



THE ORATORY

THE ORATORY SCHOOL (OS)
Educational Visits and Trips Policy

Introduction

It is a fundamental part of the School's educational philosophy that residential trips complement and enhance the curriculum by providing experiences which would be impossible within the school boundaries. Residential trips should serve as an educational or pastoral purpose which is clearly related to the curriculum or the ethos of the school. The purpose of this document is to offer guidance to staff both on how to plan residential trips and to provide a policy to safeguard and promote the health and safety of pupils on activities outside the school.

Outside education, educational visits and overseas trips play a key role in the personal development of pupils, aiding their social understanding and building resilience, for example:

- develop their self-knowledge, self-esteem, confidence and resilience,
- develop spiritual understanding and appreciate non-material aspects of life;
- know how to stay safe and understand how to be physically and mentally healthy, particularly in terms of diet, exercise and a balanced lifestyle;
- respect and value diversity within society, show respect for and appreciation of their own and other cultures, and demonstrate sensitivity and tolerance to those from different backgrounds and traditions

Furthermore, Educational Visits should contribute towards the goal of Catholic education: to educate children and young people in an environment of faith that will enable them to discover through their experience of learning the abundance of life that the Lord offers to them.

Policy objectives

It is the school's duty to ensure that all educational visits are safely prepared and managed and that the health, safety and welfare of pupils and staff are maintained in accordance with the Department for Education (DfE). The school's educational visits policy and the planning, conduct and monitoring of them apply National Guidance (www.oeapng.info).

This policy aims to provide appropriate guidance and context for all off-site activities and has considered a number of objectives when drawing up this policy:

To ensure so far as is reasonably practicable, the health and safety of any member of staff or pupil participating in off-site activities or any member of the public affected by the activity.

The need to support staff via relevant training and appropriate recognition of their input.

The accessibility of trips for all pupils.

The impact of educational visits in terms of staff or pupil absence from the ongoing teaching and learning within the school environment.

The school will insist that any staff employed by another organisation will not be left alone in charge of pupils unless they have a current DBS check.

Responsibilities

The responsibilities and roles of the Visit Leader, the Educational Visits Coordinator (EVC), the Head Master, the governors and all staff on trips are set out below.

The Visit Leader is the teacher in charge of taking the trip. The Visit Leader is responsible for ensuring that the visit is risk assessed, staffed according to ratios and that all parties (the school, the staff on the trip, the pupils attending, parents) have the necessary information for the trip to run effectively. Additionally, the Visit Leader must ensure that where charges are necessary, they cover the cost of the trip but do not generate profit. The Visit Leader is responsible for all aspects of risk management for their trip including checking licensing or seeking a Provider's assurance; assessing the risks; pre-visiting the sites if unfamiliar with them and carrying out dynamic risk assessment on site. The Visit Leader must report any incidents and provide an evaluation of the trip to the EVC/ HM on return.

The Educational Visits Coordinator (EVC) is responsible for overseeing the planning, organisation and effectiveness of trips for the Head Master by supporting the Visit Leader. The EVC will ensure that staff leading trips are appropriately supported, advised, trained and monitored and will assist the HM in judging the competency of staff to act as Visit Leaders.

The EVC will check that outside providers have been appropriately checked and where necessary contact the county's Outdoor Education Adviser depending on the nature of the trip.

The EVC will keep records of trips and ensure that accidents and incidents are recorded and passed on to the relevant school staff.

The EVC will attend EVC training and will attend an EVC review session every three years.

The Head Master is ultimately responsible for judging the competence of the EVC and of Visit Leaders for their roles. The HM will ensure that the governing body is informed of policy and about visits, will ensure that reporting of accidents and incidents is carried out, will check before approval that provider assurances/ licensing is in place and that charging procedures are implemented in line with policy and legal requirements. The Head will also ensure that emergency contacts for trips are part of the school's critical incident team.

The Governors are responsible for being a 'critical friend' and for enabling and ensuring that the school's policy and procedures are appropriate

All teachers who have a responsibility for looking after pupils have a duty of care in common law. Pupils on trips are always the responsibility of the school's staff until collected by their parents. If the persons in their care are under 18 they are said to be 'in loco parentis' and are expected to exercise the same degree of care that a 'reasonable, prudent and careful parent would exercise'

All teachers on trips have a duty to safeguard the welfare of the pupils. Staff on trips have all undergone safeguarding training and are aware of the legislation contained in Keeping Children Safe in Education. Trips must be run in accordance with the school's Safeguarding policy.

Relatively higher risk activities such as climbing, skiing, canoeing etc need to be carefully regulated and assessed under the control of experienced and appropriately trained people exercising close supervision

When planning an activity involving caving, climbing, trekking or watersports, the school will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. This is overseen by the Health and Safety Executive - <http://www.hse.gov.uk/aala/>

The age of the pupils and the nature and location of the activity in which the pupils are taking part are factors in determining the degree of supervision required. In particular staff should bear in mind the known propensities of particular pupils. Any action should be in line with well developed and accepted good practice and the knowledge, advice or recommendations of well qualified staff.

Planning a visit or trip

When a Visit leader wishes to arrange a trip he/ she should check the appropriateness of the trip with the EVC and then gain the permission/ approval of:

i) if a day trip in term time, the Deputy Head Academic

OR

ii) if a residential trip in either the UK or abroad, the Head Master.

This should be done through the Trip Approval Form. In both instances the approval form should be copied to the EVC.

Once approved, the dates of the trip should be sent through to OS Calendar on the Calendar submission form in time for inclusion for the next term's calendar.

The next step is the planning. The Visit Leader will carry out a risk assessment of the trip, aided by the Educational Visits Coordinator if required. CCF trips under the MOD banner have to be signed off by the Brigade Training Safety Advisor but copies plus a HM approval sheet must be submitted to the EVC. See the Risk Assessment section of this policy for guidance and the School Visit and Trips Planning documentation.

Copies of the risk assessment, group list and all other relevant documents must be submitted to the Educational Visits Coordinator at least one week before the trip departure date. Once the EVC has studied the documents and approved them, the EVC will print them off, sign them and pass on to the HM's PA for the HM's signature. **NO TRIP SHOULD LEAVE SCHOOL WITHOUT HAVING RECEIVED THE HM'S APPROVAL TO THE RISK ASSESSMENT.**

- a) When arranging overseas or residential trips through a tour operator ensure that the operator is a member of ABTA, is ATOL protected and has a Quality Badge from the Council for Learning Outside the Classroom.
- b) For all activities organised by the Tour Operator, the Trip leader must ask for risk assessment documentation to be sent through. If in doubt, or if not provided, the Trip Leader should consult the EVC.

Pre-visits should be made by the Visit Leader, or by another experienced member of staff who will be going on the trip if it involves:

- a) overseas visits not accompanied by a tour operator representative (where appropriate)
- b) residential visits to activity centres not used before in the UK
- c) any visit involving transport/ unstructured time in unfamiliar locations

Parents must be informed of the intended trip by writing as early as possible if a cost is involved (see recommended time frames). Written parental consent must be obtained for visits abroad, trips involving swimming, adventure or high risk activities, residential visits and visits incorporating remote supervision. All non-adventurous day trips in the UK, that are curriculum trips or free, should still be confirmed by written communication, out of courtesy. It is not sufficient to send out a 'reminder' that the trip is in the calendar.

All communications about trips should be sent to the HM's PA and school secretary responsible for overseeing MSP and Sims pay. The bursary should also be informed for trips with costs.

The Visit Leader must check that adequate insurance arrangements are in place for any trip involving adventurous activities or residential elements. The Bursar will advise on what is covered by the school's insurance policy and whether additional insurance is required for a trip.

When using the services of a commercial company to provide adventure activity facilities, the Visit Leader must check that the company requires a licence to provide those facilities and if so, ensure that the company currently holds that licence. Staff should check the Adventurous Activities Licensing Authority website to check whether an organisation is licensed. If so, no further action is required. If not, then a Provider's Assurance form must be supplied by the Visit Leader to the Provider and returned to the school, with written confirmation of licence, public liability insurance, DBS and staff certification where appropriate.

Funding of trips

All monies for payment of school trips should be transferred by the school's online payment system. Teachers should not handle cheques or cash from parents for the cost of trips.

Staff must make sure that the trip is fully self-financing and for residential trips that there is a contingency worked in for emergencies.

Transport and equipment costs should be charged in addition to any activity cost. The Head Master must give written authority prior to departure of any trip.

EVAUATION FORMS:

- a) Within fourteen days of your return, you must forward a report and evaluation of the trip, plus a copy of the monitoring section of your risk assessment, to the Educational Visits Coordinator, and copied to the Head Master, DSL and/ or bursar if necessary (see below)
- b) Reporting injuries, diseases and dangerous occurrences regulations (RIDDOR). Schools are required to keep a record and notify relevant authorities of
 - i) Injuries, diseases and dangerous occurrences
 - ii) Near misses/ near accidents

If anything identified in i) and ii) occurred on the trip then a complete, with full written account of what happened, must be copied to the HM, DSL and Bursar.

Staff Support

Visit leaders should give colleagues at least one week's notice by displaying details on the appropriate staff room notice board and announcing the essential details at a staff briefing

All staff involved in trips must arrange a full programme of work for lessons which will not be taught during the period of absence. An on-line cover form should be submitted by the day before the trip's departure to enable the provision of cover for lessons missed.

Heads of Departments (HoDs) should consider the allocation of funds from their budgets to ensure an appropriate level of training and expertise in staff who organise school visits

Staff travel and subsistence must be built in to the cost of a trip.

Risk Assessment

6.1 The Visit Leader will carry out a risk assessment of the trip, aided by the Educational Visits Coordinator. This should be based on the following considerations:

What are the hazards?

Who might be affected by them?

How might they be affected by them?

What safety measures are required to reduce risks to an acceptable level?

Are the safety measures in place or are additional measures required to reduce risks further?

What is the contingency plan in case of emergencies?

6.2 When planning trips abroad, residential visits, or visits involving outdoor activities in unfamiliar locations, pre-visits, wherever possible, should be made by the member of staff in charge, or by another member of staff going on the trip, in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind:

the age of the children; the size of the group; the time of year (and probable weather conditions); suitability of the facilities; hazards and risks

6.3 a) Risk assessments for equipment and centre staff, and for some leader-led activities can be acquired from the venues or providers. However, these should be used as supporting documents to show due process in assessing risk.

6.3 b) Venues need either a Quality Badge from the Council for Learning Outside the Classroom or an AALA licence. If the centre or activity is not covered by either of these organisations then a written Provider's assurance sent by the trip leader to the organisation must be returned to the school and shown to the EVC before the HM can sign off on the trip. (NB Trampolining is one such activity where the school's Provider Assurance Form will be required.)

6.4 Every trip is different. There are generic risk assessments that cover transport and accommodation but it is essential that if using any pre-written/ generic risk assessment that the group leader ensures it is adapted to cover the specific needs of the group taken and the areas/ activities to be visited.

- 6.5 With the exception of CCF trips the school's risk assessment forms must be completed.
- 6.6 Help and support can be provided by the EVC, found in the Educational Visits folders on the Staff Shared T drive, and by accessing National Guidance documents on <https://oeapng.info/>
- 6.7
 - a) When arranging overseas or residential trips through a tour operator ensure that the operator is a member of ABTA, is ATOL protected and has a Quality Badge from the Council for Learning Outside the Classroom.
 - b) For all activities organised by the Tour Operator, the Trip leader must ask for risk assessment documentation to be sent through. If in doubt, or if not provided, the Trip Leader should consult the EVC.
- 6.8 Copies of the risk assessments must be signed off by the Educational Visits Coordinator and Headmaster in advance of departure.

It is the responsibility of the trip leader to ensure that risk assessment documentation and pupil information is provided to and discussed with all members of staff going on the trip. THIS CAN BE DONE IN SECURE ELECTRONIC FORMAT OR ON PAPER COPIES.

- 6.9 For further guidance refer to the Risk Assessment Policy.

Staff to pupil ratios

- 7.1 It is not always possible to give a standard staff : pupil ratio immediately, without first considering the age of the children, whether any of the children have special needs, the nature of the trip and activities, the experience of those accompanying pupils, the hazards and risks involved and the duration of the trip

The following DCSF recommendations should be used as a guideline:

Ratio	Pupils' Year Group
1 : 15/20	Year 7 upwards
1 : 10	All visits abroad

- 7.2 The minimum number of staff required for a trip is two – UNLESS WITH PRIOR PERMISSION FROM THE HM OWING TO LOCATION, NUMBERS ON TRIP/ DURATION. Where there are female pupils on a trip, at least one of the staff on the trip should be female. On residential trips with female pupils, there must be at least one female member of staff who has up-to-date first-aid qualifications. Additional members of staff may be required if a pupil has specific learning needs or physical impairment to provide one-to-one support if necessary.
- 7.3 Some venues issue their own guidelines or requirements with regard to ratios and these should be followed and notified to the EVC in the risk assessment.
- 7.4 For various sound educational and pastoral reasons it is not advised that staff accompany residential school trips on which their own children are going. No member of should be on a school trip in sole charge of a minor dependent. Any exceptions to this advice should be with the express permission of the Headmaster who must be assured that there is suitable cover on the trip to ensure the safety of the school's pupils.

- 7.5 Any adult not on the school's staff (either a parent, partner of a staff member or friend of the school) accompanying a residential trip must be in receipt of a current enhanced DBS clearance, either in connection with this specific trip or in connection with other on-going volunteer activities within the school.
- 7.6 For more detailed and further guidance on school trips and ratios visit ROSPA's website:
<http://www.rospace.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

Transport arrangements

- 8.1 Transport arrangements must form part of the risk assessment
- 8.2 Coaches are hired from known reputable companies and relevant insurance checks are carried out. Companies should be audited periodically.
- 8.3 Where private cars are used for transport the party leader is responsible for ensuring that appropriate insurance of each driver covers such journeys. This must be arranged through/ confirmed with evidence to the School's bursar.
- A record will be kept and shared with the EVC to enable checking of risk assessments.
- 8.4 All drivers who drive pupils on arranged school visits and trips have completed a driver declaration form
- 8.5 School staff who drive minibuses are subject to regular driver checks arranged by the School Transport Manager in conjunction with the EVC. The school also employs designated drivers on a contract basis. These staff have gone through the Enhanced Disclosure checks and as with teaching staff undergo regular driver checks. Minibuses are maintained by the school and visual checks are made prior to journeys. Staff are required to sign a log book with mileage details and confirm checks are made and report any damage or warnings to the Transport Manager on return.

Emergency arrangements

- 9.1 In addition to risk assessments, a completed emergency plan should be used to plan for emergency situations or in case of events such as injury, illness, disciplinary incidents, pupils going missing, pupils making disclosures of abuse etc. For regular trips, space is provided for consideration of contingencies on the final page of the risk assessment.
- 9.2 All adults accompanying a party must be made aware by the Visit Leader of the emergency procedures which will apply. Each adult should be provided with emergency telephone numbers. It is essential that all staff carry with them an up-to-date copy of the Emergency Contacts and Procedures card.
- 9.3 All staff accompanying the trip must have copies of the Emergency contacts list. Copies of all trip paper work and emergency contact details for pupils and staff on the trip are to be provided to the EVC and the SLT emergency contact for the trip.
- 9.4 The EVC & the DSL/ SLT emergency contact must be informed of any accidents, serious illness, incidents or near misses that occur during a trip back to school as soon as is practicable (i.e at some point on the same day). If overseas, the tour operator rep or emergency contact department of the operator should also be contacted.

NB: It depends upon the nature &/severity of the issue as to who is called first: school or tour operator. In most instances, the tour rep/ emergency contact is likely to be the first port of call.

In the event of a major incident/ emergency (see below), the SLT emergency contact must be contacted, or if un-contactable any member of the SLT Crisis Management Team before the EVC (unless the EVC is a member of the Crisis Management Team)

- 9.5 Staff must ensure that staff and pupils have appropriate VISAs and medical insurance (EHIC cards) for overseas visits as necessary.
- 9.6 Foreign office guidance must be sought prior to trips to countries where there are potential hazards such as specific diseases, civil unrest etc. For overseas trips, the Visit Leader must include on their Emergency Numbers list & trip paperwork the following:
- i) the British embassy/ consulate
 - ii) the emergency services number
 - iii) the location and number of the nearest hospital
 - iv) any social media/ text messaging warning notifications from the local emergency services
 - v) where necessary, the contact details for the embassies or consulates of any foreign national pupils on the trip in case of lost passport or grave emergencies.
- 9.7 The Visit Leader is responsible for ensuring that if there is any period of remotely supervised time, shopping or eating that pupils have a designated mobile number to call the Visit Leader in an emergency e.g. if lost, late or if an incident occurs. Visit Leaders should ensure that they have the mobile phone numbers of the pupils on their trip if pupils are remotely supervised for any significant period of time or activity (e.g. free choice of lunch venues or shopping). If not collected beforehand from Housemasters or Housemothers, then pupils should be asked for their mobile phone numbers before departure.
- 9.8 Staff should ensure that for trips in the UK they are aware of up-to-date advice on responding to a terrorist incident. The current advice is Run, Hide, Tell.
- Many major UK cities' police forces have warning alerts on text message or social media to which staff can subscribe.

10. Information

- 10.1 Parents must be informed of the intended trip as early as possible. Written parental consent must be obtained for visits abroad, swimming, adventure activities, residential visits and visits incorporating remote supervision. Parents should be given as much information as possible about the nature of the trip and the activities that are likely to be on offer. Parents may raise concerns about particular aspects of the trip and may need reassurance on safety issues. For longer trips and more complex trips, a parental information evening may be appropriate.

- 10.2 Student briefings should take place before departure. The length, nature and timing of the briefing will depend upon the nature of the trip and the age of the pupils. It is imperative that pupils are aware of safety measures, emergency procedures and behavioural expectations. Pupils may have individual concerns about the trip or specific aspects of the trip. The importance of safety should be stressed to all pupils. Explanations may include such things as: why procedures such as head counts are necessary, why equipment needs to be checked, why they should be quiet when instructions are being issued. For trips that involved unstructured and remotely supervised activities (including shopping), pupils must be provided with a map of the area, given clear parameters (time and area) and the trip mobile phone number.
- 10.3 The school office should be provided with a list of everyone attending the trip both children and adults, together with a programme / timetable for the activity and an emergency contact list. Similarly, the school office, and relevant Housemaster/ Housemother, must be notified of any pupil who does not turn-up for the trip, and any reason ascertained for absence.
- 10.4 The Visit Leader is responsible for collating and checking medical details and needs on Sims in advance of departure. The Visit Leader must liaise with:
- i) the school Health Centre (San) about medication required by pupils and for first aid packs
 - ii) the SENCO
 - iii) the Catering Department – through submission of catering/ packed lunch. The Visit Leader should provide a list of names if uncertain of dietary requirements or flag up any pupils with known food allergies or dietary requirements.
 - iv) the housemothers and housemasters in case of any social/ emotional need/ circumstance of which the visit leader may need to be aware

11. Insurance

- 11.1 The Group Leader must check that adequate insurance arrangements are in place. The Bursar will advise on what is covered by the School's insurance policy and whether additional insurance is required for a trip.
- 11.2 When using the services of a commercial company to provide adventure activity facilities, the Group Leader must check whether that company requires a licence to provide those facilities and, if so, ensure that the company currently holds that licence. Ask for a copy of the licence to be sent, along with copies of their public liability insurance, staff certification where appropriate and relevant risk assessments.

12. During the visit

- 12.1 Primary responsibility for the safe conduct of the visit rests with the Visit Leader. Ongoing risk assessment and management should take place during the trip. The visit leader is responsibility for amending the itinerary in the event of delays, unforeseen circumstance or sudden deterioration in weather conditions. The Visit Leader may delegate part or all of the responsibility to one or more of the accompanying staff:

Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc. allotting each child a number is often useful.

Where applicable, checking that pupils have their information tag or card

Checking that all pupils wear their seat belts

Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel

Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor)

Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff to assist)

Setting agreed times and locations for checking pupils if under 'remote supervision'

Checking pupils with known food allergies at all meal times

Checking that pupils have any self-administered medication, as appropriate

Enforcing expected standards of behaviour

Looking after passports and valuables

Storing cash, travellers' cheques and tickets safely

Keeping an account of all expenditure

Recording all accidents and near misses.

In the case of trips abroad, any trip where 'remote supervision' is involved, or any trip where there is a possibility of pupils becoming detached from the rest of the group, all pupils should be provided with a tag or card giving contact details or other information as considered appropriate

13. Evaluation

13.1 Within fourteen days of your return, you must carry out a debrief with the staff on the trip and forward a post-trip evaluation form, plus a copy of the monitoring section of your risk assessment, to the Educational Visits Coordinator with a copy to the Headmaster

13.2 The Educational Visits Coordinator will collate any incident/accidents to be forwarded to the Bursar for inclusion in the next H&S Committee Meeting.

Further documents available on the Administration drive / School Forms:

Application for Headmaster's Approval Form

- Catering Request Form/ Packed Lunch Form
- Emergency Contact Information Form
- Medical and consent form
- Trip Evaluation Form
- Risk Assessment for School Visits and Trips Form
- Group lists form

- Residential trip itinerary form
- Visits and Trips Checklist
- Staff guide to trips
- Emergency procedures card
- Generic risk assessments for transport/ accommodation/ school trips

Reviewed and amended by M Fec (EVC): January 2020

Next review: September, 2020