

# EDUCATIONAL VISITS POLICY

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Kimbolton School

## Policy Introduction

Educational visits are often some of the most memorable and formative experiences that a student will have during their time at school. They are pivotal in bringing ideas and concepts alive, providing knowledge and understanding that cannot be as easily acquired in a classroom setting. Kimbolton School recognises the benefit and value of these learning experiences and encourages all departments to organise visits to broaden the horizons of pupils. As part of our commitment to the success of such visits, the School recognises its duty to make sure that trips are appropriately planned and completed to the benefit of all.

### Legal Position

The main statutes affecting outdoor learning, off-site visits and learning outside the classroom include the:

- Health and Safety at Work etc. Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Activity Centres (Young Persons' Safety) Act (1995)
- Children Act (2004)
- Childcare Act (2006)
- [Statutory Framework for the Early Years Foundation Stage](#)

Other documents that should be considered when reviewing this policy are:

- [Keeping Children Safe in Education](#)
- [Health and Safety on Educational Visits Guidance \(2018\)](#)
- [The Outdoor Education Advisers' Panel \(OEAP\) Guidance](#)

## Organisation

Various members of the organisation have roles and responsibilities regarding trips and visits. These roles are explained in OEAP guidance, and those listed below are responsible for knowing and understanding their duties:

- [Headmaster / Prep School Headmaster](#)
- [Governors](#)
- [Educational Visit Coordinator \(EVC\)](#)
- [Visit or Activity Leader](#)

In addition, the Bursar, or nominated representative is responsible for ensuring that:

- Insurance arrangements are appropriate for the type of trip being organised (e.g., covering winter sports, diving etc.)
- The trip leader is supported with issues relating to insurance.
- The School obtains best value financially. Appropriate consideration is given to financial management, choice of contractors, and contractual relationships.
- Due diligence has been undertaken on any third party company that is being used.
- Where charges are made to parents, these are reasonable and reflect what is being offered.
- The appropriate charges are passed on to parents and in a manner that is consistent across trips and with an understanding of individual circumstances.
- Proper procedures are in place to account for the finances of activities and visits, in particular any cash drawn.

The Health and Safety Manager should:

- Ensure serious incidents are reported meeting the requirements of RIDDOR.
- Advise Trip Leaders on risk assessments for higher risk activities.
- Liaise with the EVC regarding the provision of 'suitable and sufficient' risk assessments.

The Trips Administrator will support the EVC and Trip leaders in meeting their responsibilities, including:

- Setting up trips in Engage and populating pupil lists.
- Assisting Trip Leaders in using Engage as a platform to manage trips.
- Coordinating the process around Trip Agreements to ensure they are completed by parents before trip departures.
- Collating and checking trip consent information for individual trips.
- Monitoring the progression and quality assurance of trips from proposal agreement to departure and informing the EVC of any potential issues. This includes ensuring all the appropriate documentation is uploaded onto Engage before departure.
- Collating and checking student travel documentation.
- Production of medical reports for trip leaders.
- Coordinating communication between third party representatives in relation to trip administration as required.
- Production of final information packs for trip leader, EVC and/or SLT/DSP on-call, or ensuring all necessary information is easily available on Engage.

- Being the first point of contact for all trip queries from travel companies, parents and trip leaders in term time.
- Informing teaching staff and the school secretary of attendees on upcoming trips.
- Monitoring payments made by parents for trips and informing trip leaders of any outstanding payments.

### **Planning and Implementing**

#### Risk Assessment

All trips are organised in line with Government recommendations and all staff have access to a variety of resources to help them plan their trip including Government and school documentation and guidance, flowcharts and checklists to ensure all procedures have been completed. Itinerary planning and risk assessments should be carried out in good time and in consultation with the EVC.

Risk assessments should be specific to the trip being undertaken and a new risk assessment created for each trip. Where generic risk assessments are used, they should be adapted to the trip being proposed.

The risk assessment pack must be signed off by the trip leader who by doing so undertakes to ensure that all staff are briefed on the appropriate safety procedures including what to do in an emergency and who will act as deputy. Any member of staff who has concerns about risk management procedures is encouraged to raise their concerns in the first instance with the trip leader and then to consult the EVC and/or the Health and Safety Manager. If they are still unhappy they should discuss the issue with another member of the SLT, or if they feel their concerns have not been addressed they may inform the HSE.

It is expected that staff organising a trip which includes higher risk activities plan well in advance to ensure that all safety issues are addressed in good time, e.g., that third party external providers have suitably qualified staff, experience in the activity and appropriate risk assessments in place. These should also be discussed with the EVC and advice sought from the HS Manager if there are any concerns whatsoever.

The OEAP National Guidance provides advice about risk management and risk-benefit assessment at the following website: <http://oeapng.info>.

#### Approval of Staff to Lead Activities and Visits

With the exception of CCF excursions and DofE expeditions, which require specially trained staff to lead them, all trips will be led by teaching staff. The suitability of staff to lead trips

will be judged initially by the EVC and ultimately determined by the Headmaster/Prep Headmaster when a trip is approved.

### Trip Approval

Trips must follow the approval process below:

Day Trips:

EVC → Deputy Bursar → Bursar → full approval

Residential/Overseas Trips:

EVC → HM → Deputy Bursar → Bursar → full approval

If a trip is not approved, trip leaders will be given an explanation of why this is the case so that modifications can be made and resubmission occur if desired.

### Evaluation of External Providers

The School aims to use long-established, reputable tour operators when organising overseas visits. Any overseas trip not operating on this basis will need to be discussed in detail with the EVC to ensure that risk assessments are suitable and sufficient to reflect the additional control measures required.

For residential trips in the UK that are organised without the use of a tour operator, trip leaders should ensure that a prior visit has been arranged and that risk assessments reflect the arrangements for insurance, emergency support, accommodation, etc.

### Parental Consent

No pupil may participate in any trip unless the trip agreement from a parent has been received. Consent for day and UK residential trips is to be obtained through use of a form accessible to the trip leader and Trip Administrator. Parents will also need to confirm that all medical and contact information held on a pupil is correct and up to date in Engage.

For all international residential trips the School consent forms should be used when contacting parents to seek consent. At this stage parents will be told about potentially high-risk activities (e.g., swimming) and what risk management systems are proposed thus giving them an opportunity to ask for further information and give additional consent for the activity where appropriate. A copy of these forms should be left with the EVC before departure.

## Prior Notification and Approval of Visit Plans

Parents should receive a letter explaining the purpose and nature of the trip as well as practicalities (for example uniform requirements, travel, timings, lunch arrangements, etc.) well in advance of the trip taking place.

All trips should include the cost of the trip and whether the trip is to be paid for via a payment link or on the school bill. Expensive trips should be paid for in instalments and this should be clearly communicated to parents. All trip letters should be sent to the EVC for approval before being sent to parents.

For residential trips it is expected that parents will be invited to at least one briefing meeting (in addition to any launch meeting) where the detailed itinerary and arrangements will be discussed and parents will have the opportunity to ask questions. Parents will also be required to sign the Kimbolton School Trip Report to confirm that the information held on pupils is correct and that they have accepted the terms of the trip agreement.

Final itineraries, medical reports, trip leader contact details and risk assessments must be entered onto Engage at least 5 days before the trip departs, to allow it to be reviewed and modified if necessary.

## Charging for trips

All trips should be fully costed and funded. Trips which are determined as being optional should be fully funded by parents and the costs made clear in the launch letter. If there is to be a fundraising element to a trip, this should be clearly communicated to pupils and parents prior to sign up and consent being obtained.

Trips which are required as part of an academic syllabus (e.g., Geography Field trips, Drama production observations, etc.), or where pupils taking part in a competition to represent the school, can be subsidised by budgets in the academic departments that they are affiliated with. This should be accounted for in departmental budgets at the beginning of the academic year and fully agreed with the EVC and Bursar in advance of the trip being publicised.

## Allocation of places

Wherever possible, we will try to accommodate all pupils who express an interest in going on a school trip. Inevitably some of our more popular trips will be oversubscribed. In these cases places on trips may be allocated by the process of a random ballot, using a random number generator. Any pupils who do not gain a place will be added to a waiting list. If pupils are

unable to attend for any reason, further names will be selected at random using the same process as before. There may be some circumstances where some pupils are given priority, e.g., where this is their last opportunity to attend a trip, or where they have been unsuccessful previously.

The school reserves the right to exclude pupils from trips on the basis of previous poor behaviour (both on trips or around school).

### Food on Trips

The School will normally provide a packed lunch to all pupils who require them on day trips at a cost determined in consultation with its caterers. Residential and overseas trips should have the cost of food factored into the overall cost of the trips.

### Refunds

If deposits paid to secure places on the trip are non-refundable this should be clearly communicated to parents in advance of the payments being made. Once costs have been incurred by the school it may not be possible to refund all money paid for a trip.

When using third party providers the provider's refund or cancellation policy will be used. It is parents' responsibility to ensure that they understand the terms of the cancellation policy.

### Insurance claims

The School will ensure that there is sufficient insurance coverage for a particular trip, including high risk activities. The school will help parents to make claims against School or third party insurance providers in the event of a claim needing to be made. Parents should ensure that they provide the necessary evidence to support any claim.

Should a child not be able to attend any trip due to illness or on other medical grounds, the School will require a doctor's note any other information that the insurers request to enable a claim to be raised. The School will be unable to offer any refunds if the claim is not approved by the insurers.

### Medical Conditions

Trip leaders, or the member of staff with responsibility for first aid on the trip, must liaise with the Nursing Staff before the trip regarding arrangements for pupils with specific medical needs. This needs to be at least two weeks before the visit for residential trips and one week for day trips. They should also obtain first aid kits to take with them on the trip.. If

medication is to be administered, at least one member of staff should have completed the OPUS online e-learning on administering medications.

The school reserves the right to refuse a pupil the right to attend a trip due on medical grounds if they are deemed not to be fit to take part in the activities.

### Behaviour

The School encourages the use of codes of behavioural conduct as determined by the trip leader as a means of establishing appropriate expectations of young persons' behaviour on the trip.

### Emergencies

For overseas or out-of-hours trips, trip leaders should set up a Clarion Call account via the School Office before departure to enable them to make contact with parents easily if, for example, there is a delay.

In an emergency, the trip leader should inform the designated SLT Emergency Contact and use the emergency support provided by the travel operator (if there is one) as soon as possible.

The trip leader should inform the Emergency Contact of the nature and extent of the incident and of what actions have been taken. If a pupil or member of staff is injured during a trip then the circumstances of the accident must be reported to the School's Health and Safety Manager as soon as possible and an Accident Report form completed. If there is any doubt whether the accident is reportable then advice should be sought from the Health and Safety Manager (see School Policy "Accident Reporting Procedures").

Any incident, accident or near miss which meant that the safety of the pupils and/or staff was compromised in some way must also be reported immediately to the EVC.

### Evaluation

On the completion of a trip a short written summary must be completed on Engage outlining both positive and negative aspects of the trip, in particular highlighting areas where risk assessments could be improved in future and such information can then be passed on to other staff.

The EVC will keep records of each trip including pupil lists and risk assessments on Engage for up to seven years (whilst the pupil is in the School) and these may also be used as part of training and advice given to other staff in order to share good practice.



## Staffing

The School recognises that safety is enhanced by good staffing ratios and the presence of experienced staff. Early Years settings should reflect the EYFS framework standards and the ratio for EYFS trips is fixed at 1:3.

In general staffing ratios are 1:6 for years 1-3 and 1:10 for years 4 and above. However, these ratios are a guide only and will depend on a number of factors:

- the age, gender and ability of the pupils;
- the number of pupils involved;
- pupils with special educational or medical needs;
- their previous experiences of being away from school/home and of the activities involved;
- the degree of responsibility and discipline shown by the group;
- the type of visit and the nature of the activities involved;
- the amount of risk;
- the location and travel arrangements;
- the time of year;
- the experience and quality of the supervisory staff available;
- requirements of the organisation or location to be visited;
- first aid cover.

Where there is a mixed pupil group on a residential trip, it is advised that there is one male and one female member of staff.

## Safeguarding

All adults who accompany a trip will have an enhanced DBS check. Any adults who accompany a trip and who are not employees of Kimbolton School are required to contact the DSL to receive instruction and agree to the Safeguarding Code of Conduct.

The qualifications and status of external staff, e.g., expedition leaders, should be checked with the provider at the planning stage.

A Designated Safeguarding Person will be available for staff on trips to contact throughout the duration of any trip, in addition to the designated Emergency Contact.