



GIGGLESWICK SCHOOL

EDUCATIONAL VISITS POLICY

Reviewed by:	FDG Ogilvie, EVC NA Gemmell, Senior Master
Review period:	Annual
Updated:	October 2021
Approved by:	Academic and Co-curricular Committee, pending April 2022
Next review date:	October 2022

Giggleswick believes that educational visits can provide invaluable learning and personal development opportunities that support and enrich the curriculum. Day or residential trips can enhance a pupil's understanding, skills, or ideas, and foster positive relationships. These experiences can be some of the most formative, memorable and stimulating that pupils enjoy while at school.

The pupils have the opportunity to participate in a range of residential and non-residential trips during their time at school.

Regular day trips

These include activities such as: fieldwork; visits to museums or galleries; trips to the theatre or concerts; attendance at lectures or academic competitions; sports fixtures; and weekend recreational trips.

Residential trips

These generally take place during holidays. There is a regular pattern of sports tours and outdoor pursuits expeditions in the UK and further afield. In recent years tours have included the following venues: Europe, India and South Africa. Performing Arts tours have visited London and Europe. Cultural, language exchange and historical trips to Europe, for example, are often jointly planned by the Liberal Arts faculty and the Languages Department.

Consent

Parental consent for regular curricular trips is sought through a form included in the Parent Handbook. For trips and tours outside the normal curriculum or in the school holidays, specific parental consent is required. An advance plan of residential trips available to pupils can be seen in My School Portal. All trips are paid for through WisePay which is accessible through My School Portal.

Behaviour

During a school trip, normal school rules continue to apply. Parents are reminded of this when giving written consent for a residential trip and all members of any tour party are given an explicit verbal briefing by a member of the Senior Leadership Team prior to departure. Teachers have a duty to maintain good order and discipline at all times and they have a common law duty to act as a 'reasonable parent'.

Covid adaptations to trips

Briefing for pupils about school guidelines re sanitising, hygiene and social distancing (as government guidelines):

- All pupils should wear face coverings when travelling on school transport to and from trips and visits (this includes fixtures)
- To manage visits to any high-density areas and adapt guidance accordingly
- Additional anti-septic hand gels on trips and visits

Homestay arrangements

Following guidance from the DFE, Giggleswick will now require DBS checks for all adults residing in the property of families hosting exchange/international students in this country. It is not possible for Giggleswick to obtain criminality information from the DBS about adults who provide homestays abroad. We will liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. We will use our professional judgement to satisfy ourselves that the arrangements are appropriate and sufficient to effectively safeguard every child who will take part in the exchange.

Sports tours will no longer use billeting with other schools.

Planning

All school trips and visits require meticulous planning and organisation. Members of staff wishing to propose a trip for approval should read this policy, the detailed planning guides available in the Staff Handbook and the section *School Trips* in part C of the school's Health and Safety Policy (all available on Teams). A planning meeting should be organised with the EVC.

Risk Assessment

Before undertaking any school trip, a written risk assessment is carried out in conjunction with the specific venue and activity provider. Schools have a duty of care towards pupils and in an activity where there is an element of risk, we need to show that we have considered, and as a result taken 'all reasonable precautions' to identify and take measures to control potential risks.

Post trip reports should include all accidents, incidents and near misses (accident report form in School Staff Teams).

Educational Visits Co-ordinator (EVC)

In the senior school, the Headmaster retains overall responsibility for educational visits, but the Senior Master has day-to-day oversight and is the EVC. In the junior school, the Headmaster has overall responsibility and Fergus Ogilvie is the designated EVC who works in conjunction with the Senior Master.

Responsibilities

The **EVC** is responsible for:

- Monitoring all Education Trips and Visits
- Keeping abreast of legislation and good practice with regard to Educational Visits
- Attending appropriate training courses
- Maintaining records of Trips and Visits
- Advising the SLT with regard to the feasibility of a trip prior to formal approval
- Informing SHS of all letters and information going to parents
- Guiding Group Leaders through the planning process
- Agreeing staff:pupil ratios and transport arrangements
- Approving all communication with parents regarding trips
- Monitoring the finance and insurance arrangements relating to the trip
- Signing off the Emergency Contact Folder and accommodation arrangements
- Checking the accreditation or verification of providers
- Obtaining technical advice where necessary
- Evaluating the trip, on return, with the Group Leader, on the trip review form including any incident/accident reports and near misses

The **SLT** is responsible for:

- Considering the aims, objectives and values of a proposed trip
- Approving Trips and Visits (via a meeting and written proposal)
- Assessing the competence of and approving staff accompanying the trip
- Approving inclusion of other adults
- Implementing policy/procedures for Safeguarding on visits, including arranging for enhanced DBS disclosures for volunteers accompanying trips
- Monitoring policies and procedures
- Briefing staff and pupils about expectations with regard to behaviour and health & safety issues
- Sharing the duties as 'Emergency Contact' for residential trips

The **Group Leader (one designated leader only)** is responsible for:

- Planning the trip to ensure it meets its aims and objectives
- Undertaking where possible a planning visit
- Communicating with parents
- Liaising with the EVC and travel company (where appropriate)
- Obtaining written details of the accreditation of any providers used

- Delegating specific responsibilities clearly to other members of staff accompanying a trip eg. first aid, pocket money, particular group of pupils
- Budgeting effectively to meet all associated expenditure
- Risk assessing a trip and specific activities by assessing potential dangers and planning to avoid or minimise them
- Ensuring that all the necessary written parental consents have been obtained
- Gathering information to include in the Emergency Contacts folder
- Liaising with the Medical Centre with regard to individual pupil's needs, first aid, vaccinations, etc
- Pre-journey check that medicines are accounted for – visible check
- Awareness of allergies and food intolerance

Location of key documents

All these documents can be found in EV&T Team:

- Party information and general instruction sheet
- Venue and activity risk assessments
- Travel and risk assessments
- Educational Trips & Visits: Organising a school trip
- Educational Trips & Visits: Organising a day trip
- Staff set up a Team on Microsoft for each residential trip

Additional guidance can be found at:

National Guidance for the management of outdoor learning (news)

<https://oeapng.info>

Health and Safety: Advice for Schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Action on accidents

<http://www.rospa.com/>

Overseas travel advice

<https://www.gov.uk/foreign-travel-advice>

KCSIE 2021

[Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91242/keeping-children-safe-in-education-2021.pdf)

COVID-19 Action for schools

[COVID-19: Actions for out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/covid-19-actions-for-out-of-school-settings)