

CARDINAL NEWMAN CATHOLIC SCHOOL EDUCATIONAL OUTINGS AND SCHOOL VISITS

Thank you for agreeing to organize a school visit. School visits provide a valuable means of enriching the curriculum and promoting interest and enthusiasm amongst students. Visits help to develop a student's investigative skills and longer visits in particular encourage greater independence. Most school visits take place without incident or injury to staff or students, however, a small number of tragic incidents in recent years remind us of the worst that can happen. Although no amount of planning can guarantee that any visit will be incident free, good planning and safety procedures potentially reduce the number of accidents and the severity of those that do happen.

Under the Health and Safety at Work Act (1974) and The Management of Health and Safety at Work Regulations (1999) it is imperative that the arrangements for all visits fit within the safety and financial constraints set out by these statutes.

The Head teacher should ensure that visits comply with these regulations and guidelines that have been approved by the governing body.

If you are taking students on an educational visit you should collect a Visit Pack from the Secretarial Support office (next door to Records) and follow the School's guidelines to the letter.

[Further information is set out in the publication 'Safety Guidelines for Offsite Activities', produced by Brighton and Hove Educational Services. A copy is available in the Secretarial office. A copy of 'A Handbook for Group Leaders', produced by the DFES is also available].

PARENTAL CONSENT

Parents should be informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or letter.

This policy applies to ALL school visits.

- **Parental consent must be sought in writing for:-**
- **non-routine visits involving students**
- **adventure activities**
- **visits abroad**
- **residential visits**
- **remote supervision**

Parents need to be aware that the teachers and other adult supervisors on the visit will be acting in *loco parentis*.

If parents withhold consent absolutely the student should not be taken on the visit, but the curricular aims should be delivered to the student in some other way wherever possible. If the parents give a conditional consent the Head will consider whether the student may be taken on the visit or not.

ORGANISING A SCHOOL VISIT

A. PREPARATION

For any visit, provisional approval must be sought first formally in advance from Peter Evans. This is done by completing the **Visit Request Form** in the Visit Pack. Provisional approval for the visit is dependent upon factors such as the educational aims, its timing, staffing ratios and proposed costs. Costs (guidelines)

- a) If the trip supports the curriculum for **all** students in a particular group, it must be self-funding in terms of essential costs (the school will cover supply).
- b) Any other trip must be fully funded **including** supply costs

Once provisional approval has been given, you will be linked to a member of SLT who will act as the visit overseer. Detailed planning can then take place. As a guideline, preparation and planning should begin at least a term in advance for calendared visits. However, spontaneous opportunities arising can be accommodated within reason, bearing in mind the necessity to have the visit risk assessed by SLT, with Parental Consent forms and Insurance for **every** visit in place and full payment received in advance. Visit planning to include:-

1) Contacting the tour operator(s) / venue(s) where appropriate. An exploratory visit should be made if the school is using a venue for the first time.

2) Organisation of insurance arrangements.

3) Carrying out a detailed risk assessment for the duration of the whole visit, including transport to and from the venue.

4) Obtaining Parental Consent - See the section on Parental Consent above.

5) The following information should also be given to parents through an accompanying letter:-

- The dates of the visit;
- the visit's objectives;
- details of the activities planned and of how the assessed risks will be managed.
- times of departure and return (including the location) - parents must have agreed to meet their child on return;
- mode(s) of travel, including any travel company;
- the size of the group and the level of supervision including any times when remote supervision will take place;
- details of accommodation;

- name(s) of the group leader and other staff / accompanying adults;
- standards of behaviour expected in respect of for example, alcohol, sexual behaviour, smoking and the
- general group discipline. This information may take the form of a Code of Conduct which parents should sign.
- arrangements for sending students home early.
- what students should (and should not) take for the visit including spending money/food for the journey.
- on exchange visits, the details of the host families;
- details of the cost of the visit, including deposits and cancellation fees.
- details of any vaccinations necessary
- details of insurance arrangements.
- emergency contact details should it be necessary for parents to contact the party when away.

Note: Students are not permitted to take mobile phones on school trips and this information should also be communicated to parents.

The following are also vital and need to be considered and planned for at this stage.

- Is the venue suitable for the group?
- Leader and supervisor qualifications.
- Exploratory visit carried out.
- Do the activities engage the students?
- Planning for non supervised time.
- Suitability and license of the providers.

This letter should be organized through secretarial support and a copy must be shown to the SLT member overseeing your trip before it is circulated to the students. **An example of an initial letter is enclosed in the Appendix II (1).**

6) Obtain deposits from the students.

You should ensure that all payments are received well before the deadline date for any invoices to be paid externally. The money can be collected by you or can be paid direct to the bursar. You should keep a central record of all payments and the student should have a record of what has been paid. If the visit involves a one off payment then a receipt should be issued. It is a

good idea to issue all students with a payment card and these can be printed off for you from reprographics. An example of the inside of such a card is shown below.

Inside Date Amount Paid Total Paid to date Balance Due Type of payment Signature

Front of Payment Card It is vital that the name of the student is written on the back of the cheques as the name of the parent is often different and this can cause major problems if cheques 'bounce'. Do not leave any money in an insecure environment.

7) Staffing

Staffing should sit within the guideline that 1/3 of the staff should be non-teaching.

- Ensure that appropriate staff lead any trip. Appropriateness should be considered in terms of experience,
- group management skills, subject knowledge, driving qualifications when using the minibus, male – female ratios and total group ratios.
- Ensure cover arrangements have been made for staff when away – a blue **Request**

For Absence form

must be completed and returned to Denise Perrin – Records. See Appendix I (5).

- Ensure any staff going on a visit who do not work at Cardinal Newman School have been CRB Cleared and can produce a certificate.

Payment dates:

1/1/03 £60.00
1/2/03 £60.00
1/3/03 £60.00

Items Collected

Passport
E1 11

CARDINAL NEWMAN CATHOLIC SCHOOL

Visit to

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When the planning phase is completed, with risk assessments carried out and parental approval obtained, final approval will be given for the visit by the SLT Visit Overseer.

RISK ASSESSMENTS AND INSURANCE

All visits pose a risk to students, staff and the general public however minor and these need to be considered through a detailed risk assessment. A separate risk assessment must be

completed for all aspects of the trip including travel to and from venue and these should consider the possible major hazards when out of your normal working environment.

A number of risk assessments can be found on the school intranet under shared folders and these should be adapted to suit your needs.

Your risk assessments must be given to the SLT member overseeing your trip and they will be checked thoroughly and scored according to LEA. Guidelines.

A number of activities do not require a risk assessment if they are being provided by an outside provider who holds the outdoor activities licence. If this is the case then this information needs to be discussed with the SLT member overseeing your trip.

All trips and visits must have appropriate insurance and this is usually organised through county hall. This cannot be used unless the appropriate risk assessment has been completed. The insurance will be organised by secretarial support on your behalf.

If you are using an external provider and they do not hold the outdoor activities license then you should obtain either a risk assessment from this company or their risk assessment policy.

The school holds some information on companies which are frequently used and this can be obtained by secretarial support.

If your visit is part of a package tour then the insurance provided for the trip will usually be sufficient.

Under no circumstances should an activity be carried out on the spur of the moment without a detailed risk assessment being carried out before the trip, such as an impromptu swim in the sea, or a nice day to go for a walk on the cliffs. (See page 11 in the Handbook for Group Leaders). Appendix III.

An example of a previously organized visit is in Appendix II (1-5).

NOTE:

Before residential visits, or when students are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English.

B. BEFORE LEAVING

- 1) Staff and students should be briefed about the visit.**
- 2) Full payment should be received from everyone participating at least two weeks before the trip departs. (Without this, either the individual student/s concerned will be unable to participate, or the trip itself will be cancelled).**
- 3) The following information should be retained at school before departure
Secretarial Support will assist you in producing your travel packs as detailed below:**
 - The itinerary and contact telephone number/address of the group;
 - A list of group members and their details;
 - Contact names, telephone numbers of the parents and next of kin;

- Copies of the parental consent forms;
- Copies of travel documents, insurance documents, medical papers;
- A copy of the contract with the centre/hotel/tour operator etc.

(Critical Incident Contact Form) See Appendix I (3).

4. Residential and Foreign Visit - the group leader should go through the following checklist:

The group leader should ensure that they obtain and take with them in a sealed waterproof travel pack bag:-

- Travel tickets, passports, visas.
- A separate list of the numbers of any travel documents/passports
- A copy of the contract with the centre/hotel etc.
- A school mobile phone.

Copies of the following must also be included:-

- Parental consent forms and permission for group leader to authorise emergency treatment on parental behalf; See Appendix I (2).
- E111's and copies of a list of group members and their significant medical histories
- The names of parents and telephone numbers at which they can be contacted (home/workplace).
- The phone numbers and addresses, at home and in school, of the Head teacher and of the school

Critical Incident Management Team (CIMT) (Critical Incident Contact Form) See Appendix I (3).

- Details of insurance certificate reference number arrangements and the insurance company's telephone number **(Critical Incident Contact Form) See Appendix I (3).**
- The name, address and telephone number of the group's accommodation; (**Critical Incident Contact Form) See Appendix (3).**
- Location of local hospital/medical services **(Critical Incident Contact Form)**
PASSPORTS Ensure that all students hold valid passports or a group passport is obtained. Please note that some foreign nationals will require a visa to travel anywhere.

This can be avoided by the completion of a special form. For more details see ML.

The group leader may wish to ask parents for passport size photographs of the students. Also, it is advisable for students to carry a note in the relevant foreign language for use if they get lost, asking the reader to re-unite them with the group at the accommodation, or take them to the police station. They should also carry the group leader's name and the contact phone numbers.

Exchange Visits

- The success of an exchange largely depends upon good relationships and communication with the partner school;
- Students must be aware of the ground rules agreed between the parents and the host family;
- Satisfactory pairing arrangements should be made and the host family should be informed of any special medical or dietary needs of their guests.
- Parents, students and the host school should be clear about the arrangements for the collecting and distributing students to families;
- Students living with host families should have easy access to their teachers, usually by telephone;
- Parents should be made aware that their children living with host families will not always be under direct teacher-supervision;

C. FINAL ORGANISATION

All the staff must have a full travel pack. A copy of this pack should also be left with the Director of Finance and Human Resources, the SLT member overseeing your trip and a copy with records and reception. This pack must contain the following:

- An up to date group list with all contact numbers and medical information.
- Mobile phone numbers of all the adults traveling. [School mobiles should be used not personal mobiles and an emergency mobile should not be turned off].
- A copy of all the risk assessments.
- Any final letters which have been given to the students.
- Details and contact numbers of any accommodation used.
- Details and contact numbers of any coach company, tour operator.
- Clear details of departure routines.
- Clear details of rules and expectations from trip.
- A detailed timetable of activities on the trip.

Ensure that students do not take personal mobile phones on any school visit. If a mobile phone is found in a student's possession it should be confiscated.

D. DURING THE VISIT

Teachers in charge of students during a visit have a duty of care to make sure that students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. See Appendix III.

- Staff should make arrangements to either remove or protect valuables when the party leaves a coach
- The emergency mobile phone should not be turned off.
- Any emergency incident of any kind should be reported back to the school straight away.

Emergency Procedures

Immediate Action by Staff at the Scene: -

ASSESS THE RISK

- Safeguard the welfare of the children and adults present at the scene as a priority.
- Contact the appropriate emergency services.
- Ensure that any immediate action taken to protect people or property does not give rise to further risk.

BRIEF THE CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)

- Contact the CIMT as soon as possible. **(Refer to Critical Incident Contact Form)**
- Share information about the incident.
- Allocate responsibility for immediate and short-term tasks.

IMPORTANT INFORMATION

- Find out what happened
- Where and when the incident occurred
- Names of those injured. How many people? Extent of injuries?
- Current location of those injured, name and contact number of an adult with them
- Current location of those NOT injured, name and contact number of an adult with them.
- Who was involved in or observed the incident.
- Do not give the name(s) or details of any casualties to the media.

[See also the Critical Incident Management Policy enclosed in travel pack] See Appendix I (3).

E. ON RETURN

Reviewing the Trip

After any educational visit a **Visit Evaluation Form** must be completed by the group leader within one week of return. This should be passed on to your allocated visit manager ie BX or ML who will be retaining it on file for future reference. See Appendix I (4).

A report should be made of any incident that occurred on the trip which the school may need to know about.