



# **HULL COLLEGIATE SCHOOL**

## **NON-RESIDENTIAL VISITS**

Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hull Collegiate 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 Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Behaviour
- Risk statement
- Health & safety
- Minibus code

This document is reviewed annually by Mr A D Norburn, Mr A Kiddy and Miss A Kell or as events or legislation change requires. The next scheduled date for review is September 2019.

## CONTENTS

| <b>Entry</b>                                      | <b>Page</b> |
|---|-------------|
| Policy statement                                  | 2           |
| EVC's responsibilities                            | 3           |
| Planning a visit and employees accompanying       | 3           |
| Responsibilities                                  | 4           |
| Alcohol   | 4           |
| Employees using their own car to transport pupils | 4           |
| High Risk and Adventurous Activities              | 5           |
| Use of external providers                         | 5           |
| Joint visits with other schools                   | 6           |
| Remote supervision                                | 6           |
| Consent Forms                                     | 6           |
| Pupil information                                 | 7           |
| Emergency procedures                              | 7           |
| eVisit processes                                  | 9-10        |
| Appendix 1 Permission Slip for Short Visit        | 11          |
| Appendix 2 Incident Report Form                   | 12          |
| Appendix 3 Visit Evaluation Form                  | 13          |

## **Policy Statement**

Hull Collegiate School places great value on the educational experience provided for pupils in the range of Educational Visits it provides. These range from overseas historical and linguistic based residential visits to curriculum based local field trips. There are also various recreational visits - theme parks to ski trips. The highest standards of health and safety are paramount on all school trips and those responsible for the organisation of such trips must make every reasonable adjustment so that those with SEN and disabilities are not prevented from participation.

Employees in charge of and assisting with school visits must be conversant with:

- this part of the policy
- The National Guidance for Educational Visits (OEAP NG) produced by the Outdoor Education Advisors Panel (OEAP)
- HSE Case Studies
- Safe Practice in Physical Education and School Sport – by the Association for Physical Education.

The Headmistress will appoint an Educational Visits Coordinator (EVC), to act on her behalf; this employee should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed. For example, the needs of a small infants' school will differ from those of a large secondary school with an active D of E Award programme. Evidence of competence will be through the experience of practical leadership over many years of outdoor education and the completion of training in risk assessment and a thorough knowledge of this part of the Policy.

All educational visits must be preceded by assessment of the risks involved and there must be written risk assessments and/or written arrangements for individual visits and activities. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding. Before the visit leaves, the Visit leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the Visit Leader.

Final authorisation for each visit, including approval of the risk assessments, must be made by the Educational Visits Coordinator (EVC), who acts on behalf of the Headmistress.

This policy and associated procedures is informed by the United Learning Health and Safety Management policy, Adventure activities licensing regulations (2004), the Outdoor Education Advisors Panel and the Standards for Local Health & Safety of Pupils on Educational Visits (HASPEV 1998)

## **General Functions of the Headmistress/Educational Visits Coordinator**

The school's EVCs are:

**Senior School – Mr Andrew Norburn, Deputy Head (Academic), Senior School**

**Prep School – Mrs Carrie Smith, Deputy Head of Prep School**

**Out of School Club Manager – Mrs Tiffany Harvey**

Their functions are to:

- Be a champion for all aspects of educational visits and outdoor learning.
- Challenge colleagues across all curriculum areas to use educational visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Support/oversee planning (via e-Visit) so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable educational visits/outdoor learning.
- Ensure there is always a Plan B incorporated into any educational visit proposal.
- Mentor leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs
- Ensure that planning complies with this Policy and OEAP NG and that the arrangements are ready for approval within agreed timescales.
- Support the school's Headmistress and/or Governors in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensure that every activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up
- Keep the school's Senior Leadership Team and Governors informed about the visits taking place and their contribution to school effectiveness.

### **Planning a Visit**

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre-visit is usually advisable to enable the party leader to identify any potential hazards.

### **Employees Accompanying Visits**

**Leaders and employees accompanying the visit must be teachers/employees of the school.**

In general, there must be a minimum of two employees accompanying visits in the ratio of not less than **one to twenty pupils in the senior school; one to ten pupils in the Prep School** and **one to six pupils in infant school** and for **EYFS there must be adherence to the statutory ratios**. Ratios will depend upon risk assessment and the Headmistress may make exceptions to the general rule, for example Sixth Form visits, away sports fixtures where one member of staff and an external coach can accompany pupils and smaller visits involving minibus travel where a member of staff/driver satisfies the pupil/staff ratio.

Remember that, except for the statutory EYFS requirements, the ratios described are recommendations. The Headmistress must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- the sex, ages and temperaments of the pupils involved
- the length and purposes of the visit
- the method of travel
- the nature of the locality and the activities to be undertaken
- the nature of the activities including any higher risk/adventurous activities are involved
- any medical or special needs of any pupils taking part.

Visit Leaders accompanied by their spouse/partner and/or children should be discouraged and must not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole.

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However if compliance would result in difficulties for small groups of pupils, the Headmistress has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

### **Parent and other Adult Helpers**

Whilst it is accepted that other suitable adults (who will need to be DBS checked if accompanying any educational visit or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits, they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above.

The Headmistress may, however, make exceptions to this general rule for instance for:

- groups of 20 or more pupils where there are at least two employees accompanying the group
- Sixth form outings.

Parents or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Headmistress who should reserve the right to refuse any offer of help
- they have been informed of the nature of the visit and the risk assessments and made aware of their duties and responsibilities.

### **Alcohol**

Alcohol consumption is NOT permitted.

### **Employees Conveying Pupils in Private Cars**

The use of private cars should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Headmistress must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Headteacher and the licence must be satisfactory to the Headteacher – six points is the usual cut off point). All drivers must provide an annual update on the driver's declaration form.
- Proof of car insurance
- MOT certificate.
- Driver declaration

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

### **Higher Risk/Adventurous Activities**

When these are to be undertaken, the Headmistress must ensure that appropriate employees accompanying the visit are qualified and competent and that all relevant equipment is provided to the appropriate safety standards and is properly maintained. It is often practicable for the activities to be undertaken at specialist provider centres where qualified and competent staff etc. are available. Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and that these must be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.

### **Shared Responsibilities**

#### *External Providers*

The Headmistress must be supplied with reassurance regarding the quality<sup>1</sup> and competence of any providers used. Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information.

When planning an activity involving caving, climbing, trekking, skiing or water-sports a check must be made that the provider holds a licence as required by the Adventure Activities Licencing Regulations 2004.

The provider's safety policy and risk assessments and other written evidence must be checked at the initial planning stage. One of the items to check is that all provider's staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy.

Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' is a good benchmark when relevant.

There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Headmistress must be satisfied with all the safety procedures.

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<sup>1</sup>Qualifications must be those approved by the sports/activity's national governing body. See AfPE 'Safe Practice in Physical Education and School Sport. Qualifications must be checked in advance by the party leader.

## **Joint Visits with other Schools**

There should be one overall party leader and the Headmistress should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

## **Regular Routine Curricular Activities off the School Premises**

These include regular PE activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these games and activities and the Headmistress may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.

When pupils are leaving site for short periods, accompanied or not (for instance for shopping or going for a run) the pupils must use the signing 'in/out' system. When the pupils are accompanied by an employee a mobile telephone should be taken whenever possible.

All arrangements must be included in departmental risk assessments.

## **Remote Supervision**

After careful risk assessment guidelines must be laid down by the Visit Leader and clearly understood by all members of the party.

The following points maybe helpful:

- Pupils must be in groups; appropriate group sizes must be determined by the group leader
- The geographical area in which pupils must stay should be clearly defined
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble
- Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and illegal substances. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with consumption or use of these.
- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

## **Information Concerning Visits**

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers.

## **Consent Forms**

A pupil must not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.

Parents are asked to sign a blanket consent form at the start of each year. This may be used to cover local visits such as those that will take place during day and evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc. When blanket consent forms are used parents need to give permission for pupils to participate in the relevant visit via a permission slip.

It is important to note that a blanket consent form must not be used for any residential visits, visits abroad and any that involve any higher risk/ adventurous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils/contact details from the school's information database. Procedures must be drawn up to ensure these are noted by the employee concerned.

### **Information for Pupils**

Pupils must be given clear safety instructions. They must also know who is in charge of the visit and what to do if they get lost or into difficulties. The following are other matters on which they may need information provided:

- on risks associated with the trip such as the particular type of travel to be used
- on considerations concerning special and/or medical needs
- that the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat
- Always clean hands before eating.

### **Emergency Procedures**

Part of the written arrangements or risk assessments for the visit must include details on how to contact the school or a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school office and held by the leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

The designated member of staff and/or parents as appropriate if there is 'no show' by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash. Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

### **Serious or Fatal Injury – Emergency Procedures**

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or other person in charge of small sub-group if out of contact with Visit Leader until Visit Leader can be contacted) should:



- establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Headmistress, emergency contact point or other senior employee
- call whichever emergency services are required (UK 999, Europe 112, USA 911)
- where anyone is injured have first aid administered if possible
- make sure all other members of the party are accounted for and are safe
- establish the name(s) of the injured
- advise other party adults of the incident and that emergency procedures are in operation
- if possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- ensure that the remainder of the party are adequately supervised throughout; it may be necessary to arrange for their early return to base
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- commit to writing full details of the incident:
  - name(s)
  - nature, date and time of incident
  - location of incident
  - details of injuries
  - details of police who attended/witnesses names, addresses (and telephone numbers if possible)
  - action taken so far
  - telephone numbers for future communication.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

### **Procedures for Other Accidents/Incidents**

Complete the school accident/incident report form or commit to writing full details as above.

### **Critical Incident at school**

Should the school be facing a critical incident when the visit is returning to school, the pupils/staff should not return to school but travel to another local area where pupils can be collected. Pupils' parents will be contacted and advised of the change of plan.

### **Feedback**

The feedback form must be completed after each visit.

## Process for planning a non-residential educational visit via eVisit

In the first instance, a request for a residential educational visit should be made through eVisit. Visit Leaders will be expected to provide the following information:

1. Visit Name.
2. Why are you running this visit? What is the overall purpose? What are the learning outcomes?
3. Who is going? Who is the Visit Leader? Who are the Assistant Leaders or volunteers? Give the contact details of all leaders and the School contact number. How many male/female pupils are attending? What is the age range of the pupils? Upload a list of pupils attending (this may need to be added at a later date when numbers are confirmed).
4. When are you going? Give the dates. Is it an overnight visit? Give the name and contact number of the emergency contact number (normally the EVC). What are the departure and return times?
5. Where are you going? Give the location and, if abroad, the names of countries to be visited or passed through. Give any further details of the eventual location or onward locations.
6. What are you planning to do? Give activity details and whether or not they are adventurous. Upload the itinerary. A Plan B must also be noted. If using a Tour Operator, give specific details and details of Public Liability Insurance.
7. How are you travelling? Give full transportation details.
8. Risk Management Plan. This must be uploaded at the time of making the request and must be detailed.
9. Add any further necessary documentation.
10. Submit to the EVC for approval.

## Process following request for a non-residential visit via eVisit

1. Following submission of the residential visit request, the EVC will either request further information from the Visit Leader or send to the Headmistress for final approval.
2. Letters can then be sent to parents with consent forms (see Appendix 1 below) to be returned to the Visit Leader together with any other request information.
3. Payment stages can be organised.
4. A Parents' Information Evening should be organised. The Pupil Code of Conduct (Appendix 2) should be distributed at this time.
5. Any amendments to arrangements should be made on eVisit and re-submitted to the EVC.
6. For the actual visit, the Visit Leader should have effective remote access (smartphone/tablet) to eVisit where all pupil information and visit details are stored. Visit Leaders should have the School phone (fully charged) which is enabled to access eVisit information. **Paper copies of pupils' personal information should not be taken on any visit.**
7. Relevant documents on eVisit include: all blanket consent forms with pupil emergency contact details, authorised absence forms, School Policies relating to Minibuses, Health and Safety, Insurance documents and the Residential/Non-Residential Visits Policies.

### **Following the Visit**

1. An incident form should be completed (if required) and submitted to the EVC (Appendix 2).
2. An evaluation form of the visit should be completed and submitted to the EVC (Appendix 3).

*This policy applies to all members of our school community including those in our Early Years Setting*

## Appendix 1

## Permission Slip for Short Visit

|                                  |  |
|----------------------------------|--|
| Visit to:                        |  |
| Form:                      Date: |  |
| Time of departure:               |  |
| Approx. time of return:          |  |
| Transport is by:                 |  |
| Cost to be billed, £             |  |
| Party Leader:                    |  |
| Department:                      |  |
| Other details are as follows     |  |
|                                  |  |

|   |     |
|---|-----|
| Pupil's name  |     |
| Form  |     |
| I give permission for the pupil to take part in the educational visit |     |
| To:   | On: |

The pupil's emergency contact numbers and medical information are as detailed on the blanket consent form and signed for the academic year 2018-2019. There are no significant illnesses or conditions relevant to this pupil over and above those identified on the blanket consent form. I agree to authorize members of staff during the course of this visit to approve such medical treatment for the pupil as is deemed necessary in an emergency.

|  |  |
|--|--|
| Signature of Parent/Guardian                             |  |
| Date   |  |
| Please complete this slip and return to the Visit Leader |  |

| Injured or affected persons if any |  |           |  |  |  |                  |  |                     |  |
|------------------------------------|--|-----------|--|--|--|------------------|--|---------------------|--|
| Surname                            |  |           |  |  |  |                  |  |                     |  |
| Forenames                          |  |           |  |  |  |                  |  |                     |  |
| Age                                |  |           |  | Class or form if pupil                                 |  |                  |  |                     |  |
| Address                            |  |           |  |  |  |                  |  |                     |  |
| Nature of injury                   |  |           |  |  |  |                  |  |                     |  |
| Part of body                       |  |           |  |  |  |                  |  |                     |  |
| No treatment                       |  | First Aid |  | Attended GP  |  | Sent to hospital |  | Resumed work/school |  |
| Other (Specify)                    |  |           |  | Total days off work excluding day of accident/incident |  |                  |  |                     |  |

| Description of accident/incident including circumstances leading up to accident/incident |  |          |  |      |  |     |    |
|--|--|----------|--|------|--|-----|----|
|  |  |          |  |      |  |     |    |
| Include name and address of any witness  |  |          |  |      |  |     |    |
|  |  |          |  |      |  |     |    |
| Location   |  |          |  |      |  |     |    |
| Time   |  | Date     |  |      |  |     |    |
| REPORT COMPLETED BY  |  |          |  |      |  |     |    |
| Signature  |  | Date     |  |      |  |     |    |
| Name in blocks   |  | Position |  |      |  |     |    |
| <b>Notifiable to HSE</b> (please tick)   |  |          |  |      |  | Yes | No |
| Notification by  |  | Name     |  | Date |  |     |    |
| INVESTIGATION REPORT COMPLETED BY  |  |          |  |      |  |     |    |
| Signature  |  | Date     |  |      |  |     |    |
| Name in blocks   |  | Position |  |      |  |     |    |

### Appendix 3

### Visit Evaluation Form

Please complete this form as soon as possible after your return by ticking relevant boxes.

|  |                  |             |             |             |                |
|--|------------------|-------------|-------------|-------------|----------------|
| Visit to   |                  |             |             |             |                |
| Date   |                  |             |             |             |                |
| Party leader   |                  |             |             |             |                |
|  | <b>Excellent</b> | <b>Good</b> | <b>Fair</b> | <b>Poor</b> | <b>Comment</b> |
| Educational value                                    |                  |             |             |             |                |
| Transport arrangements                               |                  |             |             |             |                |
| Suitability of venue                                 |                  |             |             |             |                |
| Value for money                                      |                  |             |             |             |                |
| Pupil behaviour                                      |                  |             |             |             |                |
| Timing   |                  |             |             |             |                |
| Review of Risk Assessment – Any accidents/incidents? |                  |             |             |             |                |
| Other comment  |                  |             |             |             |                |
| Worth repeating?                                     |                  |             |             |             |                |

## Document Log

| <b>Non-residential Educational visits Policy Changes July 2018</b> |   |
|--|---|
| Reviewed by:   | Mr A D Norburn<br>Deputy Head<br>Educational Visits Co-ordinator    |
| Date of last review:   | August 2018   |
| Approved by:   | Local Governing Body  |
| Date of approval:  |   |
| Reason for changes:  | Yearly update and inclusion of the new eVisit system and procedures |
| Next scheduled date for review:                                    | September 2019  |