



Lincoln Christ's Hospital School

Educational Visits Policy

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The governing body adopts the Lincolnshire County Council handbook “Educational Visits, Regulations and Guidance” as school policy for the management of educational visits, with the following specific interpretations in those as where the County handbook permits discretion at school level.

Safely managed educational visits with a clear purpose are an important part of a broad and balanced curriculum. They provide an opportunity to extend pupils’ learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be a catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged!

The range of activities covered by this document include:

Residential activities

Day visits using transport

Day or part day visits on foot

After school sporting activities

1. The Headteacher nominates an Educational Visits Coordinator.
2. The Headteacher approves the delegation to the Educational Visits Coordinator for the following duties:
 - Ensure that the planning of visits complies with County regulations and guidance.
 - Ensure that visit-specific or activity-specific risk assessments are undertaken.
 - Approve the appointment of visit leaders and assistant staff.
 - Verify the competence of visit leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of the pupils involved.
 - Ensure that the visit leader is allowed sufficient time to organise the visit properly.
 - Organise and monitor the training/induction of visit leaders and assistant staff as appropriate.
 - Ensure parents are properly informed and give their consent.
 - Organise emergency planning for educational visits at school level.
 - Monitor visits, including accident and near miss reporting, and review school procedures.

□ Keep the governing body informed of the school's programme of educational visits and submit proposals for visits in certain categories for specific governing body approval.

4. The governing body determines the following minimum staff/pupil ratios for educational visits. Key Stage 3 and 4: 1 to 15. Usually the school aims for a ratio of less, ideally 1 to 10, with 1to10 being the maximum on overseas visits, and a minimum of two staff on any trip regardless of the number of students.

5. The governing body determines the following arrangements for informing and obtaining the consent of parents for visits. Parental consent will be sought for all visits which require the students to leave the school site in small groups for any event which is outside of the normal educational structure of the school.

6. The governing body will receive information on visits in the termly Headteacher's report and does not require notification in advance:

Aims

1. To ensure that every pupil has the opportunity to benefit from educational visits.

2. To ensure all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part.

3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all the Governors, Head, Staff, helpers and pupils involved.

4. To comply with LEA Safety Guidelines for Educational Visits and Adventure Activities and to keep all information and advice up to date.

5. To meet DFES guidelines (1998) Health and Safety of Pupils on Educational Visits and DFES 3-part supplement published in July 2002.

6. To ensure where appropriate that further advice is sought from LEA and other technically competent personnel.

Implementation

- The Head Teacher will be informed of and approve all visits.
- The Educational Visits Co-ordinator will attend all LEA training courses.
- All visits will be linked to the school aims, planned, then approved well in advance by the schools EVC.
- The EVC will approve all risk assessments, management and evaluations of each visit.
- The EVC and Group Leader will ensure risk assessment and management, (including generic, site specific and ongoing) is undertaken and recorded.
- There will be a named Group Leader on all visits.

- The Group Leader will ensure sufficient staff of the right experience are checked (DBS if appropriate) and briefed throughout the visit.
- Group Leaders will follow school procedures to ensure a named person, emergency procedures and systems for recording and sharing information, are in place before briefing pupils and parents.
- Group Leaders will, where necessary and possible, undertake exploratory visits or seek references from other schools if using new venues.
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent.
- Where appropriate, for high risk residential visits, meetings with parents will be arranged.
- All pupils will be briefed on expectations for behaviour before each visit and behaviour management will be in line with the Behaviour Policy at all times.
- Arrangements will be made for the medical and special educational needs of the pupils.
- Adequate first aid provision will be in place
- Travel times out and back are known in school for each trip.
- There is adequate and relevant insurance cover for every trip.
- The school will have the address and phone number of the visits venue and have a contact name.
- All consent forms will be kept for each trip.

Monitoring

(Also see LCHS checklist for Educational Visits and EV1-EV5 in appendix)

- The EVC approves all risk assessments and visits are discussed with individual Group leaders.
- All visits are reviewed termly and monitored in accordance with LEA guidelines.

Emergency Procedures

Teachers in charge of visits have a duty of care to make sure that their pupils 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 lifesaving action in an extreme situation.

If an accident happens the priorities are

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school or the home contact
- Ensure that a teacher accompanies any casualties to hospital if necessary and the rest of the group are supervised.

- Notify the police if needed
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties

In an emergency the group leader would usually take control of the situation. The Home Contact's main responsibility is to link the group with the school and to provide assistance as necessary. This named person should have all the information about the visit.

School based procedures

(Also see LCHS checklist for Educational Visits in appendix)

Prior to the visit, the name, school and home telephone numbers of a school contact should be identified. It is advisable to arrange a second school contact as a reserve. Headteacher and Group Leader should bear in mind that contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

Main factors for the School Contact:

- Ensuring that the Group Leader is in control of the emergency and establishes if any assistance is required from the school base.
- Contacting parents - School contact should act as a link between groups and parents.
- There should be liaison between the LEA/Governing body.
- There should be a liaison with a media contact.
- When reporting incidents the appropriate forms should be used.

Media Contact

All media contact should only be undertaken by the Headteacher in relation to educational visit incidents.

After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school has have been affected. In some cases reactions do not surface immediately. Schools in this situation have sometimes found it helpful to contact Local Community Services to seek professional advice on how to help individuals and the school as a whole to cope with the effects of a tragedy.

Appendix

- a. **LCHS Checklist**
- b. **LCHS EV Form EV1–EV4**
- c. **LCHS Staff Contract**
- d. **LCHS Approval Form (Sept. 2015)**