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. The Head will liaise with the Educational Visits Coordinator (EVC) before any new trip is authorised.

3.3 Sustainability should be integrated into all aspects of the trip, including: location, transport, activities and food.

3.4 The process for booking a trip is outlined in the Appendix.

4 Risk Assessment (RA)

1.1 The Trip Leader will carry out a risk assessment and complete a risk assessment form, following the school's risk assessment policy. The assessment must take into account current conditions and any restrictions in place due to local or national issues. The RA is a working document which should be updated as needed.

4.1 The Trip Leader will ensure that there is adequate provision of First Aid on the trip, including paediatric first aid or outdoor specific first aid as appropriate. At least one Bootham School staff member with a first aid qualification must accompany every 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 Pupils with medical conditions or additional needs that require intervention should be referenced in the Risk Assessment or have a separate RA.

4.5 The Head (as a trained DSL) will look over all trip plans for safeguarding issues.

4.6 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 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)
1:10	Years 4 – 6

5.7 A greater number of staff may be required in light of any individual risk assessment. Mixed groups should have at least one member of staff of each sex. Single-sex groups must have at least one member of staff of the same sex as the children. Alterations to this may only be made in exceptional circumstances with the approval of the Head of the Junior School. This will require a risk assessment.

5.8 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.

6.4 Any additional adults or children must meet the full costs of their participation

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.

7.1 The Trip Leader will:

(a) Ensure that staff are selected 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 by HR 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 for trips that take place outside of normal school office hours

(h) Act 'in loco parentis'. This means they have a duty under common law to take care of pupils in the same way that a prudent parent would.

7.2 The school, as employer of the Trip Leader, will support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed school guidelines.

7.3 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.

7.4 All staff will:

(i) Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils. Staff consumption of alcohol is not usually permitted and must be authorised by the Head in advance.

(j) Inform the trip leader if they are unsure of their ability to perform any supervisory function requested of them.

(k) Recognise the limits of their responsibilities and act within these at all times

(l) Inform the trip leader of any incident or concern which may have implications for pupils' health and safety, general welfare or the good order of the trip as a whole

(m) Be able to use Operoo to locate pupil essential information

7.5 All staff 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 Local Trips and Fixtures

8.1 Local trips are defined as being within the York area and predominantly within the school day. For example: fixtures, field trips to the City Centre, visits to other schools

8.2 Permission from parents for these trips is given in the school contract. Additional permission is only needed where a charge is to be made, where transport other than in walking or school minibus is used or where the trip leaves or returns outside of school hours.

8.3 Parents should still be made aware of local trips, usually via the weekly newsletter or a class email.

8.4 Staff must complete a Local Trip Form (see Appendix 1) with the EVC giving:

(a) Name of trip leader and additional staff

(b) Purpose of activity

(c) Location of visit

(d) Times of the visit

(e) Contact details of the trip leader

(f) Names of the pupils participating (or numbers if whole class attending)

(g) Name of first aider

8.5 Staffing ratios are as other trips

8.6 Risk Assessments should be completed and kept on file. Proforma Risk Assessments for local trips are available to be customised.

8.7 The trip should not contain any dangerous activities. The Head should be consulted if there is any doubt.

9 Adventurous activities

9.1 Where adventurous 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.

9.2 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.

10 Transport

10.1 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.

10.2 If needed, coaches must be hired from approved operators.

10.3 No pupil may travel in a private car unless parental permission is given in advance and appropriate insurance cover is in place. Travel in staff cars is discouraged and must be approved by a member of Leadership Meeting.

11 Finance

11.1 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.

11.2 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.

12 Insurance

12.1 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.

13 Communication and documentation

13.1 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.

13.2 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.

13.3 An explanatory meeting may be held for parents if the Trip Leader feels that this is appropriate before residential trips.

13.4 A detailed itinerary will be sent home before all residential trips.

13.5 Pupils' Mobile Phones and AirTags (or similar) are not permitted on Junior School trips. Parents should be made aware of this in the letter sent regarding the trip.

14 Emergency contact details

14.1 The Trip Leader is responsible for leaving trip details, itinerary, emergency contact numbers and an accurate list of all participants (via Operoo) with:

(a) School reception

(b) School Contact (for residential trips)

14.2 School/emergency contact details are as follows:

(a) For weekday trips between 8.15 and 16.15, the Junior School Office

(b) For weekday trips returning between 16.15 and 18.00, the Senior School Office

(c) For trips on a Saturday or non-residential trips leaving before 8.15 and/or returning after 18.00, any member of school staff should be designated.

(d) For residential trips, the Head, Deputy Head or Head of EYFS

15 Evaluation and review

15.1 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.

15.2 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.

15.3 The policy, recent and upcoming trips are reviewed termly by the Governor with Safeguarding Oversight.

15.4 Occasional Blink Monitoring is undertaken by the Educational Visits Coordinator (EVC)

Date of last review:	January 2025
Person responsible:	BJS Head
Review group:	Health and Safety Committee
Approval group:	Governors' Meeting
Date of next review:	January 2029

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

Date of last review:	January 2025
Person responsible:	BJS Head
Review group:	Health and Safety Committee
Approval group:	Governors' Meeting
Date of next review:	January 2029

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.

Date of last review:	January 2025
Person responsible:	BJS Head
Review group:	Health and Safety Committee
Approval group:	Governors' Meeting
Date of next review:	January 2029

Appendix 1 – Local Trips Form

Local Trips and Fixtures Form

Name of staff member in charge:

Contact Number:

Additional Staff:

First Aider:

Purpose and location of visit:

Time out/return:

Pupils attending:

Appendix 2 – Trip Approval Form

Educational Day Trip Approval

Trip Title:

Date and Time:

Year Group:

Approx Numbers:

Trip Leader:

Other Staff Needed:

Destination:

Activity/Purpose:

Costings
Transport:
Extra Staff:
Activity:
Other:
Cost per pupil:

Approved: Yes/No Signature:

Educational Day Trip Review

Total Cost of Trip:

Activity Evaluation:

Appendix 3 – School Visit Checklist

BOOTHAM JUNIOR SCHOOL

<table>
<tr><td colspan="2">Date of Trip:</td><td colspan="2">Timings:</td></tr>
<tr><td colspan="2">Location (inc. phone number):</td><td colspan="2"></td></tr>
<tr><td colspan="2">Year Group(s):</td><td colspan="2">Transport Method</td></tr>
<tr><td>Boys:</td><td>Girls:</td><td colspan="2" rowspan="2">Additional needs to consider:
(allergies, EAL)</td></tr>
<tr><td colspan="2" rowspan="2">Staff:Pupil Ratio:</td></tr>
<tr><td colspan="2">Staff Names:</td></tr>
<tr><td colspan="2">1st Aider:
(Paediatric Y/N)</td><td colspan="2" rowspan="2">School/Trip Mobile No:</td></tr>
<tr><td colspan="2" rowspan="2">Checklist:
Risk Assessment
Pupil Contact/Medical Details
School/Trip Phone
Pupil Medication
1st Aid Kit</td></tr>
<tr><td colspan="2">Signed:

(Trip Leader)</td></tr>
</table>

School visit checklist - please attach as a top sheet to your risk assessment

A copy of this form and the RA should be given to the Head at least 24 hours before leaving.

Appendix 4

Guidance for planning trips

The following list relates to planning for longer trips. The text in italics indicates that the action either may not be required or that the timescale may be shortened.

- At least six months in advance it is recommended that: ○ assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's students on a site other than the school.
    - Talk to Head for advice on suitable dates, previous experience and requirements etc. You will also discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants.
    - calculate the staff to pupil ratio
    - prepare a draft itinerary.
    - decide the mode of transport for the whole journey.
    - prepare a costing for the visit, remembering to allow a contingency for delays and emergencies.
    - if an adventurous activity is involved, check that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority).
    - obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit.
    - prepare your own risk assessment.
    - find other members of staff who are willing to participate, remembering:
        - male / female ratios
        - language skills
        - medical assistance
        - nature of activities
    - *check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider.*
    - *undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible.*
    - establish the minimum and maximum numbers for the visit to be viable.
    - *establish any passport, visa and medical requirements.*
    - establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants.
    - *check with the travel advice unit of the Foreign and Commonwealth Office depending on the Education and Pastoral/ Ed. Visits 12 of 16 location*

- A month before the trip:
    - Ensure you have booked Trip Mobile(s)
    - Book any food requirements with the kitchens
    - Book First Aid kits

Appendix 5

Authorisation Process

1 Talk the trip through with The Head of Deputy Head
2 Complete the trip permission form (Appendix 2)
3 Seek approval from The Head
4 Check cover implications with The Head
5 Once approved, add the date to the 'Dates for Diaries' document
6 Send trip letters via the EVC
7 Collect and check consent forms on Operoo, especially medical needs
8 Complete a risk assessment (see guidance) and school visit top sheet (appendix 3) and have it signed by the Head
9 For a residential trip, have IT divert an 01904 number to your own mobile for use in an emergency.
10 Ensure Operoo is available on Staff mobile devices and/or print out paper versions.
11 Produce a trip pack including:

i. Checklist
ii. Itinerary
iii. Risk Assessment iv.
iv. List of students

12 Packs are needed by:

i. The trip leader (and deputy if appropriate)
ii. Emergency Contact(s)
iii. EVC

13 After the trip an evaluation must be completed

Appendix 6

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 needing 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.