

## **Educational Visits Policy and Procedures**

Associated forms available on Staff Resources/Staff Related info/Educational Visits.

### **Policy**

#### **Aims and Objectives**

Tring Park School aims to offer a broad and balanced range of exciting and stimulating Educational Visits for all pupils. Visits will be consistent with the aims of the school and fully researched, approved, clearly targeted and reviewed by the Director of each Department. There will be clear and justifiable objectives for the visit and the cost to parents and the school will be considered as well as the safety of pupils and all personnel attending. The Educational Visits Coordinator should ensure that each visit follows National, DfE and school guidelines and procedures and that the Group Leader and accompanying adults are suitably competent and experienced to run the visit.

#### **Key Personnel**

##### **Director of Department**

The Director for each Department will be responsible for approving the visit in principle, in line with the school's aims and objectives.

##### **Educational Visits Coordinator**

The EVC for each Department will be responsible for overseeing and authorising all arrangements made by the Group Leader. They must guarantee that the Group Leader and escorts are competent and that all Health and Safety controls are in place. A full Risk Assessment must be completed and the EVC must be certain that this will be followed satisfactorily for the Health and Safety of all the pupils, staff and others attending the visit and that all their needs have been considered and catered for.

##### **Group Leader**

The Group Leader will be responsible for arranging and collating all matters including the escorts, following school procedures. On the day/days of the visit he or she will hold overall responsibility from start to finish.

## Escorts

Escorts will usually be school staff and must be competent and experienced for the activity concerned. They must be fully briefed by the Group Leader and advised of their responsibilities.

## Finance Office

For finance matters, Health & Safety advice, insurance.

## School Office

For administration.

## Key Publications and Documentation

- DfE Health & Safety on educational visits 26 November 2018  
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- The school Policy and Procedures for Educational Visits.
- Educational Visits Request form: completed by the Group Leader.
- Trip Notification Form for parents
- Educational Visits Risk Assessment: completed by the Group Leader.
- Parent permission and medical consent forms: sent out by and returned to the school office.
- Transport request form: school office to Estate Services.
- Catering request form: school office to Catering Department.
- Venue literature, information and tickets.
- School mobile phone for Educational Visits, three available plus one for Pastoral trips.
- School contact numbers.
- ISAMs App for contacts parent details
- School medical information.
- Code of Behaviour for Educational Visits written in the 'Parent and Pupil Handbook'.
- School Minibus Policy (this must be followed if this is the method of transport).
- School Travel Insurance.
- Consent forms for all pupils for trips outside of term time and for all residential trips(see 'Initial Preparation below)

## Procedures

### Initial preparation

Discuss, evaluate and obtain approval from your Director for the visit to go ahead taking into consideration the school policy. Discuss the visit in full with your EVC. You must consider the journey/means of transport and the activity itself. Only known and reputable coach companies/taxis may be used.

Circulate proposed dates to all departments by email.

Your Director will then agree dates with other staff at the next 'Operations' Meeting (usually held every Wednesday).

Once agreed the organiser must email all parents giving details of the trip using the 'Trip Notification' template provided.

Complete Educational Visits Request form. Give a copy to Ursula in the School Office. Ursula will book transport, arrange packed lunches/teas/suppers, produce a list of pupils/travel and meal arrangements and distribute to the Group Leader, the Principal, relevant departments and notice boards. Prior to the trip, Ursula will send an email with relevant information to parents of boarders and day pupils. Blanket permission forms are signed by all parents when a pupil joins the school for trips that take place in term time. However separate consent forms are required for all pupils for all residential trips and all trips outside of term time. If the Educational Visit is out of the ordinary then a separate consent may also be needed.

Confirm booking with venue and arrange payment with Finance Office.

### Advanced preparations

Arrange escorts. In general 1:10 staff: pupil ratio, however this may vary depending on age of pupils, activity and travel. Some visits may require a male and female escort. Each escort must be given a named group of pupils to look after with specific responsibilities. There must always be at least two escorts on any visit.

Research the venue and activity thoroughly: a pre-visit may be necessary.

Distribute literature and information to pupils and escorts. Obtain venue Risk Assessment and circulate and discuss. (not applicable for Theatre/Cinema trips, except workshops).

Complete Educational Visits Risk Assessment, considering and addressing any other risks specific to your visit. If necessary complete a separate/ general Risk Assessment form for the Activity itself. Prepare a list of information/ instructions and responsibilities to give each escort including any special Medical instructions for pupils and staff.

For overseas visits, passports and visas must be checked.

Final preparations (two or three days before the Visit)

Confirm pupils and staff/escorts attending. Check with Ursula that all consent forms have been signed and returned where appropriate. In the case of Residential Visits and those out of the ordinary, this permission and consent is needed for all pupils: without the relevant permission/consent, the visit cannot take place.

Confirm any arrangements as necessary with venue, transport, kitchen etc. Divide pupils into groups for supervision and assign an escort. Prepare pupil lists to give to escorts.

Brief pupils and staff, confirming dates, times, dress code etc and remind them of the 'Code of Behaviour for Educational Visits' written in the 'Parent and Pupil

Handbook'. If the visit is overseas, collect, re-check passports and discuss security and baggage checks.

Collate all paperwork, details of the visit and preparation, including Risk Assessment and any other relevant information. Take all this to your Educational Visits Co-coordinator (EVC) to check, agree and authorise. (See list below). Finally the Principal must also authorise and sign the form and, in the case of Residential Visits, a School Governor.

### On the day of the visit

Gather all paper work and items to take with you, as listed below, as well as tickets, ticket confirmation, venue literature, maps, money for emergencies, passports and travel insurance if applicable etc.

Collect the school mobile phone and school contact numbers from Ursula. The numbers are:

07708 317277 (speed dial\*7020) Educational Visits 1

07395797158 (speed dial \*7013) Educational Visits phone 2

07395797156 (speed dial \*7033) Educational Visits phone 3

07541250839 (speed dial \*7012) Pastoral weekend trips

Use the ISAMs App for contact details of parents and guardians.

For residential trips and trips outside of term time, collect pupils' consent forms for the school office. These must be taken with you. Pupils cannot attend without this consent.

Take a copy of the Medical Procedures Booklet (available from Staff Resources) and the Allergy & Medical Conditions list (available from ISAMs App).

Collect the first aid kit and any pupil medication from the Medical Centre. The Medical Centre will have had a confirmed list of pupils attending from Ursula and will discuss any medical issues with you.

Collect a large rubbish bag from the housekeeper for rubbish from packed meals. A member of staff must collect and sign for the pre-ordered food from the kitchen. Please note that a pupil cannot sign for the food.

Take all relevant paperwork with you i.e. tickets, ticket confirmation, venue information, maps.

Meet the coach and confirm details of journey with the driver.

Distribute pupil lists and instructions and responsibilities to escorts.

Instruct staff to sit amongst the pupils towards the back of the coach.

Register the pupils on the coach and check that all relevant pupils have their medication with them including inhalers and insulin.

Continue to follow 'Risk Assessment' throughout the day.

Please remember to call Day pupils' parents, the school office and/ or houseparents depending on the time of day, if you anticipate arriving back later than planned.

### After the visit

The pupil list must be signed by the Group Leader and returned to the Finance Office the day after of the visit. This confirms those pupils who attended and who to charge. The charge will go on the termly bill.

Staff will be charged if they were not required as escorts.

Return the mobile phones to the school office and the first aid box to the Medical Centre.

Review and evaluate the visit, record all relevant details for reference for future visits and file with Risk Assessment.

Report all accidents and incidents immediately to The Principal/Deputy Principal. Relevant forms will need completing and are available from the Medical Centre or the Finance Office.

### Educational Visits Coordinators (EVCs)

Anselm Barker

Anu Mahesh

Elizabeth Odell

If you have any queries please contact Nicky Milne, Finance Office