



Educational Visits and Sporting Fixture Procedure

1 INTRODUCTION

As a School we believe that safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They offer opportunities to extend the learning of our students and enrich their understanding of themselves, others, and the world around them. They can be a catalyst for improved personal performance and promote a lifetime interest.

Shenley Brook End School encourages all forms of educational visits:

- **Curricular** – to support the delivery of and enrich the academic curriculum beyond the minimum requirements.
- **Extra-curricular** - activities that are not directly linked to the curriculum but still have an educational or cultural benefit. These may occur during or outside school hours.

The management of visits and off-site activities places particular responsibilities of the health safety and welfare of all participants on the Governing Body, Head of School, the party leader, members of staff and volunteers, pupils and parents. The School also has responsibilities to other members of the public and to third parties. This procedure for visits and off-site activities therefore complements the wider School health and safety policy.

It is a priority of the School that all visits and off-site activities are safe, well-managed and educationally beneficial.

2 RESPONSIBILITIES

All visits must first be approved in principle and given clearance by the School Educational Visits Coordinator (EVC) and the Head of School. Trip leaders are expected to submit detailed plans for authorisation in line with the requirements of the appropriate category of trip or visit. As such, all planned visits pass through a number of layers of screening before implementation. The roles and responsibilities of the parties involved in educational trips and visits are as follows:

The Head of School will:

- Ensure all visits and off-site activities have specific and appropriate educational objectives.
- Ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Put robust systems in place to inform parents, staff and the media in the event of a major incident or accident.

The Educational Visits Co-ordinator:

- Has delegated responsibility from the Head of School to ensure that all visits are prepared and conducted in accordance with the required standards.
- Attend regular updated training and must stay abreast of updated guidance and best practise.
- Ensure that all staff are trained, aware of the guidelines and are competent to lead and supervise a visit.
- Ensure that visits have appropriate support ratios and adequate cover for health and safety, first aid, medication, and behaviour management.
- Will have an understanding an overview of the educational benefits of the trip, visit or on-site event.
- Establish with the trip leader that consent has been obtained for all students attending the trip/visit prior to departure and parents/guardians are aware of the full details.

- Ensure that any reasonable adjustments required have been identified, authorised by the Head of School and are put in place as arranged.
- Organise the emergency arrangements and ensure there is a home contact for each visit.
- To keep records of individual visits including reports of accidents and 'near misses' and investigate accordingly.

The Visit leader will:

- Use the School planning checklist to ensure all procedures have been followed.
- Obtain the Head of School's approval (or the EVC on his/her behalf) before any off-site visit or activity takes place.
- Ensure the trip is as cost effective as possible for parents with a payment plan arranged if possible.
- Take overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group.
- Fully inform parents about the visit and gain their consent, where appropriate, via Arbor. This includes a parent meeting for residentials and foreign visits.
- Assess risk prior and during the visit or activity to ensure there is a contingency plan should a significant change to the programme be necessary due to weather etc.
- Ensure all student or accompanying staff's medical needs are taken into consideration within the planning.
- Plan the itinerary in such a way to account for all times on the visit, including meals and 'down time' and any reasonable adjustments for less able-bodied students.
- Ensure all adults involved in supervising the visit are aware of the risk assessment(s), any medical needs within the group and the expected standards of behaviour.
- Ensure that if the students are to be unsupervised at any time that the 'unsupervised groups' guidance is signed and adhered to as part of the risk assessment process.
- Inform parent of accidents involving their child which have required no more than first aid treatment.
- Ensure that on the return from a visit, students are delivered into the care of a person with parental responsibility, or their representative, unless alternative arrangements have been agreed with parents. (Students may have parental permission to make their own way home).
- Carry out a review of the trip on return, evaluating its success and recording any near-misses or proposed changes for repeat trips in the future. This should be shared with their line manager and passed to the EVC.
- Ensure that the guide to taking photographs of all students is adhered to before publishing them.

The Student will:

- Know who their trip supervisor is at any given time and know how to alert him/her if someone is missing or in difficulties.
- Understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- Understand and meet the School's expected standards of behaviour both before and whilst on the trip.
- Be aware that poor behaviour before the trip may result in a student not being able to participate in the trip.

The Parent will:

- Carefully read all information regarding the proposed visit before giving consent.
- Work with appropriate contacts at the School to agree an action plan in respect of reasonable adjustments, if necessary.
- Provide up to date medical and emergency contact details, informing the School of any changes before the visit commences.
- Make all payments by the deadlines provided, taking note where payments are non-refundable.
- Inform the School immediately if their child has to pull out of the trip for any reason, honouring any outstanding commitments to further payments.

- Support the School to ensure that their child adheres to the behaviour policy and understand that, if their child is removed from the trip, that the cost is non-refundable.
- Arrange to collect the student promptly at the end of the trip, unless alternative arrangements have been agreed with the School.

3 FINANCIAL ARRANGEMENTS

All costs will be kept to a minimum and in line with the Trust Charging and Remissions Policy.

If funding support is possible, this will be stated in the trip communication and all applications must be made direct to the Head of School or Head of Sixth Form.

If a student has any accounts in arrears at the school, your child will be unable to attend any other paid residential, onsite or offsite visit until the debt has been cleared.

4 SCHOOL UNIFORM

It is expected that for non-adventurous activities taking place during the School day School uniform is worn by students in Years 7 to 11 unless stated in the trip communication.

5 ALCOHOL/TOBACCO/VAPING

No student should be given permission to consume alcohol, tobacco or vape during an official School trip or visit. Under no circumstances should any member of staff consume alcohol while on a School trip or visit.

6 BALLOT TRIPS

If a trip has limited numbers, the School will issue an expression of interest form to parents and then hold a ballot from the responses. The ballot will be anonymous with no bias.

However, if a student has not been successful in two prior ballots in the current academic year, they will be granted a space on the trip before the ballot is drawn to ensure that all students can participate in trips throughout the year.

7 TRANSPORT

This section applies to vehicles owned and operated by the School, the use of hired in transport and the use of privately owned vehicles.

School Owned Minibuses

- The School operates two minibuses with up to sixteen passenger seats, operated under a Section 19 Permit for use on a non-hire or reward basis.
- The School minibuses undergo regular safety and maintenance checks and are fully covered by the correct motor insurance.
- Only drivers who are eligible will be approved to drive the School minibus, subject to age, successful training and driving records and insurability.
- Drivers must ensure they are medically fit to drive and inform the School immediately if there is any medical condition reportable to the DVLA.
- Drivers must provide a copy of their driving license every six months to the School.
- Drivers are made aware of their obligations and understand that it is their responsibility to ensure the minibus they drive is road worthy and legal, and that they carry out checks prior to commencement of the trip and leaving the School premises. Drivers should follow the guidance set out in the School Vehicle Checks Form
- The School's designated drivers are obliged to note any possible defects of the minibus prior to the trip or journey commencing, and if found, must notify the EVC immediately and/or

cease commencement of the trip if necessary. No trip or journey should commence if any possible faults are found that may render it a risk to drive and carry passengers.

- Records will be kept by the School of the company carrying out maintenance and repair to the School's owned minibuses as evidence of repairs, servicing, and safety checks.
- Drivers and staff will ensure that all students are wearing the provided seatbelts at all times.

Driving Hours

The following guidance is for staff driving students in the School minibus. It is recognised that staff have discretion in terms of applying the guidance. Staff should balance the need to comply with the guidance with their own assessment of the circumstances they are in. The guidance should only not be complied with if the member of staff believes it is safe and/or practical to do so.

- Staff should drive for no more than a maximum of four hours continuously, without stopping for a minimum break of 45 minutes.
- The total driving time, before a prolonged period of rest is taken, should not exceed 8 hours.
- A prolonged rest period should normally be a minimum of 10 hours free from driving duties.

Coach Hire

- For larger trips, the School hires in coaches for school trips. The School will only use those transport companies who have a public license to operate.
- Staff supervising a coach will be expected to sign and adhere to the School approved risk assessments.
- Staff will ensure that all students wear the seatbelt provided on the coach at all times.
- The School will ensure that teachers supervising school trips locate where all emergency exits are situated on a coach, and how to use them, also where emergency and safety equipment is stored when boarding the coach.
- Students under the age of 16 will not be permitted to be placed in a seat next to an emergency exit. Staff supervising coach trips must ensure this is complied with.
- Teachers will ensure they have relevant emergency telephone numbers with them on each school trip and any medication that a student may require during the trip.

Use of Private Vehicles

- All staff who drive students and staff in their own car must ensure that the vehicle is roadworthy and that they have adequate insurance, ie for business use.
- The driver of the vehicle is responsible for ensuring that passengers wear a seat belt at all times. Vehicles without seat belts must not be used.
- Students should not travel alone in a vehicle with a member of staff other than in extreme emergencies. In this instance, parents or guardians (if available) must be informed of the situation and asked to give permission for that member of staff to transport the young person on their own. Staff must also inform the School (home contact outside of school hours) if they need to do this.

Walking

- Staff and students must follow the green cross code.
- When walking as a large group there should be a member of staff at the front and the rear of the party.
- Wherever possible, the crossing of roads should be avoided, where this is not possible a suitable crossing point should be determined by the members of staff who must supervise the students as they cross.

8 Emergency Procedures

- The School has in place an Educational Visits "Coping in Crisis" plan, which must be followed in respect of any emergencies or incidents that occur, including those involving a road traffic collision, pedestrian or passenger injury, or the illness/serious injury of any member of staff or student during the trip.