

Educational Visits and Off-site Activities Policy

Applies to:

- The whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), the Directors and volunteers working in the school.

In our school the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Proprietor.

Related Documents:

- Diagram showing Chain of Command in the event of an Emergency in this policy - Appendix A
- Educational Visits and Off-site Activities Handbook
- Safeguarding Policy
- Behaviour Policy
- Health, Safety, Risk Assessment and Welfare Policy

Availability:

- This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the Reception area, and on request a copy may be obtained from the school office.

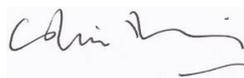
Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head
August 2019



Dr Colin Diggory
Chairman of the Board of Directors

Radnor House Sevenoaks is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential. In our school the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and proprietor.

1. Introduction

- 1.1 It is one of the stated aims of Radnor House Sevenoaks to give all pupils every opportunity to experience trips and visits outside of the school environment. We encourage teachers to undertake educationally valuable visits to sites within the United Kingdom and overseas, providing these do not unduly hinder the normal operation of the school and that the health, safety and welfare of pupils is paramount at all times. Before the school decides to arrange an educational visit, we consider clear educational aims and objectives and how they are to be achieved.
- 1.2 In striking the right balance between protecting pupils from risk and allowing them to learn from educational visits we:
- provide learning opportunities for all our pupils
 - focus on real risks when planning educational visits and manage these risks during the off-site activities, and
 - ensure those running the activity understand their roles, are supported and are competent to lead or take part.
- 1.3 The purpose of this policy is to ensure that trips are planned in an organised and responsible fashion, and that the health, safety, and welfare of pupils and staff are maintained. We ensure that Radnor House Sevenoaks fulfils its responsibilities for visits, including pupils' behaviour.
- 1.4 Informed activity and medical consent is obtained from parents / carers as appropriate for the type of visit or activity, and all parents / carers will be given enough information to be 'fully informed' about any trips or visits.
- 1.5 An Educational Visits and Off-site Activities Handbook is maintained which details all the key procedures relating to the running of the school's educational visits. This is made available to all staff. This Handbook covers the following areas:
- Researching providers, facilities and venues;
 - The approval process;
 - Planning visits to include risk assessments, first aid requirements, budget forms and a description of the educational purpose of the trip;
 - Parental consent;
 - Risk assessments;
 - Ratios, ensuring appropriate supervision and vetting checks;
 - Hazardous Activities;
 - Safeguarding;
 - Transport and catering;
 - Insurance arrangements;
 - Preparation of pupils for visits, including those with special and medical needs;
 - Communicating further information to parents;
 - Further information for the EVC;
 - Emergency procedures in the event of a critical incident, including contact details and permission for emergency medical treatment if a parent cannot be contacted.
 - Further guidance
- 1.6 The school ensures that it follows both DfE and Health and Safety at Work guidance and regulations (including those issued by the Kent Local Authority).
- 1.7 Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.

2. Equal Opportunities and Inclusion

- 2.1 We are an inclusive school. The challenge is to make activities available and accessible to all who wish to participate or are required to take part. This is to be achieved whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. Radnor House Sevenoaks recognises that there are significant factors to be managed that may override other considerations. Our risk assessments are within the context of the school's Single Equalities Policy.

3. Expectations

- 3.1 Our school ensures that the precautions proposed are proportionate to the risks involved. We also take account of assessments and procedures of any other organisations involved, and ensure that communications with others are clear. Our arrangements also ensure that:
- risk assessment focuses attentions on real risks – not risks that are trivial and fanciful;
 - proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
 - those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more;
 - staff are given the training they need to keep themselves and pupils safe and manage the risks effectively.
- 3.2 Our staff running school trips should clearly communicate information about the planned activities to colleagues and pupils (and parents where appropriate). We explain what the precautions are and why they are necessary. Those running school trips act responsibly by:
- putting sensible precautions in place, and making sure these work in practice;
 - knowing when and how to apply contingency plans where they are necessary;
 - heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

4. Training

- 4.1 Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- 4.2 Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, risk assessments, etc. Please see the Educational Visits Handbook for a list of adventure activities as agreed by Local Authority outdoor education advisors.
- 4.3 The school ensures that members of staff are given the health and safety training they need for their job. This certainly does not mean that all employees have to attend a training course. It may simply mean providing them with basic instructions or information about health and safety in the school.
- 4.4 It is the school's policy to actively seek external tour operators, companies or activity centres that are nationally accredited by the OEAP Learning Outside the Classroom (LOtC) Quality Badge. This is an easily recognisable and trusted national award for all types of providers of LOtC throughout the UK. It covers both learning provision and safety. The Quality Badge has been designed to reduce the 'red tape' involved in planning educational visits by providing a single accreditation demonstrating that a provider meets national standards. OEAP therefore requests its members to advise schools and other establishments that it is unnecessary to require providers to supply information which has already been assessed by the Quality Badge accreditation process. Where an external operator does not have the OEAP accreditation, rigorous checks will be made to ascertain and risk assess the accreditation held by the provider and ensure that all national standards are met.

5. Duties and Responsibilities

- 5.1 Under the Health and Safety at Work Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. Our school sets out health and safety arrangements in the Health, Safety, Risk Assessment and Welfare Policy.
- 5.2 Both the Head and the Board of Directors must be aware of all off-campus visits. It is the responsibility of the Head to ensure that:
- the off-campus activity or visit is appropriate and relevant;
 - the establishment may be run efficiently in the absence of staff engaged in the activity or visit.
- 5.3 This is the key role for ensuring that the management of visits and ventures meets the regulations and guidance offered by the Local Authority, the DfE and others, as well as conforming to the Radnor House Sevenoaks Health, Safety, Risk Assessment and Welfare Policy
- 5.4 Trip applications are submitted by completing a trip application form or the online form on Evolve. If approved by the Educational Visit Administrator and the Educational Visits Coordinator (EVC), staff can make initial bookings and start

the paperwork or the Evolve form to include all further information required about their educational visit. Once all information has been completed, there will be a final check done by the EVC before it is presented to the Head for final approval.

- 5.5 Only the Head, acting on behalf of the Governing Body, is able to finally approve the organisation of such activities. Approval systems are clearly evidenced, and involve the Directors as appropriate.
- 5.6 The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by the Educational Visits Coordinators, who have the appropriate training and experience to take on the role. They have attended an EVC training course, and an EVC update every three years. For further information regarding the role of the EVC, please see the Educational Visit and Offsite Activities Handbook.
- 5.7 The Trip Leader is the person with overall responsibility for the administration, programme, supervision and conduct of the venture, and is an important part of the health and safety and good practice support system. The Trip Leaders should demonstrate the ability to undertake a comprehensive review of the needs of the venture and in particular be able to risk assess the locations, groups travelling and leader competencies, in order to put good risk management procedures in place, that they can monitor and use. For further information regarding the role of the trip leader, please see the Educational Visit and Offsite Activities Handbook.
- 5.8 Our teachers on school-led visits act as employees of the Proprietor, whether the visit takes place within normal working hours or outside those hours, by agreement with the Head. Our teachers will do their best to ensure the health and safety of everyone in the group. They will:
- follow the instructions of the Trip Leader and help with control and discipline;
 - consider stopping the visit or the activity, notifying the Trip Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable;
 - be aware of potential conflicts of interest if their own children are members of the group and discuss beforehand with the Trip Leader.
- 5.9 Parents will be given sufficient information in writing so that they are able to make an informed decision on whether their pupil should go on the visit. For longer trips, particularly those overseas, it is essential to hold a Parents Information Evening a few weeks before departure. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The publication of an information booklet for parents and pupils is also strongly advised.
- 5.10 Parents will be given full details of what a visit or activity entails, and be asked to give consent for their child taking part in the trip and agree to any payments that are applicable. This may be done via the 'myEvolve' online system, MS Forms or MySchoolPortal. Where costs are not paid through these routes, they will be added to the next school bill. Parents are given the opportunity to withdraw the pupil from any trip or activity but should be made aware of any financial costs which will be incurred (see section 7 Costs of Trips).
- 5.11 Parent volunteers and other responsible adults may be used as a supplement to the staff, however if their child is taking part on the trip they will not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. They can never lead a trip. Parents or other responsible adults will only be allowed to accompany a residential educational visit if Disclosure and Barring Service (DBS) checks have been made.
- 5.12 An essential aspect for the school policy is that all groups are made aware of and active in the process of managing the visit or venture as they can be. Procedures, group and supervision strategies must be explained and understood. Individual and group responsibilities need to be clear, as well as the rewards and sanctions for ensuring they are kept to.
- 5.13 Pupils should, as far as possible, be involved in the planning of the activity, undertake appropriate roles whilst it is in progress and be involved in identifying Health and Safety issues that may arise. They should know the expectations of the Leader and have a full understanding of the parameters covering all aspects of the trip or activity.

6. Staffing ratios

- 6.1 There are no exact ratios for school trips. The trip leader must ensure that the staffing for a trip is 'reasonable'. This depends on the age, gender mix, ability and behaviour of the pupils involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight. The competence of the adults supervising a trip must also be considered, together with the need for first aid cover.
- 6.2 For residential/overnight trips, wherever possible there will be a minimum of two adults of opposite sexes if the group is a mixed party.

- 6.3 The trip leader must carefully assess the risks and consider an appropriate safe supervision level for their particular trip. Trips to remote areas or those which involve more hazardous activities clearly require a higher level of supervision.

7 Risk Assessment

- 7.1 Radnor House Sevenoaks will always take a common sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help pupils to undertake activities safely, not to prevent activities from taking place. We cannot remove risk altogether and we do not require needless or unhelpful paperwork.
- 7.2 Risk assessment and risk management are legal requirements. For educational visits, they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The risk assessment form (STAGED) should explicitly cover how special educational needs and medical needs are to be addressed if applicable. The Trip Leader in consultation with the Education Visits Coordinator (EVC) assesses potential risks of a proposed visit and concludes the necessary safety measures that need to be put in place to minimise these risks. Copies of the risk assessment form will be available to all staff involved.

8 Timing of Trips

- 8.1 It is essential to the smooth running of the rest of the school that trips are properly planned and arranged to ensure minimal disruption to all, both those on the trip and those left behind. Pupils should miss lessons as rarely as possible. Obviously, there will be times when it is impossible to avoid taking pupils out during lesson time, but full consideration must be made of alternative times before making such a decision.
- 6.1 Staff organising a trip consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a trip. For example, as far as possible, trips should not be organised on busy games afternoons, and residential trips should preferably take place during school holidays to avoid a loss of teaching time.

7. Cost of trips

- 7.1 Staff must think carefully about the cost of a school trip. Costs should be kept to a minimum and parents must be given the chance to decline a trip on financial grounds. Cover provision must be made if necessary for any pupil who is unable to go on the trip for financial or other reasons.
- 7.2 In deciding on the overall budgeted cost, the Trip Leader should build in a contingency fund to cover any potential increase due to increased transport costs, changes in exchange rates (if part of the cost is charged in local currency) or other possible surcharges for fuel, taxes, etc. The Trip Leader must take responsibility for all financial arrangements and details of payment must be discussed and agreed with the Finance Department before any letters are sent out.
- 7.3 Payment for trips – the Supplementary Charges Policy is on the school website, and gives full information for parents regarding deposits and payments for trips, as follows:
- for trips where a deposit and instalments are payable (e.g. ski trip, other residential trip) – deposits and subsequent payments are non-refundable and will be retained by the school in the event that a pupil does not attend the trip. If full payment has not been received before the trip takes place, the pupil will not be able to attend but the parent will still be liable for any costs incurred by the school.
 - for all other trips – if full payment has not been received before the trip takes place, the pupil will not be able to attend but the parent will still be liable for any costs incurred by the school.
- 7.4 This information regarding deposits and payment for trips is featured clearly on the consent forms which parents will return to school, when they consent to a pupil going on a trip.

8. First Aid Provision

- 8.1 As part of the risk assessment for all trips, consideration is given to the level of staff training required for first aid. For all foreign trips, residential trips and adventurous activities trips, appropriate first aid provision, including suitably qualified first aiders, is essential. For this reason, it is vital that the School Nurse is told which members of staff are accompanying a trip as soon as that information is known. Training can then be arranged as appropriate.

9. Points of Contact

- 9.1 For all off-site activities, the first point of contact at the school during school hours is the school Reception. Outside school hours, the primary contact will be the Head, with at least one member of the Senior Leadership Team next in line. The Head will have access to information regarding all the trips taking place either via Evolve, One Drive, or as a paper copy.

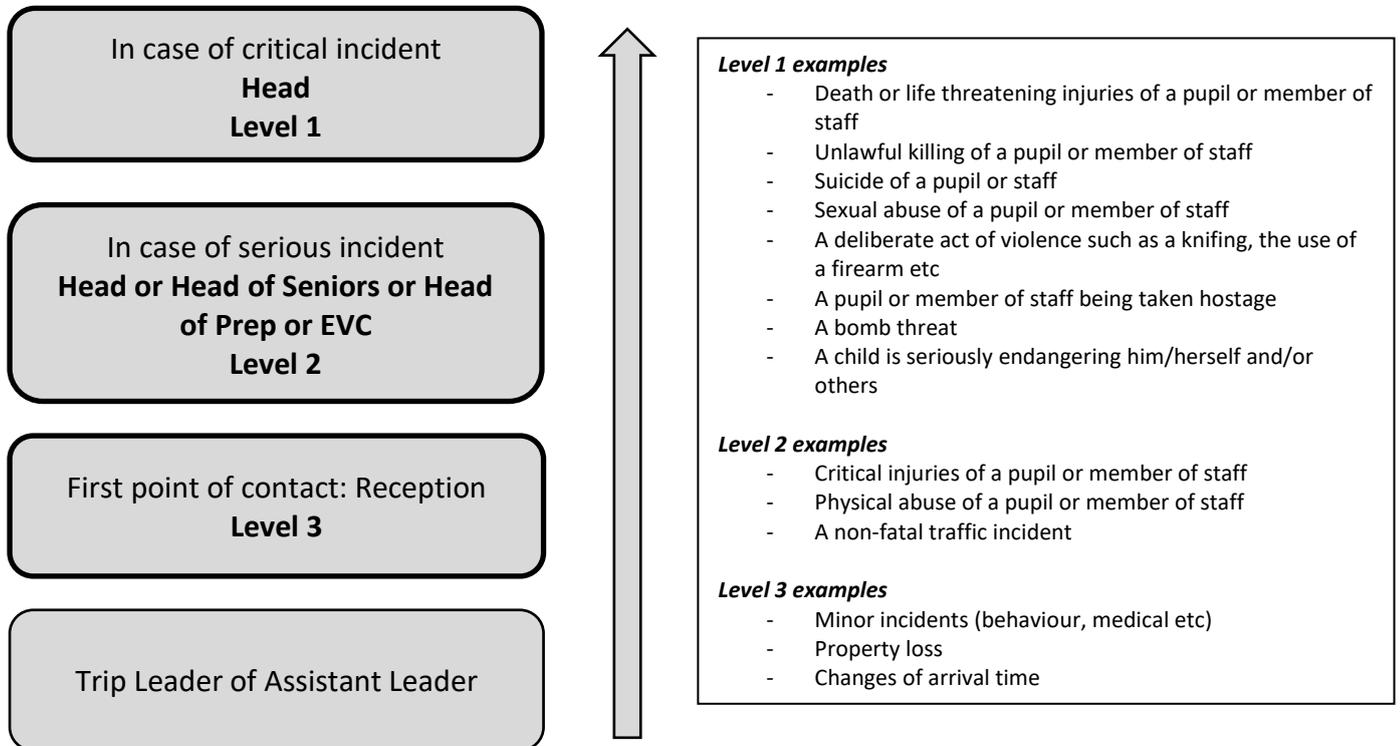
10. Trip Evaluation Form

- 10.1 Upon return to school all trip leaders will complete a Trip Evaluation Form generally within two weeks. For trips undertaken during the school holidays, this period may be extended. This will ensure that improvements in accommodation, travel, activities for similar trips, the educational value of the trip, value for money and any perceived hazards are identified and rectified before a similar trip is proposed or approved.

11. General Information

- 11.1 The school Safeguarding Policy and Procedures will apply during educational visits. The Trip Leader will carry out the duties of the Designated Person or will name an appropriate adult supervisor to do so. Any incident amounting to an allegation or suspicion of abuse that occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Designated Safeguarding Lead as soon as possible.
- 11.2 Critical Incident/Emergency Procedures: Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and can be easily accessed by all those who need it in an emergency situation. All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies. The detailed actions to be taken by the Trip Leader in the event of a serious accident/incident form Appendix A to this policy.
- 11.3 Complaints: Where complaints are received, these should follow the school's Complaints Procedure. Where complaints are made by the school concerning provision made on behalf of the school, these should be in writing from the Head to the supplier of the service. All complaints are best dealt with as and when they arise.
- 11.4 Mobile Phones/Pupils' Property: Pupils are not permitted to take mobile phones on trips. Parents are requested not to send pupils on visits carrying expensive equipment that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on a visit.
- 11.5 The European Health Insurance Card (EHIC) can be obtained free of charge by parents. The school cannot apply on the parents'/pupil's behalf. This can be applied for on-line, by phone or by post. See www.ehic.org.uk. This card allows reduced price or free medical treatment whilst visiting a European Union (EU) country, Iceland, Liechtenstein, Norway or Switzerland.

Appendix A - Diagram showing Chain of Command in the Event of an Emergency



Appendix B – Legal Matters

The school complies with:

- The Regulatory Requirements, Part 3, Paragraph 12 of the Education (Independent School Standards (England) (Amendment) Regulations.
- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, Heads, staff and governing bodies (DfE June 2013)
- Health and Safety Executive (HSE) School trips and outdoor learning activities tackling the health and safety myths (HSE July 2011)
- The school has regard to guidance and advice from the Outdoor Education Advisory Panel (OEAP 2013)
- The school has regard to the Royal Society for the Prevention of Accidents (ROSPA) guidance Planning and Leading Visits and Adventurous Activities

Employer Guidance given by the Outdoor Education Advisers' Panel sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found in the school. These are:

- [Member of Board of Governors or Management Board](#)
- [Head teacher](#)
- [EVC](#)
- [Visit or Activity Leader](#)
- [Assistant Visit leader](#)
- [Volunteer Adult Helper](#)
- [Parents](#)