

	Policy Name: Educational Visits Policy
	Owner: Senior Deputy Head
	Review Date: November 2023 Next Review date: August 2024
	This policy will be revised as regulations or review demands

Principles and values of Educational Visits

Girls will derive significant benefits from the wide range of educational and other off-site activities offered by Mayfield School. The range of curricular, extra-curricular and social activities which are organised and run by the School are important adjuncts to our holistic view of education and the ethos of our founder, Cornelia Connelly, who wanted girls to ‘grow strong in faith and lead fully human lives’.

Aims of the Policy

This Policy sets out Mayfield School’s commitment to running these valuable activities in a way that promotes safety and careful management of risk, as well as learning and personal development.

It is written with regard to the document ‘Health and Safety – Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies’ June 2014 and April 2022 Updates, and the companion HSE document ‘School Trips and Outdoor Learning Activities’ June 2011. The Policy is also in accordance with the requirements of Standards 9 and 18 of the National Minimum Standards for Boarding Schools 2022.

Responsibilities

The Governors of Mayfield School have responsibility for the proper and effective oversight of health and safety with regard to educational visits.

‘Health and Safety – Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies’ outlines these as:

Under the Health and Safety at Work etc Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.

The Governors are the employers at Mayfield School.

Under the Health and Safety at Work etc Act 1974, the employer in a School must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off School premises.

Regulations made under the Health and Safety at Work etc Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks;
- tell members of staff about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Also under the Health and Safety legislation Mayfield School staff undertake to:

- take reasonable care of their own and others' health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

The Headteacher, Senior Management Team ["SMT"] and all staff involved in the management and running of trips work under these legal obligations:

- The School will provide adequate and appropriate insurance (or will approve specific insurance for high risk activities as part of the cost of an individual trip). The School will put in place on normal market term insurance for both staff and girls which will cover any treatment while overseas for injuries received. This does not automatically cover any subsequent private health treatment received in the United Kingdom, without prior written consent from the travel insurance provider. The trip leader should hold a copy of the terms of the insurance and contact details on the trip; and
- The School undertakes to provide the support of senior staff as emergency contacts for all trips.

Procedures

The School's outing procedure is outlined as a practical working document for staff on the outings forms. These are designed to assist staff in the careful and timely planning and preparation for any trip and incorporate appropriate risk assessment and management, as well as advice for the management of critical incidents. What follows in this Policy are guiding principles and should be read in conjunction with the procedures for day trips and for residential and overseas trips and for boarders weekend trips. These procedural lists are available to staff in a pack with the relevant forms in both the Working and Coffee Staff Rooms and on the Staff Network J: Drive.

Planning

Each trip must be planned in accordance with the outings procedure. Approval must be granted for any trip, initially from the Calendar Committee and then from the Headteacher, by the required deadline for each term. Requests for transport and catering can then be submitted and Risk Assessment and other planning can then be discussed with the Educational Visits Co-ordinator ["EVC"] and other relevant staff.

Risk Assessment is overseen by the EVC and incorporates guidelines for risk management, making these practical and useful tools for the trip organiser and other staff, in the form of Mayfield Visit Specific Notes ("VSN").

- For short, local and regular trips generic Visit Specific Notes are held in the J drive. They are updated on a trip-by-trip basis by the EVC. These Visit Specific Notes should be adapted by staff to suit the specific needs of their trip, with guidance from the EVC. Educational Visit Specific Notes are signed off by the EVC and Senior Deputy Head before departure.
- For higher risk activities, residential trips and trips abroad, and any other more unusual trips, a more detailed set of Visit Specific Notes is produced by the Visit Leader under the guidance of the EVC. For trips abroad, the leader always need to check with the Foreign Office to see if travel to the country is safe, and whether visas are required. The leader will also need to ensure that you have the name and number of the British Embassy, Consulate or High Commission in the country and also the local telephone number of the Emergency Services.

First Aid requirements must always be taken into consideration and the outings procedures includes the requesting of relevant kits and information. Residential trips and high-risk activities should always have a member of staff trained in First Aid among the staff group.

The procedure for ascertaining medical conditions of girls participating in the trip must be followed so that appropriate briefing is given to staff and necessary information and equipment are carried on the trip.

Where practical, exploratory visits and research should be undertaken by the Visit Leader.

All costing should be planned at this preliminary stage including any cost of catering for the trip (additional to meals normally provided for the girls by the School) also including any catering for briefing events.

Parental Consent for day trips and short visits off site is not required where there is no cost to them. However, they must be informed where their child will be at all times and of any extra safety measures required.

Written consent is required:

- when parents are to be charged;
- for activities that need a higher level of risk management;
- residential visits; and
- for day girls, for trips outside normal School hours.

Supervision

Staffing is agreed in line with the School's recommended staff to pupil ratios:

Overseas/residential trips	All Years	1:8 (minimum of two members of staff)
Day trips	Years 7-10	1:10
	Years 11-13	1:15

(For more routine and lower risk activities this may be extended to a maximum of 1:20 with the approval of SMT or the EVC)

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. (The trip organiser should normally be the nominated group leader). The group leader is approved by SMT and should have a level of experience relevant to the requirements of the trip.

Any member of staff travelling with an educational visit in which their own child is participating should not be counted in the staff: pupil supervision ratio.

These ratios are designed to allow appropriate staffing to deal with emergency situations where a member of staff may need to remain with an individual pupil to ensure her safety, whilst other staff oversee the group.

Guidelines for supervision are given in 'Running residential and overseas trips' and in the Risk Management section of the School's generic risk assessments. Special note should be taken of the guidance for remote supervision.

Preparing Pupils and Communicating with Parents

It is important that girls and parents are fully briefed regarding any trip. Letters, or any other written communication, regarding the trip should be processed through the School Office in order that it can be approved by a senior member of staff.

With residential and overseas trips, it is appropriate to hold a meeting/meetings with girls and parents, and this should be factored into initial planning and communication. Information from such meetings will be provided (by email) to parents who are unable to attend. Where possible meetings will be recorded for remote viewing.

For higher risk and residential activities, it is important to check that the School has up-to-date medical information on the girls, and that consent forms are held for emergency medical treatment.

Where there are girls on the trip who require medication, consent should be obtained from parents, and this should be included in the Risk Assessment.

Due consideration and support should be given to girls with special educational and medical needs.

Arrangements for the return of trips, contingency plans for problems or changes, and emergency contact information should all be shared with parents.

Should it become necessary to change the arrangements for a trip once it has been approved, or, in extreme circumstances, to cancel it, then any decision about this must be discussed with a member of SMT and any communication about this should have prior approval.

Transport

Coach, minibus and school car transport should be booked through the School's Travel Secretary using the forms provided in the outings procedure packs. The suitability of different transport options can be discussed as part of the planning process. The Travel Secretary will also ensure that only suitable and properly regulated and managed companies and vehicles are used.

Group leaders should have regard to the risk management guidelines in the School's generic risk assessments for different forms of transport.

Staff travelling on coaches should be distributed throughout the vehicle to avoid all of them being incapacitated in the event of an accident.

The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used.

All those who may drive the School minibus receive training in minibus driving and the management of passengers. The Headteacher should ensure that teachers driving School minibuses have a rest period before driving. Minibus drivers must always adhere to transport Regulations.

All travel on School visits must be in line with the School's Transport Policy. School minibuses (and the school car) comply with all the relevant safety regulations.

Emergency Procedures

Each outings pack contains the Critical Incident Action Form, which the group leader should carry on the trip. This outlines emergency procedures.