Educational Visits Policy

Related Policies

This policy should be read in conjunction with the following policies

a) Expectations, Standards and Positive Relationships Policy

b) Risk Assessment Policy

both of the above policies can be viewed at https://www.boothamschool.com/policies/

c) Emergency Plan

d) Code of Conduct for staff

both of the above policies are available to staff on the staff portal

1 Scope

1.1 This policy applies to Bootham Senior School. A separate policy exists for Bootham Junior School.

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 Introduction

3.1 Bootham School firmly believes that educational visits and residential trips, within the UK and to other parts of the world, are an important aspect of the curriculum and make a valuable contribution to students' personal, social and educational development. Trips are planned which:

(a) Support students' academic work and broaden their interests.

(b) Encourage students to work constructively with others, think through problems and rise to a variety of challenges.

(c) Foster increased confidence and self-esteem.

(d) Enable students to use their leisure time wisely and share enjoyable and memorable experiences.

3.2 Safety is paramount on any trip, therefore meticulous planning and organisation are essential.

4 General planning

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

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

4.3 Before a trip is announced staff must seek approval from the Deputy Head (Operations) (DHO) who is the school's Educational Visits Coordinator.

4.4 The full process is outlined in Appendix 1.

5 Risk assessment

5.1 The Trip Leader will carry out a risk assessment and complete a risk assessment form, following the school's risk assessment policy.

5.2 The assessment must take into account current conditions and any restrictions in place due to national and local issues. The RA is a working document and should be updated regularly.

5.3 The Trip Leader will ensure that there is adequate provision of First Aid on the trip. Residential trips should have a Bootham First Aider unless agreed by DHO. Permission will only be granted if properly risk assessed and qualified first aiders are available at the venue.

5.4 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 Service (AALS) licence and record the number on the risk assessment.

5.5 Details of the vetting checks and DBS clearance of staff working at residences where students 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.

5.6 Students with medical conditions or learning differences that require intervention should be referenced in the risk assessment or have a separate RA.

5.7 The DHO, as a trained DDSL, will look over all trips for safeguarding issues. Further advice is sought from the DSL where necessary.

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

6 Staffing

6.1 The Trip Leader (TL) must be an approved 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 a Residential Trip Leader.

6.2 For larger trips, the TL may appoint a Deputy Trip Leader. This is essential if the group splits up for large parts of the visit.

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

6.4 Other adults may assist with a trip, subject to satisfactory safeguarding checks being completed and approval by the DHO.

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

6.6 It is important to have an appropriate ratio of adult supervisors to students 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 of the activity

(d) the experience and abilities of staff

6.7 All ratios are subject to change in relation to the specific activity. The final decision will be taken by the DHO. but as general guide the minimum requirement is:

	Schoolrooms and Seniors	College
Non-residential	1:10	1:16
Residential and any trip involving adventure activities	1:10 with a minimum of 2 staff Single-sex groups must have at least one staff member of the same sex as the students. Mixed groups should have at least one staff member of each sex. In exceptional circumstances, the DHO may authorise a single sex staff team. This will require a risk assessment.	

6.8 A greater number of staff may be required in light of an individual risk assessment. This includes the medical needs of students and the additional care they may require.

6.9 The circumstances in which it may be acceptable to have fewer than the minimum number of staff 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) activities that are not directly supervised

(e) for groups of participants who are 16+ and can be involved in the supervision process themselves. The participants should be closely considered, to ensure that this is appropriate

7 Children, relatives and close friends of staff

7.1 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 DHO.

7.2 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.

7.3 Permission from the DHO must be sought for additional adults (family members or friends) or children of staff (who do not go to Bootham) to accompany the trip. Satisfactory safeguarding checks must have been completed in respect of any adults who accompany a school trip, and such persons should not be counted in the staffing ratio. There should be reference to the additional people in the risk assessment.

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

8 Responsibilities and duties

8.1 The TL 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 students 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 all students and parents sign a Behaviour Contract before departing on a residential trip.

(g) Check with HR department concerning DBS checks for adults on the trip who are not currently employed by the school.

(h) Personal Liability

(i) The TL acts "in loco parentis". This means that they "have a duty under common law to take care of students in the same way that a prudent parent would do.

(ii) The school as employer of the TL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

8.2 Visit leaders must inform the DHO 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.

8.3 All staff and adult helpers will:

(a) inform the visit leader of any incident involving the students in their care which has implications for students' health and safety, general welfare or the good order of the visit as a whole.

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

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

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

(e) Report to the visit leader any concerns they may have concerning student behaviour or well-being during the visit.

8.4 All staff and other adult helpers 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 helpers must understand and be comfortable with their role before accepting their place on the visit.

9 Local Trips and Fixtures

9.1 Local trips are defined as within York and predominantly within the school day.
For example: fixtures, field trips into the city centre, visits to other schools

9.2 Permission from Parents for these trips is given in the school contract

9.3 Staff must complete a Local Trip form at reception giving:

(a) Name of the Trip Leader and additional staff

(b) Purpose of the visit

(c) Location of visit

(d) Times of the visit

(e) Contact details of the staff members

(f) Names of students

9.4 For regular visits, such as fixtures, staff details will be kept on file and a shortened version of the form used.

9.5 Staffing ratios are as other trips

9.6 Risk assessments should be completed and kept on file

9.7 The trip should not contain any dangerous activities. If in doubt consult the DHO

9.8 Parents do not need to be informed but an email advising of the trip and giving any dress requirements is advised.

10 Adventure activities

10.1 Where adventure activities (caving, climbing, trekking and watersports) form part of a school trip the provider's Adventure Activities Licensing Service (AALA) licence must be checked when booking and the number recorded on the risk assessment form.

10.2 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.

11 Transport

11.1 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.

11.2 For journeys longer than two hours a second qualified driver should be present or readily available.

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

11.4 Travel involving staff using their own cars is discouraged. This must be approved by a member of Leadership Meeting and cover is provided through the school's "occasional business use" motor policy.

12 Finance

12.1 The TL 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.

12.2 The TL will ensure that parents have early warning of additional costs associated with the visit/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.

13 Insurance

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

14 Sustainability

14.1 The school's aim is to make all trips and visits as sustainable as possible.

14.2 When planning a visit, the location should be carefully considered and, if a further away location is preferred, there must be valid reasons for it.

14.3 More sustainable modes of travel should be considered, especially for visits within the UK and Europe.

14.4 When booking with a travel company, their commitment to sustainability should be checked and sustainable, options such as carbon offsetting, selected.

15 Communication and documentation for trips apart from Local Trips

15.1 The school's standard terms and conditions, agreed to by all parents, gives consent for day trips in the UK. However, additional consent will be sought for all trips not counted as Local Trips

15.2 Parents will be informed in writing as to what the trip involves and they will be required to sign a consent form.

15.3 All residential trips require a behaviour contract agreed to by parents and students.

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

15.5 A detailed itinerary will be sent home before all trips.

16 Emergency Contact details

16.1 An information pack about participation in a visit/trip will be completed in respect of all participants in any visits/trips. Copies will be distributed as follows:

(a) All detailed information to be left with the DHO.

(b) Reception receive a list of students and an itinerary.

(c) All trips must have at least one emergency contact which will have a full trip pack.

(i) For trips in the UK starting after 8:30 and finishing before 18:00 (12:25 on Saturday) this is the main school number.

(ii) For non-residential trips outside of school hours, a member of school staff should be designated. This can be any suitable member of staff.

(iii) Residential Trips must have a member of LM as the contact and will have the DHO or Head in reserve.

17 Evaluation and review

17.1 The TL 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.

17.2 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.

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

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

Spring 2023: F & P review undertaken – changes made:
Update to the linked policies
Added authorisation for gender of staff on residentials.
Emergency contact rules clarified

Spring 2024: F & P review undertaken and the following changes were made:
Update of authorisation to reflect staffing changes
Added the requirement for all residential visits to have a behaviour contract.
Minor amendments to the Authorisation Process (Appendix 1)

Full review Dec 2024:
Added requirement for a first aider on residential trips
Added individual risk assessments for medical or SEND issues

Appendix 1 - Authorisation Process

1 Talk the trip through with Deputy Head (Operations) - JER)

2 Complete the trip permission form on the Staff Portal

3 Seek approval from DHO

4 Check cover implications with Assistant Head (Curriculum Logistics) (AHCL - WRL)

5 **Once approved, dates will be added to the calendar by the PA to the Deputy Head (Operations) PADHO**

6 Send trip letters via the PADHO

7 Collect and check consent forms on Operoo, especially medical needs

8 Residential Visits require a signed Code of Conduct

9 Complete a risk assessment (see guidance) and have it signed by DHO, DHO & DSL if residential.

10 Have the PADHO prepare emergency cards. As part of this have IT divert an 01904 number to your own mobile.

11 Ensure Operoo is available on Staff mobile devices and/or print out paper versions.

12 Produce a trip pack including:

i. Cover sheet
ii. Itinerary
iii. Risk Assessment
iv. List of students

13 Packs are needed by:

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

14 Put a list of students attending in the staffroom and send to attendance.

15 **After the trip an evaluation must be completed**

Appendix 2 - 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 DHO 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 student 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 visa and medical requirements.
    - This includes collecting passport and UK GHIC / EHIC cards
    - 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 location

- A month before the trip:

    - Ensure you have booked Trip Mobile(s)
    - Book any food requirements with the kitchens
    - Book First Aid kits
    - Ash PADHO to prepare Emergency Cards

Appendix 3 - Sample Behaviour Contract for Educational Visits

You must maintain the high standard of public behaviour expected in school and do nothing which could harm the reputation of Bootham School. Good manners, respect and politeness are expected at all times. The school's rules and sanctions will continue to apply where appropriate.

In addition, you are expected to:

- Observe school rules, UK Law and the laws of the relevant country.
- Be punctual.
- Obey all requests from members of school staff.
- Dress smartly and appropriately as advised by trip leaders.
- Respect the environment (e.g. not dropping litter).
- Not enter sleeping areas of the opposite sex or those of non-Bootham students on residential trips at any time.
- Accept full responsibility for your own possessions.
- Not be in possession of, consume or distribute alcohol, tobacco (including e-cigarettes), or illegal substances nor substances considered 'legal highs'.
- Not buy or be in possession of any inappropriate, dangerous or threatening items.
- Not sell goods for personal profit.
- Respect property by not vandalising it or trespassing.
- Not engage in intimidation, harassment or bullying, including fighting or violent behaviour (including play fighting).

I have read and accept the above guidelines which apply to all school trips until such time as my son/daughter leaves Bootham School or these guidelines are updated. In addition, I understand that any serious misbehaviour will result in my son/daughter being sent home at my own expense.

Appendix 4 - Emergency procedures for educational visits

1 Guidance notes

The Senior Leadership Team (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.

It would be appreciated if, on return from a trip, the office could be informed of the safe arrival of the party.

2 School trip emergency procedures

Who will take charge in an emergency?

The Trip Leader (TL) with the school party would usually take charge in an emergency. The TL would need to ensure that emergency procedures are in place and that back up cover is arranged. The TL should liaise with the representative of the tour operator if one is being used.

The TL would 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 The Trip Leader. What to do in an Emergency.

If an emergency occurs on a school visit the following points need to be considered.

(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) Control access to communications

(i) In serious cases, mobile phone should be taken off students to allow a coherent message to be relayed

(g) Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together

(h) Notify the police if necessary

(i) Notify the British Embassy/Consulate if an emergency happens abroad

(j) Inform the school contact. The school contact number should be accessible at all times during the visit.

(k) Details of the incident need to be passed on to school and 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)

(l) Notify insurers, especially if medical assistance is required (the school contact can be used to do this)

(m) Notify tour operator

(n) Ascertain telephone numbers for future calls. Mobiles may be subject to technical difficulties and should not replace usual communication procedures

(o) 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

(p) 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

(q) 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 Group 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 / Head of External Relations) 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 5 – Local Trips Form

Local Trips Form

This form is for trips in the local area that take place predominantly within the school day.

Name of staff member in charge:……..

Contact number: ……..

Additional Staff and contact numbers

Purpose of Visit …….

Location: …….

Time out and approx. return time: ……

Students: (You may attach a list)

Date of last review: January 2025
Person responsible: Deputy Head (Operations)
Review group: Health and Safety Committee
Approval group: Governors' Meeting
Date of next review: January 2028