



## EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES POLICY

### Scope and Remit

This policy applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base
- direct supervision of young people undertaking experiences that fall within the remit of Educational visits and Learning Outside the Classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

### Recognising the benefit of learning away from Collingham

It is one of the stated aims of Collingham to give all students every opportunity to experience trips and visits outside of the college 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 college and that the Health and Safety and welfare of students is paramount at all times. Before the school decides to arrange an educational visit, we consider educational objectives and how they are to be achieved.

*'Well-managed school trips and outdoor activities are great for students. Students won't learn about risk if they're wrapped up in cotton wool.'*

In striking the right balance between protecting students from risk and allowing them to learn from educational visits, we:

- provide learning opportunities for all our students;
- 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.

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 students and staff are maintained. It should be read in conjunction with the Collingham Risk Assessment Policy. We ensure that Collingham fulfils its responsibilities for visits, including students' behaviour. Integral to this process, Collingham:

- plans visits to include risk assessments and first aid;
- ensures appropriate supervision including ratios and vetting checks;
- prepares students for visits including those with special and medical needs;
- communicates with parents;
- plans transport;
- has insurance in place;
- makes appropriate arrangements for the range and types of visit;
- has clear procedures with reference to visits abroad and
- has emergency procedures, including contact details and permission for emergency medical treatment if a parent cannot be contacted.

The school ensures that we follow both DfE and Health and Safety at Work guidance and regulations (including those issued by the Kensington and Chelsea Local Authority) along with the Head's criteria concerning activities that

*Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential*

take place off school premises. Although not a requirement, the school has appointed James Alder who is the Deputy Principal as the Educational Visits Coordinator (EVC).

### **Equal Opportunities and Inclusion**

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. Collingham 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 Equality and Diversity Policy.

### **Category A: Offsite visits within the local community**

This category includes any visits for which there is an element of risk similar to that encountered in daily life. It includes visits to sports complexes such as Westway sports centre and the Brunswick Club, Sports fixtures, Theatre visits, Local Field Study work and visits to other local sites of educational interest.

### **Category B: Outdoor and Adventurous Activities within the local area**

These are activities that have a perceived extended risk to include such things as skiing or hill walking. Where the Party Leader does not possess the approved NGB qualification but is visiting an authorised centre where the instructors are fully qualified, consent in writing must be given by the EVC and designated person responsible for outdoor activities at Collingham, before such activities are authorised thereby ensuring all insurance and Health and Safety requirements are fully operational.

### **Category C: All foreign visits or visits outside of the immediate geographical area**

For all activities in this category, the relevant forms must be completed, together with the visit risk assessment and these must be lodged with the EVC at least **two weeks** prior to the planned departure. For all non-residential sports fixtures outside of the immediate area (5 mile radius), the above documentation must be lodged with the EVC at least **two weeks** prior to the planned activity.

### **What our staff should expect from Collingham**

*'Teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy.'*

Collingham ensures that the precautions proposed are proportionate to the risks involved, and that our paperwork is easy to use. 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 students safe and manage the risks effectively.

### **What Collingham, students and parents should expect from the staff**

*'Those running school trips need to focus on the risks and the benefits to people – not the paperwork.'*

Our staff running school trips should clearly communicate information about the planned activities to colleagues and students (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).

### **Training**

The Principal ensures that 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.

*Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential*

## **Duties and Responsibilities of the Proprietor (Employer)**

Under the Health and Safety at Work etc Act 1974, the employer in a school must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work etc Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require Collingham to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks and
- ensure that adequate training is given to employees on health and safety matters.

Collingham College sets out health and safety arrangements in a written health and safety policy.

Both the Principal and the Board of Directors must be made aware of all Category C visits. It is for the Principal to arrange for the most appropriate method of the communication for this. It is also the responsibility of the Principal to ensure that:

- the off-campus activity or visit is appropriate and relevant;
- the establishment can be run efficiently in the absence of staff engaged in the activity or visit.

## **Responsibilities of the Principal**

This is the key role for ensuring that the management of visits and ventures meets the regulations and guidance offered by the LA, DfE and others, as well as conforming to the Collingham Health and Safety Policy. This management process is in conjunction with the expectations and standards that are to be achieved by making the most of the positive learning opportunities presented. Our delegation of responsibilities is done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk assessments they require. We delegate some tasks to the EVC.

## **Duty as an employee**

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions; and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, all staff at Collingham have a common law duty to act as any prudent parent would do when in charge of students. Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Principal will work with the Board of Directors to ensure that the procedures at Collingham are proportionate, effective and appropriate.

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 Principal. Our teachers will do their best to ensure the health and safety of everyone in the group and act as any prudent and reasonable parent would do in the same circumstances. They will:

- follow the instructions of the Group Leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the Group Leader, if they
- think the risk to the health or safety of the students in their charge is unacceptable;
- be aware of potential conflicts of interest if their own students are members of the group and discuss beforehand with the Group Leader.

*Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential*

## **Staff/pupil ratios**

The ratio of students to adults varies according to the age of the students, the nature of the activity and the special educational needs. The school will err on the side of caution on this matter. There are no circumstances under which the staffing ratios are less generous than those to be found in college. (See Supervision of Students Policy.)

All groups on residential visits will be accompanied by a minimum of two adults and where groups contain both boys and girls, wherever possible there is an adult of each sex. For visits by small groups to art galleries, cinemas and local amenities the appropriate staffing ratio will be agreed with the EVC.

Group Leaders should assess the risks and consider an appropriate safe supervision level for their particular group. Regular contact must be kept with students who are enjoying non-direct supervision e.g. at a theme park or on a visit to a town. Students should only be allowed non-direct supervision within a strictly defined area and should be given clear guidelines as to the behaviour expected. They should be aware of where members of staff may be found. Students are instructed to remain in groups of at least 3 at all times.

## **The Educational Visits Coordinator (EVC)**

Our EVC is experienced in leading and managing a range of educational visits and is of sufficient status to be able to influence change. Responsibility within our school for the approval of visits, however, remains with the Principal.

The Collingham EVC will ensure that all necessary actions have been completed before the visit begins, including a pre-trip visit (where practicable), preparing risk assessments and ensuring that appropriate safety measures are in place, suitably competent instruction is available for the activity, the ratio of supervisors to students is appropriate and that arrangements have been made for the medical needs and special educational needs of the students. The EVC's key functions include:

- being involved in educational visits management in order to ensure that the guidance and regulations are followed and
- working with Group Leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment.

The EVC is:

- to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff;
- to confirm that adequate risk assessments have been carried out;
- to recommend and organise the training of Group Leaders and help organise the induction of staff new to the venture;
- to ensure that the establishment's management of behaviour and other relevant policies are able to be transferred off site successfully and are consistently used and
- to ensure that liaison with parents and obtaining consent are effective.

The EVC has overall responsibility for ensuring that:

- a suitable group leader for each visit has been appointed;
- all necessary actions have been completed before the visit begins;
- the risk assessment is complete and that it is safe to make the visit;
- training needs have been met;
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
- parents have been informed and, for over-night activities, have signed consent forms;
- arrangements have been made for all the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;

*Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential*

- that they have the names of all the adults and students in the travelling group, and the contact details of parents and the staff's next of kin.

### **The Group Leader**

The Group Leader, who is the person with overall responsibility for the administration, programme, supervision and conduct of the venture, is an important part of the health and safety and good practice support system. Our Group 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. Relevant experience is essential along with accepting the need to:

- agree specific roles, responsibilities and communications systems;
- agree incident and emergency procedures, the who, where and what of such situations;
- agree what will happen if the practicalities of the day require a major adaptation of the programme (ongoing risk assessment) and
- have high expectations of what the students and the venture can achieve.

It is the Group Leader's responsibility to ensure that all accompanying adults have a full trips pack. Group Leaders and accompanying staff must carry these with them at all times. The Trips Pack should include:

- Who is in their group
- Who is travelling in each vehicle
- The name and telephone number of the contact person/s who can be contacted in an emergency
- Full details of students' names, telephone numbers and any medical issues
- For overseas visits, a copy of all pupil and staff passports and EHIC cards should be taken prior to departure and kept with the Group Leader during the visit.

The Group Leader must also ensure that there is a contact person available throughout the period that the group is off-site. In addition, an accurate list of participants with the Group Leader's mobile telephone number must be forwarded to the EVC prior to the visit.

### **Preliminary Visits and Provider Assurances**

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by staff. Residentials, visits abroad, exchange visits, adventure led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre visit. It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy. Examples of such schemes include:

- [The LOTC Quality Badge](#)
- [AALS licensing](#)
- [Adventuremark](#)
- [School travel forum](#)

### **Points of Contact**

For all off-site activities, the school will organise a 'Point of Contact' at the school or with a member of the SMT at the college. This will often be the EVC or the Office if the trip is during school hours.

### **Collection from a Trip**

In order to exercise their duty of care, the Group Leader must ensure the students' safe dismissal and departure from their supervision, at the end of a trip or activity.

If arrangements for the safe return home of a student breaks down, (e.g. a parent fails to arrive, or late bus fails to arrive at appointed time etc.) the Group Leader must attempt to telephone the student's home to make alternative arrangements.

*Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential*

## **Responsibilities of Students**

The Group Leader will make it clear to students that they must:

- not take unnecessary risks;
- follow the instructions of the Group Leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly, using safety equipment as instructed;
- be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Students will be required to adhere to the Collingham Behaviour Policy whilst on any Collingham trip or activity.

Reasonable adjustments will be made for disabled students.

## **Parents**

The Group Leader will ensure that parents are given sufficient information in writing. The Group Leader will also inform parents as to how they can help prepare their son/daughter for the visit by, for example:

- reinforcing the visit's code of conduct;
- understanding the clothing and footwear that will be required and ensuring that this is provided.

## **Parental consent to offsite activities**

Written consent from parents is not required for students to take part in the majority of off-site activities organised by our college, as most of these activities take place during school hours and are a normal part of a student's education at Collingham. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

Our parents are told in advance of each activity and must be given the opportunity to withdraw their child from any particular college trip or activity. Parents contribute to the success of the visit by:

- understanding the objectives of the visit;
- giving written consent to transport arrangements, where necessary;
- giving written consent to all emergency and other medical or dental treatment necessary for the safety and well-being of the pupil; for all residential or overseas trips
- giving clear information where relevant on their son/daughter's ability or inability to swim;
- providing clear information on their son/daughter's health and any special needs;
- giving permission for medical attention or medication if required and
- ensuring that there are clear contact arrangements.

## **Approval**

The Principal's approval must be sought before any bookings, letters or deposits are made. This should be done using the 'Trip Information Form' and sending it to the Principal or the Deputy Principal. Only the Principal, acting on behalf of the Governing Body, is able to approve the organisation of such activities. All college trips have a named leader who must be a serving teacher at the college.

## **Letters to Parents**

As part of the information provided to parents about trips and offsite activities letters will be produced with the following details:

- Dates
- Times of departure and return
- Method of travel (if appropriate)
- Destination with full address and telephone number
- The name of Group Leader
- The aim and purpose of the visit, the activities planned, any hazardous or adventurous activity clearly specified

*Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential*

- Any extra costs
- A request for written parental consent, if the trip includes an overnight stay.

### **Transport**

We only hire taxis, minibuses and coaches where drivers are DBS checked and each seat has a seatbelt. In advance of the trip, students will be given clear safety instructions based on the risks associated with the particular type of travel. Students must sit only two to a double seat. Seat belts must be worn. In cases of long journeys, students will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit.

### **Drivers**

Those authorised to drive any students in the party should normally:

- be at least of the minimum age required by the Kensington and Chelsea local authority and its outdoor education adviser in relation to each vehicle (and under 71); and
- have a minimum of two years' driving experience; and
- have acquired some experience in handling the size or type of vehicle that will be used and is MIDAS trained; and
- hold a current driving licence valid in the country of use; and
- never have been disqualified.

Each driver must be personally satisfied that:

- the driver is covered by insurance in respect of liability to passengers and others; and
- the driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health; and
- the vehicle is roadworthy; and
- the driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle;
- the driver carries evidence of insurance.

### **Day Trips**

A copy of the risk assessment (often generic), including students details and Group Leader contact details will be held at Reception which will act as a contact point. The Group Leader will have a school mobile phone.

### **Residential Trips**

Every group will have a named contact in the UK, and this will normally be the Principal, with whom they will have exchanged telephone numbers and all relevant information about the trip. The School should also have a number where the party can be reached while away from home. This information will be covered in the Critical Incident Checklist

### **Accounting for Individual Students**

The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the students.

### **Mobile Phones/Students' Property**

The Group Leader will carry a fully charged mobile phone at all times and will ensure that an emergency contact at the school has the relevant numbers. Parents are requested not to send students on visits carrying expensive equipment that may attract thieves or be lost or broken. In any event, students will be responsible for all items of personal property taken on the visit.

### **Safeguarding: Child Protection**

The Collingham Safeguarding: Child Protection Policy and Procedures will apply during educational visits. The Group 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 Principal who is also the DSL immediately on return.

---

### **Legal Status:**

*Collingham is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential*

- The college 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, Headmasters, 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 college has regard to guidance and advice from the Outdoor Education Advisory Panel (OEAP 2013)

**Applies to:**

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

**Related Documents:**

- Behaviour Discipline and Sanctions Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Risk Assessment Policy

**Availability:**

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

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal review of the policy, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Dr Sally Powell  
Principal

Date: December 2016

Edward Browne and Robert Marsden  
Board of Directors