

Educational Visits Policy



Approved by the governing body on:-	
Signed (Chair of Governors)	
Signed (Head Teacher)	
Review Date	Spring 2020

Statement of intent

This statement of intent should be signed and dated by both the headteacher and chair of the governing body, and then displayed where it can easily be seen within Eagle Community Primary School.

Eagle Community Primary School takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.

Introduction

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1. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent/carer.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Eagle Community Primary School which takes students off-site.

'Residential' means any school trip which includes an overnight stay.

'Activities of an adventurous nature' include, but are not limited to:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

	<p>2. Key roles and responsibilities</p> <p>The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Eagle Community Primary School.</p> <p>The governing body has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.</p> <p>The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.</p> <p>The headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.</p> <p>The educational visits coordinator has overall responsibility for educational visits and school trips and will log all trips onto the EVOLVE system.</p> <p>Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.</p> <p>The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.</p> <p>Pupils are responsible for following instructions from teachers while on educational visits and school trips.</p> <p>Pupils are responsible for behaving in a manner which matches the ethos of Eagle Community Primary School and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.</p>
	<p>3. Training of staff</p> <p>Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new starter induction.</p> <p>Teachers and support staff will receive regular and ongoing training as part of their continued professional development.</p>
	<p>4. Risk assessment process</p> <p>Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.</p> <p>The process is as follows:</p> <ul style="list-style-type: none"> • Identify the hazards

	<ul style="list-style-type: none"> • Decide who might be harmed and how • Evaluate the risks and decide on precautions • Record your findings and implement them • Review your assessment and update if necessary
	<p>5. Safe use of minibuses and seatbelts (This section does not apply to Eagle Community Primary School at present)</p> <p>The health and safety officer is responsible for arranging the annual maintenance of the [minibus/minibuses], including MOTs and road tax.</p> <p>The driver must have a current driving license, be aged 25 years or over, and hold a full licence in Group A or PCV.</p> <p>Drivers must complete the relevant form from the Eagle Community Primary School office and supply a photocopy of their driving licence. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.</p> <p>Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.</p> <p>The minibus will carry strictly one person per seat and seat belts must be worn at all times.</p> <p>Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.</p> <p>Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.</p> <p>The following staff members hold the required licence and have completed specific training which allows them to drive the Eagle Community Primary School [minibus/minibuses]:</p> <p>There is are no minibus/minibuses available for use at Eagle Community Primary School</p>
	<p>6. Parental consent</p> <p>Parental consent is not generally required for off-site activities that take place during school hours.</p> <p>Written consent is required for:</p> <p>Activities of an adventurous nature. Residential trips. Foreign trips. Trips outside of school hours.</p>

	<p>Eagle Community Primary School asks that parents may complete a 'one-off' Annual Consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.</p> <p>Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.</p>																																												
	<p>7. Staffing ratios</p> <p>The following ratios are put forward therefore as the LA minimum guidelines.</p> <table border="1"> <thead> <tr> <th>Category</th><th>Key Stage</th><th>Ratio</th><th>Staffing</th></tr> </thead> <tbody> <tr> <td>Category A visits</td><td>Key Stage 1</td><td>2:15 - 1:8 thereafter</td><td>All visits should be staffed</td></tr> <tr> <td></td><td>Key Stage 2</td><td>2:24 - 1:10 thereafter</td><td>to at least these minimum levels-preferably better</td></tr> <tr> <td></td><td>Key Stage 3+</td><td>2:35 - 1:15 thereafter</td><td>The numbers of Teaching</td></tr> <tr> <td>Category B visits</td><td>Key Stage 1</td><td>2:12 - 1:8 thereafter</td><td>non teaching staff and</td></tr> <tr> <td></td><td>Key Stage 2</td><td>2:20 - 1:10 thereafter</td><td>volunteers may vary</td></tr> <tr> <td></td><td>Key Stage 3+</td><td>2:25 - 1:12 thereafter</td><td>Group leaders may be TAs or HLTA's.</td></tr> <tr> <td>Category C visits</td><td>Key Stage 1</td><td>N / A</td><td>judging competence to lead.</td></tr> <tr> <td></td><td>Key Stage 2</td><td>2:15 – 1:8 thereafter</td><td></td></tr> <tr> <td></td><td>Key Stage 3+</td><td>2:20 – 1:8 thereafter</td><td></td></tr> <tr> <td>All visits abroad</td><td>Key Stage 2+</td><td>2:15 – 1:8 thereafter</td><td></td></tr> </tbody> </table> <p>Key Stage 1 pupils will not normally engage in Category C visits</p> <p>8. Insurance and licensing</p> <p>When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.</p> <p>Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.</p> <p>Parents will be informed of the limits of any insurance cover.</p> <p>For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.</p> <p>Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.</p> <p>Medical expenses will be recorded and stored in the Eagle Community Primary School office.</p> <p>9. If things go wrong</p> <p>In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy.</p> <p>In the case of accidents and injuries while on a school trip abroad:</p>	Category	Key Stage	Ratio	Staffing	Category A visits	Key Stage 1	2:15 - 1:8 thereafter	All visits should be staffed		Key Stage 2	2:24 - 1:10 thereafter	to at least these minimum levels-preferably better		Key Stage 3+	2:35 - 1:15 thereafter	The numbers of Teaching	Category B visits	Key Stage 1	2:12 - 1:8 thereafter	non teaching staff and		Key Stage 2	2:20 - 1:10 thereafter	volunteers may vary		Key Stage 3+	2:25 - 1:12 thereafter	Group leaders may be TAs or HLTA's.	Category C visits	Key Stage 1	N / A	judging competence to lead.		Key Stage 2	2:15 – 1:8 thereafter			Key Stage 3+	2:20 – 1:8 thereafter		All visits abroad	Key Stage 2+	2:15 – 1:8 thereafter	
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	<p>Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.</p> <p>The first point of contact with the UK should be the headteacher who will contact the family of the injured person.</p> <p>Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.</p> <p>The British Embassy/Consulate will be informed.</p> <p>The insurer will be notified.</p> <p>Written records of the incident will be kept.</p> <p>Media enquiries must be referred to the headteacher or, if they are not available, the deputy head or clerk to the governors.</p>
	<p>10. SEN and disabilities</p> <p>Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.</p> <p>Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil/s.</p>
	<p>11. Finance</p> <p>The school's financial procedures must be followed when arranging trips.</p> <p>Under no circumstances should school trip money be processed through personal accounts.</p>
	<p>12. Foreign trips</p> <p>Validity of passports and visa requirements will be dealt with within three months of the initial request to avoid problems when the trip is due to take place.</p>
	<p>13. Planning school trips</p> <p>Prior to planning a school trip, the following guidance should be read by organisers:</p> <p>The DfE's Health and Safety: Advice on Legal Duties and Powers. The HSE's School Trips and Outdoor Learning Activities</p>

Appendix A1



13 September 2018

Dear Parents

Consent for Educational Trips and Visits

In an attempt to simplify the paperwork that we ask you to fill in, we are asking you to complete a General Consent Form to cover consent in principle for all non-residential trips and school visits during the 2018-19 academic year.

The attached new General Consent Form is intended to enable you to give your consent in principle for your son/daughter to attend all non-residential trips and visits away from school that take place as part of the normal functioning of the school and delivery of the curriculum during the academic year 2018/19. This includes visits within the school day, visits that may depart before the start of school, visits that may return after the end of the school day.

Information about Educational Trips and Visits

- All trips and visits are organised according to the requirements of our Educational Visits Policy which may be found in the Key Information section area of the school website.
- You will receive information (through letters sent by email) about trips on which it is planned to take your son/daughter where these take place in or out of normal school hours.
- These letters will also be available on the school website and a hard copy will be available from the 'whirly gig' situated in the front entrance. You will only be sent a hard copy of a visit letter where a voluntary contribution is required.
- This information will be sent to you by the member of staff organising the trip, and will include details of departure/arrival times, items that need to be brought, accompanying staff and contact details.
- There will be no requirement to reply to each such letter with separate consent for trips that fall within the scope of the General Consent Form. You will not be asked for further consent for each individual trip.
- All trips and visits are covered by the Local Authorities School's insurance scheme.

Medical Information and Contact Details

The General Consent form asks at this point for contact details to be used in relation to trips and visits. Medical information affecting your son/daughter that those organising visits away from school should be aware of, will be used from the Schools Management Information System. Please note that we will no longer be asking for this information separately in connection with each and every trip covered by the General Consent form. We would therefore ask that you undertake to let us know if such information changes in order that our records remain up to date.

In Summary

In order that we may operate our visits programme smoothly from the start of term I would be grateful if you could complete the attached paperwork and return it to the office by Monday 17th September 2018.

Yours sincerely

D McCutcheon
School Business Manager



Eagle CP School, Scarle Lane, Eagle, Lincoln LN6 9EJ
T: 01522 868354 F: 01522 868354 E: enquiries@eagle.lincs.sch.uk



REGULAR OUT-OF-SCHOOL VISITS/ACTIVITIES 2018/19: Eagle Community Primary School

Child's Name:	
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I agree to my child participating in recognised activities that are organised by the school off the site, but within the county or neighbouring area, for example, environmental studies, swimming, sports matches, joint activities with other schools, visits to local church/library/theatre etc.

I understand that:

- such activities will not normally extend beyond the school day, but on occasions that they are likely to do so, adequate advance notice will be given by the school so that I can make appropriate arrangements for my child's safe return home;
- my specific permission will be sought for any out-of-school visits and activities beyond those outlined above, which could involve overnight stays, journeys beyond the local area, visits which involve high risk activities environments;
- all reasonable care will be taken of my child during all offsite visits and activities.
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- the school will be notified and kept updated of any medical condition, disability, or special need which staff should reasonably be aware of, and which might affect the safety and welfare of my child or other group members during an offsite visit;
- all pupils are covered by the Council's third party public liability insurance in respect of any claim arising from an accident caused by the negligence of the Council or one of their employees. (Council insurance does not automatically include cover for personal accidents or personal belongings).

Signature		Name:	
Relationship to Pupil		Date:	
Home Telephone			
Work Telephone			
Mobile Number			



LINCOLNSHIRE COUNTY COUNCIL

LEV 3

PARENTAL CONSENT FORM FOR A SCHOOL VISIT, (to be distributed with an information sheet giving full details of the visit)

NATURE OF VISIT (eg Year 7, Annual Camp): _____

1. Details of visit to: _____

From : _____ Date/Time: _____ To: _____ Date/Time: _____

I agree to _____ (name of child), taking part in this visit and have read the information sheet. I agree to my child's participation in the activities described. I acknowledge the need for him/her to behave responsibly.

14. Medical information about your child

a. Any condition requiring medical treatment, including medication? YES/NO
If YES, please give brief details: _____

b. Please outline any special dietary requirements of your child (not preferences).

15. For residential visits and exchanges only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES NO

If YES, please give brief details:

d. Is your son/daughter allergic to any medication? YES NO
If YES, please specify:

e. When did your son/daughter last have a tetanus injection?

I will inform the Group Leader/Headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

16. Declaration

I agree to my son/daughter receiving medication as instructed or any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitation of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

Name of family doctor: _____ Telephone number: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT.