

Member of staff responsible : Head of Pastoral Care
Date of policy review : May 2019
Date of next review : May 2021
Approved by Governors : May 2019

KING'S HOUSE SCHOOL
EDUCATIONAL VISITS POLICY & PROCEDURES

This policy applies to all pupils at the school including those in the EYFS.

At King's House School, it is recognised that pupils can derive a good deal of educational benefit from taking part in educational visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Educational visits help to develop a pupil's investigative skills and encourage greater independence.

At King's House School, educational visits include school visits and residential trips: any excursion for a whole day or part day is known as a School Visit. Any excursion for longer than a whole day, on a residential basis, is known as a Residential Trip. All three departments (Nursery, Junior Department and Senior Department) take part in School Visits, whilst Residential Trips only occur in the Junior Department and Senior Department. The Head of Nursery and the Head of Junior Department have the authority to authorise School Visits from their parts of the school.

The Head is responsible for all school excursions. It is essential to consult him according to the procedures that follow and adhere to the guidelines for organising or executing School Visits or Residential Trips.

The health and safety of pupils on School Visits and Residential Trips is paramount and the following procedures comply with DfE guidance "Health and Safety Advice for Schools: responsibilities and duties for schools" (November 2018) and "Health and Safety on Educational Visits" (November 2018).

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Organising a School Visit or Residential Trip

If a teacher wishes to take a group of pupils on a School Visit or Residential Trip, whether it is during the school day or after school hours, the responsibility for its organisation and execution rests with him or her. He or she is deemed to be the Visit Leader or Trip Leader.

It is essential, for the success of the School Visit or Residential Trip, that the Leader is fully involved in its planning, organisation and execution. The objectives of the School Visit or Residential Trip, as well as the details of transportation, staffing, activities, supervision, finance and contingency plans must be considered by the Visit Leader or Trip Leader and proposed to either the Head of the Nursery, Head of the Junior Department or the Head of Pastoral Care. Once the School Visit or Residential Trip has been approved, it must be clearly explained to pupils, parents and accompanying staff.

The School Offices will be able to help with certain administration once the School Visit or Residential Trip has been approved and will give advice based on previous practice and experience.

The Procedure for Organising a School Visit or Residential Trip

The Visit Leader or Trip Leader must undertake an original, written Risk Assessment (Form EV5 – see appendix) before the School Visit or Residential Trip can go ahead. If the trip has been undertaken recently, the previous risk assessment may be reviewed as well as any feedback from that previous trip.

Sample Risk Assessments, as well as Guidance for Risk Assessment, can be found in the “Educational Visits” folder in the ‘Central Resource Library’.

Reference must be made to the Missing Child Policy when writing Risk Assessments.

- Consider the objectives, dates and appropriate staffing of a School Visit or Residential Trip.
- Discuss, informally, the ideas with either the Head of the Nursery, Head of the Junior Department or the Deputy Head.
- Collect a “School Visit Application Form” (Form EV1a – see appendix) or a “Residential Trip Application Form” (Form EV1b – see appendix).
- Make enquiries about venue, availability, dates, transportation, costs.
- For a Residential Trip, enquiries must also be made about accommodation arrangements, ensuring they are under the direct control or supervision of a member of staff of King’s House or a partner local school.
- Before booking an educational visit, the Visit Leader or Trip Leader should obtain assurance that providers such as tour operators, have themselves assessed the risks and have appropriate safety measures in place. Particular enquiry should be made into transport providers, coach operatives, insurance and safety records (See further in Risk Assessment).
- Fill in the application form, as fully as possible:
 - The School Offices or the Head of Pastoral Care can advise where necessary.
 - The Bursar or Finance Manager will help with the financial details if required.
- Present the application form to either the Head of the Nursery, Head of the Junior Department or Head of Pastoral Care, who will clear the application with the Bursar or Finance Manager.

- Attach any relevant details to the form. Details of staff going should be agreed at this point with SMT.
- Once approved by the relevant Head, the application form will then be forwarded to the Bursar's Office.
 - The Bursar or Finance Manager will not action any School Visit or Residential Trip unless it has been approved and the application form signed by the Head.
 - Once preliminary approval is given by the Head and the Bursar or Finance Manager, detailed planning arrangements can be made. A date for an exploratory visit can be arranged if necessary.
- For a Residential Trip (abroad) passport, visa and European Health Insurance Card (EHIC) arrangements must be finalised well in advance of the departure date.
- Photocopies of passports should be taken for emergency use.
- For a School Visit or Residential Trip (UK or Abroad) any health/welfare arrangements must be organised and noted.
- Any letters and information notes sent to parents about a School Visit or Residential Trip must be approved by either the Head of the Nursery, Head of the Junior Department, Deputy Head or Head. Information regarding any School Visit or Residential Trip must be provided to parents well in advance unless it takes place as part of timetabled lesson eg. drawing in Terrace Gardens as part of an Art lesson.
- A Consent Form (EV4 – see appendix) must be obtained before a pupil can take part in the School Visit or Residential Trip. At the beginning of the academic year, parents fill in a Consent Form which covers the majority of School Visits throughout the year. Check if your trip is covered by this general consent. As a general rule, the general consent will not be sufficient and specific written consent is required for any trip that involves:
 - overnight stays.
 - overseas visits.
 - activities with a higher than normal element of risk eg. watersports, climbing, trekking etc. if required by third party provider.
- For a Residential Trip regard must be had to whether there is local provision of medical facilities such as a doctor or a hospital and how transport to these would be arranged in event of emergency.
- If any details change before the School Visit or Residential Trip, the Head must be informed.
- For Residential Trips prepare an Information Booklet for Parents - see the Deputy Head for details of what these must include and for examples from previous Residential Trips.

- The Visit Leader or Trip Leader should clearly define each accompanying adult's role and ensure that all relevant tasks are assigned.
- Closer to the date of a Residential Trip, a meeting will be necessary to inform parents and/or boys-pupils about the final arrangements.
 - either the ~~Deputy Head~~Head of Pastoral Care or the Trip Leader will lead this meeting.
 - the Information Booklet for Parents will be distributed. This must contain an emergency telephone number on which the ~~Trip L~~trip leader can be contacted during the trip, especially if the trip is during a weekend or school holiday. This must be the School mobile phone which is being carried by the ~~Trip L~~trip leader.
- A copy of final information for a Residential Trip, including the Information Booklet for Parents and contact details must be handed in to the Head, the Deputy Head, the School Office, and the Bursar's Office prior to the Residential Trip.
- The Head, Deputy Head or the Bursar are the official school emergency contacts for every Residential Trip. Their contact numbers must be with the Trip Leader.

Considering Staffing when Organising School Visits or Residential Trips

It is important to have a high enough ratio of adult supervisors to pupils for any School Visit or Residential Trip.

Formatted: Justified

Factors to be taken into consideration include: age and ability of group, nature of activities and experience of adults in off-site supervision. If EYFS children are involved, an adult with a Paediatric First Aid qualification must be present. Decisions must be made taking these factors into consideration as part of the Risk Assessment (**Form EV5**).

A general guide for School Visits is:

- A minimum of 2 ~~adults-King's House staff~~ for any trip.
- 1 adult for every 3 pupils in EYFS
- 1 adult for every ~~8-10~~6 pupils in Years 1 to 3
- 1 adult for every ~~10-15~~10 pupils in Years 4 to 6
- 1 adult for every 15-20 pupils in Years 7 and 8
- The adults may be King's House staff or parents.
- On School Visits at least one adult should be First Aid trained.

Formatted: Space After: 0 pt

Formatted: Font: +Body (Calibri)

A general guide for Residential Trips (both UK and abroad) is:

- 1 adult for every 10 pupils (all year groups)
- The adults should be King's House staff, or parents
- On Residential Trips at least one adult must be First Aid trained.
- In unusual circumstances, an adult not employed by the school may accompany the Residential Trip at the discretion of the Head.

Formatted: Space After: 0 pt

- Accompanying adults who are not teachers will be given clear guidance about their supervisory roles.
- There should be sufficient adults to cope with an unforeseen situation or emergency.
- Teachers and other staff in charge of pupils have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.

N.B. Accompanying adults will be King's House staff, their wives/husbands, other approved adults, or parents. On a Residential Trip they will be obliged to sign a form detailing their obligations, **King's House Trip - Accompanying Adult - Non-Staff**. They will also be subject to the usual police/social services checks (DBS Check).

Preparing for the Departure of a School Visit or Residential Trip

- On a Residential Trip issue parents with a clothing list and details of pocket money. Suggest a maximum amount for pocket money and appoint a teacher to act as banker.
- On a Residential Trip get parents to sign parental Consent Form (EV4) on which full medical details, contact addresses and telephone numbers must be entered. You will need written authority and indemnity from one who has parental rights. The pupils' standard medical cards are in the School Office.
- On a Residential Trip (abroad) make sure all pupils have the necessary inoculations required for entry into certain countries.
- Make sure you have a suitable First Aid kit and appoint an adult First Aid Officer. This person must be First Aid trained. First Aid kits can be obtained from the school office. **CONTENTS MUST BE CHECKED.**
- On a Residential Trip (abroad) make sure all the pupils carry an identity card in the relevant foreign language and in English for use if they get lost.
- Make sure you have the address and phone number of the venue, as well as a contact name.
- Make departure and arrival times clear to parents.
- Arrange packed lunches or meals where necessary.
- Identify any personal, social or behavioural problems of any in the party. Consult the Form Teacher and the Head of Pastoral Care for advice.
- The Trip Leader must be familiar with the Clarion-call system for advising parents of a delayed return or an unforeseen circumstance.
- On a Residential Trip the Trip Leader should make sure an accompanying member of staff takes responsibility for the Twitter feed to parents. It may also be useful for the accompanying staff to communicate with each other when away via a WhatsApp group.
- The Trip Leader should be familiar with incident and emergency procedures and protocol in the Emergency Guidelines.

- On a Residential Trip ensure that full details of pupils' dietary/medical requirements (Form EV3) are sent to the Package / Holiday Company responsible for organising the places of accommodation for the pupils well in advance.

Guidelines for the Execution of a School Visit or Residential Trip

- Be well prepared the day before departure and have all documentation ready.
- All adults, especially the Trip Leader, must arrive early for departure, ready to organise and supervise the pupils.
- A school mobile phone must be carried by the Visit Leader or Trip Leader on every School Visit or Residential Trip.
 - these must be booked well in advance with the Bursar's Office and should be returned after use.
- If travelling by coach or aeroplane, an even spread of adults should be made through the vehicle/s or aircraft.
 - pupils must not occupy the front seats of a coach.
 - all pupils must wear seatbelts fastened.
 - pupils must not approach the driver of a coach or minibus when it is moving. In an emergency they should call "please stop the coach/minibus".
- If travelling by Minibus, all seatbelts must be fastened.
 - where possible there should be one adult other than the driver in the Minibus.
- Where appropriate, arrange designated physical meeting points.
- If walking, pupils must be in pairs, with an adult at the front and the end of the line, and if possible, further adults spread evenly along the line.
- If travelling by train, pupils should be grouped as closely together as possible, seated, and an even spread of adults must be made through the carriage/s.
- If travelling by London Underground, pupils must be grouped as closely together as possible, preferably seated, and if not, standing where they can hold on.
- At the beginning and end of a journey, numbers must be counted.
 - it is good practice to count numbers as often as possible.
- In public places, pupils must be supervised at all times.
- Adults must make sure that appropriate behaviour occurs.
 - extra, careful supervision is necessary on Residential Trips abroad, in airports and train stations.
 - it may be appropriate for pupils to be free, in a confined space, but regular supervisory checks (at least every two hours) must be made.
- Pupils must only eat, drink and purchase items at an appropriate time, given permission by the Visit Leader or Trip Leader.

- On the return journey, the School Office must be informed of the estimated time of arrival at school.
- Adults must not consume alcohol on a School Visit.
- Adults must not consume alcohol if in charge of a vehicle on a School Visit or a Residential Trip.
- On a Residential Trip, alcohol may be consumed by adults at appropriate times, but always in moderation.
- At no time, in the employ of King’s House School on a School Visit or a Residential Trip, is an adult to be drunk.
- On a Residential Trip, all staff must know how to contact the local emergency services and, in the event of the need to hospitalise someone, the Trip Leader must:
 - advise the Package/Holiday Company.
 - advise the Insurance Company via the “Medical Hotline”.
 - advise the school, via the Head, Deputy Head, Head of Pastoral Care or the School Office immediately who will contact parents.
 - produce a report for the Bursar.
 - complete any Insurance Claim Form for reimbursement of Medical Expenses incurred during the Residential Trip, and keep a copy for the Bursar.
- On a Residential Trip, rules must be set and adhered to.
 - bed times must be appropriate and consistent.
 - dining rules must be appropriate.
- On a Residential Trip, regular supervision and inspection of rooms must be done.
- On any School Visit or Residential Trip, adults must remind pupils of necessary hygiene measures.

On return from the School Visit or Residential Trip a short report and feedback should be prepared for future reference.

Any accidents or near-misses need reporting using the Accident and Near Miss Report form (see appendix below).

Attached are copies of the EV forms mentioned in the above Policy.

School Visit Application Form (EV1a)

Day Trip / Visit

Members of Staff involved

Classes / groups of children

Total number of children involved

Staff/Pupil ratio

Day and Date of event

Venue (address and contact no.)

.....

Cost of trip

Cost of transport

Other (lunch, supply)

To be charged? Yes / No

Timings:

Departure

Arrival at venue

Departure from venue

Estimated arrival

Transport:

Coach / Minibus / Other

Approval costs (Bursar)

Cost per pupil (Bursar)

Approval date and trip (Head).....

Coach booked and confirmed

This form should be completed by the trip organiser and then taken to the Bursar for costs approval. Please include coach costs, supply (£200 per day) as well as admission. When all details are completed pass to the Head for approval. The office will return a photocopy to you when all bookings are made.

EXTRA EVENTS BOOKING FORM Residential Trip (EV 1b)

Members of Staff involved

Classes/groups of children

Total number of children involved

Staff/Pupil ratio

Dates of event

Venue (address and contact no.)

.....

Costings

	Cost	Number	Total
Cost of trip		X	
Extra activities		X	
Meals		X	
Staff activities		X	
Staff meals		X	
Cost of transport			
Contingency fund			
Extra pay for staff days		X	
Supply cover		X	
Total			
Total to be charged per boy			

To be charged to parents Yes/No

Timings

Date and time of departure

Arrival at venue

Date and time of departure from venue

Estimated arrival at King's House

Transport

Coach/Minibus/Other..... Booked

Approval costs (Bursar)

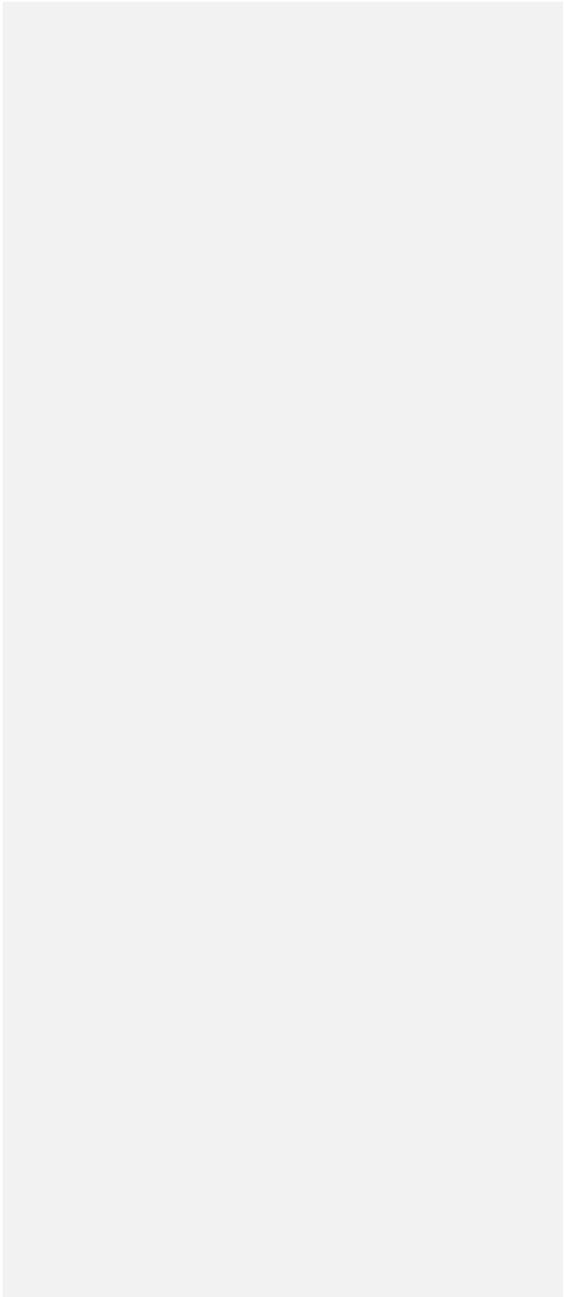
Approval date and trip (Head).....

Pupils with Medical, Special Educational and Dietary Needs (EV3)

Place Visited _____

Date (s) _____

Name	Room No.	Medical / Dietary / SEN Requirements	Medication	Emergency Contact Number



Example

Formatted: English (United States)

KING'S HOUSE SCHOOL

CONSENT FORM (EV4)

Year 7 Residential Trip

Parent's Name.....

I hereby give permission for my child in Form

to participate in the visit to the [Kingswood Centre, Overstrand, from Monday 23rd to Friday 27th June 2014] under the leadership of [Mr Shore]. I understand that if [Mr Shore] has reason to think that my child does not observe the Code of Conduct they may be returned home at my expense.

I undertake to inform you of any known allergies, sensitivities, diet requirements and details of their medical history of which the School should be aware.

.....
.....
.....

If my child has to take medication I will hand this to the leader clearly marked with his name and the exact dose before departure.

In the event of illness or accident requiring emergency hospital treatment, I authorise the leader to sign on my behalf any written form of consent required by the hospital authorities if the delay required to obtain my own signature is considered inadvisable by the surgeon concerned. I give permission for staff to administer calpol in line with the schools policy.

Name and address of family doctor.....

..... Tel no

Your child's NHS number:

During the event my own address(es) will be.....

..... Tel no.....

and (please give dates)

Emergency contact (e.g. friend, relative).....

..... Tel no.....

During the visit the school staff will act 'in loco parentis'. This does not mean that we will provide 24 hours supervision nor does it mean that we can give a 100% guarantee regarding the safety of your child. What it does mean is that our staff will act as any reasonable, sensible parent would be expected to act. You must also bear in mind that we will generally be supervising more children than most parents would be doing. In addition, our staff will operate within DfE guidelines. By signing the consent form you are confirming that you understand the principle of 'in loco parentis'. If you have any questions about this, please speak to the visit organiser before signing this form'.

Signature of parent Date.....

Example

King's House School

Taking Pupils Offsite

FORM: EV 5

Formatted: English (United States)

RISK ASSESSMENT for:

Staff: Pupil ratio.....

Hazard	Persons at Risk	*Risk Assessment	Control Measure

Example

KINGS HOUSE SCHOOL	ACCIDENT & NEAR-MISS REPORT
---------------------------	--

This form should be filled in by a member of staff if there has been a significant accident or near-miss to a pupil, employee of the School, or visitor. This should be done as soon after the incident as possible. Do not use this form for minor bumps and scrapes in the playground. Do report accidents resulting from teaching or outings, work-related incidents, more serious accidents in the playground and near-misses in these categories. When you have filled in this form, hand it to the Head or Head of the Junior Department (with a copy to the Bursar) who will decide if the incident should be entered in the Accident Book, and will arrange investigation as necessary. All these reports will be considered by the Health & Safety Committee.

Fill in these boxes. Include accidents and near-misses.

Person Injured Brian Gibbs		Member of staff Yes	
Date of injury/near-miss 16/01/14	Time 10.30	Place Fire escape stairs. Rear 66	
Immediate cause or lead-up to accident or near-miss. Sweeping/cleaning fire escape stairs, slipped on steps			
Nature of incident and injuries; Fell down 4 steps, landed on buttocks. 3" bruise/graze to rear of right forearm. 2" bruise & slight swelling to left elbow. Bruising to top of left thigh/buttock.			
Immediate action taken Fire escape stairs now sealed off. Message passed to staff/pupils that they are not to be used until further notice.			
Further action identified to avoid repeat incidents. Anti-slip mats to be placed on 2 x landing areas of stairs. Steps to have a anti-slip coating applied. Materials ordered. Work in hand			
Head informed? Yes	Parents informed? N/A	Signed	

ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL VISIT OR RESIDENTIAL TRIP

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all party leaders and their deputies. This plan is included in the Educational Visits Policy.

- Establish nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences that might follow were you to give incorrect treatment).
- Establish names of the injured and call relevant emergency services.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital or if on your own you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives.
- Ensure that the remainder of the party are adequately supervised throughout and 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 all children are accounted for.
- Control access to telephones until contact is made with the Head, Deputy Head or Bursar and until they have had time to contact those directly involved. Pass full details of the incident (name, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication; identify alternate telephone numbers in case telephone lines become jammed.
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.

Media

- A designated person should act as the point of contact with the media to whom all involved should direct questions.
- Under no circumstances should the name of any casualty be divulged to the media.
- The Visit/Trip Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted.
- Inform parents of any delays that will necessitated.