Educational Visits Policy

(incorporating code of conduct for school trips)

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Document Control

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4	October 21	Policy review		I.Webb
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Wirksworth Junior School

Educational Visits Policy

The aim of this policy is to ensure external educational visits are carried out safely with risk assessments followed and adhered to, so pupils' education is enriched and deepened by the educational visit.

Trips

Trips are used to enrich the curriculum and are defined as an "educational visit arranged by the school which is off site", in some cases a voluntary contribution maybe asked for. All pupils should have equal access to the trip, which is referenced in our equal opportunities policy. Price will not be a factor why a pupil cannot attend, however if there are not enough contributions the trip may have to be cancelled. (All pupils should have the opportunity to take part in at least three trips a year, this does not include visits to the church for Christmas and Easter performances, forest school or sporting fixtures/competitions.)

Risk assessments.

All trips will be risk assessed using EVOLVE. This will be completed by the trip lead, who will be a teacher/ teaching assistant who is accompanying the visit. The risk assessment will then be sent to the EVC, Mrs Sally Bradbury. The risk assessment will be read by the EVC and either forwarded to the headteacher for approval or sent back for more information. If the trip is a residential it will also be sent to DCC for them to check and approve. Support for carrying out a risk assessment can be found from DCC on 01629 535708. An Educational Visits checklist should be used to ensure all procedures and steps have been followed so the trip runs smoothly. (Appendix 1).

The school plans to follow good practise by sending a Designated Safeguarding Lead (DSL) on all school trips, however this may not always be possible. In this event, the school visit lead must be aware of who to contact in school if there has been a disclosure or an incident has occurred whilst off site. All staff are trained in safeguarding and how to report a safeguarding issue and will contact to the DSL via phone.

School visit leader

This is the person who has organised the trip and filled in the risk assessments on EVOLVE. The school visit leader must ensure the trip has been agreed by the head teacher before the trip commences and that the Educational Visit Checklist has been completed. These must be shared with all adults attending the trip and their role

explained for the trip. Adults/staff members attending the trip do not need to sign the risk assessment, however they would need to have a clear understanding of what their role is and how the school lead must ensure they share this with them before the start of the trip and include this on the risk assessment.

School visit leads must know the actions to take in a critical incident and have access to the Emergency Action Card (Appendix 2) and a telephone/ mobile phone to contact school/parents whilst on the trip. The school's visit leader is the person in charge of a critical incident. The deputy school visit leader needs to also be aware of procedures in case the school visit lead is unavailable.

Remote supervision: If during the trip, children are given opportunities for free time, clear instructions must be given to them of zones they can and cannot play in. This will be shared with parents through pre-visit meetings and letters explaining the procedures of the trip and will be an opportunity for the children to learn independence and trust.

Although it is the school visits leader's responsibility to plan the trip, on the visit it is everybody's responsibility to make sure procedure and steps are followed to keep pupils safe.

Code of Conduct for School Trips

General expectations for children and volunteers.

- Behave responsibly and show consideration for others.
- Follow instructions.
- Take responsibility for their own possessions.
- Keep all facilities clean, tidy and undamaged.
- Abide by any host facility rules and regulations.
- Be aware of all emergency procedures.
- In the event of an emergency, follow emergency procedure instructions.
- Inform staff of any relevant medical conditions or injuries (parents' responsibility).
- Inform a member of staff if they have any concerns about safety or security.
- Report any damaged or unsafe equipment.
- Wear appropriate clothing. No swear words on clothing, remember you are a role model to the children.
- Return all borrowed equipment in the same condition in which it is received.
- Safeguard personal belongings and borrowed equipment.
- School ipads will be used to take photos, ***personal mobile phones must not be used to take photos of children.***

On a coach or minibus

- Remain in seats, unless given permission to do otherwise.
- Wear seat belts.
- Stow luggage on the luggage rack or under the seat. Luggage should not block the aisle.
- Put litter in the bags provided.
- Do not distract the driver – no shouting out, no flash photography etc.
- If beginning to feel travel sick, inform a member of staff.
- When disembarking, be aware of traffic movement and direction.

Motorway service stops

- Follow instructions from staff about allowed areas and time to be spent in the service station.
- Stay inside the service area for the duration of the stop.
- Be back on the coach at the given time.

On a ferry, at an airport and at a railway station

- Pupils must understand the importance of remaining in allocated group at these busy locations.
- Pupils must understand that timings are vital.
- Pupils understand security arrangements and limitations.
- Follow instructions from transport operator staff.
- Follow all instructions about being on boat decks.
- Visit shops in groups - never alone.
- Stay back from the edge of railway platforms.
- Remember where the group is based and how to locate staff.

Staying in a hotel/hostel/cabin/tent

- Read all the notices and understand all the instructions about fire and safety procedures.
- Understand the location of the duty staff
- Understand and comply with any instructions about permission to leave the hotel/ camp.
- Understand any instructions which limit access to parts of the camp/hotel e.g swimming pool.
- Understand the dangers of balconies and any instructions about access to them.
- Understand all instructions about access to other people's bedrooms

- Arrive on time for meals and meetings.
- Understand any restrictions on the use of mobile phones , taking pictures, internet access and viewing videos or DVDs

Excursions abroad

- Pupils should remain in designated groups.
- Pupil should know which member of staff is nominated leader.
- Pupils will always carry an emergency contact card.

Because this Code of Conduct has been compiled with health and safety as a priority, failure to comply may result in a child being unable to take part in future visits if previous actions/behaviour have resulted in risks to themselves or others.

For every school trip these rules will be discussed with the pupils. Equal opportunities apply for every trip/ excursion, however if we believe a pupil has behaviour difficulties in class/school we will write a specific behaviour plan for the individual child which will be agreed with the trip leader, class teacher, pupil and parents/guardians. These rules must be adhered to. The safety of all pupils is paramount, and we will plan to ensure all pupils have an enjoyable experience. If the behaviour plan is not followed, we cannot be assured that the pupil will be safe therefore they may be unable to attend.

For support and advice contact Alison Laytmer at Derbyshire County Council on **SVS@derbyshire.gov.uk**

or if it's urgent phone Alison Latymer on 01629 535708 or 07917 070759 for advice and guidance.

A useful website which lists companies that are quality assured to manage visits is:

https://www.schooltravelforum.com/

Appendix 1: Wirksworth Junior School

Educational Visits Checklist

Trip Venue	
Date of Visit	
Year groups/ Classes	
	Tick when completed
Carry out a pre-visit to check facilities at the venue.	
Check potential cost of trip and coach travel.	
Check with head teacher for approval.	
Check date of trip does not coincide with other school events and ensure the date is out on the school digital diary.	
Book the event and get a confirmation email/letter.	
Have clear expectations on what will need to happen if a child needs to be isolated from the group because of an infection.	
Book transport and get a confirmation email/letter.	
Share insurance expectations with parents so they understand if their child has an illness/infection and cannot attend they will not get their money back. Make them aware that they can get their own independent insurance if they wish to.	
Discuss with head teacher which staff that are needed to support- think of any pupils that may need one to one support	
Inform the staff that they will be attending the trip and ensure they know their role during the day.	
Write a letter to parents as soon as possible to give relevant information including times; costings; deadline for trip money to be sent in to check if trip is viable; clothing needed; lunch etc. Ensure a consent form is included and that the head teacher has read and checked the letter.	
Inform the kitchen staff of the date of the trip and numbers of pupils who will not require dinners. Order packed lunches for free school meals.	
Check the visit has a trained first aider/ or someone competent to administer first aid and staffing ratio is followed for good practice.	
Check money has been sent in and that trip can go ahead.	
Chase pupils who have not sent in consent forms to ensure there is a good reason why they cannot attend. Challenge beliefs if non-attendance at cultural visits, and support parents if there is difficulty paying for the trip.	
Check if any individual behaviour plans need to be written and share these with all staff attending parents and the pupil.	
Complete Evolve 2 weeks before the trip, or a minimum of 4 weeks before a residential visit. Plan the trip and share with visiting staff.	

Day before, prepare first aid kits, sick buckets, at least two emergency contact numbers for pupils, contact number of a DSL whilst on the trip or residential	
On the day, collect packed lunches form the kitchen. Read the expectations of pupils to the children attending the trip.	
Ensure there is a working mobile phone on the trip, with credit so you can contact school in an emergency, and guidance action sheet for school leaders from the critical management policy.	

Appendix 2: /Establishment Management Action Card

This card may be used when on a visit and emergency action is required.

Firstly,

DEAL WITH SITUATION - administer first aid, contact emergency services and assess the situation.

STAY CALM – consider the actions you need to take and the people you need to contact. Only contact parent /parents whose child is injured or if parents are needed to attend immediately at the scene.

TAKE CHARGE of the incident. Let senior staff know what is happening back at school and the actions you have taken so far.

MAINTAIN CONTACT- senior staff and head teacher will deal with communicating with the rest of the school and get a message out to reassure parents/public. Stay in contact with school and inform them of the situation and actions you are taking.

DELEGATE TASKS AS AND WHEN POSSIBLE/APPROPRIATE TO ALLOW YOU TO MANAGE THE SITUATION AND ALLOW FOR 'CONCURRENT' ACTIVITY. IT IS ESSENTIAL THAT ONE PERSON IS CLEARLY DESIGNATED AS CONTROLLER OF THE INCIDENT RESPONSE, AND THAT THIS IS CLEAR TO ALL WHO THIS IS.

Depending on the circumstances, consider which of the following actions need to be taken.

- Inform your senior managers/ head teacher.
- Establish a critical incident team (CIMT) and follow the procedure of the critical incident Management Plan.
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text.
- Liaise with the head teacher over provision of links with emergency services, media, tour operators, insurance companies etc as necessary.
- Carry out actions instructed by the senior manager/ head teacher. Explain to them if you see a problem with these actions.
- Decide if a 'travelling team' is required to provide support at the scene.

- Ensure the security of the site and be ready for media contact. Do not speak to the media unless briefed to do so by senior managers/ head teacher, DCC legal and communication team.
- If you are unsure of actions to take contact the senior team/ head teacher at school.

Senior teachers at school will:

- Communicate with parents, so your phone line is not swamped with messages, via Class Dojo and email.
- Make arrangements for relatives etc. to be catered for onsite or nearby, if possible, while they await news.
- Ensure the security of the school site and ensure the school gates are locked and there is controlled access on site. (Press may attempt to gain access)
- Arrange for return or onward travel of the party and or arrange onward transport of parents to the scene/ hospital.
- Control information to the media - using the expertise of DCC communication and legal teams.
- Make arrangements for the meeting the group back from the visit and returning children to the parents.
- Consider the need for future emotional support and care for anyone involved.

Emergency numbers

Name	Role	Telephone	Mobile
Isabel Webb	Head teacher	01629 822457	School mobile 07309 045406 07841 337376
Wilma Hyde	Chair of Governors	01629 822457	
Rachel Richards (Maternity leave) Shannon Boam	School Business Officer	01629 822457	
Tom Brooks	Senior teacher	01629 822457	
DCC	Emergency planning officer	01629 538364 Out of hours 01629 533190	
	Police	101	