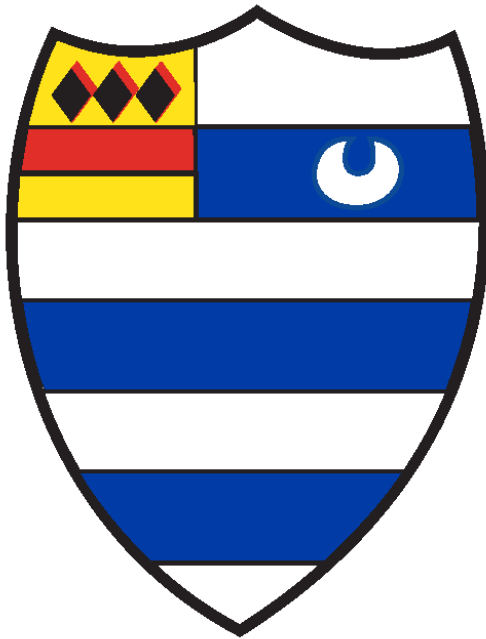


Stanford Junior and Infant School



Educational Visits Policy

*“Living Together,
Learning Together”*

Adopted by Governors – March 2018

Last Review – October 2018

Review due – March 2021

EQUALITY AND DIVERSITY STATEMENT

Stanford Junior & Infant School strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

Rationale

Stanford school recognises the enormous benefits to be derived from a range of educational experiences away from the school, both in the UK and abroad and these experiences are often unique opportunities for Stanford school students. Whilst encouraging such visits Stanford school also recognises to need to balance these advantages against the disruption of the curriculum not just of participating students but also to those who remain in the school and whose lessons are affected by staff absence.

Aims

The aim of this policy is to ensure that all Visit Leaders:

- Plan and lead successful off site visits
- Make sure that off-site visits are well planned, the risks involved are assessed and appropriate risk control measures are in place
- Use the appropriate documentation prior to and during the visit
- Make sure that appropriate insurances and licences are held by all bodies providing transport, accommodation, supervision and training for our students
- Can ensure that every member of staff knows and understands his or her role and responsibilities during a visit
- Are aware of the need for all necessary medical information, parental contact details and signed parental consent forms for each student
- Follow appropriate emergency procedures
- Consult with North East Lincolnshire Council
- Trips and Visits Policy written and updated by NELC to keep abreast of all relevant changes

As a result of this policy:

- Stanford school will have a consistent approach to planning and risk assessing educational visits
- Visits will be well planned, safe and successful
- Appropriate emergency procedures are known and implemented when necessary
- Resources, staff and transport are used effectively and planned for in advance
- Finances of a visit are managed properly

Procedures

The following procedures must be adhered to:

- This policy is to be read in conjunction with [North East Lincolnshire Council, Educational and Off-Site Visits Inc. Adventurous Activities Policy & Framework](#)
- A visit approval form submitted by the Visit Leader must be completed on the Evolve system

- Risk assessments have been considered carefully and are attached within the Evolve system
- Staff must follow this policy, this policy is based on recognised good practice and underpinned by National Guidance

Roles and Responsibilities

Role	Responsibility
Outdoor Education Advisor	<ul style="list-style-type: none"> • Provide advice, guidance, support or approval for outdoor learning, off site visits or learning outside the classroom? • Approval is delegated to the Head of Establishment for all visits. • for the following visit types: <ul style="list-style-type: none"> - overseas - residential - trips involving an adventurous activity • The above three categories are 'authorised & approved' within the establishment, but are 'processed' by the LA via EVOLVE.
Head	<ul style="list-style-type: none"> • Authorising all educational visits except for the following visit types: <ul style="list-style-type: none"> - overseas - residential - trips involving an adventurous activity which will need further authorisation from the governing body. • Checking documentation and signing off trips following approval from the EVC • Is responsible for ensuring staff competency for leading visits.
Educational Visits Coordinator	<ul style="list-style-type: none"> • The Educational Visits Coordinator (EVC) is responsible for the training of all staff that lead trips and visits • The EVC or Responsible Person, is required to check all documentation, staffing and other arrangements before the visit begins • This includes gaining the consent of the Head • The EVC is usually the emergency contact and will keep all documents close by for the duration of the visit - In the case of the EVC not being available then other members of the Senior Leadership Team will be used as the emergency contact point • In the case of a serious incident the EVC will inform the Head of any emergency • The EVC must ensure that all staff and volunteers accompanying visits have had appropriate training and induction on offsite visits and emergency procedures • The EVC is check that all trips have an appropriate emergency or critical incident plan in place •

Visit Leader	<ul style="list-style-type: none"> • Planning and risk assessment using the Visit Leader's Checklist, including producing a plan B, should the original plan have to be changed due to factors outside normal controls, weather etc. • Completing the required documentation • Gaining written consent from parents and carers • Ensuring that all medical needs are met • Organising adequate and appropriate staffing and ensuring that all staff sign out • Ensuring that all staff involved in the visit know the plans and risk assessments and are involved in the planning stage • Arranging access to the school outside of school hours if necessary • Ensuring that all staff know the emergency procedures • Ensuring effective and appropriate supervision of students is in place throughout the visit • Ensuring that the Child Protection and Safeguarding Policy is followed • Monitoring of trips through Evolve to ensure their safety and effectiveness
Accompanying staff and adults	<ul style="list-style-type: none"> • All staff engaged in a visit have a duty of care for the students and also for each other • Staff are responsible for supporting the Visit Leader in his or her role for supervising students and ensuring their welfare and safety • Have clear understanding of what responsibilities to perform in an emergency. • All staff and volunteers have undertaking induction training with regards to offsite visits

Planning a visit

NOTE: Appendix A gives guidance on actions prior to departure, during visit and upon return to Stanford school to ensure the safety of all students.

Before the visit the Visit Leader must:

1. Read through the Visit Leaders' checklist
2. Complete an initial form regarding the visit
3. Complete the applications through the Evolve system no later than two weeks prior to the visit unless in exceptional circumstances.

NOTE: Stanford school requires at least one full week to process visit requests. In exceptional circumstances 48 hours' notice is required

4. Once approval has been given, students and parents are to be informed and all appropriate documentation is to be collected: Parental Consent Forms, check medical needs of students, collect and receipt any payments
5. Brief all relevant parties - it is essential that the Risk Assessment is shared with all supervising adults

6. For a visit in School time, ensure that all staff teaching of those students consent to their absence from lessons
7. Leave an accurate list of students who will be on the visit at reception so that registers can be completed

In addition, for Residential Visits:

8. Conduct parents' meetings
9. Inform parents of visit plans and return times
10. Arrange/request additional insurance details as necessary

In the event of a medical emergency requiring hospital treatment, parents may be required to come to the School to authorise or give permission for appropriate treatment. Parents should be informed of this before departure.

When the visit has been approved by the Head, the Visit Leader will request a pack of emergency contact details and a visits cell phone.

Immediately prior to the visit

The Visit leader must:

- Ensure that a register is taken and that only students on that register proceed on the trip/visit
- Check that an accurate and legible list of students is left at reception.
- Follow the step by step guide *Actions Prior to Departure* that is attached as an appendix to this document

During the visit

All the adults on a visit have a statutory duty of care towards the students. Teachers act 'in loco parentis'.

'Authorised staff' are, in addition to teachers, volunteers, Learning Support Practitioners all of whom must be DBS checked. Voluntary helpers 'may accompany visits' but 'must work under direction and be fully briefed with a clear role'. In all cases the adults 'must take such care of their pupils as a prudent parent would'.

The Visit Leader must:

- Monitor presence, safety, health and welfare of all participants (including adults)
- Ensure an on-going review of the Risk Assessment to respond to any unexpected changes in local conditions during the visit
- Respond appropriately to any changes in students' behaviour, medical condition or SEN during the visit
- Inform the EVC of any changes in return time - students should be asked to contact their parents or carers to inform them of a late return and a school mobile should be offered to facilitate this
- In the event of students not being able to inform parents of a change of arrival time it is the responsibility of the Visit leader to ensure the safety of the students in question
- Ensure that an accident form is completed if necessary
- Ensure that emergency procedures are followed if necessary

- Ensure that the Schools Safeguarding procedures are followed

Supervision

If students are to be allowed unsupervised time, they must:

- Be given a meeting time and shown the meeting place
- Stay in a group of at least 3 students
- Be reminded of the need to be considerate of others who are also there to learn and enjoy themselves
- Have the limits of their freedom explained clearly to them, especially if there is no man made or natural boundaries to contain them

Where unsupervised time is a necessary part of the visit [eg Duke Of Edinburgh's Award expedition section] the EVC must have evidence that the students have the appropriate training and practice to ensure their safety and that the expedition leader has an effective remote supervision plan and remotes supervision risk assessment in place

The Visit Leader should be an experienced member of staff with previous experience of accompanying visits. Staff should be fully qualified but, in some circumstances, NQTs may lead groups. This is at the discretion of the Head. Parents and other supervisory adults will be considered by the Head.

- All adults must be fully briefed and fully understand their duties and responsibilities
- All staff and students must be aware of appropriate safety procedures
- There must be a rota of staff duties during the students' waking hours where appropriate
- There must be a rota of staff 'on call' at night where appropriate
- In maintaining the professional standards of the school, all staff are expected to conduct themselves with due care and attention

Minibus regulations and guidelines

An additional adult should accompany minibus journeys as the driver cannot be expected to drive and supervise. This may be waived for journeys of less than 100 miles in total during one day. Only the Responsible Person may permit the vehicle to be driven without an additional adult being present.

Drivers must:

- Be aged 25 or over having held a full licence for at least 2 years to drive any minibus, regardless of its weight
- Have no more than 3 penalty points for the previous 3 years
- Not suffer from any serious medical condition or be on medication which may affect their ability to drive
- Have the relevant code [D] on their driving licence or have passed the appropriate test for the type and size of minibus being used
- Drivers who only have B or B(120) entitlement may only drive a minibus of less than 4100kg weight unless they have taken and passed a D1 driving test for the 4100kg minibus.
- Drivers of a minibus of less than 4100kg must be aged 21 or over

Drivers are responsible for ensuring that:

- The vehicle is roadworthy
- Each person wears a seat belt
- The vehicle is not overloaded and that any luggage or equipment carried is safely and securely stowed

Driving Hours- guidelines:

- Maximum working day - 13 hours (1 driver), 16 hours (2 drivers). This is not limited to driving time but includes any other time working eg teaching
- Driving without a break - 4 hours 30 minutes
- Total driving time per day - 9 hours
- Minimum rest period - 45 minutes

The Visit Leader is responsible for ensuring the discipline of passengers in the vehicle at all times.

Emergency procedures

Before the visit the EVC will check all documentation on Evolve and take a copy of all contact details.

The Visit Leader will take copies of the risk assessment, medical information and school contact details on the visit.

The Visit Leader will ensure that all adults on the visit know and understand the risk assessments and their part in it.

Before or on arrival the Visit Leader will note details of the local emergency services eg hospitals, police and mountain rescue.

During the visit the EVC will keep staff contact details including the Head's and a caretaker's contact in case of emergency.

If there is an emergency during the visit

THE VISIT LEADER WILL:

- Contact the local emergency services
- Contact the school EVC or Head - 01472 318003
- Ensure the safety and welfare of all others [both pupils and staff] on the visit

THE EVC/HEAD WILL:

- Contact the EVC/Head or her or his representative
- Set up a team to open the school of at least 3 people
- Contact a caretaker to open the school
- Arrange for all parents to be contacted

THE HEAD [OR HIS or HER REPRESENTATIVE] WILL:

- Come into the SCHOOL

- Manage the team and deal with issues as they arise
- Contact, if appropriate, the LA

Charging policy for visits

To comply with the new Admissions Code and the Education Act, the school will not impose any charge for visits within the following categories but may ask parents for a voluntary contribution for:

- Any visit wholly or mainly in school hours
- Any visit that delivers part of the National Curriculum
- Any visit that is required for a public examination
- Any visit linked to the delivery of the Religious Education statutory requirements

The school may charge for:

- Board and lodgings on a residential visit
- The full cost of any trip that is an 'optional extra', ie wholly or mainly outside of School hours is not part of the National Curriculum

Please refer to the Schools policy on charging and remissions.

Current legislation permits the School to ask only for a voluntary contribution towards the cost of a visit. No student will be discriminated against on grounds of inability to pay. However, if sufficient money is not raised through contributions, then the visit will have to be cancelled'.

If a specific School subsidy is required for individuals, written application must be made, in confidence, to the Head.

Behaviour – Standards and expectations:

The expectations and rules defined by the School's Behaviour policy apply.

To ensure that all students gain the most benefit from a visit it is very important that everyone is aware of the standards of behaviour we expect from our students during the visit.

We wish to point out the following key points:

1. There will be no smoking at any time.
2. There will be no drinking of alcohol at any time.
3. All School policies in relation to countering drugs use and countering bullying apply.
4. Students will not be allowed to purchase tobacco or alcohol to be brought back for parents or friends in the UK when on a visit abroad.
5. Students must attend all meals. Eating and drinking are vital in preventing students becoming overtired and unwell.
6. Students are expected to accept the bedtimes set and to remain quiet at night.
7. All accommodation should be kept in a clean state
8. Coaches and minibuses must be kept clean and tidy. Drivers should be treated with respect and politeness

9. Other people using the facility such as hotel, campsite, theme park, should be treated with respect. Inconsiderate behaviour will not be tolerated
10. Students must listen to and act upon instructions given by School staff and other adults involved in the visit such as a coach driver, hotel staff, campsite manager, activity leader

Any student who has difficulty in accepting these expectations may not be considered appropriate for the visit and in exceptional cases of misbehaviour the School reserves the right for a student to be sent home early, at the parent, guardian or carer's expense.

First Aid

Staff should have a basic working knowledge of first aid and carry an appropriate first-aid kit. This person will also be responsible for the inhalers and Epipens for all children attending the visit.

Adult: Pupil Ratios

Stanford School will follow the guidelines set out by North East Lincolnshire Council with regard to adult: pupil ratios that are required for any educational visit or learning outside of the classroom experience. The adult:pupil ratio should be confirmed as part of the risk assessment.

Parental Consent

1. There is no requirement for Visit Leaders to carry evidence of consent on visits in the UK.

Gaining consent

2. No consent required - Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. (Education Act 2002 section 29). While parents do not have the option to withdraw their child from the school curriculum, it remains good practice to inform parents that a visit or activity is to take place (see 'informing parents' below).
3. Consent is needed by schools for visits taking place outside school hours and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.
4. One-off or blanket consent (Appendix B) - Stanford school has prepared a one-off consent form to be signed by the parent on enrolment of their child in school. This form is intended to cover all types of visits and activities where parental consent is required. The One-off or blanket consent provides evidence that parents have consented in advance to all visits and activities, which require their consent. It is essential that such blanket consent be turned into informed consent prior to any visit. Therefore, where one-off consent is used, parents must be given information about the visit and their child's proposed participation, and given the opportunity to withdraw their consent should they not wish them to participate.

5. Visit-specific consent - While one-off consent can be used for virtually all visits there are situations where consent for a specific visit may be required. These include some visits abroad and some visits involving third party provision (for example an outdoor education centre) where the provider requires their own consent forms to be signed. In this case information about the visit can be provided to parents and their informed consent given on that basis.
6. Recording consent - Consent may be recorded on paper (e.g. one-off or visit specific consent forms, tear off slips on letters) or electronically. Whichever way consent is recorded, proper consideration must be given to correct storage of personal information and to its retention.
7. Curriculum visits involving religious education or sex and relationship education - Parents have a right to withdraw their children from Religious Education lessons, from collective acts of worship and from some elements of Sex and Relationship Education, but not from the National Curriculum. This means that parents do not necessarily have the right to withdraw their child from a visit to, for example, a place of worship, if this visit forms part of the school's delivery of the National Curriculum. It is therefore important for visit leaders to be clear about the purpose of the visit, including the wider personal, social and cultural benefits and its link to the curriculum.
8. Informing parents - Schools are required to deliver a broad and balanced curriculum to their pupils and it is widely understood that it is not possible to do this effectively without making full use of the local environment and community, within which the school is set. Regular and frequent curriculum visits and activities, off the school site, should therefore be the norm and it would be unreasonable for schools to inform parents of each particular excursion. For these visits, which do not require parental consent, it is good practice to inform parents, perhaps when they enrol their child, or annually through prospectus, policy document or web site, about the way the school uses the local environment and the fact that their child will not always be on the school site but could be learning somewhere in the wider community.
9. Where consent is required the key is to provide parents with sufficient information to make an informed decision about the participation of their child. Such information may be given in a variety of ways, as the information needed by parents will depend on the nature and complexity of the visit. For example, regular sports fixtures or cultural visits may involve information being given for the season or for the term ahead with parents being informed of any changes to this as they occur, perhaps by note, phone, email, text etc. For more complex visits specific information letters will be needed and for the most complex or adventurous visits a combination of written information and briefing/information meetings may be most appropriate.
10. Inevitably last minute opportunities will arrive for exciting learning opportunities and the mechanisms for communicating with parents and gaining informed consent should support these. Verbal consent via a telephone call is perfectly acceptable in such a situation (and when parents are unable to give consent in writing) but it would be wise to note the time and date of the phone call, who made it and who gave consent.

Evaluation

Stanford School will evaluate each trip to ensure links to the curriculum are maintained and outcomes are met as well as look at value for money and the impact on learning.

Signed By



Chair of Governors:

Date: 09/10/18



Headteacher:

Date: 09/10/18

Review Date	Amendments	Approved Date
February 2018	Plan Written	13/03/18
October 2018	Amended Policy – Added Section Parent Consent	Oct 2018

APPENDIX A:

ACTIONS PRIOR TO DEPARTURE

- Ensure that an accurate register is taken within the School and that only students who are on the register are allowed onto the trip / transport;
- Ensure that two independent head counts are conducted by at least two members of staff, one of whom must be the Visit Leader;
- A *head count* must be conducted by individual staff members without interruption from other staff or students;
- The *head count* must be started at the front of the group or transport (bus/coach) and only end when the staff member has concluded their count having moved to the back of the group of transport;
- As stated above this procedure must be completed twice with different staff members, one of whom must be the Visit Leader;
- A *head count* must be completed at every point when students leave the group or transportation as well as throughout the visit;
- The head count must match the register left in the School and the number of Parental Consent Forms received for that trip/visit;

QUESTIONS TO BE ASKED PRIOR TO DEPARTURE:

- Is anyone here who had not has their name read out on the register;
- Is anyone (sat) next to a student who has not had their name read out on the register;
- Students are to be reminded about wearing of seat belts throughout the journey and two members of staff must check this is enforced prior to departure.

DURING VISIT

- When moving from venue to venue or re-embarking the transport following a break, the above procedure must be followed.
- Ensure that two independent head counts are conducted by at least two members of staff, one of whom must be the Visit Leader;

UPON ARRIVAL BACK AT STANFORD JUNIOR & INFANT SCHOOL

- A member of staff must exit the transport first to ensure a safe exit from the vehicle;
- Students are still under the direct supervision of the Visit Leader until they are dismissed with parents (or with parental permission) during out of hours visit or dismissed from the visit by the Visit Leader within School hours
- Students with Parental Consent Forms indicating that they will be picked up upon return to stanford school are to be fully supervised from the point at which they disembark the transport;
- No student should be placed in a taxi to return them home;
- No student should be left unsupervised;
- Staff are not to offer lifts to students under any circumstances without authorisation from parents and the Head/EVC;
- If parents do not arrive to pick up students following attempts to contact them using the details on the Parental Consent Form the EVC and Head should be contacted;
- The EVC or Head may take the decision to authorise staff to provide transportation or contact the police on your behalf;
- In this circumstance the student's safety is critical and therefore should remain under the control of the Visit Leader until a satisfactory conclusion is reached.



Appendix B



Head Teacher Mrs L Hackfath LLB (Hons) PGCE
Cooper Lane, Laceby, Grimsby
North East Lincolnshire DN37 7AX
Phone: 01472 318003 Fax: 01472 318009
e-mail: office@stanfordschool.co.uk
website: www.stanfordschool.org



Dear Parent / Carer

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child,

- a) To take part in school trips and other activities that take place off school premises; and
b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day,
- local walks.
The school will send you information about each trip or activity before it takes place.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....
.....

Childs Name:.....

Signed..... Date.....