



CAMPBELL
COLLEGE

EST 1894

EDUCATIONAL VISITS POLICY

Revised: June 2017
Next Revision: June 2019

Educational Visits Coordinator: Mr H J McKinney

The College recognises the many benefits of educational visits, but also recognises and accepts that such visits may present challenges to the health and safety of students. Visits therefore need to be planned carefully with due regard to the welfare of staff and students on the trip.

1. DEVELOPMENT OF POLICY

This policy and our procedures have been developed in line with guidance from:

- DE Safeguarding and Child Protection in Schools (2017)
- DFEE Health and Safety of pupils on Educational Visits (1999)
- DENI Document "Educational Visits: Best Practice", (2009)
- DENI 'ESAGS' - Advice for Governors: Educational Visits (2010)

The College may revise the policy at any time it considers necessary. The latest version will be available by contacting the College

2. PRINCIPLES

Campbell College recognises the value to students of educational visits. Students derive considerable benefit from taking part in educational visits. In particular, they have opportunities to participate in activities and gain from experiences not available on the College site alone. Such educational visits help students develop a wide range of valuable personal and social skills. Educational visits/trips may be for academic, sporting, cultural, creative or personal developmental reasons and make a significant contribution to the learning and development of those participating.

3. AIM

To create and establish a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure that any risks to the health and safety of students are managed and kept to a minimum at all times

4. LINKS WITH OTHER POLICIES

This policy is one of the overall school policies and dovetails into the following:

- Positive Behaviour Policy
- Safeguarding and Child Protection Policy
- Student Attendance Policy
- Smoking, Alcohol and Drugs Policy

5. ROLES AND RESPONSIBILITIES

Headmaster

- Approval in principle for the Educational Visit subject to accurate planning
- To be fully satisfied that the Educational Trip has been planned in line with this Policy
- Assess and approve the final Educational Visit proposal

Educational Visit Coordinator (EVC)

- Ensures that all the necessary forms and documentation have been completed
- Ensures that the required risk assessments have been completed and the management of risk considered
- Ensures that appropriate safety measures are in place and that staff training needs have been addressed by the group leader
- Ensures that:
 - The visit has an appointed and approved fully competent Group Leader
 - All adult members of the trip are properly vetted and child protection procedures are adhered to
 - The staff : student ratios are correct
 - The College has records of all members of the group including names, addresses, contact details, medical needs and family contact details
 - The College has all the necessary details and contact numbers of the Group Leader and accompanying adults.

Group Leader

- Must have experience in supervising students of a similar age to those participating and where relevant must be suitably qualified and competent to supervise the activities on the visit
- **Before the trip**, the Group Leader should ensure:
 - The preparation of risk assessments in consultation with the EVC
 - That all payments required are obtained in advance and any necessary pre-payments are made
 - All the required documentation is in place
 - The correct leader : student ratios are in place and that all adults accompanying the trip are properly vetted in line with the Safeguarding and Child Protection Policy
 - The Safeguarding procedures are understood by all participants and the necessary contact details are carried by staff
 - The parental permission forms are complete and all details of personal or medical needs are correctly recorded
 - Parents have the necessary information and contact details for the trip
 - There is sufficient First-Aid provision
 - They have local medical cover / hospital address and contact
 - Parents and participants are briefed in terms of the Code of Conduct for Educational Visits and know the consequences of breaching these standards
 - Accompanying staff are appropriately briefed on the educational visit staff code of conduct and safeguarding procedures
 - For category 4 and 5 visits, parents should be appropriately briefed

- **During the trip**, is responsible for
 - The supervision and conduct of the Educational Visit including the behaviour and discipline of the students as well as their health and safety
 - Carrying the necessary emergency contact numbers
 - To take immediate steps if there are unacceptable risks to the health and safety of any member of the group or any Safeguarding (Child Protection) concerns

Supervising Staff

- Will do their best to ensure the health and safe of all members of the group
- Comply with the instructions of the group leader and help with maintaining high standards of behaviour during the trip
- Speak to the Group Leader when any concerns exist regarding the health or safety of anyone on the trip
- To maintain standards of behaviour and discipline
- To provide the correct level of supervision throughout the visit/trip
- Set a good example by adhering to the code of conduct for staff

Parents/Guardians

- Complete the necessary permission slips and code of conduct agreement
- Provide clear information on their son's health and/or special needs including any medical needs
- Provide up to date contact details
- Attend any briefing sessions organised by the group leader
- Discuss the code of conduct with their son
- Be prepared to organise to have their son collected from the visit/trip at any stage should this be necessary or requested by the College.

6. CATEGORIES OF EDUCATIONAL VISITS

1	2	3	4	5
Recurring and one-off non-hazardous activities		Residential or hazardous visits		
Visits that take place on a regular basis	One-off day / evening excursions	Residential Visits in UK/Ireland	Residential Visits outside the UK/Ireland	Hazardous activities: residential or non-residential
Sporting Fixtures	Field Trips Theatre Trip Local Educational Visits Exhibition Trips	Visit to field centre School exchange Department Trip	Cultural Activities Foreign school visits	Activities such as Hill walking, mountain hiking, skiing, caving, water sports, horse riding, rowing, surfing, canoeing, sailing etc.,
Generic Risk assessments may be used	Full trip documentation should be considered			

7. REGULAR VISITS/ GAMES FIXTURES

Risk assessment should be considered by all members of staff for the specific event/trip. For sports fixtures during the week, reception staff and teaching staff should be made aware of who is on the trip. It is acceptable to use generic risk assessments for regular visits.

8. ATTENDANCE ON SCHOOL TRIPS

The College reserves the right to withhold or withdraw without notice, the invitation for a pupil to attend a school trip if there are concerns over: attendance, punctuality, academic progress, work ethic or conduct.

Parents/Guardians are expected to agree to the Codes of Conduct and complete the appropriate paperwork.

Pupils who do not have the correct clothing, equipment or paperwork, or if any particular pre-payment is required, may not be taken on the trip and parents will be responsible for making any alternate arrangements.

9. RESIDENTIAL VISITS

Opportunities to stay away from the College overnight or for longer periods offer the opportunity for increased learning in many curriculum areas, including through DofE and CCF organisations.

- Where boys are taking part in a residential trip, ideally one member of staff should be male
- Students must be aware of how to contact a member of staff during the night
- The group members must be made aware of any health and safety consideration including fire procedures within the accommodation
- Students must know at each stage where to meet, or who to contact staff in the event of an emergency (or the event of getting lost)
- Parents must know how to contact their son, and how to contact a member of staff
- It is worth carrying photocopies of passports, and detail of the local Embassy if necessary, in the event of loss

10. HOST FAMILIES

- **For students staying with host families, they should know how to contact a member of staff (especially the Group Leader) easily at any time (this would usually be by phone)**

Vetting of host families abroad cannot be undertaken through the NI Access checking procedures, so the responsibility of vetting host families during exchange or home-stay visits rests with the organising company or the host school.

11. RISK ASSESSMENT

Educational visits cannot be entirely risk-free. The aim therefore is to contain risks within acceptable levels. Risk assessment comprises:

1. Identifying the hazards and who may be at risk
2. Evaluating the potential risk
3. Establishing additional safety and/or control measures
4. Disseminating information to all relevant persons and maintaining appropriate records.

The group leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during the visit and ensure that appropriate action is taken as necessary.

12. SAFEGUARDING CONSIDERATIONS

- **The group leader will be responsible for ensuring the necessary safeguarding arrangements are in place and that the correct contact details are carried, and will deal with any safeguarding incidents that occur.**
- The student's welfare is paramount and this overrides all other considerations
- The students have a right to be heard, to be listened to and to be taken seriously
- Consideration should be given to students who have special educational needs who may be especially vulnerable
- **All staff and adults accompanying any visit must be suitably vetted.**
- All staff and adults should adhere to the Safeguarding (Child Protection) Policy of the College and the relevant Codes of Conduct
- The Group Leader should ensure that they carry the emergency contact details
- **In the event of students being placed with host families, students must know how to contact a member of staff at any point.**

13. PERSONAL OR MEDICAL NEEDS

Medical problems and dietary requirements for all students and adults must be notified on the appropriate forms. If any circumstances change after the medical form has been submitted, parents must contact the College (the trip organiser or the EVC) as a matter of urgency.

College staff are not contractually required to administer medicines to students: this is a voluntary role.

[This is stated by the Department of Education, 'Supporting Pupils with Medication Needs, DENI.]

For the welfare of the student, the College may consider certain personal care or medical needs to be beyond the reasonable care that staff can provide.

Parents must give written permission for the administration of medication. This permission must be with the Group Leader at all times. Parents are required to authorise, in writing, the leader in charge to sign on their behalf consent required for the purposes of medical and surgical procedures for situations where the delay in obtaining the parent's signature might endanger their son's health or safety.

First Aid boxes are available from the College's Medical Centre which may be taken on the Educational Visit.

14. EMERGENCY / CONTINGENCY ARRANGEMENTS

Establishing emergency procedures is an essential part of planning an educational visit. Everyone involved in the visit should be aware of the procedures that are to be followed in the event of an emergency.

Contingency Procedures

Procedures should be in place for such circumstances such as:

- Action to be taken if the trip has to be cancelled
- Action to be taken if a student has to be sent home
 - For reasons of health / injury
 - For conduct reasons

Emergency Procedures

Emergency Procedures must be established by the Group Leader and must be communicated to all members of the party. These include:

- The arrangements when a student is hurt or is ill
- A 'lost' procedure should be considered in advance by every member of the group which should include:
 - Action to be taken if separated from the group
 - Advice on how to seek help
 - Contact details of a member of staff

Emergency Contacts

Group Leaders should hold the contact numbers (where possible) /addresses of

- Staff Participants
- Student Participants
- Parents of participants
- Designated Teachers / Child Protection Support Services / Social Services
- **Local** Medical contacts and Police Service
- Local Embassy in the event of a lost passport, or other critical issues.

15. CONDUCT DURING EDUCATIONAL VISITS

Students must abide by the Code of Conduct given in Appendix 1. They must also abide by the rules given in this and other College policies (such as the Positive Behaviour Policy and the Smoking, Alcohol and Drug Policy).

In serious cases of negative behaviour, or concerns over the welfare of a student, the invitation to attend the trip may be removed and parents will be responsible for any losses incurred. While on the trip, a student may be sent home early from the visit/trip and parents will be responsible for making the necessary arrangements and any costs arising. A student may be barred from attending further trips.

16. REVISION OF POLICY

This policy will be reviewed by the Board of Governors at least every two years; however, the College may revise the policy at any time it considers necessary. The latest version will be available by contacting the College.

APPENDIX 1

STUDENT CODE OF CONDUCT FOR EDUCATIONAL VISITS

Students who are participating in any extra-curricular activities/trips are ambassadors for the school and their parents. As such we have the following expectations:

Students are expected to:

- cooperate fully with all staff (teaching and supervisory) at all times;
- avoid taking unnecessary risks, and tell the group leader of anything that may hurt them or others within the group;
- take responsibility for their own property and respect that of others;
- behave with courtesy and consideration to all members of the party, as well as members of the public with whom they come into contact;
- keep clean and tidy any facilities that they use, including means of transport;
- report punctually for any activities, tours etc;
- at ALL refrain from smoking, drinking alcohol or taking illegal substances, or be knowingly near those who do;
- advise staff immediately about any problems or concerns experienced during the visit;
- adhere to the school rule regarding the appropriate use of cameras or mobile devices and seek consent from a member of staff to take photographs of staff or other students;
- dress sensibly and responsibly (especially when uniform is not required) being sensitive to local codes and customs;
- Maintain appropriate relationships with others that they may come into contact with.

In addition, for residential trips:

- treat accommodation and facilities appropriately. Damage caused or discovered must be reported to a member of staff at once;
- be aware of the health and safety regulations of the accommodation;
- adhere strictly to the deadlines for 'lights out' set by staff. All students must then remain in their rooms until the following morning
- follow the group leader's arrangements for contacting a member of staff after curfew;
- NOT enter a bedroom other than the one you have been assigned (unless permission has been given by a member of staff).

POSSIBLE SANCTIONS

- If there are concerns about a student's behaviour/work in school prior to the trip, the College reserves the right to withdraw permission for the student to attend;
- Students may be excluded from any activity (or all activities) and remain in the direct supervision of a member of staff;
- Students will cover the cost of any damage for which they are responsible;
- Parents will be contacted when a verbal warning has proven insufficient or the incident is serious;
- The College Policies will be implemented if required including disciplinary action
- **In serious cases of negative behaviour, or concerns over the welfare of a student, the student may be sent home early from the visit/trip and parents will be responsible for making the necessary arrangements and any costs arising.**
- **A student may be barred from subsequent educational visits.**

APPENDIX 2

SAMPLE PARENTAL PERMISSION FORM (A SPECIFIC ONE WILL BE ISSUED)

SEE THE CODE OF CONDUCT FOR EDUCATIONAL TRIPS

TRIP DETAILS

COLLEGE GROUP			
VISIT / TRIP TO :			
DEPARTURE DATE :	TIME :	Drop-Off	
RETURN DATE :	TIME :	Collection:	
TRANSPORT :	COST :		

TO BE COMPLETED BY PARENT / GUARDIAN

PUPIL'S FULL NAME	
PUPIL'S DATE OF BIRTH	
NATIONAL HEALTH NUMBER	

- *I agree to my son taking part in this visit and have read the information sheet(s) attached.*
- *I agree to my son's participation in the activities described*
- *I confirm that he is medically fit to participate.*
- *I acknowledge the need for my son to behave responsibly and have read and agreed to the Code of Conduct for Educational Visits.*

1. MEDICAL INFORMATION ABOUT MY SON / CHARGE

Medical conditions (or allergies) requiring medical treatment, including details of medication	
Particular dietary requirements	
Please outline the type of pain / flu relief medication that your son may be given, if necessary	

Please continue on a separate sheet if required

2. ONLY TO BE COMPLETED IF THIS IS A RESIDENTIAL TRIP

* Please inform the group leader if any of these circumstances change between now and the commencement of the journey.

- a) To the best of your knowledge, has your son been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

PLEASE ANSWER	YES	OR	NO	(IF YES, PLEASE GIVE DETAILS)
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- b) Is your son allergic to any medication?

PLEASE ANSWER	YES	OR	NO	(IF YES, PLEASE GIVE DETAILS)
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- c) When did your son last have a **tetanus injection**?

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3. CONTACT DETAILS

CONTACT TELEPHONE NUMBERS (Parent/Guardian)	Work : _____
	Home : _____
	Mobile : _____
HOME ADDRESS	
OTHER EMERGENCY CONTACT(S) Name / Address / Telephone Number	
FAMILY DOCTOR	Name : _____
	Practice Address : _____
	Telephone Number: _____

4. DECLARATION

I agree to my son receiving medication as instructed and 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 limitations of the insurance cover provided

I agree to the Code of Conduct and understand that if it is necessary for my son to be sent home early for medical, personal or behavioural reasons, I will help make the necessary arrangements, and accompany him if necessary. I will also cover any resulting expenses.

Signature of Parent/ Guardian

Date: _____