



SCHOOL VISITS POLICY

PRACTICE AND PROCEDURE

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CONTENTS

1. Introduction
2. Why do we need a Risk Assessment for your visit?
3. Finance
4. Parents / Guardians
5. Special Needs
6. Visits Abroad
7. Adventurous Activities
8. Adult: Student Ratios
9. Supervision and Responsibilities
10. Actions in the event of an emergency

SCHOOL VISITS – POLICY AND PRACTICE

1. Introduction

There are many considerations in planning a trip with school students. There are legal requirements and documentation that must be in place for a trip or visit to take place.

This need not be an onerous task and included in the following pages are helpful tips and information to assist with the planning for an enjoyable experience. It is crucial that procedures are followed systematically to avoid unnecessary confusion.

Detailed information and guidelines can be found in the Coventry City Council Policy for the Management of Visits, Trips and Learning Outside the Classroom.

Only after approval has been granted can details be shared with students.

When planning a visit, please download and complete necessary document, these are located on the school shared area - <https://coundoncourt.sharepoint.com/sites/CoundonCourtStaffroom/staffhandbookAY1920>, alternatively, you can contact Mrs Miller who will send the documentation to you via email

The documents you will need to print and complete are as follows:

- Initial Trip Form April 2021 – Meet for approval with EVC □ Finance Form 2021 – Complete with initial trip form.
- Risk Assessment Template – work through with an experienced trip leader
- School Trip Absence Form – Green form available from Cover Office
- EDVIS 12 GDPR Compliant– Parent-Guardian Consent Form – Medical Form □ Trip Letter to Parents – to be approved by EVC

Contact Mr Heal or Annette Miller to arrange a meeting with Mr Heal to discuss the proposed trip, itinerary, staffing and dates.

It is vital that any trip involves face to face meetings with key staff (EVC – Mr Heal & Mrs Miller). You cannot rely upon email to plan a trip effectively, nor is it acceptable.

More than one meeting may well be required, depending on the complexity of trip as determined by the EVC (Mr Heal & Mrs Miller)

Mr Heal will advise at this meeting as to whether the trip can be organised.

All completed documents will need to be signed, dated and returned, together with a draft letter to parents and the Finance Form 2021, to Mrs Annette Miller. Please forward a list of all students invited to go on the trip so we can add to ParentPay to enable parents/carers to pay deposits - **places on trips are not on a “first come first served” basis.**

Letters for the trip can then be issued to students, the Finance Office can collect payments via Cash, Cheque, Bank Transfer or ParentPay.

- If trips are dependent on a certain number of students, Finance will hold cash and cheque payments in the safe, Bank Transfer payments will be processed upon receipt; once sufficient numbers have been achieved payments will be banked on the Cash Office System

Please ensure that all letters are on the correct letter headed paper and have been checked by Mr Heal before they are distributed to students.

All visits must be entered onto Evolve at the earliest opportunity. If you require help, please contact Mr Heal or Annette Miller.

2. Why do we need a Risk Assessment for your visit?

Whenever a trip of any kind is planned, it is essential that those responsible for making the arrangements have gathered all available information on the hazards that may be encountered. This information can then be used to make a judgement on the level of risk associated with the trip and to establish what precaution, if any, should be adopted to reduce the risk.

This process of gathering information, judging the level of risk and deciding on precautions is essentially the process of risk assessment, as required by the Management of Health and Safety at Work Regulations. This is a legal requirement and is designed as a protection for the staff undertaking the trip and is really to ensure good planning and good practice.

ALL RISK ASSESSMENT MUST INCLUDE SAFETY AND PRECAUTIONS TAKEN IN REGARD TO COVID

3. Finance

Teachers responsible for organising visits should keep the financial accounts of each visit.

Students should hand in money to the Finance Office, payments can also be made by cash, cheque or bank transfer or via ParentPay.

Money for the visit should be collected over a reasonable amount of time, giving parents the opportunity to pay a little each week.

A limit to the amount of students' spending money may be set and thought given as to who looks after it. Organisers are advised to spread the care of cash between several adults to lessen the impact of theft or loss.

A resume of the law relating to Charges for School Activities can be found elsewhere in the DfES Handbook and LA Educational Visits Policy October 2011.

There should always be an opportunity for a student to express an interest, without having to pay a deposit. Some students, e.g. LAC may well find difficulty in producing a deposit overnight, or may need to seek approval first.

Please forward a list of all students invited to attend the trip so we can add to ParentPay to enable parents/carers to pay deposits - **First come, first served must NEVER be used.**

4. Parents / Guardians

It is essential that parents understand the purpose of the visit and are aware of the types of activities to be undertaken. Written details must be provided, and parents should be given opportunities to ask questions beforehand. Care should be taken to find out about a student's personal situation – e.g. Medical condition, emergency contact. (The Parental Consent Form covers this).

Students

Advising the students before the journey:

Teachers are asked to check the students have been told of any do's and don'ts before the journey. It may be useful to give students a printed list of rules to take with them. These rules should cover standards of behaviour, what to do in the event of an accident or getting lost, clothing, money, litter, personal belongings etc.... Clear instructions should be given about the prompt response to a recall signal.

Safety Warnings to Students

The visit leaders must ensure that students know of potential dangers and how to behave so as to avoid them. Areas of concern may include:

1. COVID
2. Road Safety.
3. Mowing of grass areas
4. Buildings being demolished
5. Water – sea, canals, lakes etc.
5. Railways
6. Animals
7. Going with strangers
8. Quarries, cliffs, and other rocky outcrops
9. Machinery

The students should always be made aware of what to do if they become separated from the party. A school identity card should be issued to younger children giving the name of a contact person and telephone number.

General behaviour on buses, trains and when crossing roads should be clearly explained to everybody. The group leader must have adults at the front and back of each party, this includes have members of staff seated at the front, middle and rear on bus journeys.

Numbers of the party must be checked constantly and certainly before moving on to another location.

5. Special Needs

Young people with special needs, like all young people, should be encouraged to participate in as rich a variety of outdoor education as possible.

Outdoor education for people with special needs should take place with a closely defined purpose in mind. The party leaders must have knowledge of the physical, mental, sensory, and behavioural needs of the group members. The group leader must have personal experience of the activities to be undertaken.

For people with physical needs close attention should be given to medical and dietary needs and an emergency medical procedure fully understood by all staff. A system of communication may need to be agreed by staff and participants.

It is vitally important that a pre-visit occurs when special needs students are being taken out of school. Their particular needs must be catered for. If those involve physical difficulties, it is vital to ensure that the children are not taken into circumstances which will exacerbate their physical problems.

6. Visits Abroad

Visits to Europe and to other countries throughout the world are an integral feature of the annual programme of educational visits. A journey abroad calls for careful, detailed planning. Often the services of a reputable tour operator experienced in group travel can be a great advantage.

Consideration must be given to passports and visas, foreign currency, medical documentation etc. and an inspection visit is advisable.

Identify whether there are medical requirements imposed by the Country to be visited. **UK Global Health Insurance Card (GHIC)** should be obtained before the visit, these are available free of charge online at: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

This card will assist in obtaining medical attention during your visit. Due to language difficulties, it may be helpful for all members of the party to carry the address and telephone number of the hotel or hostel in case an individual is separated.

Visits abroad fall into category **B2 with regard to approval procedures.**

Application must be submitted, together with a Risk Assessment; 60 working days in advance or at the **planning stage**, whichever is earlier.

The Ratio of 10 and 12 students per adult staff member should not be exceeded.

Every party should be accompanied by two adults who are considered responsible by the Principal.

An emergency contact at home base should be identified to parents/guardians and to the school office.

When staying in hotels/hostels ensure prior to the visit that fire safety checks have been undertaken by the tour company.

Shortly after arrival, group leaders must ensure that all party members are fully conversant with and understand the fire and emergency evacuation arrangements.

Foreign exchanges will generally involve the party being split into small units at some stage during the stay. Group leaders should ensure that all group members have an accessible point of contact or telephone number in the host country.

It is recommended that where students are to be placed in the homes of hosts, groups leaders should seek assurances from corresponding organisers that all reasonable measures have been taken to assess their suitability and that due consideration has been given to child protection issues.

When taking Council Minibuses abroad, special documentation is required and you should contact the Fleet Manager, Coventry Contract Services.

When taking the school minibus, it is essential that you contact Mr P O'Brien 60 working days in advance of the visit to ensure correct documentation is in place.

7. Adventurous Activities

Special considerations are required when undertaking potentially Category C1 adventurous activities. These activities require 60 working days' notice. Overseas Expeditions Category C3 visits require 12 months' notice. Staff must refer to "Safety in Physical Education and Outdoor Education" for detailed guidance. Extra copies may be obtained from the Education Department of Coventry City Council.

8. Adult: Student Ratios

The type of activity and the age of the students must be taken into account before planning any activity. Hazardous journeys have a ratio of 1:10/12 for secondary students. Non-hazardous Category A & B1 visits should aim at a ratio of 1:10/15 for secondary students.

There must always be at least two adults with each party.

It is recommended that there should be a female adult where girls are in the party.

For years 12-13 a ration of 1:15/20 – though 1:10/12 is recommended for hazardous activities.

Transport

Staff should satisfy themselves of the suitability of the transport used for visits. A list of coach companies used by Coundon Court are available via the Finance Office.

Only coaches fitted with three point fixing seat belts should be used.

9. Supervision and Responsibilities

The EVC / Principal has the responsibility of ensuring the thorough preparation of the visit. There should be a nominated leader and deputy leader of the party. If it is intended to use non-teachers (e.g. parents, governors) as part of the adult cover the party leader must make quite sure that they understand their role. No adult may accompany a trip who hasn't first received a completed DBS check. It may be helpful if their duties are put in writing.

The party leader should have regard to the experience and particular expertise of all the adults on the visit. For example, it would be undesirable to send out a party led by an inexperienced newly qualified teacher.

Where possible, the teachers should know about all the students in the group and any particular characteristics – e.g. those who are responsible, those who are slow or lacking self-confidence, those with medical problems etc.

Teachers should have visited the site beforehand where possible or at least be familiar with the type of environment. All adults should be advised of potential hazards and appropriate steps to be taken in the event of an emergency.

MEDICAL AND FIRST AID ARRANGEMENTS

Parties must have a first aider. The level of knowledge which may be required will depend on many factors including:

- The nature of the visit and whether it is residential □ The extent to which “outside” first aid is available.
- The environment and particularly whether it is remote
- The health of the participants

On category B2, C1 and C3 visits, a fully trained certified first aider should be included in the party unless this provision is available at the centre and will be with the party throughout their activities. In this case, the journey must be covered by someone who is trained to appointed person level. However, with regard to Category A and B1 visits it is a requirement to have someone in the party who has undergone an ‘Appointed Person’ First Aid Training Course. These courses are shorter non-certified introductory first aid courses tailored to the preservation of life and treatment of major injuries. Fully certified first aiders are essential for expeditions in remote areas. For all visits and associated journeys, an

appropriate first aid kit must be readily available, and its contents checked and replenished regularly.

A list of qualified first aid staff and certified minibus drivers is available from the Finance Office.

A copy of signed parental consent EDVIS 12 forms should be carried at all times so that immediate medical treatment can be given as necessary. Where circumstances and time allows, group leaders should make every effort to contact the respective parent / guardian, informing them of the situation.

Individuals' medicines should be looked after by the group leader unless circumstances dictate otherwise, e.g. regular use of an inhaler. In these circumstances written confirmation of the need for the student to retain their medicine should be received from the parent / guardian. Prescribed medicines must be identified on the consent form together with the regularity at which it must be given. Group leaders and helpers should be particularly mindful of medicines falling into the wrong hands.

Further reference on first aid can be found in the Education Service's First Aid in Education Establishments – Policy Guide compiled in pursuance of the City Council's First Aid Code of Practice issued by Employee Services, 1995.

Emergency Procedures

Prior to any visit taking place all leaders and accompanying staff must be made clearly aware of the procedures to follow in an emergency.

In the unfortunate event of an emergency arising, the EVC / Head teacher must be contacted who, as appropriate, will immediately notify the Education Service.

To this end all leaders must be given the emergency contact number for the EVC and the Principal. This may be both their school, home and mobile number. In the unlikely event of being unable to contact the Principal, the leader must telephone the Emergency Services Unit of the Housing and Environmental Services Department on 024 7683 2222 and explain thoroughly the circumstances.

Staff and volunteers are advised not to use their own car unless they have the appropriate insurance cover which may need to include business use, a vehicle MOT and a Road Fund Licence.

Members of staff need to demonstrate that they have all the relevant paperwork. These documents need to be presented to Mrs Annette Miller prior to any journey.

10. Actions in the event of an Emergency

- Ascertain the nature of the emergency. Administer First Aid. Account for others in the group.
- Call emergency services. Casualties should be accompanied by a member of staff to hospital with parental consent forms.

- Contact off-site base and the Principal, or designated senior member of staff. If unavailable telephone the Emergency Services Unit (Housing and Environmental Services)
- Arrange for group to return to base. An adult to remain at scene for the emergency services.
- Write down all relevant details whilst still fresh in the memory.
- Restrict access to telephones until an appropriate time.
- Do not discuss or admit legal liability. Refer media to designated individual.
- Ensure accident forms are completed.

In light of recent terrorist attacks, below are thoughts to consider when planning visits and trips.

Ensure students are briefed about what to do in an emergency. During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- When staying at any place for more than 30 minutes, identify emergency meeting points in case the group is forced to move and becomes split.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers.

All members of staff on a visit should carry the Coundon Court Visit Leader Emergency contact details Form

EMERGENCY INFORMATION

Emergency Services	
Ambulance, Police, Fire Service, Mountain Rescue	999

Name	Telephone	Mobile
Trip Leader Telephone Number	Tba	tba
School/Establishment	024 7633 5121	Coundon Court
Principal	TBA	Mr Chris Heal
EVC	TBA	Mr Chris Heal
Local Authority	02476 832 673	
ESU (out of normal hours LA contact)	02476 832 673	
Local accommodation/hotel (if residential)		
Travel Company (if appropriate)		
British Embassy/Consulate		
Other		

Minibus Breakdowns	
School	024 76 335 121
Mr Paul O'Brien	07711 179737

Details of how to access assistance are on clipboard and in the glove box of the minibus.

CHILD PROTECTION

All adults and volunteers are required to be Police cleared

SCHOOL VISITS – PRIVATE CAR USE

When using a private car to transport students, the driver must understand the duty of care that is entrusted on them.

DfES 2003

“Any vehicle used to transport children is properly maintained, conforms to legal requirements and drivers have a valid licence and appropriate insurance. Parents give written permission for the child to be transported in a vehicle. All children are restrained in an appropriate car seat or diagonal seat belt. Children are not left unattended on outings or in a vehicle.”

In addition, other than in an emergency situation, staff or volunteer adult helpers transporting young people, should not be in a position where they are alone with a young person.

Practical requirements for planned use of a private car:

- Details of **business use insurance, current MOT certificate and driving licence** are to be recorded and held electronically by Mrs Annette Miller.
- Explicit parental consent has been obtained to transport students in a private car and by a specified person. This will normally be in the form of a reply slip to a letter outlining details of a school visit.
- Drivers should not have any convictions on their licence; other than parking offences or the **FIRST** 3 points for speeding in private time on a private vehicle, as these can be ignored.
- If there is any doubt, please seek advice from Mr Paul O'Brien who will refer to the Coventry City Council Driving Policy.

SERIOUS ACCIDENTS

Contact appropriate emergency service and act under their direction and ensure the safety of yourself and others present.

Suggested Actions:

- Parents should be informed of serious accidents as soon as possible. Accidents requiring hospital treatment should always be regarded as serious.
- Students should be accompanied to hospital by a member of staff.
- Teachers should accompany students at all times or be close enough to be on hand should an accident occur.
- School accident report book should be completed by the first aider on return to school.
- Treatment / medicines given by health professionals should not be stopped /suspended / removed by unqualified persons.

REGISTRATION OF STUDENTS ON A SCHOOL VISIT.

FOR ALL VISITS

A register must be taken at the start, eg boarding a bus or train and before the return journey. There may well be a need to keep check of a group at many other points e.g. changing tube trains, but the 'count them out and count them in' is a bare minimum.

For Visits during the School Day

At the start of the visit, a call to the school office staff is required to confirm the students present. The group list will have normally been sent to the school office so that the registration of marks can be entered correctly. The call allows any students who do not turn up to be removed from the list of those on the visit.

The school office staff will make enquiries as to the whereabouts of the student(s) and inform parents if they are not present in school.

When the visit returns to school please inform the school office staff.

For Visits that return to school after 3.30pm on a normal school day.

Additional to the above, a list of students, together with accurate contact telephone numbers, must be left at reception.

Additional information required is:

- Destination / Activity.
- Names and contact numbers of all staff members accompanying the visit.
- Expected time of return.

Please contact reception (up to 5.00pm Monday to Thursday and 4.30pm Friday) if your return is delayed.

Let reception know when the visit has safely returned to school. If reception is closed when the visit returns to school, you should then contact the EVC (Mr Heal)

Residential Visits

Call the school EVC when the party arrives at its destination and upon the trips safe return to Coundon Court.

Weekend Visits

Details are required on Reception; copies are also to be given to Mr Heal and Mrs Miller. Contact the EVC (Mr Heal) to advise once back at Coundon Court School

CONTACT ARRANGEMENTS FOR STUDENTS / TEACHERS AWAY FROM SCHOOL

It is often desirable for students to have a contact telephone number in case of emergencies e.g. they become lost.

Please advise the ICT Team and Annette Miller of your mobile number, ICT will then allocate a Coventry telephone number to divert to your mobile phone, students will be given the Coventry Number to use in case of an emergency.

Please check when you leave for your trip that this divert is in place. **Never give your personal home or mobile number to students or parents.**