



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Educational Visits Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

Introduction

At St Joseph's we believe that an important and integral part of a pupil's education is the taking part in educational visits, both at home and abroad. Apart from supporting the educational curriculum, educational visits provide other valuable experiences as they help pupils grow in confidence while increasing the breadth of their education. The health and safety of pupils on educational visits is ensured by a scrupulous attention to the planning and organisation of such visits. Teachers, acting in loco parentis, are aware they have a duty of care towards the pupils and should do all they can to ensure that this is carried out responsibly and carefully. This policy refers to DfE and HSE advice and policies, including DfE Health and Safety on Educational Visits (2018)

The trip leader will check that any external activity providers have appropriate safety standards and liability insurance. Where a provider does not hold the Learning Outside the Classroom (LOtC) Quality Badge, the trip leader will check the provider is an appropriate organisation to use. This will include checking:

- their insurance
- they meet legal requirements
- their health and safety and emergency policies
- their risk assessments and control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed.

Aims

- To support and enhance class-based work and to broaden the pupils' experience
- To provide stimulating and enjoyable experiences
- To encourage pupils to integrate with others and make social contacts
- To use the outdoors as an extension of classroom activities

Educational Visits Coordinator

In the senior school the Deputy Head Pastoral is the Educational Visits Coordinator (EVC) and the Deputy Head (Prep) is the EVC for the Prep school. The EVC should ensure they have attended appropriate training from relevant organisations and should take responsibility for updating and advising staff on all aspects of educational visits and school trips. All staff should be able to liaise with the EVC for advice and guidance throughout all stages of planning, organising and participating in educational visits of any type.

Guidelines for all educational visits

- Follow procedures in this policy for all educational visits and off-site activities



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

- Educational visits should have an educational purpose or should be linked to curriculum work and venues chosen should be appropriate for the age, ability and experience of the pupils concerned
- A quick-guide to educational visit procedure is available (see appendix 1)
- An annual consent form will be completed by parents, giving permission for their daughter/son to take part in all educational visits during the academic year
- Pupils should wear school uniform on all day educational trips as it aids identity and helps with discipline and organisation. However, exceptions may be made when the nature of the visit demands more appropriate clothing
- Any member of staff who is any doubt about the suitability of taking a particular pupil for any reason should consult the Headmaster, Deputy Head (Prep) or Deputy Head Pastoral
- Staff using their own car must complete the Driver's Declaration Form and ensure that insurance is suitable to transport pupils (this option would not include EYFS pupils)
- All transport companies used for educational visits have the appropriate insurance
- Any Cover arrangements should be arranged with the Deputy Head (Academic) or Deputy Head (Prep)
- A list of pupils involved in any educational visit should be emailed to staff or posted on the staff notice board at least 48 hours in advance of the day
- Wherever possible staff should make a pre-visit check of facilities and arrangements to assist in effective planning
- A risk assessment should be prepared where necessary (see section on risk assessment)
- A letter must be sent to parents giving information, cost and advice about arrangements etc. (template is available in the EV folder on the shared area)
- Staff should correctly calculate the cost of excursions including transport costs and charge the parents accordingly. On larger trips a staggered system of payment may be required
- Always make the estimated time of arrival back to school clear to parents and remind them they are responsible for meeting their daughter/son at the school if the time is different to the normal school finishing time
- A check should be made regarding pupils' medical condition or allergies and the necessary arrangements made. Medication needed by individual pupils should be handed in to the teacher on departure.
- It is the responsibility of the teacher in charge to consider lunch arrangements for pupils on educational visits
- An accurate record must be kept of pupils wishing to go on residential or day visits as well as monies collected. Should there be more names than places available; a waiting list should be drawn up so that fairness is shown in the allocation of any vacancies that may occur

Please note:

- For day visits, full details (including risk assessment) should be given to the EVC and a copy also left in Reception/Prep Office
- The Trips mobile phone should be taken and an accurate list of all pupils and staff left in Reception including details and timings of any minibus or coach travel arrangements
- If the Group Leader is taking their own mobile then a contact number should be left in Reception
- For routine sports fixtures, it is not necessary to repeat all of the forms. If in doubt, refer to the EVC and pay due regard to the guidelines



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

- For routine sports fixtures or other regular local activities, details of names of staff, pupils and return time should be left on the board in Reception for Senior fixtures, or in the Prep office for Prep fixtures. A mobile phone contact number should also be left in Reception.

GDPR

- Any documentation taken on a school trip containing personal information (EV2, EV3, EV4, Medical Information, risk assessments and contact details) must remain secure at all times.
- If overnight accommodation is involved then hard copy documentation must be secured, for example in a folder within their rucksack, or placed securely within a safe in the room. Documentation must not be left in view at any time within the accommodation when unattended.
- Any lost or stolen documentation must be reported as a potential breach immediately.
- All mobile phones containing data must be securely protected with a minimum of a PIN or fingerprint recognition and must be reported if lost or stolen immediately.
- At the end of a school trip, all documentation should be shredded or disposed of in a confidential shredding bag by the group leader. A copy of the documentation is kept in a secure location on the school system should the need arise to revisit the documentation.
- Any data stored in an electronic format must be encrypted.

General Comments on Educational Visits

The nature of educational visits varies from the almost entirely recreational, such as skiing holidays, to the almost entirely educational, such as field work, connected with examination courses. The majority will contain a mixture of educational and recreational aspects but, whatever the nature of the trip; school disciplinary rules apply in full. It is on the basis of this condition that the insurance policies taken out by the school continue in force on such occasions, although there are obviously circumstances where specific risks arise for which parents may be asked to take out additional cover, e.g. musical instrument cover for Music tours with specialist companies.

The atmosphere on educational visits is inevitably less formal than exists at school and pupils are sometimes tempted to break rules and possibly the law. Obvious examples relate to the consumption of alcohol or leaving accommodation after permitted hours, whilst less obvious cases concern thoughtless or mischievous purchases of prohibited items. The school rules should be well known to pupils, and staff in charge of the trip should always stipulate quite clearly any additional regulations which may apply.

- All such rules and regulations are laid down for the safety and welfare of the pupils and compliance is therefore essential
- Pupils in breach of rules or regulations will be disciplined and in severe cases this could result in them being sent home before the completion of the trip
- A record will certainly be kept of any pupils who either put themselves and their companions at risk or create difficulties for the staff responsible
- This record will be made available to the Headmaster/Deputy Head (Prep) and teachers organising future trips and visits
- The pupils concerned may well find themselves excluded from participation on this basis



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

The above information may be used by any Party Leader wishing to include all or part of it in the documentation supplied to parents in connection with any trip or holiday.

Accounting for Money

- A budget should be drawn up and the EVC kept informed
- All elements of expenditure should be listed and costed, e.g. transport, insurance, money for emergencies, additional staff costs etc.
- Monies need to be paid into a separate account. (See Bursar's Assistant for account number and name)
- All monies are collected via the online payment system

First Aid/Medical

- A suitably qualified First Aider should, if possible, attend all residential visits at home and abroad
- EYFS trips and visits will always include a suitably qualified First Aider
- Medical Forms, available from the Pupil Reception/Prep Office, should be taken on all day and residential visits
- Pupils with particular medical needs are highlighted in the Medical File (in the Pupil Reception) and on Staff Notice board
- All staff taking school visits should be familiar with these names and their particular condition/requirements
- For residential trips additional medical and dietary information may be required. (See sample sheets on school network)
- A suitably stocked First Aid box is available from the Prep Office or Senior School Reception and should be taken on the trip; this is the responsibility of the person appointed to be in charge of First Aid arrangements
- The kit will adhere to national recommendations plus any other first aid recommended by a centre when assessing risks and/or with particular regard to the nature of the trip itself
- All medicine/treatment given should be recorded; pupils should sign for the medication
- A notebook should be used to record medicine or first aid administered on residential visits

Seat Belts and Behaviour on Coaches

-
- Group Leaders are to ensure that only coaches fitted with working seat belts should be used
- Pupils should be reminded to wear their seat belts at the start of each new journey
- Staff should also ensure that no potentially hazardous behaviour occurs on coaches such as standing in the aisles or taking off belts
- When using multiple vehicles, pupils and staff should always travel in the vehicle for which their name is listed, and not swap with other pupils or staff



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Risk Assessment

- The school has a duty of care to demonstrate that they are aware of any potential risks associated with a school visit/residential trip and that all reasonable precautions have been taken
- When organising a trip, it is desirable that the Party Leader visit the location beforehand, preferably at the same time of year as the planned visit
- Preparation should identify potential dangers and difficulties
- The Party Leader must be satisfied that the proposed visit poses no risk to pupils and staff
- A Risk Assessment Form must be completed prior to final approval being granted
- It should be submitted to the EVC and Pupil Reception with the information pack
- Examples of risk assessments are available on the school system
- For regular activities out of school there are general risk assessments that can be accessed on the school system (see EVC).

Ongoing Risk Assessment

- Circumstances change, events are cancelled, the weather changes, staff or student illness, transport problems etc
- Should circumstances change then an on-going risk assessment should be carried out
- Following discussion with staff and communicating relevant information to pupils, trip leaders should make a written note of additions or changes to the risk assessment
- Should there be a problem later on, an updated risk assessment is useful as it will state the appropriate control measures that were put in place
- Daily staff briefings must take place on residential trips at which risk should be discussed

Emergency Procedures - See Appendix 2 for a complete checklist

If an accident happens the key points are:

- Assess the situation
- Safeguard the un-injured members of the group
- Attend to the casualty
- Inform the emergency services
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group is adequately supervised and kept together
- Notify the British Embassy/Consulate, if abroad, if police are called to the incident
- Inform the school contact. Parents will give permission for their child to receive emergency medical treatment if the parents cannot be contacted
- Details of the incident to pass on to the school should include:
 - Nature, date and time of incident
 - Location of incident
 - Names of casualties and details of injuries
 - Action taken so far and action to be taken
- Write down accurately and as soon as possible all relevant facts and witness details
- No-one in the group must speak to the media



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Teacher Supervision

- Teachers should accompany groups as required by the Party Leader
- Other adults may help with supervision but should not be left alone with a group (unless DBS checked through St Joseph's), nor should adult supervisors be left alone with a single pupil wherever possible
- If a teacher wishes to bring his/her own child on a school trip, then permission should be sought from the Headmaster/Deputy Head Prep/Deputy Head Pastoral
- If approval is given, then the parents of the students in the group should be informed

The Role of the Party Leader – Day and Residential

- It is important that the Party Leader, or teacher in charge, is clearly identified and known as having final responsibility by all teachers on the trip as well as by parents and pupils
- He/she would have the support of the other teachers or helpers but finally any decision taken is made by the Group Leader
- A deputy should be appointed to take over in case of illness of the leader

During the Trip

- In the event of any difficulties encountered, parents will be informed by the teacher in charge
- Should any sad or anxiety-making news need to be conveyed to a pupil, the parents should contact the teacher in charge before speaking to their daughter/son
- The teacher in charge will then be better able to cope with any reaction experienced
- On arrival at an overnight stop, the leader in charge must ensure that he or she is aware of the fire exits and safety precautions taken in the hotel / ship etc.
- The leader must then talk to the students about what to do in case of fire
- The leader will ensure that all members of the group are aware of the safety rules while swimming, skiing etc.

Staff pupil ratios recommend by the DfE for off-site activities are:

- 1:6 for Years EY-3 inclusive
- 1:10 for years 4-6
- 1:15/20 for Years 7 upwards (with a larger ratio permitted for overs 16's)
- 1:10 for all visits abroad

- For EYFS trips there is always one teacher present, who will be designated the Teacher in charge. Whilst the minimum ratio for Early Years is 1:6, the Teacher in charge will risk assess each educational visit and amend the ratio as appropriate. Early Years Practitioners will normally be present and often so will Classroom Assistants / volunteers (all of whom will have been DBS checked). All teachers and assistants will hold a level three statutory qualification, as defined by the Children's Workforce Development



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Staff/Pupil Ratio

The ratio of adults to pupils varies according to the activity to be followed. For non-hazardous activities the following guidelines apply. These are the minimum number and more responsible adults can accompany the party.

Educational Day Visit

Pupil to staff ratios for school trips are not prescribed in law. When planning trips, the risk assessment performed will decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.

- Ideally at least 2 staff should accompany each educational visit
- Deep water habitats and coastal sites present additional hazards and so a minimum of at least 2 adults should accompany the party
- Some field study centres provide staff to teach and organise activities. The party leader should confirm the extent of such assistance before finalising staff requirements

Residential Visits to all types of centres including self-catering or Residential Trips Abroad

- Where visits involve an overnight stay or are likely to extend beyond midnight on the day of the visit, the ratio of adults to pupils is 1:10 with a minimum of 2 adults, for all year groups
- All residential visits abroad require a ratio of 1:10 with a minimum of 2 adults
- For overnight stays there must be at least two members of staff, ensuring a male and female member of staff on co-educational trips

Residential Visits

All information relating to educational day visits also pertains to residential visits. In addition the following points should be noted:

- An accurate record must be kept of pupils wishing to go on residential or day visits as well as monies collected. Should there be more names than places available; a waiting list should be drawn up so that fairness is shown in the allocation of any vacancies that may occur
- For residential trips abroad an agreed Code of Conduct Contract should be signed by parents and pupils and returned to the Party Leader (exemplars are available)
- For all residential visits, a programme should be left at school as well as given to parents including contact details of all those travelling
- It is recommended that all residential visits hold an Information Evening in advance of the visit to give the opportunity to answer any parental enquires and provide detailed information (see below)
- The teacher in charge will ensure the staff accompanying him/her understand exactly what their responsibilities are
- The teacher in charge will ensure a daily staff briefing occurs at the start of each day, so that all staff know the day's programme and their responsibilities. It is important that any staff joining the trip for part of the time are properly briefed

Residential Visit Information Evening



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

An **INFORMATION EVENING** should be held for all parents and pupils prior to a residential trip (unless not required in agreement with EVC):

By the end of this evening everything important should have been covered and a copy of the information given to parents.

This should include information about:

- Passports/visas
- Health formalities/EHIC cards (if appropriate)
- Arrangements for final payments
- Travel destination
- Means of transport to be used & the dates, times and points of departure and return
- The meals and accommodation arrangements
- The itinerary
- Potential visits/excursions
- Additional costs to be incurred by students during the visit
- Safety guidelines and health issues
- Name and address of the organiser (if applicable)
- What is expected of the pupils, including reference to the Code of Conduct
- Procedure for dealing with misbehaviour; how a pupil will be returned home safely and how such cost will be met
- How sad or anxiety-making news should be conveyed to a pupil
- A reiteration of any item mentioned in the initial letter which relates to the forthcoming visit

Fire Drill

- On all overnight stays a Fire Drill should be held during the first 24 hours and pupils notified of the fire assembly point

Procedure for Educational Visits

Consult EVC for potential visit dates, calendar clashes and permission to investigate further

EV1 INITIAL APPROVAL OF EVC FOR EDUCATIONAL VISIT

The visits procedure **EV1 Form** must be completed whenever it is proposed to take a party of pupils out of the school on a visit. This Form should be submitted to the EVC for approval as far in advance as possible. Once permission has been received, the teacher in charge should submit **EV2** at their earliest convenience.

EV2 FURTHER INFORMATION FOR EDUCATIONAL VISIT

Approval of **EV1 Form and/or EV2 Form** should be obtained before any letters to parents or advertisements of a visit is undertaken. Full costs should be declared on the form. The true cost must include:

- Travel from and return to school
- Accommodation (if required) including all meals unless clearly stated in writing



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

- Activities as required
- Full and comprehensive insurance covering the entire visit (if applicable)
- On larger trips a staggered system of payment may be required
- Date(s) allocated to the trip should be written into the school online calendar
- Letter to Parents should be approved by the EVC
- Completed Risk Assessment handed to EVC in advance (at least 14 days before departure)

The EV2 also includes information on any pupil with SEND/Medical requirements.

EV3* FINAL VISIT DETAILS AND INFORMATION ABOUT PARTICIPANTS INCLUDING EMERGENCY CONTACT INFORMATION DURING THE TIME OF THE EDUCATIONAL VISIT

*** FOR RESIDENTIAL VISITS ONLY AND DUKE of EDINBURGH**

Where appropriate only ABTA Bonded Companies should be used.

EV4 CONTACT DETAILS OF VENUE/FACILITY AND STAFF ATTENDING THE VISIT

EV5 CODE OF CONDUCT

A code of conduct document is signed by student and parents to state that they will follow the school rules during a residential visit.

EV6 EVALUATION FORM/REPORT (FOR ALL TRIPS)

The Teacher in Charge is requested to complete an **EV6 Evaluation Form/Report** (including some photographs if appropriate, see below) of the visit within 14 days of return. This report should be handed to the EVC. Information from this report may be used for school newsletters, Headmaster's weekly e-mail and regular reports to the Governors. Photographs and write-ups should be posted on the 'Newsworthy Items' folder on the shared area for the web-site and other publications.

Appendix 1 – Quick Guide to procedure for Educational Visits

1. Consult EVC for potential visit dates/calendar clashes/permission to investigate further. Consult with the Deputy Head Academic to ensure that the proposed date will be ok in terms of cover
2. Submit EV1 to the EVC for approval as far in advance as possible. Once permission has been received, the teacher in charge should submit EV2 at their earliest convenience
3. Submit EV2 to the EVC for approval. (Approval of EV1Form (if required) and/or EV2 Form) should be obtained before any letters to parents or advertisings of a visit is undertaken
4. Letter to parents declaring agreed costs and outlining all information regarding the educational visit (approved by line manager/EVC)
5. Complete EV3 (which includes contact details of parents during the time of the educational visit) – for residential trips only



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

6. Complete EV4 – Contact Details for Staff attending the visit and the venue contact details
7. Ensure that medical information, contact details of parents and pupil mobile numbers are obtained. A first aid kit should also be taken on an educational visit from Reception.
8. The Trips mobile phone should be taken and the number should be distributed to pupils prior to departure
9. Any documentation taken on a school trip containing personal information (EV2, EV3, EV4, Medical Information, risk assessments and contact details) should be shredded or disposed of in a confidential shredding bag by the group leader as soon as the trip returns.
10. Complete EV6 – evaluation sheet (no later than 14 days after the date of the educational visit and ensure that all trip paperwork has been shredded).

Information to be given to the EVC and Reception before departure:

- Completed Cover Request Form (at least 48 hours in advance)
- Copy of EV2 (EV3 and medical consent form (which includes contact details of parents during the time of the educational visit) – for residential trips only)
- Completed Risk Assessments
- ACCURATE and up to date list of pupils and staff attending trip
- Completed EV4 – Contact details of staff and venue
- Approximate timings of departure and return
- Details and timings of any minibus or coach travel arrangements

For routine sports fixtures or other regular local activities, details of names of staff, contact details, ACCURATE and up to date list of pupils and return time should be left on the appropriate board in Pupil Reception/ Prep Office.

Appendix 2 - Emergency Procedures – Accident / Medical Emergency

In the case of an accident or medical emergency the priorities are to:

- Assess the nature and extent of the emergency
- Safeguard the uninjured members of the group including yourself
- Attend to the casualty or casualties - enlist others to help you and give first aid
- Contact the emergency services
- Contact the school emergency contact – who will contact parents

Points to address:

- Establish the names of any casualties
- Inform all accompanying members of staff
- Ensure that a member of staff accompanies any casualties to hospital. Arrange documentation required – EHIC, Insurance, pupil medical details
- Ensure that the rest of the group are safe and looked after. Arrange transport and staff supervision
- Ensure a system for regular communication with school emergency contact



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Emergency Procedures – Missing Person

Points to address:

- Establish the names of all the missing pupils
- Inform all accompanying members of staff
- Attempt to establish contact pupil with the trip mobile phone
- Make a plan with all supervising staff – have specific times to meet and review.
Do not rely on mobile phones
- Manage and brief the rest of the group
- Contact the school emergency contact – who will contact parents
- Ensure a system for regular communication with school emergency contact
- Contact local emergency services

Emergency Procedures – Contact with SJCR

Details of the incident to pass onto the school emergency contact should include:

- Brief description of incident & current situation
- Names of individuals involved - casualties / missing persons
- Time & Location of incident / last seen
- Details of injuries
- Names of others involved
- Action taken so far
- Action to be taken, and by whom
- Authorities involved: Police, Embassy if overseas
- Agree time and means of further contact - contact numbers and contact location



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Emergency Procedures – Communication

- Manage communication by the rest of the group. Try to prevent pupils from using mobile phones to contact parents or friends as this may raise undue alarm
- Explain to the students why you will not allow them to phone home
- The school emergency contact will inform all parents, if appropriate
- No one in the group should speak to the media – direct all enquires to the Headmaster
- No one in the group should discuss legal liability with other parties
- If abroad, notify the British Embassy/Consulate
- Notify external provider / tour operator / insurers. This may be done by the school emergency contact
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all subsequent events
- Keep receipts for expenses incurred – these will be required by the insurers