contact have a copy of the emergency procedures and a copy of a contingency plan for any delays, including a late return home
- Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make
- Ensure that parents have signed the consent forms and arrangements have been made to meet the medical needs of all participants
- Observe the guidance set out for teachers and other adults involved in school visits

- Make clear the responsibility of teachers, non-teaching supervisors and students as outlined below
- Ensure that all supervisors observe the guidance set out for teachers and other adults involved in the school visit
- On return to school ensure students are safely collected or arrangements are in place for them to get home safely.

#### **4.4 Responsibilities of participating teachers**

- Ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances
- Follow the instructions of the group leader and help with control and discipline
- Prepare themselves as fully as possible and inform the group leader if they are unsure of their ability to perform and supervisory function requested of them
- Conduct themselves in a professional manner at all times: during all trip activities and all downtime activities for example evening sessions
- Report to the group leader any concerns they may have concerning pupil behaviour or well-being during the visit
- Notify the group leader and consider stopping the visit or any part of the visit or activity if they think the risk to health and safety of themselves or those in their charge is unacceptable.

#### **4.5 Responsibilities of non-teaching adult supervisors**

- Non-teaching adults should be clear about their role and responsibility during the visit and must:
- Ensure the health and safety of group members
- Not be left in the sole charge of students, except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisors
- Help with control and discipline and speak to the group leader or teaching supervisors if concerned about the health and safety of students at any time during the visit
- Occasionally it may be considered useful for a particular child to have a parent who is there to supervise that child alone.

#### **4.6 Responsibilities of participating students**

Students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Wherever possible, the curricular aims of the visit for these students should be fulfilled in other ways. Participating students, as a minimum requirement must:

- 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 appropriately and responsibly
- Be respectful and sensitive to local codes and customs, particularly when abroad and look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor about it.

If a student's behaviour fails to meet the expected requirements on a visit, disciplinary procedures may be instigated in line with the School's Discipline Policy. This could include being sent home at

the parent's expense. If a student's behaviour results in the school incurring any additional expenses, the school will seek to recover these costs from parents.

#### **4.7 Responsibilities of Parents**

Parents should be able to make an informed decision about whether their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions. Where appropriate, the group leader should tell the parents how they can help prepare their child for the visit. Special arrangements may be necessary for parents for whom English is a second language. In addition, parents have a responsibility to: Support the visit's code of conduct

- Agree the arrangements for sending students home early and agree to meet the costs
- Provide the group leader with emergency contact number(s)
- Sign the consent form
- Where appropriate, provide additional information about their child's emotional, psychological and physical health

## **5. Organisation and Planning**

### **5.1 Approval Procedure and Consent**

- One day trips: normally 1-2 months lead in and certainly not less than one school term
- Consent forms are collated via the main office.
- Head of school is consulted about suitability and behaviour logs reviewed of students who have applied to go on trips
- Any subsequent letters are sent to parents in the approved time frame
- All letters concerning trips should be available on the school website
- All risk assessments have been completed and appropriate safety measures are in place
- Medical requirements of pupils are known and taken with the supervising staff
- The provision of adequate first aid is available
- The mode of transport is suitable
- Travel times out and back are known, including pick-up and drop-off points
- All details of pupils on the trip and contact details are held centrally in a file in the school office for staff to be able to tell parents
- There is adequate and relevant insurance cover
- The address and telephone number of a named contact at the visit's venue is available
- A school contact, group leader and all group supervisors have the names of all the participants travelling in the group, including contact details of the designated next of kin
- All necessary actions have been completed before the visit begins.

## **6. Insurance**

In respect of pupils, schools have a legal duty to take care of the well-being of young people. Where there is a breach of this responsibility a claim for compensation may be brought. There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for parents to arrange.

## 7. Emergency / Critical Incident Procedures

Group Leaders should ensure that they are familiar with the current guidance via: <http://oeapng.info>  
1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards) - with Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## 8. Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

