



UNIVERSITY OF
BIRMINGHAM
SCHOOL

University of Birmingham School

Educational Visits & Off-Site Policy

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University of Birmingham School Educational Visits and Off-Site Policy

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1 RATIONALE

- 1.1 Safely managed educational visits with a clear purpose are an integral part of the broad and balanced curriculum and enrichment that is offered at University of Birmingham School and central to pursuit of the Learning for Life Curriculum for both pupils, students and staff.
- 1.2 They are an opportunity to extend pupils' and students' learning and enrich their appreciation and understanding of themselves, others and the world around them.
- 1.3 They can be the catalyst for improved academic performance or a lifetime interest and as such, we encourage and support their role in the life of the School.
- 1.4 The Health and Safety Executive (HSE) recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils and students develop their risk awareness and prepares them for their future working lives
- 1.5 Where possible we aim to enable as many pupils and students as possible to participate in the range of visits offered by the School.
- 1.6 The integrated enrichment programme will ensure that all pupils and students will have frequent opportunity to engage in off-site education provision.

2 PURPOSE

- 2.1 To ensure that every pupil and student has the opportunity to benefit from educational visits.
- 2.2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils and students taking part.
- 2.3 To enable the School to identify appropriate functions, responsibilities, training support and monitoring for all Governors, the Principal, staff helpers, pupils, students and providers involved in educational visit.
- 2.4 To comply and keep up to date Department for Education and the Health and Safety Executive guidance for Education Visits.
- 2.5 This includes the Department for Education guidance:
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- 2.6 To ensure that, where appropriate, further advice is sought from the Local Authority and/or other technically competent personnel or professional Bodies.
- 2.7 To ensure that educational visits are in line with School policies on special needs, inclusion, and equal opportunities.

3 THE LAW, RISK ASSESSMENT AND RISK MANAGEMENT

- 3.1 The underpinning legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act.
- 3.2 The employer (the Local Authority, Governing Body or Proprietor) is responsible for health and safety, though tasks may be delegated to staff.
- 3.3 Employees also have a duty to look after their own and others' health and safety.
- 3.4 Employers, School staff and others also have a duty under the common law to take care of pupils and students in the same way that a prudent parent would do so.
- 3.5 Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities.
- 3.6 The terms **risk assessment** and **risk management** are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.
- 3.7 University of Birmingham School will always take a common sense and proportionate approach, remembering that in Schools, risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.
- 3.8 Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.
- 3.9 Some activities, especially those happening away from School, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.
- 3.10 All new activities, both on and off-site, will require a specific assessment of risks to be carried out. Risk Assessments are to be sense-checked and approved by the Senior Leadership Team in advance of the activity taking place.
- 3.11 The Principal will ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. The outcomes of the risk assessment must be recorded using the School's pro forma. After the first time the activity has happened a regular check to make sure the precautions remain suitable is all that is required.
- 3.12 The School will follow the following advice from HSE about striking the balance between risk assessment and management:

Striking the right balance **means that:**

- Schools and staff focus on real risks when planning trips;
- those running trips understand their roles, are supported, and are competent to lead or take part in them;
- the real risks are managed during the trip, and;
- learning opportunities are experienced to the full.

Striking the right balance **does not mean that:**

- every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
- detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk School trips;
- mistakes and accidents will not happen, and;
- all risks must be eliminated.

- 3.13 University of Birmingham School's arrangements for trips aim to ensure that:
- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
 - proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed, and;
 - staff planning School trips will be properly supported so that they can readily check if they have taken sufficient precautions or whether they should do more.
- 3.14 Staff who are responsible for running School trips must act responsibly and sensibly by:
- following School procedures when planning the activity and making sure these are implemented in practice;
 - knowing when and how to apply contingency plans where they are necessary;
 - heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

4 THE GOVERNING BODY

- 4.1 The Governing Body will ensure that:
- It approves the overall planned programme of educational visits each year, and;
 - It is informed about less routine visits well in advance.
- 4.2 The Governing Body delegates to the Principal the authority to approve proposals for routine visits, i.e. are not adventurous, international or involve an overnight stay that arise during the School year. Such authorised visits will be reported to the subsequent meeting of the Governing Body.

5 THE PRINCIPAL

Will ensure that:

- 5.1 The Governing Body has approved the visit if it is appropriate.
- 5.2 The visit complies with the School Policy and Procedures.
- 5.3 He has approved a group leader who will have the overall responsibility for the supervision and conduct of the visit.
- 5.4 The group leader is competent to monitor the risks throughout the visit.
- 5.5 The group leader has experience in supervising the age group(s) going on the visit and will organise the group effectively.
- 5.6 The group leader or another adult is suitably competent to instruct the activity and is familiar with the location/Centre where the activity is to take place.
- 5.7 Any non-teacher supervisors on the visit are appropriate adults to supervise children and have DBS checks as appropriate.
- 5.8 The ratio of supervisors to pupils/students follows the safe and proportionate guidelines.
- 5.9 A School contact has been nominated and the group leader has details.
- 5.10 The Group Leader and nominated School Contact have:
- a copy of the agreed emergency procedures, the address and phone number of the visit's venue and have a contact number for the group leader and their deputy.

- details of all those undertaking the visit and the full programme/itinerary including travel times and drop off points

5.11 There is a contingency plan for any delays including late return to the drop-off point.

5.12 The visit is covered by adequate and relevant insurance.

5.13 The group leader has followed the agreed School procedures.

6 THE ROLE OF THE EDUCATIONAL VISITS COORDINATOR

6.1 The School's Educational Visits Coordinator (EVC) is Dr C Bownes.

6.2 The EVC will ensure that all educational visits are planned using the Local Authorities "Policy and Guidance for Educational Visits".

6.3 The EVC will ensure that all relevant documents have been uploaded onto EVOLVE prior to the visit.

6.4 The EVC will overview the approval, planning and review the evaluation of trips and offer technical advice around the planning of visits within the above framework.

6.5 The EVC will attend updated periodic training to ensure that all trips are planned in accordance with the latest statutory policies.

6.6 The EVC will report to the Principal and the Governing Body on all aspects of educational visits run by the School.

6.7 The EVC will review and update this policy, as required, with a yearly review considered to be the minimum acceptable period for a review.

7 THE GROUP LEADER

Will ensure that:

7.1 They have obtained the Principal's prior agreement prior to any off-site visit taking place after outline permission has been given by the Educational Visits Co-Coordinator.

7.2 They follow School policies and procedures. (See Appendix 2).

7.3 They undertake and complete the planning and preparation of the visit and the ratio of supervisors to pupils/students is appropriate for the nature of the visit.

7.4 They, or another adult, are suitably competent to instruct pupils/students in relevant activities and they are familiar with the location/Centre where the activity will take place.

7.5 They appoint an experienced and competent deputy to lead and manage the visit should the group leader become incapacitated.

7.6 All educational visits must be accompanied by at least two adults.

7.7 All visits involving an overnight stay must have at least one accompanying teacher, approved by the Principal, of the same sex as the children.

7.8 The extent of a Group Leader's (GL) responsibility can be summarised across these areas and should be used in conjunction with the description of the GL's responsibilities described in the guidance, which can be summarised as:

- Organisation and Planning;
- Finance;
- Visit Administration, and;

- Risk Assessment

Organisation and Planning - Group Leaders will:

- 7.9 Ensure sufficient, experienced staff, are appointed to assist the leadership and management of visits (DBS checks will be required if additional adults, who are not members of staff, assist on a trip or residential visit).
- 7.10 Brief all staff about their role before the trip and provide them with documents and resources which will be needed in the event of an emergency.
- 7.11 The role of each group supervisor has been clearly defined and ensure that all tasks have been assigned (*remembering all on duty all of the time*).
- 7.12 The group supervisors are fully aware of what the proposed visit involves.
- 7.13 All group supervisors have details of the School Contact.
- 7.14 The group supervisors and School Contact have a copy of the emergency contact numbers of those on the visit and at the venue. **In a real emergency dialling 999 should always be the first course of action.**
- 7.15 The group's supervisors have details of pupils'/students' special educational or medical needs, and ensure that appropriate medication is taken on the visit.
- 7.16 They are aware of safeguarding procedures and act accordingly as necessary.
- 7.17 That adequate first aid provision will be available on the journey and identify first aid provision at the venue prior to the visit, (a First Aider should accompany adventurous, abroad and residential visits).
- 7.18 Hold a parents/carers' meeting if the visit is residential or high risk (see parents/carers' meeting checklist below)
- 7.19 Consider SEN and disability access issues and liaise with the Assistant Principal (SENCO) as required.
- 7.20 Ensure that 'Best Value' is applied when selecting providers, appropriate checks are made and that insurance and financial support procedures are followed.
- 7.21 Ensure emergency procedures are planned and followed (see below).

Finance – the Group Leader will ensure that:

- 7.22 A payment schedule is planned and that parents/carers are informed of this in the initial letter advertising the trip.
- 7.23 The cost of the trip as detailed in the initial letter is fully inclusive and that parents/carers are not asked to pay for extras outside of the original advertised cost of the visit at a later date;
- 7.24 All receipts for payments made before and during the visit should be passed to the Finance Office.
- 7.25 All pupils/students have paid for their visit before the date of travel.
- 7.26 Providers/tour operators have been paid before the date of travel.
- 7.27 The School Business Leader is informed when the payment schedule for a visit has not been met by a parent or carer in order that a revised payment schedule can be established in cases of hardship.
- 7.28 The Principal authorises the participation in any visit of pupils/students who have not paid in full.

Administration – Group Leaders have responsibility for:

- 7.29 Producing a letter to advertise the visit to parents and carers.
- 7.30 Collating the medical and consent forms for all pupils/students. Templates can be obtained from the EVC for relevant trips and visits.
- 7.31 Completing and submitting a detailed proposal form.
- 7.32 At least two weeks before departure upload copies of all of these documents on EVOLVE for inspection and approval by the EVC.
- 7.33 Prepare a detailed pack for parents/carers in the case of residential visits which will include details of the visit itinerary, emergency contact details and a copy of the insurance schedule.
- 7.34 Checking the validity of passports and travel insurance prior to the date of travel (this applies to the passports and travel insurance of staff as well as pupils/students).

Risk Assessment – Group Leaders have responsibility for:

- 7.35 Completing the required documentation, including an appropriate risk assessment (See Appendix 1). Guidance and training on completing this document can be obtained from the EVC.
- 7.36 Ensuring that risk assessments and management including generic and site specific actions are undertaken and recorded.
- 7.37 Undertaking pre-visits for all new visits and residential accommodation in this country and where possible, for trips abroad.
- 7.38 Where pre-visits are not possible abroad, the group leader should aim to seek as much information as possible via other Schools and the tour operator.
- 7.39 Completing an evaluation of the visit after it has taken place.

8 TEACHERS

The Teachers will ensure that:

- 8.1 They do their best to ensure the health and safety of everyone in the group.
- 8.2 They act as any responsible parent would do in the same circumstances.
- 8.3 They follow the instructions of the Group Leader.
- 8.4 They help with control and discipline.
- 8.5 They consider stopping the visit or activity, if they think the risk to the health and safety of the pupils/students in their charge is unacceptable.

9 PARENTS/CARERS

- 9.1 Parents/carers will be given sufficient written and other information about all visits to make informed decisions, give written consent and provide medical and contact details.
- 9.2 Parents'/Carers' meetings will be arranged for all residential trips and high risk activities.
- 9.3 Expectations of behaviour and codes of conduct will be explained to parents/carers.
- 9.4 This will include the need to meet the cost of, and be responsible for, collecting pupils in certain circumstances.

10 ADULT VOLUNTEERS

The adult volunteers will ensure that:

- 10.1 They have a current DBS check.
- 10.2 They are clear about their roles and responsibilities.
- 10.3 They are not left in sole charge of pupils/students except where it has been previously agreed.
- 10.4 They do their best to ensure the health and safety of everyone in the group.
- 10.5 They follow the instructions of the Group Leader and teacher supervisors.
- 10.6 They help with control and discipline.
- 10.7 They inform the group leader or teacher supervisors if they become concerned about the health or safety of members of the group.

11 PUPILS AND STUDENTS

The pupils and students must ensure that:

- 11.1 They do not take unnecessary risk.
- 11.2 They follow the instructions of the group leader and other supervisors including those at the venue of the visit.
- 11.3 They dress and behave sensibly and responsibly.
- 11.4 They are sensitive to local codes and customs.
- 11.5 They look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor about it.

12 GENERAL POINTS FOR ORGANISATION OF A VISIT

Approval

- 12.1 All staff will be made aware of the requirements of this policy and offered support and advice as part of the School's continuous professional development programme.
- 12.2 All visits are linked to the School aims, are planned and approved (at least 12 weeks in advance in the case of residential visits) in accordance with the visits planning procedures (See Appendix 2).
- 12.3 Staff wishing to plan and undertake a visit must follow the School's procedure (See Appendix 2).
- 12.4 Approval for visits should be sought by completion of the Educational Visits Proposal Form which should then be emailed to the Educational Visits Coordinator.
- 12.5 Decisions on approval will be made by the appointed Educational Visits Coordinator.
- 12.6 Governors delegate approval of low risk and routine visits and occasional opportunities to the Educational Visits Coordinator.
- 12.7 All new, higher risk visits including adventure activities, residential visits and foreign travel will be submitted for Governors' approval, after approval by the Educational Visits Coordinator and Principal.
- 12.8 This will be reported to the Full Governing Body at the earliest opportunity.

Funds:

- 12.9 Money collected from pupils/students to fund a trip must be paid into University of Birmingham School's fund account, via School Gateway. The school's finance system is cashless.
- 12.10 If money is to be collected by instalment, this will be accessible on School Gateway in accordance with the trip leader's payment schedule which has been communicated with parents and carers.

- 12.11 An estimated breakdown of the costs must be submitted to the School Business Officer in advance of arranging a visit.
- 12.12 Any surplus left in the account on completion of a balance sheet will be returned to pupils/ (the minimum refund is £5 per pupil).
- 12.13 If a trip is a compulsory element of a course the School will endeavour to help meet the cost for parents/carers who are struggling to find the funding (in such cases parents/carers should be asked to speak to the group leader).

Selection of Pupils

- 12.14 Day trips to support curriculum subjects should generally aim to involve all pupils/students in the relevant year group.
- 12.15 As soon as pupils/students have been provisionally accepted onto a trip, a list of names should be handed to the EVC and AP SENCO who will forward any relevant pupil information. Only then should pupils/students be firmly allocated a place;
- 12.16 Group leaders should add the list of pupils/students participating on each trip onto EVOLVE so that a central list may be kept;
- 12.17 Leaders should consult this prior to making the selection of pupils/students to ensure that as many pupils/students as possible are able to participate in trips during their School career;
- 12.18 Leaders should make the criteria used for selecting pupils/students known if the trip is oversubscribed. In most cases it is appropriate to hold a ballot in these circumstances, and;
- 12.19 On letters to parents/carers informing them of trips, it should be made clear that participation on such trips depends on the appropriate behaviour of the pupils/students.

Special Education and Disability Needs

- 12.20 The special needs of individual pupils/students (medical, sensory, physical, educational and behavioural) will be taken into account by the group leader. The leader will discuss the necessary special arrangements with the AP SENCO and teaching support staff based in the School. The main issues to consider are:
 - Access
 - Travel
 - Equipment
 - Personal hygiene (toileting)
 - Sleeping arrangements
 - Safety
 - Support (Finance and additional staffing)
 - Differentiated activities.

Rooming on residential visits - the following guidelines should be followed:

- 12.21 Avoid single rooms for pupils/students.
- 12.22 Pupils/students should have adjoining rooms with staff quarters next to them.
- 12.23 Access to pupil/students rooms by staff must be available at all times.
- 12.24 Male and female sleeping areas should be separate (e.g. different floors).

- 12.25 Locks on all rooms should work.
- 12.26 Security arrangements must be in place (e.g. is reception staffed 24 hours).
- 12.27 The party must be made aware of fire exits as soon as possible after arrival.
- 12.28 Guidelines should be issued re safety in rooms (e.g. balconies).

Use of outside contractors (e.g. tour operators and coach companies)

- 12.29 It is necessary for the group leader to check the safety management systems of all outside contractors used for the visit and written confirmation provided.
- 12.30 Where foreign coach companies are used, checks should be made about the availability of seat belts and parents/carers informed accordingly.
- 12.31 The group leader (or other supervising staff in their absence) retains the responsibility to overrule decisions reached by staff provided by outside contractors if they feel that the safety of the pupils/students is at risk.
- 12.32 Package deals are often a very attractive option for Schools when intending to undertake an off-site activity. This particularly applies when visits abroad are to be made.
- 12.33 The Principal must be sure that the package is appropriate to the needs of the School and that insurance cover is sufficient.
- 12.34 If necessary, additional insurance should be bought. Parents/carers should always be informed of the amount of insurance cover available through the agent. The option to purchase additional cover might be made available by the agency.
- 12.35 The Principal should ensure that where the journey is abroad the company is able to refund costs of repatriation in the event of insolvency and to provide for the return of advance payments.

Supervision

- 12.36 Supervising staff must be fully briefed about their responsibilities by the group leader before and during the trip. Appropriate checks must be carried out for non-teachers who will be in sole charge of a group of pupils/students.
- 12.37 Where parents/carers are used to supervise a trip, they should not be responsible for directly supervising their own child in order to avoid conflicts of loyalty. They must accept that the group leader ultimately has overall responsibility for their child during the trip. Parents/carers must be made aware of these points prior to the trip.
- 12.38 On a residential or day trip in the UK supervision ratios should broadly be:
 - 1: 15 for routine trips
 - 1: 10 for trips of a hazardous nature
- 12.39 On a foreign visit supervision ratios should be 1:10.
- 12.40 It is however recognised that ratios provide only general guidelines, and staffing required will vary and should have regard for the level of activity, the level of risk, and the needs of individuals attending in order to plan for, manage, and mitigate against risk.
- 12.41 Pupils/students should always be in groups of at least three if they are not being directly supervised and they should be made aware of an emergency contact point that will be staffed throughout the activity.
- 12.42 Group leaders should plan and prepare appropriate supervision and planning for 'down-time'

during a residential visit.

- 12.43 The group leader should ensure that the mobile phone network in the area to be visited works for their party or, if this is not possible, that the location of the nearest available landline is known.
- 12.44 A male and female member of staff should accompany a residential trip involving both girl and boy pupils/students.

Swimming

- 12.45 Swimming activities are extremely hazardous.
- 12.46 Pupils/students should only be allowed to swim in a swimming pool if a fully qualified lifeguard is present.
- 12.47 A member of staff should always remain outside the water for surveillance purposes.
- 12.48 Parents/carers must be clearly informed of swimming activities **before** the trip.
- 12.49 Swimming in the sea must **not** be permitted.

Foreign Visits – the following safety measures to be in place:

- 12.50 Party members should carry with them at all times the address and telephone number of their accommodation and that of the group leader.
- 12.51 If appropriate, a local map should be provided.
- 12.52 Make checks that the mobile phones used by their party operate correctly in the country they are visiting.
- 12.53 Provide a list of key phrases to each supervisor, pupil and student that could be needed in an emergency.

13 EMERGENCY PROCEDURES

The group leader should ensure that supervising staff are familiar with the following emergency procedures:

- 13.1 The group leader is responsible for deciding actions in the case of an accident and/or incident. They should use professional judgement in these circumstances. This may require the leader to challenge the decision of contractors and activity leaders, for example if an activity appears too dangerous.
- 13.2 Where such an occurrence happens in a small group supervised by another teacher, that teacher is responsible until the group leader is contacted which must happen as soon as possible.
- 13.3 Mobile phone numbers should be provided before the trip.
- 13.4 Emergency phone numbers should be provided to staff before the trip.
- 13.5 Check for allergies on the pupil/student medical list that should be carried at all times.
- 13.6 Make sure that the staff know about medical procedures (e.g. payment will need to be made for doctor or hospital treatment and receipts asked for).
- 13.7 Medical insurance documents should always be available both on trips and back at the hotel.
- 13.8 A first aid kit should be carried at all times.
- 13.9 An identified member of staff should carry this and be responsible for administering emergency First Aid.
- 13.10 Pupils/students are responsible for their own prescribed Auto injectors and inhalers unless parents

have asked otherwise. All other medication is stored by the school.

13.11 In the event of an emergency:

- Decide whether hospital or doctor should be contacted.
- The group leader will inform the EVC or a member of SLT if they are unavailable.
- The EVC, Vice Principal or another member of the SLT will contact the parents/carers.
- In an emergency, avoid pupils/students using mobile phones, until School and parents/carers have been contacted to avoid wrong information being passed on and causing unnecessary panic.
- Ensure procedures are in place to keep the rest of the party safe and supervised.

14 **INSURANCE**

14.1 Full insurance for the pupils/students is essential for all excursions/day trips.

14.2 Details of the School insurance policy are available from the School Business Leader.

15 **PARENTS'/CARERS' MEETING AND CHECKLIST**

15.1 A meeting of parents/carers must be called at least **two weeks** before the departure date before the longer excursions so that parents are able, on the one hand to be given information and on the other, are able to inform the organiser of any problems with their children.

15.2 A record should be kept of any questions raised and answers provided at such meetings. In particular, details must be given concerning fire drills and safety procedures.

15.3 Parents must be told **exactly** how pupils/students will contact staff should one of their group become ill or get lost.

15.4 Staff are required to be on hand **at all times** to deal with any unforeseen accident.

15.5 The following checklist should be followed:

- Date of visit
- Time of departure and return
- Name of Travel Company and mode of transport
- Names of leader, deputy and other staff
- Purpose and Aims of the visit
- Itinerary
- How assessed risks will be managed
- Supervision of pupils/students
- Safety procedures (e.g. fire drills)
- Standards and expectations of behaviour and conduct
- Insurance cover
- Clothing and equipment
- Details of information required from parents/carers and what they will be asked to consent to (e.g. use of swimming pool if relevant.)
- Amount of money to be taken by pupils/students
- On exchange visits, the details of host families
- Destination details with full address and telephone numbers
- Correct completion of details on pupils'/students' medical forms

- How parents/carers will be informed of arrival at destination. This should be by telephone, social media or email.

16 CONSENT FORM AND SLT INFORMATION PACKS

- 16.1 Consent forms are signed by parents when their child enrolls at school. These are stored on Arbor. A consent form must be filled in by parents of each pupil participating in a visit. The Trip leader must check that consent has been given.
- 16.2 Further parental consent is required for a visit that spans outside the normal school day and / or needs a higher level of risk assessment.
- 16.3 Copies of this should be with the supervisors who will be in sole charge of the pupil at any time.
- 16.4 On residential trips, parents/carers should be informed immediately of arrival by email/text, use of the School website/social media or telephone. This will be explained to parents/carers at the parents' carers' meeting.
- 16.5 On residential trips a paper copy of the following information should be left in School with the EVC **at least three days** before the trip takes place:
- The itinerary;
 - Contact telephone number and address for the group and a mobile telephone contact number - School mobile available if required;
 - Copies of the parental consent and medical declaration forms;
 - Copies of the staff members personal details, next of kin and medical needs;
 - Copies of travel documents, insurance documents and medical papers, and;
 - A copy of the contract with the Centre/hotel if appropriate.

17 CHARGING AND REMISSIONS

- 17.1 The School has produced a policy on charges for School activities and the Governors of the School have accepted this as the policy for University of Birmingham School.
- 17.2 The School can charge for board and lodging on residential trips but the charge must not exceed the actual cost.
- 17.3 The School is able to ask for voluntary contributions to fund activities that would otherwise not be possible. Some activities for which the School may ask for voluntary contributions include:-
- School trips
 - Sports activities
 - Theatre trips
 - Music events

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the School is unable to raise enough funds for an activity or visit then it will be cancelled.

18 TRANSPORT

- 18.1 Any member of staff planning to drive a hired minibus as part of an educational visit must hold the relevant minibus driver's qualification.
- 18.2 Care must be taken when planning the journey that driving times, whether laid down in legislation or recommended by the Government, are not exceeded. Allowance must be made for unexpected

delays when planning journey times.

- 18.3 Parents/carers should always be informed of the type of transport it is intended to use. Where there is particular objection, the School should make every reasonably practicable effort to accommodate the wishes of the parents/carers. Under some circumstances, it may be impossible to fulfil the parents'/carers' requirements, leaving no alternative but to find another appropriate activity for the pupil/student concerned.
- 18.4 Hired transport – only reputable companies should be used. Seat belts should be provided on all seats and must be worn by all staff, volunteers, pupils and students.
- 18.5 The driver of the coach has no responsibility for the conduct and behavior of the pupils/students on the transport. The School must provide sufficient supervisory staff to ensure the health, safety and welfare of the pupils/students required under the School's duty of care.
- 18.6 Public transport – when public transport is to be used, close supervision of the pupils/students must be ensured. Pupils/students should be prepared in advance concerning expectations of their behaviour. Where it is considered inappropriate to include a particular pupil/student because there is serious doubt about their ability to behave, it is appropriate to find a suitable alternative occupation for that pupil/student on the occasion of the visit.
- 18.7 Private use of cars – extreme caution should be exercised over the use of private cars, both belonging to parents, carers and staff. Where such transport is to be used, staff should be confident that vehicles and drivers are legal. The following details need to be current:
- Valid driving licence
 - Vehicle road fund licence and MOT certificate
 - Vehicle insurance valid for carrying passengers on a School off-site visit
- 18.8 Volunteer drivers should be asked to sign a declaration indicating that all these requirements are in place. This declaration needs to be kept up to date. Where teachers offer their services, they must ensure that they have appropriate insurance cover for conveying pupils/students during the course of their professional duties.
- 18.9 The School cannot reimburse parents/carers or teachers for the use of their vehicles, as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.
- 18.10 Parents/carers must always be informed when it is intended to use private transport to convey their children. If an objection is raised, suitable alternative transport should be provided where it is reasonably practicable to do so. In extreme cases, a pupil/student may have to be found a suitable alternative activity in School if a parent does not wish their child to be conveyed in a private vehicle.

19 VISAS

- 19.1 Where these are required parents/carers are responsible for obtaining them for their child.

20 OUTSIDE CONTRACTORS AND STAFF RESPONSIBILITY

- 20.1 School staff are responsible on behalf of the School for the pupils/students in their care.
- 20.2 Contractor staff have ultimate responsibility for decisions concerning specialist activities in which our pupils/students are involved.
- 20.3 In practice, accompanying School staff will of course remain vigilant at all times and should not

hesitate to intervene if in their judgement it is necessary to do so.

The same principle applies for any activity where non-School specialist staff are involved with pupils/students.

CANCELLATION AND WITHDRAWALS

- 20.4 In the event that a pupil/student cancels their participation on an Educational Visit, any monies due to be refunded should be returned by School Gateway to the parent or carer who made the payment.
- 20.5 Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions will apply.
- 20.6 Parents and carers should be made aware of the cancellation charges in the trip information letter and should sign the parental consent form to indicate that they are aware of these charges.
- 20.7 The School reserves the right to withdraw any pupil from an Educational Visit if the pupil repeatedly displays poor standards of behaviour in School and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit. In such a circumstance the School may not refund any payments to parents/carers already made to the tour operators or external suppliers.

21 CATEGORIES OF VISIT/RATIOS

The Principal has delegated authority to approve educational visits, but for all Category C visits the Governing Body should be informed in writing.

Category A
(Staff ratio 1:15 usually)

Routine visits such as those that form part of the Friday afternoon Enrichment Programme and sport fixtures lead by the PE department are all overseen by the Enrichment officer. Covered by the school's current policies and procedures.

Category B
(Staff ratio 1:15 usually)

Day visits (less than 24 hours) which do not involve adventurous activities and/or additional risks or use external centres. Formal written approval should be given by the EV Coordinator on EVOLVE and the Principal informed.

Category C
(Staff ratio 1:10 usually)

Visits which involve any nights away from the School, overseas travel, and/or which involve adventurous activities or additional risks. Interim approval should be given by the Principal on EVOLVE. Governor approval should be achieved at least one term before the visit.

22 ADVENTUROUS ACTIVITIES

- 22.1 Adventurous activities include rambling (including low level and coastal walks), hill walking, mountaineering, climbing, caving, water sports, camping, pony trekking, orienteering, cycling, skiing and other similar activities.
- 22.2 Field studies which involve any of the above or which take place in wild country areas, and all explorations and expeditions for the Duke of Edinburgh's Award Scheme fall within Category B.
- 22.3 Residence in a hotel, hostel, activity Centre, holiday complex and camping.
- 22.4 All visits abroad fall within Category C.
- 22.5 All educational visits must be accompanied by at least two adults.
- 22.6 All visits involving an overnight stay must have at least one accompanying teacher, approved by the Principal, of the same sex as the children.

23 LICENSED ACTIVITIES

23.1

The Activity Centres (Young Person Safety) Act 1995 and the associated Adventure Activities Licensing Regulations (2004) require certain activities to be licenced when commercial companies sell them or where Local Authorities provide them with or without charge. The activities that require a licence are:

- Caving (including exploration of disused mines, cave diving and potholing)
- Climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower
- Trekking, including mountain biking, off-piste skiing and horseback riding when this is undertaken in a remote area (more than 30 minutes from the nearest road or refuge) or moorland or mountain country
- Water sports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where water is more than 100 metres across or is known to be turbulent.

- 23.2 A licence holder has demonstrated that the Licensing Authority are satisfied that appropriate safety measures have been taken for the provision of the activity licenced. The presence of a licence does not indicate any standard of accommodation or catering. Before undertaking an activity that falls into the licensing category, The Principal should ensure that the provider is licenced.
- 23.3 The School staff (and designated volunteers) accompanying the activity retain overall responsibility for the pupils/students throughout the visit, even when the pupils are being instructed by a member of the provider's staff.
- 23.4 The Licensing Authority is only required to licence those activities that come under the auspices of the Act. Not holding a licence does not mean the activities offered by a provider are unsafe. However, where a provider is being used that does not require a licence, the School should be satisfied that the safety standards are appropriate and that where specialist staff are used they have appropriate experience and qualifications. In these circumstances, it is vital that a pre-visit is made to ensure that the safety standards are appropriate.

Appendix 1 – School Risk Assessment Template



RISK ASSESSMENT GENERIC

Activity: Facility: Date: Review Date: Assessor: Date Shared with Staff:	Persons at Risk				Notes on Risk Ratings: SEVERITY: A – Death, major injury B – Moderate injury / damage C – Minor injury / damage LIKELIHOOD: 1 – Extremely likely to occur 2 – Likely to occur 3 – Unlikely to occur OVERALL RISK LEVEL: H – High / M – Medium / L – Low	Risk Rating		
	Staff	Pupils/students	Other users	Public		Severity	Likelihood	Risk Level
Identified Hazard	✓	✓	✓	✓	Precautions and Controls			

PROCEDURES FOR EDUCATIONAL TRIPS AND VISITS

4 weeks prior to the visit, trip Leader to complete **Trip Planning Form**, which can be found in the Educational Trips and Visits channel on Staff Teams. Check the date(s) on the whole school calendar and **discuss the educational value of the trip with their Line Manager and share Trip planning form with the EVC**. Trip leader to consider pupils / students likely to attend the trip e.g. will they need any additional arrangements to manage needs that may impact staffing or cost of trip.

If the trip involves overnight stay, hazardous activities or a visit abroad this must also be discussed with the EVC at least 12 weeks prior to the visit. Allow considerably more time for European and International trips and visits, as they will need Governor oversight and approval. Applications may be refused at this point if these timescales are not adhered to.



Once approved by the EVC the Trip Leader to log onto **EVOLVE Visits** complete step by step process detailing dates, times, and staffing, and submit to VP (Sixth form and Aspiration) for **outline approval (OA)**. VP will approve trip outline and add trip to school calendar if they forecast the cover implications to be manageable and the date(s) are feasible. Trip Leader will be notified by email from Evolve Visits of approval and should then log on to EVOLVE Visits and complete the step-by-step process. Trip Leader to send Marketing, Communications & Content Officer in the Main Office information about the trip so **key details are put in the 'Looking Ahead' bulletin**, on socials and in the newsletter.



Finance	Transport	SEND & Inclusion	Food
<p>External venue to be booked by the Trip Leader. If deposits are required, liaise with the School Business Officer immediately.</p> <p>If participants on the trip are required to 'pay to attend', this needs to be communicated in sufficient time to families. Share the payment schedule with the School Business Officer to update School Gateway. Trip Leader to actively follow up and take full responsibility for ensuring all funds are received by School Gateway in advance of the trip. The School is cashless, so no cash or cheques are accepted. For pupils who are eligible for Pupil Premium, liaise with VP (Education) and AP (Pupil Progress and Personalisation's).</p>	<p>Coaches/transport to be booked by Enrichment and Partnerships officer in the Main Office.</p> <p>When quote is returned the Trip Leader must ensure this is put onto Access for financial approval before this is booked.</p> <p>Sufficient time must be given to process the requisition.</p>	<p>For all trips a list of names should be sent to AP (SENCO) in advance of the trip so that any necessary arrangements can be made to manage specific needs.</p> <p>If the trip involves an overnight stay, hazardous activities or a visit abroad then an expression of interest letter needs to be sent to parents. A list of names should be handed to the EVC and AP (SENCO) who will forward any relevant pupil information. Only then should pupils be firmly allocated a place.</p>	<p>For all trips, trip leader to identify whether food is provided or whether pupils will need to bring lunch / snacks / water with them. Ensure this is clear on the trip letter.</p> <p>Packed lunch for pupils in receipt of 'Free School Meal' should be ordered in advance via the current catering Manager.</p> <p>FSM and dietary requirements information can be found on Evolve and Arbor and can be easily viewed once the trip register has been created. If food is being provided consider including dietary requirements on the trip letter to ensure most up to date information is available.</p>



Trip Leader to send **list of attendees to the Enrichment and Partnerships Officer** so that a **trip register** can be created on Arbor. Trip leader to **initiate steps to communicate with pupils, students and families**. Examples of letters and parental consent forms can be found on the Educational Trips and Visits channel on Staff Teams. Once a draft communication has been made, it should be **checked by the EVC** prior to distribution. **All communication must be sent via Arbor from the Trips register page**. Trip leader to determine whether parental consent is needed, no child can attend a visit which spans *outside* the normal school day (08:30 – 15:45) without parental consent.



At least two weeks before departure:

1. Trip Leader to **complete and submit EVOLVE Visits form to the EVC for approval**. All documentation, including staffing, registers, risk assessments, Itinerary and external venue/ provider information to be uploaded to this platform. Risk Assessment templates and exemplars can be found on the educational visits channel on the Staff Teams group. Email EVC for assistance/ coaching. *This step to be completed six weeks before departure for trips demanding greater risk management.*
2. Trip Leader to **collect parental consent forms and update EVOLVE**. No child can attend a visit which spans *outside* the normal school day (08:30 – 15:45) without parental consent. If visits occur within these hours, the Trip Leader is to ask the Enrichment and Partnership Officer to check consent permissions on Arbor. No consent, no trip.
3. **Check for photo consent**, so you know which pupils/ students can be included in pictures on the School's social media.



One week before departure:

1. Any changes to pupil/ student **register to be sent to Enrichment and Partnerships Officer** in the Main Office . A **medication report** will be generated and returned to the Trip Leader via email. This report will include all children's medical details. **Staff medical needs and next of kin details** gathered for adventurous activities and/ or residential which involve overnight stays.
2. Inform Facilities Manager if the trip involves an early departure or late return. UoB Security will ensure the building is accessible
3. Email Personal Assistant to Principal with the essential details and register of attendees to include in an **'End of Day' message** for wider staff awareness.
4. **Emergency contact** numbers for EVC and School Business Leader are obtained by the Trip Leader for incidents and emergencies - request via email. Trip Leader to ensure **EVOLVE is updated** with any and all changes.
5. For trips that involves an overnight stay, hazardous activities or a visit abroad a **paper copy** of information on EVOLVE needs to be left in school with the EVC.



On the day procedures:

1. Trip Leader to complete the bespoke register on Arbor. This register can be accessed on any device with access to the internet. Ensure the headcount of pupils and staff are in line with your register. *Double-check*. For a fail-safe option, the Trip Leader could consider a paper-copy duplicate of the register in case access to Arbor isn't possible on the trip.
2. Where appropriate, ensure all staff going on the trip have access to essential information (medical report, risk assessment, paper registers, trip itinerary, emergency contact details, etc). Consider setting up a staff briefing for those going on the trip beforehand to develop collective and shared understanding. Is a 'WhatsApp Chat' necessary for easy communication?
3. Collect and sign out at least one first aid kit from Main Reception. Sign out more first aid kits based on level and likelihood of risk identified in the risk assessment. Additional first aid packs may also be necessary given the method of travel, the number of children or whether the staff may become separated to manage sub-groups. It's good practice to take more than you need to be on the safe side.
4. Collect pupil and student medication from Enrichment Officer in the Main Office.
5. Where relevant, collect pupils 'Free School Meals' before you leave, ensuring that all pupils have adequate food and hydration to span the duration of the trip. Also ensure pupils are wearing appropriate clothing and footwear for the trip.
6. Ask pupils to go to the toilet before departure. Headcount pupils once this step has been complete.
7. Delegate the responsibility of head-counting participants and staff out of the building whilst the Trip Leader maintains oversight of the group's movement. Complete regular head counts and roll-calls throughout the day.



Emergency procedures; immediate actions:

1. Assess the situation and ensure your own safety. Don't take unnecessary risks.
2. Remain calm. People will look to you to lead, so be mindful of your behaviours, mannerisms, words and choices.
3. Ensure the safety of the group. Take a head count and make sure everyone is accounted for and adequately supervised.
4. If possible, delegate actions to other leaders and participants. This means you can maintain oversight and ensure all actions are in hand. You cannot do this if you are immersed in the situation – step back.
5. Call relevant emergency services (999/ 112) and the School (0121 796 5000) as required.
6. Carry out first aid to the best of your abilities using the resources you have available to you. Recognise your limitations.

Liase with, and take advice from, the emergency services if they are involved. See National Guidance 4.1g – Model Emergency Procedures for Visit Leaders.

If in doubt:

Call EVC if you have any questions/ queries on the day of your trip or visit on 0121 796 7764

Call Safeguarding Manager if you have any safeguarding concerns whilst you are on the trip or visit on 0121 796 5018



Evaluation, post-trip:

Evaluation is the process of judging the quality of an experience.

Trip Leaders must complete a short evaluation of their trip **on EVOLVE** within two weeks of returning. The EVC will monitor the Evaluative stage to ensure completion of this final step.

Evaluation is used for many different reasons, for example:

- To measure progress and to help plan next steps;
 - To support and evidence continual professional development;
 - To provide generic feedback to participants about their progress;
 - To provide feedback to other leaders about their effectiveness, to support their professional development;
 - To help inform decisions about the effectiveness and relative value of different types of experience (i.e. to understand what works and what doesn't, and suggested tweaks if it were to occur again in the future);
- To provide evidence to stakeholders, such as Governors, Sponsors, and regulators (e.g. Ofsted).