



CARDINAL NEWMAN
CATHOLIC SCHOOL

January 2019

Date of next review:
January 2021

**Educational
Outings and
School Visits**

EDUCATIONAL OUTINGS AND SCHOOL VISITS

Thank you for agreeing to organise 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 Principal 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 go to the School Visits section on [Firefly](#) for the necessary forms and instructions.

[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 Principal 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 the Principal. This is done by completing the **Provisional Visit Request Form** and then logging onto **Evolve** (see Firefly and Visits Office). 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.
- b) Any other trip must be fully funded.

Once provisional approval has been given 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: It is not good practice to permit students to take mobile phones on residential 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 organised through admin and a copy must be shown to the EVC or Principal before it is circulated to the students.

6) Obtaining funds from students/parents

The school uses an electronic payments system; ParentPay. All payments are therefore administered via the Finance Office; supported by Visits Office.

The School Visits Request Form provides a detailed breakdown of financial costs linked to each trip and this form must be fully completed prior to submitting the request for authorisation by the Principal.

The Finance Office will stipulate the individual financial arrangements for each trip; including the value of deposit and the frequency and timing of payments. **All trips must be fully paid for at least 14 days before the start of any activity.**

Students are not allowed to participate in any trip that has not been paid for without written authority from the Principal.

7) Staffing

- 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 green **Request for Absence form** must be completed and returned to Denise Perrin – Cover Manager.
- Ensure any staff going on a visit who do not work at Cardinal Newman Catholic School have been DBS cleared and can produce a certificate.

When the planning phase is completed, with risk assessments carried out and parental approval obtained, final approval will be given by the EVC or Principal.

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. The production of a fit for purpose risk assessment is the responsibility of the trip leader.

A number of risk assessments can be found on Firefly and these should be adapted to suit your needs.

Your risk assessments must be given to the EVC 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 EVC.

All trips and visits must have appropriate insurance (please check with EVC or School Business Manager). This cannot be used unless the appropriate risk assessment has been completed. The insurance will be organised by finance 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 and LA hold some information on companies which are frequently used and this can be obtained by the Visits Office.

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.

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; admin 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 Visits Office)

4. Residential and Overseas 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
- 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 Principal and of the school **Critical Incident Management Team (CIMT) (Critical Incident Contact Form)**
- Details of insurance certificate reference number arrangements and the insurance company's telephone number **(Critical Incident Contact Form)**
- The name, address and telephone number of the group's accommodation; **(Critical Incident Contact Form)**
- 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 the EVC.

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. This is one example where student mobile phones should be taken.
- 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 SLT member overseeing your trip and a copy with Admin 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 travelling. (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

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.

- 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.
- Await further instructions from SLT.

- 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)

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 who will be retaining it on file for future reference.

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