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EDUCATIONAL VISITS POLICY

1.0 Introduction

- 1.1 The Governors of Warwick Independent Schools Foundation (“WISF”, “Governors”) recognise that educational visits and expeditions are an essential part of school life which greatly enhance the educational experience of its pupils.
- 1.2 The Governors acknowledge that, for these visits to take place, a clearly defined Policy detailing the requirements for planning, supervision, and Educational Visit Risk Assessment (EVRA) should be in place. Each School has its own procedures (see WISF SharePoint Portal), but this Policy gives a summary outline of the expectations required for each trip or visit and reflects the Governors’ recognition and understanding of legislative requirements and best practice guidance.
- 1.3 The Governors will ensure that there are sufficient numbers of trained Educational Visits Coordinators (EVCs) and adequate resources available, including finance, to ensure appropriate planning, EVRA’s and training. Although EVC’s are no longer required by legislation, the Governors believe they provide excellent safeguards to help ensure the safe running of school trips/visits.
- 1.4 This Policy will be reviewed annually by the Head of Health & Safety (HHS).

2.0 The Basics

What’s included in this Policy	<ul style="list-style-type: none"> • General Foundation Educational Visits Policy
Other Policies you might need to refer to (available on the WISF SharePoint Portal)	<ul style="list-style-type: none"> • Warwick School - Trips, Expeditions and Field Trips Policy • King’s High School - Health & Safety on Educational Visits Policy, Procedure and Guidelines Document • Warwick Prep School - Educational Visits Procedures • Risk Assessment • First Aid • Missing Child • Minibus

3.0 Who this Policy applies to

Person(s) Responsible:	Responsible for:
Foundation Governors	Ensuring policy is updated annually (more if required or in response to updated legislation).
School Heads / School Educational Visits Coordinator	To ensure relevant staff implement the policy and complete a full and comprehensive EVRA for each visit.
Trip Leader/Supervisory Staff on the trip	To ensure all staff and pupils on the visit are fully briefed on procedures and expectations.
Head of Health & Safety	Update the policy annually, provide advice.

4.0 Responsibilities

- 4.1 A number of people play a role in, and have responsibility for, the success and safe conduct of each educational visit and these will vary between the WISF Schools, as set out in each school's Educational Visits Procedures document.
- 4.2 The Governors have appointed a Head of Health & Safety (HHS) in order to assist them in the discharge of their duties.
- 4.3 The Chair of each Foundation Governor School Committee has overall responsibility for Health, Safety and Welfare at that School.
- 4.4 The Heads have ultimate responsibility for approving any school trip or visit and may call upon the school's EVC and the HHS for advice and guidance if required.
- 4.5 The Head of each School will appoint a minimum of one EVC who will attend formal training through Warwickshire County Council or a similar training provider. This training will be refreshed regularly.
- 4.6 In accordance with best practice, it is intended that any member of staff who is arranging and leading a residential/overseas trip has received a full briefing from the EVC. This trip leader will then ensure all staff attending the trip are briefed as required.

5.0 Essential Requirements

- 5.1 **Trip Responsibility** – a Trip Leader will be identified to take responsibility for each visit. Appropriate levels of supervision will be in place and details included on the EVRA, referring to the Department for Education (DfE) guidance on pupil ratios and Health & Safety on Educational Visits.
- 5.2 **Approval** – provisional approval will be obtained from the Head, or member of staff nominated by the Head, before detailed planning and organisation is undertaken, and information provided to parents.

- 5.3 **Residential Visits: Accompanying Adults** – any volunteer attending a trip which involves an overnight stay must have a DBS check carried out by WISF before the event takes place.
- 5.4 **Residential Visits: First Aid**
- Overseas visits – at least one First Aider must accompany each overseas residential trip, visit or expedition.
 - UK visits – it is desirable for a First Aider to accompany each residential trip visit or expedition within the UK. Where this is not possible, this must be covered within the EVRA and alternative provision made for dealing with first aid and emergency situations. As a minimum, a first aid bag must be taken on every trip and a person nominated as first aider for the trip.
- 5.5 **Early Years Foundation Stage (EYFS)** – for each visit involving EYFS pupils, a member of staff with a paediatric first aid qualification will be in attendance.
- 5.6 **School Vehicles** – any member of staff proposing to use a school minibus for educational visit transport must also adhere to the WISF Minibus Policy.
- 5.7 **Risk Assessments (EVRAs)** – a suitable and sufficient EVRA will be carried out for each visit and shared with each adult accompanying the trip. The schools have their own procedures for staff signing off the EVRAs.
- For regular visits that are repeated on further occasions, an update of the original EVRA will suffice as long as procedures have not changed. Sample EVRAs for Day and Residential Visits are available from the School's EVC to provide a starting point for assessing specific visits. These are attached as Appendices 1 – 3, and published on the WISF SharePoint Portal.
 - Where a pupil attending a trip has particular special needs and/or medical conditions, a specific EVRA may be carried out and shared with all staff accompanying the trip. It is appropriate to discuss this with parents and involve them in the assessment of risk for their child, whilst away from the school site.
 - EVRAs for all residential visits must be authorised by the School EVC and School Head/Deputy Head. Further advice can be obtained from the HHS.
- 5.8 **Insurance** – the trip organiser is responsible for ensuring that all aspects of the trip are insured and for checking the guidance notes and insurance documents available on the WISF Portal.
- Insurance for all educational visits is included in the WISF's company insurance excluding hazardous activities, which need to be checked with the insurer. Additional charges may apply. Winter sports numbers must be advised to the insurers, via the Foundation Secretary's Office (FSO).

- This insurance is subject to the schools and trip organisers having taken every care to mitigate any risks posed by the trip. Failure to do so could invalidate the insurance. If in doubt, the insurer's advice should be sought.
- WISF's insurers encourage trip organisers to book educational visits through ATOL or ABTA registered travel companies where possible, thus ensuring the fullest possible cover in case of cancellation through no fault of the school. Please consult the FSO if the tour providers are concerned about WISF taking out their insurances.
- The Trip Leader should refer to the notes and guidance on the WISF SharePoint Portal which provides further explanation of insurance requirements, including:
 - insurance cost surcharges to be included when budgeting trips outside of the UK
 - potential excluded activities that will need to be checked with the insurers
 - what to do about accompanying adults (volunteers or those not in supervisory capacity)
 - details about exclusions that apply to the insurance policy
 - how to manage pupils with existing conditions
 - exclusions, which may include some existing conditions
 - who to contact in case of emergency whilst on the trip (it is important to advise insurers as soon as possible if there may be a claim)
 - limits, excesses and how to claim.
- For all queries and further information, including items that need to be queried with the insurers, staff should contact the Senior Administrative Officer in the FSO based at Warwick School.

5.9 ***Parental Consent***

- Full information is provided to parents/guardians in writing and consent must be received for each pupil taking part in the trip.
- A general consent may be provided by parents/guardians at the start of the academic year to cover all UK day visits providing they take place during the course of the normal school day and cost less than £20.00.
- For visits involving an overnight stay, parents/guardians must provide specific medical and dietary requirements and be asked to identify in advance any activities they do not want their child to participate in.
- Where pupils are involved in water activities, parents must be explicitly advised what they are providing consent for.

5.10 ***Guidance for pupils*** – Pupils will be advised of the expected standard of behaviour or code of conduct on the trip and should be briefed prior to the

trip. The briefing will include information regarding those who have specific medical requirements to ensure they are aware of the location of any medication they require (e.g. inhalers, epipens).

5.11 **Emergency Procedures** – Each trip will have clearly defined Emergency Procedures, including contact details and permission for emergency medical details if parents cannot be contacted.

- Once the safety of the trip participants is secured, the priority is to contact the school and to implement emergency procedures/Crisis Management Policy as necessary. The School Senior Management Team (“SMT”) will be familiar with the Emergency Procedures & Crisis Management Policy and be able to take action as required. At the earliest opportunity, contact will be made with parents to advise them of the nature of the emergency.
- During the school day, the school should be contacted via the School Office in order to alert the Deputy Head or, if unavailable, a member of the SMT.
- Out of school hours, a member of the School’s SMT will be on duty for emergency calls at any time of the day or night. The appointed person will have at all times access to the relevant documentation for the trip, including home and emergency telephone numbers and contact details for the School’s SMT/Deputy Head.
- The Deputy Head will advise the Foundation Secretary of any emergency if required.
- The Foundation Secretary will contact the Chairman of the relevant Foundation Governors School Committee, and WISF’s solicitors and insurers if required.
- Emergency details will also be obtained for all accompanying adults.
- Mobile phones (staff) – Trip Leaders may use a school-provided mobile phone as the trip phone for use as the emergency contact phone. Pupils and parents are given the contact number.

5.12 **Weekend Sporting Fixtures** – for weekend sporting fixtures, a list of all pupils expected and their contact details will be held by the Trip Leader. If a pupil does not arrive, the Trip Leader will contact the parent/guardian – please refer to the Missing Child Policy for more details.

5.13 **Joint Trips with other WISF Schools** – Contact must be made between School staff and then permission sought from the Head/Deputy Head of all schools involved in the trip using the standard form and providing details of the trip. It is important to identify and agree which school will take the lead and ownership of the trip. Paperwork must be completed and passed to the other school for approval/ checking and sent out to pupils once agreed. The School leading the trip will provide the paperwork for the trip.

- 5.14 **Alcohol Consumption by Staff on Educational Visits** – The Governors recognise that, for certain Educational Visits, there may be circumstances when alcohol consumption by staff would be permitted. In such instances, the EVC should be briefed in advance of the trip, and permission sought in writing from the relevant School Head. In normal circumstances, zero tolerance would be observed. Each School should update their own paperwork / procedures accordingly to reflect this.

Legislation and Definitions that apply to this Policy

Legislation/guidance applying to this policy	<ul style="list-style-type: none"> • Health & Safety at Work Act 1974 and relevant regulations including Management of Health and Safety at Work Regulations 1992 (Revised 1999). • DFES Guidance Health & Safety of Pupils on Educational Visits. • Outdoor Education Advisors Panel website: http://oeapng.info/ • Foreign Office Travel website for guidance on visits to specific overseas countries: https://www.gov.uk/foreign-travel-advice
Definitions	<ul style="list-style-type: none"> • Trip Leader – is one member of staff who has overall responsibility for the supervision and conduct of the visit and should have been approved by the Head.

APPENDIX 1 Risk Assessment for Educational Visits **DAYTRIP UK**

APPENDIX 2 Risk Assessment for Educational Visits **RESIDENTIAL UK**

APPENDIX 3 Risk Assessment for Educational Visits **RESIDENTIAL OVERSEAS**

See separate documents, also reviewed Oct 2020