



Sunderland High School

The best in everyone

Educational Visits and Excursions

This is a key policy of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, www.sunderlandhigh.co.uk. By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss C. McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

Sunderland High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

This document is reviewed annually by AT / IMcD or as events or legislation change requires. The next scheduled review date is September 2011.

Policy Statement

This key policy is supported by a range of other policies, procedures and documentation relating to:

- Educational Visits
- Risk Assessments
- Behaviour and Discipline
- Child protection (Safeguarding)
- Recruitment and Appointments Procedures
- Equal Opportunities
- SEN
- First Aid

'Educational Visits & Excursions' refers to **all** off-site activities arranged by or under the auspices of the school which take place outside the boundaries of the school.

This policy and procedures are informed by the Health and Safety of Pupils on Educational Visits (HASPEV) 1998. The school recognises that the health, safety and welfare of pupils on these visits is paramount. Sunderland High School will make all reasonable adjustments to the organisation of educational visits and excursions so that those children with SEN or disabilities are not prevented from participation.

Sunderland High School values the experiences that pupils can gain from educational visits and excursions. The school believes that off-site activities can complement and enhance the curriculum by providing experiences which would be impossible within the school boundaries.

Sunderland High School provides many types of visits and excursions including trips to local museums, garden centres, the beach, cinemas, theatres and farms along with longer excursions to outward bound centres and various international trips.

Sunderland High School's designated Educational Visits Co-ordinator is **Mr. Ian McDonough**. The EVC is responsible for 'signing off' all visits once approval has been sought from the Head.

All staff arranging or otherwise involved in off-site activities must make themselves familiar with the school's educational visits policy and procedures. All off-site activities must take place under the terms of this policy, following the advice and procedures outlined in Section 8. All staff should also make reference to the school's behaviour policy and procedures.

1. Planning and Preparation

- 1.1 Details of all off-site activities must be submitted to the Educational Visits Co-ordinator (EVC) for approval – at least **1 week in advance** using the standard (whole school – including EYFS) request form. This can be in paper form, or alternatively – electronically, via e-mail. In such instances, if an e-mail confirming receipt of request form (from the EVC) is not received within 2 days, the form should be submitted in paper form, as an alternative.
- 1.2 Approval for excursions will only be given after other appropriate members of the teaching staff have been consulted to assess the impact of the excursion on classes and or teaching. The EVC is likely to consult the Head of School / Head of Junior School regarding new/unfamiliar excursions.
- 1.3 Where possible, excursions should be planned before the start of a school term so that the information can be included on the school calendar.
- 1.4 All visits and journeys during term time must be made with due regard to their educational value. Visits and journeys held in the holidays may be recreational in purpose.
- 1.5 Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability. When undertaking risk assessments, consider these variables:
 - a) the number of pupils involved
 - b) the age of the pupils, their sex, ability and general behaviour
 - c) the previous experience of the group in undertaking off-site visits

- d) the time of the day and the time of year
- e) the total arrangements
- f) the hazards of environment being visited
- g) the numbers, experience and quality of accompanying staff and volunteers
- h) the nature of the activity
- i) Accessibility and provision for any children with SEN or disabilities.

With regard to i) all preliminary visits must provide opportunities for children with SEN or disabilities to ensure that they understand any special provision that is being made for them.

The costs of a preliminary visit may be reclaimed and should be included in the overall cost of the activity.

2. Transport and Travel

Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts. Where private cars are used for transport the Group Leader is responsible for ensuring that the insurance of each driver covers such journeys. If the school bus is being used to transport children then it is the visit organiser's responsibility to ensure that s/he or any other driver is a approved and is also named on a list held by Mr Andy Thompson, premises Manager.

3. Costings

The costing of off-site activities should include any costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers.

Funding for off-site activities is provided mainly by parental contributions. Where a child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution, this matter should be raised with the Head / Head of Junior School. The timetable for the payment of contributions should allow for the Head / Head of Junior School to make a decision about the financial viability of the activity in reasonable time.

4. Administrative Arrangements

For all off-site activities, a full risk assessment must be undertaken by the Group Leader - as outlined in the Educational Visits & Excursions Procedures. All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided. Staff should also be aware of any latest medical details of children taking part in the visit.

Before a group leaves school, the school office and designated school contact should be provided with a full itinerary (see section 10) and a list of everyone - children and adults, travelling with the group. Home contact details should be recorded on this form.

Off-site activities which require specific parental consent include all visits or journeys beyond the immediate locality of the school which are not part of the normal school routine.

For off-site activities which take place within the immediate vicinity of the school, including: swimming lessons, church services, local nature walks etc. parental consent obtained at the start of each school year (or during the year, for new pupils) on the 'Form of Consent for School Visits,' is sufficient.

Wherever possible, the parents of children taking part in such an off-site activity should be provided with appropriate information about the activity. There will be, however, occasions when it may not be possible to give prior notice due to the need to take advantage of weather conditions, staff availability etc. Parents are duly informed of this fact on the 'Form of Consent for School Visits'.

5. Off site Incidents

The school will appoint a member of the SMT as the emergency school contact for each visit. All major incidents should be immediately relayed to this person. The parents of the child and the Head should be informed immediately. All incidents and accidents occurring on a visit should be properly reported upon return to school. The Group Leader should take appropriate action to ensure that pupils injured or hurt while on a school visit are given appropriate medical attention. They should attempt to make contact with the parents or guardians of the injured pupil prior to seeking such attention unless it is deemed necessary to summon an ambulance using 999. If the Group Leader is in any doubt about a particular injury then an ambulance **must** be summoned. *For this reason, at least one member of staff should carry a mobile phone with them at all times.* There is also a mobile phone available from the school office. It is also advisable for members of staff to take a list of contact numbers with them in the case of emergencies (see 8.6 below). Arrangements for the collection of medical information prior to the excursion or trip are outlined in the Educational Visits Procedures.

6. Safety Responsibilities

The safety of the group, and especially the children, is of paramount importance. During the activity the Group Leader must take whatever steps are necessary to ensure that safety. Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the Group Leader should discuss with the Head / Head of Junior School the possibility of excluding the child from the activity.

7. Conduct

All pupils on a school visit should conduct themselves in such a way as to bring credit to themselves and to the School. It is the responsibility of the teacher or teachers in charge of the group to ensure that all pupils are properly briefed, in advance, of the standards expected of them during the visit, and to see that these standards are maintained throughout.

8. PROCEDURES : The Group Leader must:

- 8.1 Seek approval from the EVC using the 'Risk Assessment Form for Educational Visits and Excursions Form' once verbal approval has been sought from the Head / Head of Junior School..
- 8.2 Inform pupils and parents of the excursion.
- 8.3 Undertake pupil (and parent if necessary) briefing. For excursions which involve overnight stays, this briefing must be in writing.
- 8.4 Check insurance arrangements with the Head if the excursion involves overnight stays, outside experts, overseas travel and/or risky or dangerous or unusual activities.
- 8.5 For excursions extending beyond the 'school day', appoint a named School Contact.
- 8.6 Arrange for all pupils to have a signed Consent Form. A full set of Consent Forms (or a digest giving a list of participants and emergency contacts) is to be given to the appropriate School Office, to the School Contact and to the teacher in charge of the excursion.
- 8.7 Write a detailed itinerary for the excursion. Give a copy of the itinerary to the School Office and to the School Contact.
- 8.8 For all residential visits, complete an 'Evaluation of Educational Visit / Excursion ' form and forward to the EVC.

9. The itinerary must include the following information :

- exact times of the excursion(s) and a detailed programme of activities
- method of transport including the name(s) of each company, etc.
- place and time of departure
- place and time of return
- emergency contact at the destination
- emergency School Contact
- list of all participants – with details of any pupils with special and/or medical needs.

10. The briefing should include the following information:

- name of the teacher in charge of the excursion (the ‘group leader’) and where appropriate of the back-up cover.
- exact times of the excursion
- method of transport
- place and time of departure
- place and time of return
- details of contingency plans for late return
- emergency School Contact
- a list of equipment, suggested clothing, documentation (passport, E111, etc.)
- a statement about pocket money
- a statement about medicines
- a statement about expected standards of conduct and specific rules (where appropriate) about smoking and alcohol

11. Risk Assessments:

The underlying basis of health and safety care is to control risks. This is effectively achieved through risk assessment. When planning an off-site visit, all the potential risks to the pupil and adults undertaking that visit should be assessed and, where it is ‘reasonably practicable’, elimination of or alleviation of those risks achieved. This should be undertaken before the visit is started (well in advance).

The five major considerations for risk assessment are:

- a) identification of hazards
- b) who might be affected
- c) how can risks be reduced to an acceptable level
- d) can these measures be implemented
- e) what contingency plans can be put into place if all else fails

12. First Aid: It is the responsibility of the Group Leader to be fully compliant with the school’s first aid policy and to ensure that:

- i) A First Aid kit is carried and is available to all members of the party. Where division of the group is likely to occur (eg. to undertake different activities) then additional First Aid kits must be carried.
- ii) There is at least one appropriately qualified First Aider within the group. For off-site activities undertaken by EYFS, qualifications must include Paediatric First Aid.

13. Provision for Special and Medical needs:

The Group Leader must ensure that a list is compiled detailing any pupils with special and/or medical needs – including any special provision which will be required. This information should inform the risk assessment process. It must be provided to all adults within the group and a copy attached to the itinerary.

It is also essential to talk to the pupils affected beforehand to ensure they understand any special provision that is being made for them and to outline their (if any) responsibilities.

14. Staffing Ratios

The number of supervisors (teachers, helpers, parents) required will depend on the nature of the excursion and on the numbers, ages, maturity, competence, behaviour, reliability etc. of the pupils. It is not recommended that children are supervised remotely unless robust procedures are in place relevant to the age and needs of the children and a risk assessment carried out – for example, a visit to a theme park if children are allowed to ‘wander’ unsupervised. The following tables should be used as a guide:

14.1 Staffing Ratios: Junior School

AGE GROUP / ACADEMIC YEAR	ADULT / PUPIL RATIO
2 YEAR OLD	1 TO 2
NURSERY	1 TO 4
RECEPTION	1 TO 5
YEARS 1 & 2	1 TO 6
YEARS 3 TO 6	1 TO 10

Note: On residential visits, the ratio should be 1 to 10 on the proviso of additional qualified staff.

14.2 Staffing Ratios : Senior School

For 20 - 25 pupils
(Add 1 extra for each additional 15 pupils)

Pupil Age	Museum	Field Study	Seaside	Overseas
11 - 14	1T	1T + 1H	2T + 1H	2T + 1H
14 - 16	1T	1T + 1H	1T + 1H	2T + 1H
16 - 18	(1T)	1T + (1H)	1T	2T

T = Teacher H = Helper (May be a Teacher or Parent)

15. CRB Checks:

It is the responsibility of the Group Leader to ensure that all accompanying adults have, where necessary, undertaken appropriate CRB checks. To assist with this process, consultation with the Head of School is recommended.

APPENDIX TO EDUCATIONAL VISITS & EXCURSION POLICY :
FURTHER INFORMATION FOR STAFF

16. Advice to those taking an excursion

- 16.1 Communicate ground rules to the party. This should cover matters such as: hygiene and safety, catering arrangements, fire procedure, locations of telephones, care of equipment and belongings, map of locality, use of free time, rules governing smoking and alcohol, procedure for medical attention, list of sleeping arrangements, location of adults and group leader.
- 16.2 Pocket money. Do not put money into a private account under any circumstances. The amount of pocket money should be fixed with a maximum and minimum amount. If money is over a certain amount (stipulated by the party leader) there should be an arrangement for an adult to look after it. It is suggested that, in this case, money should be documented and signed for. Cash should be kept in a safe if possible.
- 16.3 Any additional expenses incurred during the trip must have a receipt.
- 16.4 If you use your own car to transport pupils, **it is essential that your insurance extends to use for business purposes including the transport of school children**. Parents should be informed in advance if you know that a private car will be used. In an emergency situation you will need to use your best judgement.
- 16.5 A First Aid kit must be carried for **all** off-site activities.
- 16.6 All pupils must know how and where to contact a responsible adult.
- 16.7 The teacher in charge of the excursion must know, at all times, where each party member is, and with whom.
- 16.8 All medication should be handed in to the group leader – who must ensure it is stored and administered in accordance with the school’s Administration of Medicine policy.
- 16.9 On departure, the group leader needs to ensure such things as:
- that rooms are tidy
 - that equipment has been returned
 - that keys have been returned
 - that damage / breakages have been noted and reported.

I E McDonough,
Educational Visits Co-ordinator
(September 2010)

SUNDERLAND HIGH SCHOOL
Risk Assessment Form for Educational Visits & Excursions

Please complete once the trip/activity has been approved, and forward to the Educational Visits

Co-ordinator at least one week prior to actual date of off-site activity.

Activity:

Departure place, time and date:

Return place, time and date:

Number of pupils going:

Year group/s of pupils:

Group Leader (Teacher-in-charge):

Other accompanying Staff:

Other adults going:

(if applicable)

Applicable pupil/Staff ratio:

(See Educational Visits & Excursions Policy: s.15)

Actual pupil/Staff ratio:

Is there a First Aider among the teachers?

(If yes, please indicate who)

Will you have access to a First Aid kit?

(If no, then see H&S Co-ordinator for a First Aid kit)

At least one week before departure, the following must be handed in to the Main Office:

- List of pupils going
- List of contact telephone numbers for parents of pupils
- Itinerary (detailed in s.10 of Policy)
- Contact telephone number of accommodation (if applicable)
- Mobile telephone number of Group Leader

Please turn over the sheet and complete the second page of this risk assessment

Aspect of trip/event giving rise to risk <i>(e.g. travel, pupil free time, pupil vulnerability to strangers, specific physical activity etc.)</i>	Level of risk <i>(low/medium/high)</i>	Steps taken/ to be taken to reduce risk <i>(e.g. seatbelts to be worn; pupils must be in groups of 3 or more; specialist coach)</i>
<i>Coach Travel/Minibus Travel</i>	<i>Low</i>	Seatbelts to be worn throughout the journey by all pupils. Expected behaviour explained to pupils before and during the journey.
<i>Unsupervised Activities</i> <i>(e.g. in towns, at theme parks, etc.)</i>	<i>Low/medium</i>	Pupils must be in groups of three or more. There will be regular meeting times to check on all pupils. Emergency contact details will be given to pupils in case of emergency.
<i>Walking Activities</i> <i>(Walking along roadsides etc.)</i>	<i>Low</i>	Pupils will walk in an orderly formation with staff spread throughout the group. Pupils must walk on the pavement where possible and act in an appropriate manner.

Name of person completing risk assessment:
Date risk assessment completed:

*Please return this completed risk assessment to the Educational Visits Co-ordinator.
Thank you.*

Date received:
Date of Approval from EVC:

EVALUATION OF EDUCATIONAL VISIT / EXCURSION

(TO BE COMPLETED BY THE GROUP LEADER – **FOR ALL RESIDENTIAL TRIPS**)

School Group: _____

Group Leader: _____

Date(s) of Visit: _____

Venue: _____

Evaluation

You may wish to make reference to:

1. The Centre's pre-visit organisation:
2. Travel arrangements:
3. Content of education programme provided:
4. Instruction:
5. Equipment:
6. Suitability of environment:
7. Accommodation:
8. Food:
9. Evening activities:
- 10 Courier/Representative:

Signed: _____

Date: _____

Group leader's full name: _____

Upon return from trip, please forward this completed form to the EVC within 2 weeks.

This information is available for future reference and should inform both planning and completion of risk assessments for future educational trips and excursions.

