

# **ICENI ACADEMY**

## **Visits, Journeys & Outdoor Education Policy**

### **1. Introduction**

(a) This policy relates to all visits or journeys undertaken by students, under the supervision of the staff of the School, which take them outside the physical boundaries of the School.

(This does not include visits where a class are taken off site on foot for no more than the normal duration of the lesson. In these instances the teacher must inform the office of the group they are taking out, the destination and the expected time of arrival back in school. Written consent from parents must be given.)

It includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within school e.g.: rock climbing, canoeing, sailing, and camping. There may also be a residential element.

The policy covers the entire period between departing from and returning to the School or into the care of the parents – which ever happens first.

(b) The leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake.

(c) A deputy leader should be involved in the preparation and organisation of the visit, should it be necessary to take over the running of the visit.

(d) Low risk activities are those conducted away from dangerous environments, in which the actual physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision.

(e) High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons.

### **2. Aims**

Aims for students – we aim to ensure that students:

(a) Develop the ability to integrate socially;

(b) develop leadership skills, self reliance, a sense of responsibility, initiative and resourcefulness;

(c) increase their self-confidence, dignity and feelings of self-worth;

(d) learn to work purposefully in a team with unselfishness and good fellowship;

(e) gain the necessary insight, skills and knowledge to pursue outdoor education in adult life;

(f) are enabled to meet challenges that are beyond their normal experiences;

(g) develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer.

### **3. General Policy**

(a) Every attempt is made to encourage and support staff who wish to take students on field trips and educational visits. It is clearly recognised that in many cases these trips form an essential part of students' studies. At the same time it is necessary to ensure that students are not withdrawn from timetabled classes over frequently.

(b) Parents are informed in good time by circular letter or Parents' Newsletter to enable planning and saving schemes to operate.

(c) Almost invariably, when our children are taken on visits they are complimented upon their behaviour and good manners. This is a source of pride to parents and teachers, and we intend that it shall continue.

### **4. Approval**

**Before planning any day trips thought must be given to how they enhance and support the curriculum termly theme and they must be incorporated into the curriculum map.**

(a) Before planning the visit in detail the Leader should discuss all details with their line manager and HT. In the case of visits incorporating overnight stays and/or hazardous activities this should be at least two terms before and in all other cases at least a month before.

(b) If permission is granted in principle the Leader must conduct a pre-visit and obtain any risk assessments the provider has available.

**(1) Complete the appropriate forms in the office and ask the burser to book coaches and tickets for the activities.**

- (2) complete the online risk form ;
- (3) gain parental consent

(c) The EVC will advise the Headteacher whether the visit should proceed on the grounds of safety according to the policies and procedures provided by the School. **NO VISIT MAY PROCEED WITHOUT THE PERMISSION OF THE HEADTEACHER.**

(d) All visits involving absence on one or more nights, all journeys involving travel by air or sea and any to which particular risks are attached will require the approval of the governing body.

(e) Overseas journeys must obtain permission from the governing body at least 6 months in advance, earlier if possible to enable financial stage payment to be made. Risk assessments for overseas trips must be sent to ECC for approval at least 3 months before the trip is due to leave.

## **5. Insurance Guidelines**

Visits fall into a number of categories:

(a) Regular sporting activities (fixtures, visits to swimming pools etc.) will automatically be covered by the County's general insurance policy. Notification to County is not necessary and no separate payment need be made.

(b) Low risk activities, which do not include an overnight stay, will be covered by the County's existing policy. No separate payment need be made.

(c) Visits, which involve special hazards or where there is an overnight stay are also covered by the County Council Insurance. These visits need to be submitted to The Educational Visits team at the County Council. **<http://educationalvisits.essexcc.gov.uk>** for approval. These forms can only be submitted by the EVC with the Headteacher's approval.

(d) Visits or journeys, which require approval by governors should have the position on insurance, made clear in writing. Organisers must satisfy themselves that appropriate insurance exists.

(e) Please note: no insurance for personal accident benefits are in place for students attending the County's schools, whether on the establishment premises or taking part in recognised activities off-site.

## **6. Health & Safety**

The Leader is responsible for ensuring the safety of all members of the group. They must be fully conversant with the Emergency Procedures as laid down in the School Visits and Journeys Procedures. The Leader should take a copy with them on the visit.

(a) All reasonable measures will be taken to ensure the Health and Safety of all students and staff participating in School Visits, Journeys and Outdoor Education ventures.

(b) A risk assessment is to be carried out for all off-site activities whether it is a day visit to a local site, a residential visit to a centre or camp.

(c) Instructors will be appointed as required to ensure that appropriate safe instruction is given at all times, the cost to be included in the costing of the venture.

(d) All ventures will follow:

- (i) the School Visits, Journeys and Outdoor Education Policy;
- (ii) the School Procedures for all School Visits and Journeys;
- (iii) the Health and Safety Policy.

## **7. Management**

The EVC will:

- (a) oversee the School Visits, Journeys & Outdoor Education Policy and report to the Headteacher;
- (b) monitor the planning of all School Visits, Journeys and Outdoor Education Ventures and advise the Headteacher on the advisability of allowing them to proceed;
- (c) monitor the outcome of all Outdoor Education Ventures;
- (d) make recommendations of possible future Outdoor Education Ventures

## **8. Planning the Visit**

To be undertaken by the leader and deputy leader at an early stage.

- (a) Discuss with staff to ascertain support and feasibility;
- (b) discuss preliminary plans with Line Manager and The EVC;
- (c) complete Section 1 of Proposed Visit/Acting Out of School form.

8.1 If permission is granted in principle, complete Section 2 and return to The EVC.

8.2 Calculate cost and arrange funding or payments. Investigate sources of financial support. Confirm insurance cover with The EVC.

8.3 Book facility and receive written confirmation. Check details such as; times, facilities for refreshments, toilets, hazardous areas, special clothing or equipment required. Arrange transportation. Ensure Risk Assessment is carried out.

8.4 Distribute a circular letter to targeted students parents including the following information and Parental Consent Forms to be signed and returned.

- (a) Destination with full address and telephone number.
- (b) Dates and times of departure and return.
- (c) Method of travel (travel company/coach company).
- (d) Names of leader, deputy leader and accompanying staff.
- (e) Cost and what it covers.

8.5 On receipt of Parental Consent Form:

- (a) Compile register of students.
- (b) Check staff student ratio.
- (c) Ensure some adult in party has working first-aid knowledge.

A further letter to the parents should include:

- (a) Payment details.
- (b) Date after which any deposit cannot be returned if cancelling.
- (c) Medical information form to be completed, signed and returned.
- (d) Kit list, equipment required.
- (e) Amount of money advised to take, staff responsible if applicable.
- (f) Rules, including safety and emergency procedures relevant to the trip.
- (g) Emergency telephone contact number of parents/guardian in the event of an emergency.
- (h) Name and telephone number of the staff contact number at home accessible during the visit.

Alternatively some of the information is more effectively given and received during an evening meeting for parents. For a long residential or overseas visit a meeting is essential.

## **9. Preparing for the Visit/Journey**

(a) Arrange the School contact – a member of the SLT prepared to be accessible by phone during the visit if out of School hours.

(b) A comprehensive itinerary of the journey/visit including contact details, must be compiled by the leader and issued to the:

- (i) The EVC – Headteacher
- (ii) School Office

Any major changes must be made known to all concerned.

(c) Compile a register which should include:

- Name, tutor group
- Medical information
- Ancillary support

Emergency home contact names and telephone numbers

(d) A copy of the register should be passed to The EVC who will inform the leader of the emergency contact arrangements at the School end. The leader will inform parents, participants and staff of the procedures in the case of an emergency.

(f) A mobile phone can be booked through the Bursar and carried by the leader.

(g) A first aid kit should also be carried by all adults depending on the nature of the visit. Available from the Office.

10. Safety and Supervision

### **10. Staffing Ratios**

The ratios below apply to the supervision of students under the age of 18 and are set as a minimum requirement. They should be adjusted bearing the following points below in mind.

- age, sex, special needs
- nature of activities, high or low risk
- experience and expertise of adults
- duration
- If residential what type of accommodation?

Category A – 1 adult to 15 young people for local, daytime, low-risk activities. However, for every 30 students there should be at least 1 teacher or HLTA and 1 other adult.

Category B – 1 adult to 15 young people for where the visit involves 1 or more nights away. There must always be 2 adults and for mixed groups both male and female adults.

Category C – 1 adult to 10 young people when the visits are abroad. There must always be 2 adults and for mixed groups both male and female adults.

Category D – 1 adult to 10 young people for activities of a physical/adventurous nature (this includes Centre staff e.g. Kingswood).

Where a party is sub-divided each division must have a nominated supervisor. They must have clear, well-defined, written instructions clarifying their role and detailing arrangements.

### **11. Risk Assessments**

All Trip Risk Assessments should be filled in using the online risk assessment form from on the Educational Visits website.

A risk assessment should be carried out for all off-site activities. A pre-visit to venues is desirable and sites that are frequently visited should be re-assessed on a regular basis, at least annually.

A copy of this risk assessment should be given to all adult helpers and to the two emergency contacts.

### **12. Duty of Care**

When teachers take a party away from School, they are 'in loco parentis'. The duty of Care expected is that of a reasonably careful and prudent parent applying his or her mind to the School situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to young people under the age of 18 and parental consent is required for off-site ventures for people under that age.

### **13. Volunteers**

The role of the helper, whether parent or specialist instructor, must be considered. In addition, the responsibility delegated to accompanying adults should be clearly understood by all. Through briefings to accompanying adults are vital.

When a volunteer assumes the role of instructor, it is essential that he/she is appropriately approved for the activity and relevant insurance's are in place.

Parent volunteers must be advised of their responsibilities on the trip and be given clear instructions on what to do in any situations where their own child is involved.

#### **14. Protection of Children**

The planning and organisation of all ventures, and particularly those of a residential nature, must include precautions to protect young people from abuses such as racial, sexual or physical harassment from either adults or other young people in the group. Staff should remember that the law now requires all adults who have significant contact with young people to disclose any cautions, bindovers, and convictions or pending convictions of a criminal nature. Whilst those adults who are already in the employment of the County Council will have made a declaration at the time of their appointment, it is essential that any voluntary adults who may be assisting are also asked to make a similar declaration and a Police check made.

If a caution or conviction is disclosed then the Headteacher must be informed and a decision made on the suitability of the adult to take part in the ventures with young people.

#### **15. First Aid**

Make sure there are adults in the party with a working knowledge of first aid and that sufficient first aid kits are carried, i.e. one per vehicle or one per sub-group.

First aid kits are available from the Office.

#### **16. Medical Details**

Medical details of any person participating in the activity who may require some form of medical treatment during the activity must be recorded and retained by the group leader. These details must include type and dosage of medication, which may be required during the duration of the activity.

Sufficient medication for the visit must accompany the group and be in the custody of the leader or students appropriate.

Advice and information regarding medical details of students may be obtained from the School Nurse.

#### **17. Mobile Phones**

Pupils are not permitted to take mobile phones on school trips ( See Mobile Phone Policy). Staff will have mobile phones and in the case of emergency will contact the named contacts on the risk assessment.

#### **18. Use of Transport**

When journeys are planned by road the organiser should be aware of the need for two drivers for long journeys, the need to break the journey at regular intervals and the need for a responsible adult in addition to the driver to help supervise a group unless the journey is local. An example of this might be where a leader is prepared to drive and supervise a small group of students in a minibus on a short journey.

The number of passengers carried on a coach or minibus, whether operated under a minibus permit or not, must not exceed the seating capacity indicated on the vehicle. Where seat belts are fitted they must be worn. The number of persons seated must not exceed the number of seat belts provided.

Children must use car seats where their age or height dictate they need to.

It is recommended that, where possible, students should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged. Before a member of staff uses their own car, a photocopy of their Driving Licence and fully comprehensive insurance policy (which indicates the car may be used for this purpose) must be given to the Bursar.

#### **19. Refunds**

Where a pupil is absent from a trip refunds will not be given once confirmation has been received from the provider and the coach company.

Where the school decides to cancel the trip full refunds will be made.

#### **20. Assistance with payments**

Where a family is in receipt of free school meals or there is more than one family member going on the trip ,parents or guardians may approach the burser for support with payments.

