



Activities outside school - Educational Visits Policy

1. General Information

- 1.1. At Abingdon School we believe that learning outside the classroom is an essential component of our curriculum. Our educational trips are many and varied, but with a clear purpose offering our pupils unique opportunities to develop their resourcefulness and initiative, to extend their learning and to spend time together in an informal environment.
- 1.2. It is the School's duty to ensure that all educational visits are safely managed and that the health, safety and welfare of pupils, staff and volunteers are maintained in accordance with Department for Education 'Health and Safety: Advice for Schools' - 3 June 2013 updated 13 February 2014.

2. Responsibilities

- 2.1. The Governing body as employer will satisfy themselves that appropriate safety measures are in place and that training needs have been addressed.
- 2.2. The Headmaster ensures that if the Educational Visits Co-ordinator's role and responsibilities are designated to another senior member of staff, that member of staff is appropriately experienced and suitably trained to undertake the role.
- 2.3. The Second Master as Educational Visits Co-ordinator, has delegated responsibility from the Headmaster and approval of the Governors to authorise all off-site School visits and to ensure that all trips are prepared and conducted in accordance with School Policies and the Outdoor Education Advisory Panel (OEAP) National Guidance.
- 2.4. The Trip Leader has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the ongoing health and safety of the group. The Trip Leader is responsible for following the School policy and procedures. Guidance on Firefly for staff provides guidance and the detailed procedures necessary (this is located at <http://abingdon.fireflycloud.net/trips>).

3. Staff to pupil ratios

- 3.1. It is important to have a high enough ratio of adult supervisors to pupils for any visit. Various factors should be taken into consideration such as the age of the group, the nature of the activities, the duration and nature of the journey and the medical and/or specific educational needs of any pupils within the group.
- 3.2. Ratios are activity dependent and all ratios must be agreed with the EVC who can relax or strengthen these ratios as deemed appropriate.

4. Staffing

- 4.1. The School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. The selection of staff for educational visits is a key priority in determining the initial approval of any proposed visit. Where it is appropriate the School will ensure that DBS screening is available for volunteer adults assisting with educational visits e.g. overnight stays. Accompanying staff and adult helpers must have the appropriate skills.

5. Approval Procedure and Consent

- 5.1. For any venture, preliminary discussion must be had with the EVC and, subject to satisfactory submission of a draft outline for the educational visit, initial approval will be given to continue. Written parental consent must be sought by the Trip Leader confirming that they have understood the purpose, estimated cost and arrangements for the visit and give permission for their son to go on the visit. Parents are also requested to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place. Pupils may not go on a visit if the signed consent form has not been received (consent from a recognised parental contact email address with the necessary permissions is also acceptable).

6. First Aid

- 6.1. First aid requirements form part of the risk assessment carried out by the Trip Leader. Considerations include the nature and duration of the trip and the medical status of pupils and staff participating.
- 6.2. The EVC can give permission to relax or strengthen First Aid provision as deemed appropriate.

7. Risk Assessment

- 7.1. The Trip Leader must carry out the School risk assessment which must be approved by the EVC. Ongoing 'dynamic' risk assessment will be continued by the Trip Leader throughout the trip to ensure that hazards are monitored and appropriate safety measures are put in place. It is the responsibility of the Trip Leader to ensure that all accompanying staff are familiarised with the risk assessment and to continue to brief staff and pupils throughout the trip.
- 7.2. When the trip involves caving, climbing, trekking, skiing or water sports (other than rowing), the school will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England Scotland and Wales).
- 7.3. All swimming (pool, lake, river or sea) activities must be clearly identified in the Trip itinerary and Risk Assessment with appropriate staffing levels and relevant qualifications agreed individually with the EVC.

8. Pupil Behaviour

- 8.1. For all visits the pupils should be adequately briefed about the aims, expectations and codes of conduct for the visit. Pupils should be engaged in evaluating the risks of the tasks they are

about to undertake. In all cases parents and pupils should be made aware of the standards of behaviour expected and the sanctions which may be used in cases where the standards are breached. In all cases the parent consent form requires that parents agree that the School reserves the right to send their son home at the parents' expense if he jeopardizes his safety, the safety of others or the good name of the School. For residential visits it may be appropriate to require parents and pupils to sign a Code of Conduct Agreement.

9. Mobile and Social Media contact whilst on a Trip

- 9.1. Staff and pupils are to be aware of the effect that their mobile phone or social media contact may have, especially in the event of a natural disaster or security emergency. Sensitive information, images and personal opinions which may have ramifications for other individuals should not be sent or posted without prior consultation with the Trip Leader.

10. Emergency Procedures – Overseas and Residential Trips

- 10.1. The Trip Leader and staff must be familiar with and act in accordance with OEAP National Guidance, Requirements and Recommendations for Establishments.
- 10.2. Staff must ensure that they keep emergency contact details for pupils and staff with them at all times, and that they have the correct insurance information readily available. In the event of a major incident they should follow the School Emergency Procedures for Group Leaders.

11. Insurance

- 11.1. The school holds a World Travel Policy with ACE Insurance which is renewed every September. This provides extensive insurance cover, some specified hazardous activities require an additional premium to maintain appropriate insurance cover. Trip Leaders must ensure that they check the travel insurance if they are undertaking hazardous activities and contact the insurer for advice if there is any doubt that the activity is not covered. The Trip Leader must keep the insurance details with them at all times on the trip.

12. Travel Arrangements

- 12.1. Only reputable companies are used for transport. The travel requirements are risk assessed taking into account all the relevant factors such as distances to be travelled and likely weather conditions and appropriate arrangements are made to ensure optimal safety conditions for travel. All staff who drive pupils are checked for valid driving licences and asked to declare any relevant medical conditions annually. If they are driving a minibus they must have passed a recognised minibus test. The safety standards in some countries for roads and vehicles are variable and the Trip Leader must inform parents when this will be the case. The Trip Leader must carry out all reasonable checks to make sure that safety is maintained as far as is reasonably practicable.

13. Medical Information

- 13.1. When assessing risk, particular attention is paid to any member of the group who has a disability, medical condition or specific educational need. As previously stated parents are requested to provide any update of medical information on the consent form and to give consent for any emergency medical treatment which may be considered necessary. In addition the school data base is checked for medical conditions. Key staff such as the

School nurse are consulted where further information and advice is required. It is the Trip Leader's responsibility to take all medical information on the trip and ensure the relevant supervising staff are provided with appropriate information. Pupils must be reminded and checked that they have all the necessary medication and equipment.

14. Educational Visit Evaluation

- 14.1. The school recognises that every educational trip requires considerable time and effort to organise, and there are associated costs such as lessons missed, staff cover, study and revision time lost. For this reason the Trip Leader is required to state the purpose of the visit at the outset when seeking initial approval. The Trip Leader is also required to evaluate the trip on return and submit to the EVC.
- 14.2. A termly summary of off-site visits that have taken place is provided for the Health and Safety Committee and the Headmaster will provide the Governors with an overview of school visits that have taken place.
- 14.3. This policy will be reviewed annually by the Headmaster and EVC taking into account all of the above and submitted to the Chairman of the Governors for approval.

Second Master

Last internal review: May 2018

Last governor review: May 2018

Next governor review: May 2019