



John Ferneley College

Educational Visit Policy

2021-2022

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INTRODUCTION - THE POLICY

- To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To not exclude any student with protected characteristics as defined by the Equality Act (2010).
- To ensure adequate provisions and arrangements have been included for all SEND students during educational visits.
- To categorise each educational visit and to plan and organise accordingly. (Note: visit categories are summarised at the end of this policy document).
- To co-ordinate all educational visits through our appointed Educational Visits Co-Ordinator (EVC).
- To ensure a suitable Trip Leader is appointed for each type of visit, irrespective of the nature and duration.
- To ensure that any selected Trip Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared in line with the school's safeguarding procedures.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision **at all times** appropriate to the numbers and age group(s) of the students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.
- To assist, where possible, those parents who may have difficulties in meeting all the costs of any specific visit.
- To exclude those whose behaviour represents a threat to the health and safety of themselves and those around them.
- To ensure that subjects that have compulsory trips/fieldwork as a statutory part of the course have staff cover costs supported by the whole college.

SUMMARY OF EDUCATIONAL VISIT CATEGORIES

Category A: Regular visits to venues within the locality that are well-known and of low, assessed risk.

Category B: A visit to a venue that may require significant travel outside the locality and/or may be a rarely visited venue but is still assessed as low risk.

Category C: Any type of visit in the UK that requires residential accommodation for one or more nights assessed as low risk. Or visits abroad that require residential accommodation for one or more nights, assessed as low risk. Or high-risk activities in the UK, (residential or not). High risk activities abroad, residential or not.

MONITORING AND EVALUATION

This policy will be monitored in order to promote students' learning, progress and achievement and broaden their educational experience, protect their health and safety and safeguard their school-based learning. Visits in school time need to be approved by the designated member of SLT (Educational Visits Co-ordinator (EVC)) and meet pre-determined criteria.

Visits in school time need to be approved by the designated member of SLT/EVC and meet pre-determined criteria:

1. Enable all relevant students to participate, regardless of means
2. Include an assurance that relevant LA guidance and statutory regulations with reference to the health, safety and supervision of students will be met in full
3. Be included in the John Ferneley College Staff Calendar as soon as possible and notified all colleagues as far ahead as is reasonably possible
4. Have due regard to the affect that the visit will have on other subjects in the students' curriculum and the affect the trip might have on the work of colleagues and take these factors into account where possible in the planning
5. Be directly related to the students' formal curriculum or provide direct support for their learning in one or more of their subjects or the trip has a pastoral outcome. Visits taking place outside the school day need satisfy only the first two criteria. Extended visits (i.e., visits of more than one day) should ideally take place during the school holidays, or non-curriculum time, in order that there is minimal impact on students' learning wherever possible.

HEALTH & SAFETY

Trips and visits are tools that provide and maximise educational opportunities for young people outside their normal educational surroundings. The arrangements put in place to manage trips and visits must, therefore, recognise that these may include potentially hazardous activities. The Management of Health and Safety at Work Regulations require that risk assessments be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for students and staff. An activity can become dangerous when certain factors, or a combination of factors, occur. These could include various elements such as weather, water currents, inexperience of young persons, indiscipline, the nature of the students, the unexpected, equipment failure, lack of effective safety controls, lack of training and experience of leaders or even interference by other parties (this is not an exhaustive list).

Risk assessments need to be thorough and well thought through so that the risks presented are minimised. Generic electronic risk assessments are available for a range of visits in the All Staff area on Microsoft Teams; staff need to be mindful that each visit is unique and the most important part of any risk assessment is the minimisation of any risks specific to that particular visit.

The Head of School, Trust Board and SLT/EVC have responsibilities and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff are not subjected to unacceptable levels of risk to health and safety. This responsibility is delegated by the local governing body to the relevant members of SLT, EVC and the Headteacher. The Headteacher and governors/SLT/EVC must:

- Be satisfied of the competence (training and experience) of staff to undertake and supervise the various activities.
- Ensure that appropriate training is provided where necessary.

SECTION 1: RESPONSIBILITIES ON ALL TRIPS

Trip Leader

One person, the trip leader, shall have overall responsibility for the supervision and conduct of the visit and shall have regard to the health and safety of the group. They are responsible for completing the Risk Assessment for the trip/visit.

Supervisory teachers/staff

- Staff on college-led visits act as employees of the college, whether the visit takes place within normal college hours or outside those hours
- Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances
- Staff and all other adults assisting the trip leader must consent and agree that the trip leader has full authority to reasonably direct their supervision of the students
- When abroad, staff should abide by all laws and be aware that there may be local customs that should be considered.

Staffing

The organisation of and participation in trips is a voluntary activity.

- The college should ensure that there is ***always*** an appropriate supervision level and that this level of supervision has been approved by the EVC. No trip should have fewer than two employees of the college and as far as possible this should be one male and one female. The college will ensure that there is always adequate insured cover in the event of staff illness
- *Consideration should be given to having a member of staff on the trip who is also a DSL*
- Requirements for further adult supervision can be met by using associate staff, Trustees, parents/carers and volunteers. However, any person who has not had a criminal conviction check should never be left in sole charge of students (DBS check). In addition, it is important to mention that any duty of care cannot be handed over to a third party and so off-site instructors cannot be used in any ratio considerations
- Normal ratios are 15-20 students per adult; however, details of the colleges approved ratios can be found on the planning documents in this policy. Many other factors may have to be considered, including for example, the nature of the activities, or the behaviour of students or number of SEND/Vulnerable students. These factors may lead to a reduction or increase in the staff/student ratio. Organisers and leaders of college trips must be able to demonstrate that the trip represents best value in achieving the written aims. Consideration of best value must include the responsibilities for safety and supervision.
 - 1:15 Category A
 - 1:12 Category B
 - 1:10 Category C

1. Procedures and Protocols

Dates of proposed visits should ideally be submitted at least eight weeks prior to the visit date. All proposals are made using the Educational Trip/Visit Approval Form available on MS Teams or via Holly Battisson. If agreed, the visit is then entered on the calendar and trip leaders will be notified. Trip leaders need to complete full trip details on EVOLVE with Holly Battisson. Visits may be planned later than this but must be authorised by the designated member of SLT/EVC.

2. Consumption of alcohol on a trip

Alcohol is not permitted to be consumed whilst on the visit by **staff or students**. This information should be communicated to students and their parents/carers before the visit takes place.

3. Behaviour

All students and staff who participate in trips and visits that are organised in the confines of this policy are governed by the same rules as regards to conduct and behaviour as those staff and students who remain in college. As such, any behavioural incidents must be logged and consequences sought through the appropriate senior member of staff.

4. Pre-visits

For all trips and visits, it is recommended best practice that where possible staff fulfil a reconnaissance visit to become sufficiently aware of any risks that may be undertaken whilst on the trip. In instances where this pre-visit will be chargeable, the appropriate member of staff should inform the designated member of SLT as to the nature and cost of this visit before it occurs. The cost of the pre-visit should then be factored into the overall price of the trip so that the college is not left liable for costs incurred. For residential visits, staff should consider the viability of the trip as a whole in consultation with the designated member of SLT so that the trip is not cancelled before remuneration for the pre-visit is accounted for.

SECTION 2: INFORMATION IN RELATION SPECIFICALLY TO CATEGORY A AND B TRIPS - DAY VISITS

1. Planning Procedures

Ideally, precise planning for a visit should begin at least eight weeks before its date. In planning a visit, staff must use the Trips and Visits Checklist - this gives the precise sequence of planning which staff must follow and is available in the All Staff team on Microsoft Teams (Trips and Visits folder).

2. Sporting Fixtures

In line with DfE recommendations, the intention is not to limit any activity which may enrich the curriculum by insisting upon excessive health and safety restrictions. However, it is important that staff are aware of the medical and contact details of any students taken out of college to participate in sporting fixtures. Staff involved in extra-curricular sporting fixtures,

will therefore ensure that details of the students involved are shared with the EVC and that medical details are obtained as appropriate. Staff taking fixtures must inform parents/carers of the venue of the fixture, timings of departure and return and provide parents/carers with an emergency staff contact for the fixture. This information should also be put on the college website on a regular basis.

3. Insurance

The college's insurance policy includes travel cover for college visits both in the UK and abroad. If planning an outing that includes a hazardous activity, please check with the Finance and Operations Director, as additional insurance cover may be required.

4. Transport

The trip leader must hire coaches from a coach company approved by JFC for educational visits. It is recommended that at least two quotes are obtained. Holly Battisson will assist with this process.

5. Costing the visit

Costings must be outlined on the initial Educational Trip/Visit Approval Form and explain where necessary, administrative costs. See Finance section below.

6. Letter to Parents/Carers

A draft letter should now be prepared for parents/carers. This letter must then be submitted for approval to Holly Battisson/Judith Johnson. There are some standard statements which should be included regarding costs/hardship. Parents/carers will need at least two weeks' notice in order to pay any contribution and for those requesting hardship consideration to write and receive a reply from the college. When there is no charge, parents/carers must still be notified and must sign a permission slip. Finally, parents/carers will need to be notified that in the case of over-subscription, students may be selected at random or on a first come, first served arrangement. This situation must be made clear to parents/carers and their permission received. All letters which require collection of money need to be with the Finance Office ideally at least eight weeks before the stated deadline.

7. Vehicles

Any trip which includes the use of a staff owned vehicle needs to be risk assessed as appropriate. In these cases, the driving licence, valid MOT and proof of ownership for the vehicle in question will need to be provided to the Finance and Operations Director and parents/carers will need to be made aware. The college insurance policy covers all vehicles connected with the college for transport use.

8. Finance

Contributions for a visit should be paid via School Gateway. Additional insurance will be taken out for specialist trips as required. Costings must be outlined on the initial Educational Trip/Visit Approval Form before the visit will be authorised.

9. Permission slips/medical form

Permission and medical consent will be gathered during the application process on EVOLVE; this will be made clear on all parental communications. **NB Staff medical information can be confidentially checked and, if necessary, collected via HR.**

10. Procedures in the Fortnight Prior to the Visit

College mobile phones need to be collected from Holly Battisson by the relevant contacts. EVOLVE will be used for all parental contact. Medical kits need to be collected from Sally Fisher. Details of students on the trip who are in receipt of Free School Meals need to be shared with the kitchen so that a meal can be prepared.

Ensure all aspects of the Trips and Visits Checklist have been followed.

11. Travelling by Coach

If more than one coach is used on a trip there should be a database of the students and members of staff on each coach. Please note, the trip leader should be on one coach and the assistant trip leader on the second coach. A staff member must be sitting at the front of the coach and another staff member must be sitting at the back of the coach on the emergency exit. If a double decker is used, there should be at least one member of staff upstairs and members of staff downstairs.

12. Procedures on the Day of the Visit

- If the visit is to depart before 9am, the trip leader should arrange for the coach company to collect the party from the college drive without causing an obstruction to other vehicles arriving for the college day. The site team need to be informed if the gate needs to be unlocked early in the morning or on your return late in the evening.
- Each coach should have a teacher in charge, designated by the trip leader. This teacher should have the relevant mobile phone and first aid kit
- Staff should spread themselves throughout the coach rather than all sitting at the front to ensure adequate student supervision
- Explain to students that mobile phones, earphones and other electronic equipment can only be used at the times designated by staff
- Two members of staff should always be there to supervise students awaiting collection by their parents/carers, until the last one has safely departed
- Whilst on the journey or before the journey departs, the designated member(s) of staff responsible for the group(s) of students involved must brief the students as to the risks that will be undertaken that day and how they can be minimised. These risks should have been identified on the risk assessments
- Additional student safeguarding arrangements should be in place for trips to London – all students must have the mobile telephone contact details of the trip leader

- The 'Critical Incident' card must be taken and read to ensure that correct procedures are followed should such a situation arise. This can be collected from Holly Battisson.

13. Communications and Emergency Procedures

Prior to the day of the trip, the trip leader must follow these points:

1. For day visits, the trip leader must be the key contact. Details of his/her contact number should be given to parents/carers via the letter informing parents/carers of the visit. This should include the key contact's mobile telephone number. The key contact must be contactable at any time.
2. The trip leader and accompanying staff must all have a copy of the trip database with all student details. This database must also be distributed to all staff identified on the Trips and Visits Checklist.
3. For all visits, the trip leader must have the emergency telephone number of the EVC/SLT contact and a second emergency contact.

During the course of the visit:

1. The trip leader should ensure that all staff mobile telephones are switched on before the visit departs.
2. The trip leader is responsible for checking the attendance of students and must not depart before he/she is sure that everyone is accounted for.
3. The trip leader is responsible for communicating the names of any missing students from the trip so that the Attendance Officer is aware of any absences. In the event of this being out of hours, a message should be left on the normal college number.
4. If any student has not arrived by the due departure time, the trip leader is entitled to depart but he/she MUST inform the college or the emergency contact of this situation.
5. In the case of more than one coach being involved, the trip leader must not depart before other parties.
6. Trip arrival time home can be communicated with parents/carers via EVOLVE.
7. For day visits extending beyond the college day, the trip leader should inform the emergency contact once the party has returned. The SLT/EVC contact assumes all is well unless they are contacted to the contrary.

If case of an emergency:

1. A situation is deemed an emergency if an event occurs which involves the health, safety and wellbeing of students and/or adults where college and/or parents/carers should be told
2. The trip leader is responsible for decisions and action taken in an emergency situation. It is therefore the responsibility of accompanying staff to keep the trip leader informed of any situation that might be deemed an emergency.
3. Should a critical incident arise, the procedures on the Critical Incident Card should be followed
4. If a problem arises during college hours where advice is needed or information needs to be given, the trip leader should ring the college and ask for a member of SLT or the EVC
5. If a problem arises outside college hours, unless it is a simple delay, the trip leader should ring the emergency contact. The emergency contact should make other SLT members aware as necessary.
6. If a problem arises and students have access to telephones, the trip leader should try to ensure that students DO NOT telephone parents/carers, unless instructed to do so. All

contact with parents/carers should be made via the college or the emergency contact. Rules on student mobile phones for trips will be on a case-by-case basis.

7. It is the responsibility of SLT and the trip leader to follow the college's Guidance for procedures in the event of a critical incident on off-site visits.

SECTION 3: INFORMATION IN RELATION SPECIFICALLY TO CATEGORY C – RESIDENTIAL AND ABROAD

1. Preparation

For residential visits, the basic procedures are largely the same. However, when costing a visit, insurance is either with the travel company or special arrangements are made with the Finance and Operations Director when verifying cost. There are also extra considerations concerning charging, insurance, passports, visas etc. Guidance on these points is given by the EVC and included in the 'Trips and Visits Checklist' on the staff shared drive. Ideally, precise planning for a residential visit should begin at least six months before its date. Parents/carers should be given sufficient time to finish making reasonable staged contributions by no later than 12 weeks before the visit. Update meetings between the organiser and the EVC should be held at least 12 weeks and 2 weeks prior to the visit. A Parents'/Carers' Information Evening should be held 3-4 weeks prior to the visit for all overseas residential trips.

More consideration needs to be given to having a DSL as part of the staff team. If no DSL is on a residential trip, then a DSL needs to be one of the emergency contacts.

1. The organisation of communication and emergency procedures should take place prior to the Parents'/Carers' Information Evening, which must be held approximately 3-4 weeks before departure.

2. The trip leader must be aware of the two emergency contacts and have their contact details to hand **at all times**. The emergency contacts must be contactable at any and all times.

3. The trip leader is responsible for preparing information for parents/carers that includes details of the emergency contacts on the trip and their numbers and availability. This should be given to them as part of an information pack distributed at the Parents'/Carers' Information Evening or with the final itinerary. A copy of information given to parents/carers on the evening should be added to the shared drive with key trip paperwork.

4. The two emergency contacts must be given all information that is made available to parents/carers, e.g., itinerary, flight times, hotel addresses etc., and a list of contact numbers for students and staff.

2. During the Visit

1. Details of the visit's progress will be communicated to the emergency contact who will update the College as updates are received. Twitter/Facebook will also be used during the trip to keep parents/carers informed.

2. At an appropriate time during the return journey, the trip leader could either contact the parents/carers via EVOLVE or allow students to contact parents/carers in order to enable them to meet the party at the designated place promptly.

3. Upon the safe arrival of the party, the trip leader should inform the emergency contact that his/her responsibility is ended.

3. Emergencies

1. A situation is deemed an emergency if an event occurs which involves the health, safety and wellbeing of students and/or adults where college and/or parents/carers should be told
2. The trip leader is responsible for decisions and action taken in an emergency situation. It is therefore the responsibility of accompanying staff to keep the leader informed of any situation that might be deemed an emergency.
3. Should a critical incident arise, the procedures on the Critical Incident Card should be followed.
4. If a problem arises during college hours where advice is needed or information nee** to be given, the trip leader should ring the college and ask for a member of SLT or the EVC
5. If a problem arises outside college hours, unless it is a simple delay, the trip leader should ring the emergency contact. The emergency contact should make other SLT members aware as necessary.
6. If a problem arises and students have access to telephones, the trip leader should try to ensure that students DO NOT telephone parents/carers, unless instructed to do so. All contact with parents/carers should be made via the college or the emergency contact number. Rules on student mobile phones for trips will be on a case-by-case basis.
7. It is the responsibility of SLT and the trip leader to follow the college's Guidance for procedures in the event of a critical incident on off-site visits.

4. Passports

All students will have to have their own passports A copy of all passports should be scanned and uploaded to your trip details on EVOLVE. This is to ensure that you can access copy passports should any passports get lost/stolen.

