



## BOOTHAM JUNIOR SCHOOL

### EDUCATIONAL VISITS POLICY

#### Related Policies

This policy should be read in conjunction with the following:

(a) Behaviour Policy

[BJS Behaviour Policy](#)

(b) Risk Assessment Policy

[Health & Safety Risk Assessment Policy](#)

Copies of the following policies are available to staff on the staff portal:

(c) Emergency Plan

[Emergency Plan](#)

(d) Code of conduct for staff

[Code of Conduct for Staff](#)

#### 1 Scope

- 1.1 This policy applies to Bootham Junior School and includes details of the provision for pupils in the Early Years Foundation Stage.

#### 2 Aims

- 2.1 This policy sets out responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that risks to the health, safety and welfare of participants are minimised thereby enabling them to enjoy and gain the maximum benefit from the experience.

#### 3 General planning

- 3.1 Each trip should have a clearly identified purpose with an activity programme suited to the age, experience, needs and abilities of the pupils involved.

3.2 Before a trip is announced staff must seek approval from the Head of the Junior School for the dates and approximate costs involved.

#### 4 Risk assessment

1.1 The Trip Leader will carry out a risk assessment and complete a risk assessment form.

4.1 The Trip Leader will ensure that there is adequate provision of First Aid on the trip.

4.2 For any trip that includes adventure activities offered by an activity provider in the UK as part of the programme the Trip Leader must check that the provider holds an Adventure Activities Licensing Authority (AALA) licence and record the number on the risk assessment.

4.3 Details of the vetting checks and DBS clearance of staff working at residences where pupils may stay on overnight visits must be checked by the Trip Leader (in consultation with the Designated Safeguarding Lead) and recorded on the risk assessment form.

4.4 Approval for any trip is conditional upon completion of a satisfactory risk assessment.

#### 5 Staffing

5.1 The Trip Leader must be a member of staff with appropriate skills, expertise and experience for the activity. Newly qualified staff are not normally considered to be experienced enough to take on the role of Trip Leader for a residential trip. Newly appointed members of staff should work in consultation with the Deputy Head of the Junior School when planning trips.

5.2 Staff accompanying a trip will normally be teachers, Resident Graduates or support staff employed by the school. They must be appropriately qualified and experienced.

5.3 Other adults may assist with a trip where, for example, expert staffing or additional supervision is required, subject to satisfactory safeguarding checks being completed and approval by the Deputy Head or Head of the Junior School.

5.4 All adult supervisors have a duty of care to the pupils and must provide supervision and support throughout the visit.

5.5 It is important to have an appropriate ratio of adult supervisors to children for any visit. The factors to be taken into consideration include:

- (a) the age, sex and ability of the participants
- (b) participants with medical needs
- (c) the location and nature and of the activity
- (d) the experience and abilities of staff

5.6 All ratios are subject to change in relation to the specific activity. The final decision will be taken by the Head of the Junior School (in consultation with the Trip Leader) but as a general guide the minimum requirement is:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for EYFS and dependent upon the nature of the visit)

- 5.7 A greater number of staff may be required in light of an individual risk assessment.
- 5.8 A qualified first aider (paediatric for EYFS trips) should accompany each trip
- 5.9 The circumstances in which it may be acceptable to have fewer than the minimum number of staff, or to not have an accompanying first aider are:
- (a) where activities involve situations that are familiar to participants, and where additional appropriate adult help could be available in a short time, should the party leader become incapacitated
  - (b) on a journey where additional help will be available at the group's venue (providing that there is adequate supervision of participants during the journey)
  - (c) local activities where further adult help is available quickly
  - (d) local activities where the venue can supply a first aider on site

## 6 Children, relatives and close friends of staff

- 6.1 In situations where it is proposed that the children, close relatives or friends of staff accompany a group on an off-site activity there is a serious risk that roles could conflict, and permission must be obtained from the Head of the Junior School.
- 6.2 Any children of staff should be of a compatible age to the participants in the group and should be treated as any other participant in the party. The staff member will not be able to lead the group and should not be counted in the staffing ratio. This does not apply where the children of staff are Bootham students and are participating in the trip in their own right.
- 6.3 Satisfactory safeguarding checks must have been completed in respect of any adult relatives or friends of staff who accompany a school trip, and such persons should not be counted in the staffing ratio.

## 7 Responsibilities and duties

Primary responsibility for the safe conduct of the visit rests with the Trip Leader. He or she has responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. Significant changes, especially those on residential trips, should be discussed with the Head or Deputy. The Trip Leader may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- 7.1 The Trip Leader will:
- (a) Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them
  - (b) Ensure the overall maintenance of good order and discipline during the visit.
  - (c) Ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and students, whilst on the visit
  - (d) Ensure that all members of staff are fully briefed as to their roles and responsibilities.

- (e) Brief pupils and other participants prior to the trip and ensure that they conduct themselves with due respect for the environment and the local community
  - (f) Ensure that the required safeguarding checks have been carried out for adults on the trip who are not currently employed by the school.
  - (g) Ensure a named School Contact (usually the Head or Deputy Head) is available and has all necessary trip details
- 7.2 Trip leaders must inform the Deputy Head if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.
- 7.3 All staff will:
- (h) Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the students
  - (i) Inform the trip leader if they are unsure of their ability to perform any supervisory function requested of them
  - (j) Recognise the limits of their responsibilities and act within these at all times
  - (k) Inform the trip leader of any incident involving the students in their care which may have implications for students' health and safety, general welfare or the good order of the trip as a whole
  - (l) Be able to use Operoo to locate pupil essential information
- 7.4 All staff and other adults will be made aware of the expectations placed upon them and the nature of their relationship to the students and other staff on the trip. All staff and other adults must understand and be comfortable with their role before accepting their place on the trip.

## 8 **Adventure activities**

- 8.1 Where adventure activities (caving, climbing, trekking and watersports) form part of a school trip the provider's Adventure Activities Licensing Authority (AALA) licence must be checked when booking and the number recorded on the risk assessment form.
- 8.2 An AALA licence indicates that the provider has been inspected, with particular attention being paid to their safety management systems with young people, and has been able to demonstrate compliance with nationally accepted standards of good practice in the delivery of adventure activities to young people, with due regard to the benefits and risks of the activity.

## 9 **Transport**

- 9.1 The Minibus(es) must be booked in advance. The driver must have the relevant category driving license and have passed the school's MIDAS course. The driver is responsible for the vehicle during any trip/visit. All staff must familiarise themselves with the Minibus regulations before use and know where the First Aid box, the mobile phone and the fire extinguisher are kept. There is a standard risk assessment for minibus use
- 9.2 If needed, coaches must be hired from approved operators.
- 9.3 No student may travel in a private car unless parental permission is given in advance and appropriate insurance cover is in place.

## 10 Finance

- 10.1 The Trip Leader should consult with the Bursary at an early stage in the planning process to ensure that the proper financial procedures are followed and that any required safeguards are in place.
- 10.2 The Trip Leader will ensure that parents have early warning of additional costs associated with the trip, normally by way of an email sent out well in advance of when the trip is to take place. Permission will normally be sought to add the cost of the trip to the school bill.

## 11 Insurance

- 11.1 The School has a standard insurance which provides worldwide cover and has a winter sports extension. The Trip Leader must check with the Bursary whether any additional cover is required, together with cost implications, before the parents' information letter is sent out.

## 12 Communication and documentation

- 12.1 The school's standard terms and conditions, agreed to by all parents, gives consent for day trips in the UK that do not incur a charge and take place within normal school hours.
- 12.2 For other trips, parents will be informed in writing as to what the trip involves and they will be required to sign a consent form.
- 12.3 An explanatory meeting may be held for parents if the Trip Leader feels that this is appropriate before residential trips.
- 12.4 A detailed itinerary will be sent home before all residential trips.

## 13 Emergency contact details

- 13.1 The Trip Leader is responsible for leaving emergency contact numbers and an accurate list of all participants (via Operoo) with:
  - (a) School reception
  - (b) School Contact (for residential trips)

## 14 Evaluation and review

- 14.1 The Trip Leader will provide an evaluation of the trip, noting any particular issues and any modifications for the future. This should allow the best use to be made of opportunities available, ensure future trips run smoothly, help to resolve problems encountered and show where additional training would be helpful.
- 14.2 Policies and procedures will be reviewed regularly by the Leadership Meeting and staff leading specialist trips to ensure they reflect current regulations and best practice.

Date of last review: April 2021  
Person responsible: BJS Head  
Review group: Health and Safety Committee  
Approval group: Governors' Meeting

Date of next review: January 2025

Checked and updated for fact and process:

December 2018

February 2020 - Review in progress following trial of CareMonkey software

September 2020. Statements re Covid-19 and Operoo added

October 2021

October 2022 Statement re Covid-19 removed

October 2023

*Note: This policy will be reviewed on an annual basis for matters of fact and process.*

## Appendix 1

### Emergency procedures for educational visits

#### 1 Guidance notes

The Leadership Meeting (LM) has agreed the attached procedure if there is a serious incident or accident on a school trip, at home or abroad.

The main element is to ensure that there is a swift and appropriate response in the unfortunate event of a serious incident and all staff taking trips or holding a senior position back at base are asked to keep them in mind at all times.

Should the school be notified of an incident, the contacted member of LM will decide whether a presence is required at the location.

One member of LM will remain at school to deal with enquiries, the press and so on, whilst the remaining members of the team will need to be available to run the school, organise counselling, etc.

It is important that the students are made aware of what to do in the case of emergency and if something renders the member of staff unable to react. The emergency card should be given to all students to carry at all times.

On return from a trip, the office should be informed of the safe arrival of the party.

#### 2 School trip emergency procedures

##### *Who will take charge in an emergency?*

The Trip Leader with the school party will normally take charge in an emergency. The Trip Leader will ensure that emergency procedures are in place and that back up cover is arranged. The Trip Leader should liaise with the representative of the tour operator if one is being used.

The Trip Leader will communicate with the designated contact in York for the school party. The School Contact's main responsibility is to link the group with the Head, Senior Staff and the parents. The named person should have all the necessary information about the visit.

### 3 Emergency procedures for the Trip Leader

If an emergency occurs on a school visit the following action should be taken.

- (a) Establish the nature and extent of the emergency as quickly as possible
- (b) Summon the emergency services
- (c) Establish the names of any casualties and get immediate medical attention if necessary
- (d) Ensure that all the group are safe and looked after
- (e) Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures
- (f) Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- (g) Notify the police if necessary
- (h) Notify the British Embassy/Consulate if an emergency happens abroad
- (i) Inform the School Contact. The School Contact number should be accessible at all times during the visit.
- (j) Details of the incident need to be passed on to school should include; nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- (k) Notify insurers, especially if medical assistance is required (the School Contact can be used to do this)
- (l) Notify tour operator
- (m) Ascertain telephone numbers for future calls. Mobiles may be subject to technical difficulties and should not replace usual communication procedures
- (n) Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times and contacts after the incident
- (o) No-one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact in the home area
- (p) No-one in the group should discuss legal liability with other parties

### 4 Emergency procedures for School Contact

- (a) Prior to the visit, the name and school/home/mobile telephone numbers of a School Contact should be identified. It is advisable to arrange a second School Contact as a reserve.
- (b) The Head and Trip Leader should bear in mind that the contact line may become busy in the event of an incident and that alternative numbers to ring would be useful.



- (c) If an emergency occurs the main considerations for the School Contact to consider include:
  - (i) Ensuring the Trip Leader is in control of the emergency and establishing if any assistance is required from the school base.
  - (ii) Contacting the Head/Deputy Head and liaising with them.
- (d) It is a priority that the Head/Deputy or School Contact speak personally to the parents of any student who has suffered injury or mishap.
- (e) Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The School Contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of an emergency. Contact must be established even though with modern technology news may already have broken.
- (f) The School Contact should act as a link between the group and the Head/Deputy Head/Leadership Meeting and arrange for the group to receive assistance if necessary. The Head will contact the Clerk of Governors.
- (g) A full record of the incident must be kept.
- (h) If a serious incident occurs, the School Contact should liaise with the designated media contact (Head/School Development Director) as soon as possible. In the event of an emergency all media enquiries should be referred to the media contact. The name or names of any casualties should not be given to the media.

## 5 After a serious incident occurs

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other students or staff in the school have been affected. In some cases reactions do not come to light immediately. Schools in this situation have found it helpful to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

## Appendix 2

### COVID Restrictions

The following additional rules will apply during the COVID Pandemic.

- Until decided otherwise by the Head, in consultation with LM, all trips must be within the local area, of an outdoor nature and be accessed via school minibus or on foot.
- All trips must be additionally risk assessed for COVID Precautions.
- Government advice and regulations must be followed.
- Pupils must belong to the same bubble
- The trip must be signed off by the Head the week before and the day before the visit to ensure compliance (regular trips such as Forest School need only be reviewed once per location).