



POCKLINGTON SCHOOL FOUNDATION

Educational Visits Policy

At Pocklington School Foundation we encourage successful learning through effective teaching and a commitment to a broad education. Educational visits are an integral part of this learning experience for pupils. They clarify and enhance the activities which take place in the classroom both socially and educationally, in a number of ways:

- They can provide a new physical and mental challenge to the pupils which develops their independence, leadership skills and their confidence. This is transferable to all forms of curriculum learning.
- They can provide an opportunity to pupils to clarify their understanding of areas of the curriculum by showing the material studied in a new context.
- Pupils enjoy the experience and have the opportunity, through it, to develop stronger and more positive relationships with fellow pupils and with staff.

In these ways educational visits support the *Aims; Values and Practice* of the Pocklington School Foundation.

[i] Aims

Pocklington School Foundation seeks to encourage participation in educational visits in the contexts set out above. These should be done in a safe, consistent way so that pupils, parents and staff are aware of the procedures relating to school visits and so that the visits are executed safely and with due regard to duty of care to the pupils.

[ii] Responsibilities

Pocklington School Foundation retains responsibility for pupils at all times during school visits. It acts *in loco parentis* and hence takes due regard for safety by exercising its duty of care to the pupils involved. Staff conducting trips should act as would a reasonably prudent parent in a similar situation. Planning and execution of the visit should ensure good health and safety practices and should comply with best practice as laid out in Government Legislation. Updated DCSF guidelines should be consulted. Staff should consult the procedures for planning off-site activities for a detailed checklist for planning visits and should carry out activities in accordance with training.

The Headmaster of Pocklington School and the Head of Pocklington Prep School have the responsibility for ensuring that there is appropriate supervision and proper planning. This responsibility is delegated to the Educational Visits Co-ordinator for each school - the Head of Co-curriculum at Pocklington School and the Director of Activities at Pocklington Prep School.

The Board of Governors will:

- be briefed by the EVC regarding any proposals for visits abroad and visits to potentially hazardous locations
- monitor the schools' practice in relation to educational visits

The Chairman of the Education Committee (on behalf of the Board) will:

- provide final approval based on the recommendations of the Executive Management of the Foundation for visits abroad and visits to potentially hazardous locations

The Headmaster of Pocklington and the Head of Pocklington Prep will:

- ensure that staff involved in educational visits have access to this policy and understand their personal responsibility to follow it closely.

Direct responsibility for authorising all visits, and ensuring that staff are aware of the correct procedures and that every visit is adequately planned and prepared for by the teachers concerned is delegated to the EVC.

The educational visits coordinator (EVC) will ensure that:

- the visit has a sound educational objective
- the procedures laid out in this policy are and will be followed
- that checks have been completed of locations and providers
- school or visit specific risk assessments which take account of the school's generic risk assessments have been completed and appropriate safety measures are in place
- suitable supervision has been arranged and the group leader and other leaders have the necessary skills and experience to lead the visit
- sufficient time is made available for the induction and training of leaders before the visit
- all leaders are aware of their roles and who is in overall charge
- charging regulations and financial procedures will be correctly followed
- for visits involving adventure activities or hazardous outdoor environments or visits abroad, the headmaster has given approval
- 24-hour emergency contact procedures will be in place for extended visits.

The EVC will also:

- assist visit leaders with risk assessment
- organise the training of leaders of visits. This might involve training such as first aid, hazard awareness etc.
- organise, with the group leader, induction of leaders and other adults taking pupils on a specific visit
- make sure that Criminal Records Bureau disclosures are in place as necessary
- work with the group leader to provide parents with full details of the visit beforehand and to obtain the parental consent
- organise the emergency arrangements and ensure there is an emergency contact for each visit
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses')
- review systems and, on occasion, monitor practice

The visit leader will:

- follow the policy and procedures contained in this document and relevant school policies and procedures

- ensure all necessary planning and preparation before the visit, as detailed in this policy, including curriculum planning, risk assessment and briefing of other leaders, parents and pupils
- ensure overall organisation during the visit, including leadership of staff, teaching and learning, supervision of pupils and overall health and safety of the whole group

Additionally some other designated colleagues have authority to plan and approve educational visits:

- Senior boarding trips and activities take place under the approval of the Senior Boarders' Activities coordinator. Junior boarding trips take place under the approval of the two junior boarding housemasters/mistresses.
- Sporting fixtures, activities and residential tours take place under the approval of the Directors of Sport.
- CCF activities and residential trips take place under the approval of the OC CCF. For such trips, the MOD protocol and administrative proformas must be used rather than the school documentation as managed by the EVC. Any CCF trips must still give consideration to correct safeguarding procedures as laid out in this policy and be reported to the EVC in order to be included in the school calendar.
- Student visits to universities take place under the approval of 6th Form Housemasters and with written parental consent

Responsibility of other teachers and other adult leaders

Other leaders on a visit are responsible for assisting the visit leader in his/her responsibilities. One should be appointed as deputy leader, prepared to take full responsibility for the leader's role if the leader is unable to do so.

Teaching staff normally have prime responsibility for supervision on a visit. When parties are separated, each group should be under the charge of a competent adult.

Parents and other adult voluntary assistants can play an important role in providing extra supervision and/or undertaking other tasks. The visit leader must ensure they are competent to undertake their duties and understand their role. Volunteers and parents cannot normally be expected to take on the same level of responsibility as employed members of staff. '

All volunteers must undergo appropriate pre-engagement checks, induction and briefing; visit leaders must contact the Bursar and the Deputy Head early in the process to ensure adequate time is allowed for this process.

[iii] Procedure

- All staff must use the school's system of risk assessment and approval for all visits. The school provides generic risk assessments and risk assessment proformas and visit approval forms EV1 and EV2.
- For pupils in Year 1 and above, specific written parental consent should always be obtained for all visits, other than those clearly defined as routine and local. Form EV3 is provided for this purpose.
- Specific written parental consent should always be obtained for all visits involving EYFS children, including those which are defined as routine and local.
- Parents will often be charged for educational visits on their school bill. However, the School cannot insist that any pupil attends a trip which incurs a cost, therefore trip organisers must include a sentence in the parental letter which explains that there will be a cost to cover travel/entry to attractions, and that all pupils are strongly encouraged to attend. If a child does not wish to go on a trip, the letter should be explicit that appropriate work will be set for the pupil to work under supervision in school.
- Where a charge is made, it is important to secure places on trips by collecting a non-refundable deposit but it is also important to ensure that there are sufficient pupils to attend the trip and it is therefore viable. It is the

Governors' policy not to allow pupils with fee arrears to attend expensive overseas trips. The acceptance of a deposit will lead both parent and pupil to think a place has been secured.

The procedure is as follows:

1. Letter to interested parties, outlining the trip. Pupils and parents are asked to complete a 'Registration of Interest' Form.
 2. Trip Organiser compiles a list of those interested in the trip and submits this to Bursar.
 3. The Bursar to contact relevant parents within the week. This allows the parent the opportunity to withdraw from the trip without further action.
 4. Trip Organiser writes to the remaining interested parties asking for their non-refundable deposit to secure their place
- Suitable ratios for the supervision of pupils are a matter of judgement for the EVC after consultation with the group leader and as part of the risk assessment. On day visits, at least one teacher should lead each class-sized group supported by other teachers/teaching assistants/adults as necessary. On residential visits, at least one teacher per ten pupils, supported by other teachers/adults as necessary, is a guideline. In certain circumstances and where other school staff are considered to have the necessary competences, there may be no teacher accompanying a group.

Recommended adult: pupil ratios for a normal day or residential visit are:

- Reception/Under 5s:
1 teacher or adult for every 4 pupils, additionally at least one person who has a current paediatric first aid certificate must accompany children on outings
- school years 1 to 2:
1 teacher or adult for every 6 pupils,
- school years 3 to 6:
1 teacher or adult for every 6 - 10 Y3 pupils,
1 teacher or adult for every 10 - 15 Y4 - Y6 pupils on day visits;
1:10 - 12 on residential visits.
- school year 7 onwards:
1 teacher or adult for every 20 pupils on day visits;
1:10 on residential visits
- visits abroad:
minimum of two teachers, 1 teacher or adult for every 10 pupils

For trips which have a heightened risk of student injury (such as Waterports trips or Sports' Tours) the EVC will insist on a ratio of 1:8

The above ratios are guidelines that should not normally be exceeded. Ratios will need to be increased for certain outdoor activities. Ratios may be reduced for short local routine visits. On residential visits it is usually necessary that both male and female adults accompany a mixed party though parties of younger pupils can often be adequately supervised by female adults. There should always be a male and female adult with any mixed group abroad. **There should always be a reserve member of staff in place for residential visits.**

Risk Assessment

Staff looking after children on a trip must carry the risk assessment with them during the trip and diligently follow its prescriptions.

Data Risk Assessment and Risk Management

Trip leaders must ensure secure storage of pupils' and parents' personal data when on educational visits. It is expected that as part of trip planning, the trip leader will need to gain personal data including contact details and medical information, but when taking this information out of school it is advised that:

- Staff must keep all paper records looked after at all times i.e. not leaving a handbag/case unattended under any circumstances. Paper records are held securely by the trip leader and shredded on return to school.
- The trip leader will change the names of the student to the initials instead of full names on master documents taken out of school. For example instead of John Smith has asthma, emergency contact is Jane Smith on 077xxxxxx. It would be John S or JS - Asthma. Emergency contact is mum on 077xxxxxx
- It may be possible for staff to take data out of school in electronic format. This is potentially a more secure way of handling data. If this system is to be used, data should be stored electronically as a password protected PDF, stored on a suitably PIN protected iPad. (School has 30 iPad minis, one of these can be booked out for the duration of a trip.)
- Should a trip be based in a remote location, where access to electricity and internet is challenging, paper-based systems will be more practicable.
- The trip leader should complete a data risk assessment as part of the risk management process. A generic template will be provided by the Foundation; the risk assessment should identify what measures are to be put in place to keep data secure.

When completing a risk assessment, the trip leader should consider the following issues:

- How sensitive is the data? Data Protection Act identifies certain data as being particularly sensitive and therefore high impact if disclosed e.g. information regarding health and race
- To what extent can the data be anonymised?
- Can data holdings and/or exports be minimised?
- How long does the data really need to be held?
- Where is the data to be held?
- How is the data to be shared?
- Who is to have access to the data?
- How can access to the data be restricted to certain 'need to know' levels of users? (It is often the case that not everyone in a team needs to have access to the data)
- If third party contractors are to engage with the data being processed, have they signed undertakings with regard to privacy and security?
- What measures are there for ensuring that any manual records are kept safely locked away and the transport of those records kept to an absolute minimum?
- Is any of the data being used off School premises? If so, why and what security measures can be put in place?
- Where data are being held electronically it should generally be held on the School's F Drive. Any exceptions to this general principle should be very carefully logged and fully risk-assessed
- Are people aware of restrictions on disclosure of data to third parties? (The default position should be that third parties are not entitled to disclosure of data).

- Organisations which require personal data (eg. Bewerley Park, Rockley Watersports) should share their privacy statement with trip leaders. This document must be shown to the Data Protection Co-ordinator.
- Any data sent to third parties must be sent securely. (eg. By hand; by password-secured document).
- When and how will data be securely destroyed after use.

Adventurous Activities

Using an external provider

The Adventure Activities Licensing Authority (AALA) inspects activity centres and other activity providers on behalf of the DfE. If the activity being undertaken comes within the scope of the AALA Regulations 1996, the visit leader must check that the provider holds a current licence. Licensable activities include, amongst others, the following: caving, pot-holing, rock-climbing, abseiling, canoeing, sailing, windsurfing, hill walking, trekking, off-road cycling, off-piste skiing. A complete list of information is available on the AALA website at www.aala.org. If the activity is outside the AALA Regulations the visit leader must be satisfied that the standards of provision are adequately covered by risk assessments and operational procedures.

School-led activities

Staff must hold National Governing Body (NGB) qualifications. The visit leader must be competent in safety procedures and the planning of adventurous activities. There must be adequate first aid provision, expertise and equipment within the group. The equipment used must be appropriate, safe and in good condition and pupils must be properly prepared and equipped. Emergency procedures must include activity-specific measures and supervisors must be competent to carry them out.

Remote supervision during adventurous activities

Some adventurous activities (e.g. D of E expeditions) require pupils to work without direct supervision. The instructor must have the appropriate qualifications to provide training and the visit leader should be satisfied that the pupils have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision. Parents should be made aware that there will be remote supervision.

Safeguarding Children

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone should consider at all times, what is in the best interests of the child. Pocklington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff should take measures on all visits to protect all pupils, particularly those with special educational needs, from racial, physical or sexual abuse. Staff need to consider the possibility of abuse from someone within the group, or with access to the group, or from an intruder entering the accommodation or a pupil leaving the accommodation and should ensure adequate control measures are in place. All staff are trained regularly in safeguarding procedures, and these should be adhered to whether in school or on an educational visit. Staff and volunteers on educational visits should carry the latest 'Staff Guidelines for Safeguarding children' card.

Exchange Visits and Host Families

Where pupils stay with host families, for example in an exchange visit, the school will raise the issue of safeguarding with the host school in writing. The school will not undertake any vetting of parents; whilst the school will suggest possible exchange partners, it will be the responsibility of the two families to make contact and establish a private arrangement for the exchange to go ahead. This will include the families confirming that they have full responsibility for the behaviour of the people that their children are staying with. As the families have brokered the arrangement, the school does not have the power to terminate the host family arrangement and parents are to be made aware that the school has, therefore, not undertaken any checks on host parents. Nevertheless, as part of our duty of care, the list of possible contacts provided by the exchange organiser of potential host families will be given to the Designated Safeguarding Lead in case there are any serious safeguarding concerns. Information *may* be shared appropriately such that parents of exchange students can make alternative arrangements.

If pupils live in families, but a member of staff is present in the locality, it should be made clear to pupils and host families when the member of staff will be available at an agreed location. It is important to ensure that all pupils know how to contact a member of staff immediately if they have any unease about the family with whom they are staying. Pupils must therefore have a telephone number and address of the leader(s) whilst in the foreign country; regular contact should be maintained with the pupil by the leaders throughout the visit.

Procedures should be given to the host families to explain what action they should take in the case of illness/accident. A protocol should be established for host families to clarify expectations eg number of beds, meals, privacy.

Complete guidance for staff is available in the booklet 'Organising Educational Visits', available on the extranet, and in hard copy from the Head of Co-curriculum.

Oversight of the EV Policy is undertaken by the Governors' Education Committee which will be briefed by the Head of Co-curriculum in January/February of each academic year.

Martin Kettlewell [Director of Co-curriculum], May 2012

Updated, May 2013.

Updated, Nov.2013

Updated, Feb.2015

Updated, Nov.2015

Updated, September 2016.

Updated, November 2016

Reviewed, November 2017

Updated, July 2018 re GDPR legislation

Updated Sept 2018 re Homestay arrangements

Lucy Hornby (Head of Co- Curriculum) Reviewed and updated Staff: Student Ratios September 2019

VISIT LEADER'S CHECKLIST

(the order of actions may vary depending on the visit)

	Target date to be completed	Tick when completed
<p>First steps and getting support</p> <ul style="list-style-type: none"> • Clarify aim of visit and group of pupils involved • Discuss with Head of Co-curriculum the educational value to participants and your competence to lead the visit • Gain Head of Co-curriculum's outline approval • Approach other colleagues • Investigate possible funding <p>Background research</p> <ul style="list-style-type: none"> • Read the school's policy for educational visits • Research location, tour operators and /or travel arrangements. Consider alternatives • Consider any issues of inclusion for pupils with special needs • Take advice from your EVC and to other colleagues or schools who have previously undertaken similar visits • If going abroad, check the Foreign Office and Health Department websites for safety and health risks <p>Planning</p> <ul style="list-style-type: none"> • Read through the school generic risk assessments • Make preliminary visit and risk assess locations • Plan programme including recreational time • Obtain information and safety assurances from provider • Complete risk assessments with advice from the Head of Co-curriculum • Decide on number of pupils and selection procedure if over subscribed • Decide on length of visit and dates • Establish financial arrangements and cost - including contingency • Establish insurance arrangements • Investigate sources of finance for disadvantaged pupils • Book accommodation, travel and other arrangements <p>Staffing</p> <ul style="list-style-type: none"> • Agree with the Head of Co-curriculum a team of competent staff for the visit • Agree with the Head of Co-curriculum what training for staff is required and who will arrange this • Check DBS are in place for all staff/volunteers involved in residential visits • Arrange a briefing of staff involved <p>Parents and pupils</p> <ul style="list-style-type: none"> • Prepare written information for parents and pupils 		

- Make arrangements for applications and collection of money – check with accounts regarding any problems re billing parents.
- Hold parents' meeting. Discuss programme and activities.
- Receive applications and select group according to agreed criteria
- Check money is being received from participants
- Issue parental consent forms for completion, equipment and clothing lists, contact details and any other instructions

For visits abroad

- Check Foreign Office website regularly
- In plenty of time, check passport and visa arrangements (particularly if any non British nationals included) and make necessary applications
- Check consent arrangements for any children in care
- Arrange European Health Insurance Cards (EHIC)
- Order foreign currency

Approval

- Gain approval of the Head of Co-curriculum on EV2 form.
- Ensure you have full parental consent for all pupils, check medical information provided and deal with any issues

Pre-visit preparation

- Review risk assessments and all arrangements
- Check arrangements with travel operator/providers; provide final numbers and details when required
- Issue updated information to parents, staff and pupils
- Plan emergency procedures
- Brief participating staff - ensure you have emergency contact details for participating staff
- Brief pupils on visit background and health and safety procedures
- Ensure all necessary documentation is obtained - passports, insurance, EHICs
- Full financial check - payments from pupils, payments made to tour operator, etc.
- Assemble and check paperwork including all parental consent forms, medical information and home contacts
- Ensure staff (including kitchen) are aware of pupils not in school
- A final check just before departure should include:
 - travel, accommodation etc with tour operator
 - arrangements with the Head of Co-curriculum including contact details
 - pupils and their kit (including passports)

On return

- Review visit with pupils and collect their comments
- Prepare report for school magazine
- Ensure financial accounts are closed