



Hardenhuish School

Educational Visits Policy

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Hardenhuish School Educational Visits Policy (Including visits IN and OUT of school)

Rationale: Educational visits make a valuable contribution to the curriculum for all pupils providing:

- the opportunity to put education in context
- enrichment of experience
- encouragement of cross-curricular awareness

However, without careful management of the number of visits there is a risk of the costs, in terms of disruption to the normal school day, outweighing the benefits.

Aims:

1. That staff maximise the potential for cross-curricular liaison, where this is possible, and give pupils opportunities to engage in activities related to the whole curriculum.
2. That the range of trips offered includes some which are accessible to all pupils, irrespective of their financial constraints.
3. That the range of educational visits is planned and managed in such a way as to enhance rather than disrupt the curriculum.
4. To recognise the positive value to the curriculum of trips whose focus is social activity (such as year group trips).
5. To acknowledge that there will be occasions when activities will take smaller groups of pupils out of school and that this will not affect the overall policy for larger groups.
6. That trips/visits will be organised with the utmost care and attention being given to the safety of those making the trip.

To ensure that this policy works out in practice, the following procedures will be followed:

All visits will be discussed with CLs/LMs and then authorisation sought from the member of LT responsible for educational visits, the Business Manager, who will consult/inform the Headteacher.

Whilst the enhancement to the curriculum of an individual faculty and the importance of flexibility are acknowledged, the number of days of disruption will be monitored by the Business Manager to ensure that it does not exceed acceptable levels. Notice of at least one month is required for day or evening trips and at least three months for residential trips, in order to ensure adequate planning of the calendar and of the visit itself.

The Business Manager will pay particular attention to the timing of trips, especially in KS4 and Year 13, taking into account other disruptions to the curriculum such as TD Days. The Business Manager will also monitor the number of periods of cover required by an individual teacher, causing disruption to the pupils who would normally have been taught on the day of a visit. Wherever possible visits will be arranged to cause minimum disruption and consideration will be given to taking members of the support staff and adults other than teachers where appropriate.

When writing the school calendar, the Business Manager and Events Manager will ensure that year group trips are put in first.

Learning Support will be consulted to ensure that SEN pupils will benefit fully from any proposed visit or activity. Teaching Assistants will have their costs met and these will be allowed for in the trip costings.

The Business Manager is responsible for advising on such matters as ratios, personnel and risk assessments. In particular, staff must consult the Business Manager when they are planning a trip involving swimming or other water based activities. The Events Manager is responsible for administering visits and will furnish staff with the appropriate paperwork. She will also ensure that all residential or hazardous visits are passed through the 'Evolve' process with the LA. All adults accompanying a trip must have DBS clearance. No adults or young people not previously authorised as participants in a visit are permitted to join that visit at any stage.

No pupil/student will be allowed to take part in an educational visit unless written parental permission has been obtained.

The Leader of a visit will complete the costings section of the green trip form as soon as possible after authorisation of the trip and pass this to the Business Manager for checking and approval. Letters will not be sent home to parents until such approval has been given. Letters will be passed to the Office Manager so that she can insert the appropriate paragraph with regard to subsidies.

The school's preferred method of opting and payment for trips is via WisePay and where trips are oversubscribed, a "first come, first served" system will operate, with a reserve list. For this reason, letters regarding trips will only be sent at the end of the school day to provide working parents with the maximum possible window of opportunity to sign their child up to a trip before it is full.

The Leader of a residential or hazardous visit will complete the relevant sections of the visit form for submission to the governors, at least one month in advance of the visit's departure. Hazardous trips include all trips involving swimming or other water based activities, which must meet the requirements of Wiltshire Council's "Safe Practice in Swimming" publication July 2011. When using a private company, the Leader will obtain a copy of the company's safety policy and make it available to accompanying staff and parents. When not using a private company, the Leader and team will carry out a full risk assessment, using the relevant generic forms available from the Events Office.

Leaders are responsible with the LT for appointing a Deputy Leader and agreeing strategies with all colleagues involved in the visit. For hazardous visits and foreign travel, these strategies will be shared with parents also, in advance of the visit's departure. A formal meeting will be arranged if the pupils are in Years 7-11. Leaders will not be allowed to proceed with arrangements until a risk assessment has been carried out.

It is the responsibility of parents/carers to ensure that pupils/students have their own up to date passport and EHIC card (for travel to Europe) for foreign travel; visit leaders will inform and remind parents of this.

In the case of non-hazardous day/evening visits, the Events Manager will provide leaders with strategies aimed at reducing the risks inherent in travel and the activity itself. Once again, the Leader is responsible for appointing a Deputy, completing risk assessments and for agreeing strategies with all colleagues involved in the visit. The Leader (and Deputy Leader) will make a preliminary visit to the venue where possible. The risk assessments will be continually reviewed by the trip leader during the trip in light of prevailing circumstances and decisions will always err on the side of caution.

A green form will be completed for every visit and circulated as indicated. It will detail emergency contact numbers for all pupils/students involved in the visit.

A mobile phone will accompany every visit. The Leader will contact the Business Manager by telephone if there is a difficulty and will send a text to confirm safe return if the visit returns after 4.30 pm.

Staff will not consume any alcohol on school trips as they are responsible for the pupils/students on that trip.

Pupils in Years 7-11 will wear school uniform on day trips, except where specific kit is required for the activities.

Leaders have the option of allowing pupils/students to take their own mobile phones, though this is at their own risk. Where this is the case, it will be emphasised to pupils/students that they will communicate with the Leader or Deputy Leader of the visit, should any issue arise. Parents will naturally be concerned if phoned by their child and will be unable to help from a distance, whereas the teachers present will be able to resolve issues. Parents will be kept informed of issues relating to their child by the Leader. The Leader may give permission for pupils to use their mobile phones to inform their parents of any delay in their return time.

Where travel is to be by school minibus, the preferred option is for the minibus to be driven by the School's Minibus Driver whenever possible. Where this is not possible and the journey is longer than 20 miles, an additional adult will accompany the driver in order to supervise the pupils. All bags will be securely stowed and will not be placed in aisles for health and safety reasons.

Where the visit only involves a small number of pupils and the Leader wishes to transport them by car, this is permitted provided that evidence of business class insurance has been provided to the Events Manager and that express written permission is received from parents.

In the event of an accident, the School's Accident Policy will be adhered to.

Where the trip is likely to cause disruption to the normal running of the school day, the trip organiser should liaise with the Pastoral Manager and the Cover & Absence Co-ordinator to discuss arrangements for pupils who will be remaining in school. This should be done at least one week before the day of the trip, so that suitable timetable arrangements can be made, which can be communicated days before to both the pupils and the staff who will be teaching them.

Appendix 1: Staff & their Families on Visits

While it may be a disappointment that things have become quite so safety conscious, nevertheless a number of well publicised tragedies have caused us all to take our responsibilities towards visits even more seriously, if that is possible. In the worst-case scenario, one of the roles of senior leadership would be to support those members of staff who were involved, and it would not be possible to do this if we had put a member of staff in a difficult, and perhaps indefensible, position. It is for this reason that we have, regretfully, decided that the disadvantages of children accompanying parents on visits outweigh the social, and role model, advantages.

These disadvantages include:

- Staff have split loyalties as to how their time is spent which puts pressure on everyone.
- In an emergency the member of staff would naturally be concerned for their child, but should be fully occupied with pupils.
- If the expectation is that the child or partner should travel for free, then this cost is added to the cost of the visit for pupils.
- The age differential between pupils and children could be an issue.

In addition, all adults working with children now have to have specific clearance to do so. This ruling has come from outside of the school.

For these reasons the following internal policy has been developed:

- No partner should accompany a visit unless they go as a member of staff with a responsibility for the activity. In order to qualify to do so they must satisfy the Headteacher that:
 - they have Disclosure and Barring Service clearance for working with pupils
 - they are medically fit to work with pupils
 - they are qualified for the activity being undertaken
- No child of a member of staff should accompany a visit, or undertake an activity organised by the School, under any circumstances, unless they are a pupil of Hardenhuish School with a place in their own right.

Additionally, where a member of staff's child is a pupil at Hardenhuish School, the member of staff will not accompany a trip in which their own child is participating unless there is no alternative member of staff available. This is for the same reasons as outlined above.

The above policy does not stop staff from attending on-site school events such as performances or activities when they are very welcome to bring their own children to watch or to visit if they do not have responsibility for pupils. If the member of staff volunteered to help with something which did not require taking responsibility for pupils, then this would be much appreciated, even though they had their own children with them. An example of this would be a member of staff bringing their own children to see a performance, who volunteered to take on 'front of house' that evening.

Appendix 2: Visits Which Include Pupils from Another School

Every school will have its own policy to be followed for their own educational visits. There is an additional challenge in the circumstance of two schools running a visit jointly or pupils from another school attending a visit being run by Hardenhuish School.

This policy is designed to ensure that such visits run smoothly from the perspective of both schools, as well as the pupils and parents involved.

1. The trip organiser at Hardenhuish will send out a letter on Hardenhuish headed paper outlining the visit to parents of pupils at this school. This letter may also be sent to parents of pupils at another school where they are invited to participate in a Hardenhuish trip. Where it is a joint trip, the letter will be sent out using the notepaper of the school the pupil is at. It will be signed by the organising teachers of both schools.
2. In addition to the usual requirements the letter will make clear:
 - a) Why a joint visit is proposed, or why pupils from another school are being invited to join a Hardenhuish trip.
 - b) Who will lead it (or alternatively that it is jointly led).
 - c) Which teachers will be accompanying the visit.
3. The Leadership Teams of both schools will need to approve any visit according to their usual procedures and in accordance with their usual criteria.
4. Each school will insure their own pupils and will inform their insurance company that this is a joint trip.
5. Where it is a joint trip, at least one teacher from each school will accompany the visit in order that pupils are under the direct jurisdiction of a member of their own staff. Where pupils from another school are joining a Hardenhuish trip, the parents of the pupils from the other school will need to consent specifically to this arrangement.

Appendix 3: Excluding Pupils from Attending a School Trip

There are occasions when it is necessary that a pupil should be excluded from going on a trip. For example, when a pupil has misbehaved on a previous trip, or whose general behaviour in lessons and around school has been poor, and when a pupil would be seen as a risk to his/her personal safety and the safety of others. N.B. it is important that the *potential for bad behaviour* is used as the criterion for deciding that a pupil should not be allowed on a trip, bearing in mind the particularly high standard of behaviour the school requires for out of school activities.

1. It is sensible to make it clear in the initial letter to parents that the school expects a high standard of behaviour on school trips, including the wearing of school uniform, when this is appropriate, and reserves the right to prevent a pupil from going on a trip if his/her behaviour, particularly on previous trips, has been poor.
2. Curriculum Leaders/Pastoral Managers are consulted about the list of pupils who have applied to go on a trip. Together they must decide which pupils, if any, should be prevented from going on the trip. A Deputy should then be consulted before the Curriculum Leader/Pastoral Manager writes to the parents, giving clear reasons why, on this occasion, their son/daughter has been excluded from the trip.
3. During the discussion with the Curriculum Leader/Pastoral Manager it may be decided that instead of excluding a pupil from the trip, they will speak to that pupil and make it clear about their expectations (a last chance to show they can be sensible). This should be supported by a letter home.
4. If the parents should question the decision to exclude their child from a trip, the Curriculum Leader/ Pastoral Manager may see it as appropriate to invite the parent into school to discuss the matter further.
5. If there are instances of poor behaviour on any trip, the Curriculum Leader/Pastoral Manager should be informed as soon as possible, so that details of the misbehaviour can be recorded and necessary disciplinary action taken.

Appendix 4: Regulations Regarding Water Based Activities (including swimming) on School Trips

1. All water based activities must meet the LA regulations currently in force with regard to:
 - a. Instructor qualifications
 - b. Staff ratios
 - c. Lifesaving provision
 - d. First Aid provision
 - e. Risk assessments

In particular, with regard to swimming, activities must conform to the guidance in the Wiltshire Council publication: "Safe Practice in School Swimming", July 2011.

2. Swimming in Public Pools (managed by or on behalf of Wiltshire Council).
 - a. The pool operator has responsibility for the safety of all who use their pools. In particular, they have responsibility for:
 - i. Lifeguard provision (at a cost to the school) and for ensuring that all lifeguards are trained and qualified with a National Pool Lifeguard Qualification.
 - ii. Ensuring that there are sufficient lifeguards present.
 - iii. Ensuring that risk assessments, operating and emergency procedures are in place.
 - iv. First aid provision.
 - v. The condition of the pool.
 - b. The trip leader is responsible for:
 - i. Ensuring that the pool has adequate lifeguard and first aid provision, risk assessments and procedures in place.
 - ii. Providing supervision (in addition to the lifeguard) at a ratio of 1:20 (or 1:1 for children with particular disabilities or special needs – SENCo must be consulted).
 - iii. Supervision of changing which where possible will take place in designated schools' changing rooms. Where members of the public are sharing the changing facilities, a member of staff of the appropriate gender must be present in the changing rooms at all times.

3. Swimming in Private Pools

- a. Pools in private houses are not generally checked and are only suitable for domestic use by family and friends and should not be used except by pupils on exchange visits. In this instance parents must give express written permission for their child to stay at a house where there is a pool and to use such pool.
- b. With regard to private leisure facilities, e.g. hotel pools, the trip leader must ensure that:
 - i. A qualified lifeguard (minimum qualification: National Pool Lifeguard Qualification) is present at all times.
 - ii. The lifeguard is supported by staff supervising pre-determined zones under the direction of the lifeguard at a ratio of 1:20 (in addition to the lifeguard) with a minimum of 2 supervisors present at any one time. If the pool has no lifeguard cover and the school is providing its own lifeguard, arrangements should be made to ensure sole use of the pool, so that other guests do not increase the numbers in the water. Where the lifeguarding duty is being performed by an appropriately qualified student, the trip leader will retain overall supervision responsibilities to guarantee appropriate levels of behaviour and adherence to pool rules.
 - iii. There is first aid provision.
 - iv. Risk assessments, operating and emergency procedures are in place.
 - v. The pool is in a suitable and safe condition.

vi. Changing facilities are suitably monitored (see 1.b.iii above).

4. Pool Rules

- a. For pupils: these must be explained to all pupils prior to any swimming session:
 - i. Never go onto poolside unless a member of staff is present.
 - ii. Do not enter the water until given permission to do so.
 - iii. No running on poolside.
 - iv. No jumping or diving (except when diving instruction is being given).
 - v. No pushing others in.
 - vi. No holding others under the water.
 - vii. No jewellery.
 - viii. No outdoor shoes to be worn on poolside.
 - ix. Leave the poolside when the warning signal (usually one long blast of the whistle) is given.
 - x. Obey all instructions from staff/lifeguard promptly.
- b. For staff:
 - i. Never leave the poolside unattended.
 - ii. Secure poolside against unauthorised access when it is not manned.
 - iii. When supervising/lifeguarding, never turn their backs on the pool or engage in any behaviour which results in not watching the pool.
 - iv. Divide the pool area into zones; constantly scan the area, counting heads, watching out for vulnerable or weak swimmers. Supervising staff must not stand together or sit talking on the poolside.
 - v. Keep alert, move position every 5 minutes – sit, stand, etc. Make sure you have a break at least once an hour (and are covered by somebody else).

5. Diving

The following additional regulations apply to diving activities:

- a. Teaching diving must only be undertaken by a specialist teacher.
- b. No diving is permitted in less than 1.5 metres of water or with less than 7.6 metres forward clearance.
- c. Only very flat horizontal dives are permitted. Diving blocks and stages must conform to Federation International de Natation (FINA)/ASA regulations.

6. Open Water

- a. Open inland water such as river, lakes, reservoirs or canals present unacceptable levels of risk, including vegetation, underwater obstructions, sudden changes in depth and pollution.
- b. The only exception will be where swimming takes place as part of a watersports activity such as canoeing, windsurfing or rafting, supervised in accordance with the School's Educational Visits Policy.
- c. If the open water is a recognised bathing place, the safety rules relevant to sea bathing (see below) apply.

7. Sea Bathing

- a. Swimming in the sea is considerably less safe than swimming in a pool. Safety can be further reduced when adverse conditions apply – bad weather, low temperatures and current and **sea bathing is not permitted in these circumstances.**
- b. **Sea bathing is only permitted under the following conditions:**
 - i. There must be a qualified beach lifeguard present, preferably in an elevated position.
 - ii. There must be a minimum of 2 staff supervising with a ratio of 1:8 (in addition to the lifeguard).
 - iii. There must be an additional person who is a qualified first aider (additional to the lifeguard and supervising staff).

- iv.** The group leader is responsible for undertaking a risk assessment at the beach, taking account of the conditions pertaining at the time.
- v.** A restricted swimming/paddling area and depth limits must be determined dependent upon age, swimming ability, conditions.
- vi.** Emergency signals, both visual and audible, must be communicated to the group.
- vii.** There must be appropriate and adequate warning, first aid and lifesaving equipment readily available.
- viii.** All supervisors must watch the sea at all times and must be able to account for all pupils at all times.

8. Risk Assessments

Risk assessments must be prepared for all swimming and water based activities. These will be submitted to the Local Authority's Outdoor Adviser via the Evolve system. Activities will only be permitted to proceed with the Adviser's approval.

9. Further information

If you are planning an educational trip which will include swimming or other water based activities, please consult the School Business Manager in the first instance.