



STREATHAM & CLAPHAM HIGH SCHOOL

EDUCATIONAL VISITS POLICY

Person(s) responsible for this policy		Second Master, Deputy Head Prep	
Last review by	R Hinton	Review date	September 2019
Date of next review		September 2021 or earlier if needed	

Introduction

Educational visits are concerned with providing the children with the opportunity to extend the curriculum through the provision of an alternative learning environment and resource.

Specifically the educational visit should:

- have significant educational value;
- be linked with the normal work of the pupils by preparation and follow-up activities;
- be suitable to the pupils concerned, having regard for their ages, abilities & aptitudes;
- have a definite, specific and relevant learning objective;
- be carefully and efficiently planned, organised, supervised and conducted; and
- be organised and conducted with regard to GDST guidelines and recommendations.

Through participation in educational visits the pupils will be encouraged to develop emotionally, socially and intellectually through enjoyable, yet disciplined teaching and learning.

The Head Master is responsible for both staff and pupils and also for any accompanying adult on a school visit. It is important for everyone involved that the Head Master is satisfied with the arrangements and that there is a record that they have been approved.

Aims

- To safeguard and promote health and safety of pupils on activities outside school in line with GDST policy.
- To be in line with the DfE Guidance Health and Safety of pupils on Educational visits. Guidance can be found on <https://hub.gdst.net/Health-and-Safety/Health-and-Safety---Educational-Visits--School-Trips/Educational-Visits:-Guidance--and-Information-Documents/1182>

It is the policy of the GDST to ensure, as far as is reasonably practicable, the health and safety of all pupils, staff and other people who participate in educational visits organised by Streatham & Clapham High School. The GDST and SCHS are also committed to complying with the requirements contained within DfES guidance on Educational Visits (HASLOC). Streatham & Clapham High School will appoint a competent

Educational Visits Coordinator (EVC) and provide appropriate information, instruction, training and guidance to staff leading and accompanying educational visits and school trips. This will include:

- The procedures for planning and preparing for an educational visit or school trip
- The procedures for assessing the risks associated with an educational visits or school trip
- The procedures for informing parents, gaining their consent and when appropriate involving them in educational visits and school trips
- Defining the roles and responsibilities of group leaders and other supervisors during educational visits and school trips

The Second Master (Mr Richard Hinton) is the Educational Visits Co-ordinator (EVC). He is responsible for overseeing the organisation and safety arrangements of all school trips. Staff organising trips in the Senior School must liaise with him throughout the planning stages. He will also advise staff on any updates to recommendations from the DfE, GDST, LEA etc. about good practice on trips. All educational visits and other school trips should be planned according to the advice in this policy and associated procedures documents, GDST Hub Health and Safety, OCC guidelines, and HASLOC (Health and Safety of Learners Outside the Classroom). In the Prep. School, Helen Loach carries out the role of EVC Coordinator.

If possible, when organising a trip, a reconnaissance visit should be undertaken to assess potential risks, travel arrangements and the suitability of the venue or activities. If this is not possible, the EVC coordinator, staff at school, or other GDST schools should be consulted before making a decision on the suitability of the proposed trip. Further guidance is available in the EVC Procedure documents.

All 'subject' trips, assuming they are well-planned, efficiently run, hard (but enjoyable work) and followed up afterwards, are likely to have enormous benefits because:

- they are education by immersion;
- they are usually good fun as well;
- there is academic benefit to the pupil and the subject; and
- most trips also result in some social benefits to all.

There are also costs that cannot be ignored:

- Lessons covered when staff are absent means those girls are not taught
- Those left behind lose momentum in other subjects too as trippers are missing from lessons
- 'Pupils lose momentum in other subjects
- Some subjects do not undertake trips and may feel they lose out

RATIOS – see The Hub.

Staff : Pupil ratios (non-hazardous activities) wherever practicable:

- 1:20 (senior pupils under 18)
- 1:10 (prep. pupils in Yrs 4-6)
- 1:6 (prep. pupils in Yrs 1-3)
- A higher ratio may be appropriate for pupils under 5.
- Discretion should be used for L6 and U6.
- The ratios for any one particular trip will take into account the event-specific risk assessment and will be adjusted according to activity, venue and pupils.

Each trip will be accompanied and organised by a **group leader** who takes **responsibility** for ensuring that all aspects of the trip are planned, communicated, and organised during the trip and evaluated as outlined in this policy and guidance on the GDST Hub. The group leader should have previous experience of organising

and accompanying an educational visit. All trips will be staffed according to the ratios recommended in The Hub, although some venues e.g. London Museums and TfL require higher staff numbers, which will be provided. Only for certain Streatham Sixth Form trips will a single member of staff accompany a trip. Before any approval is given for a residential trip or for the use of an external provider, the trip leader shall ensure that, where appropriate, the provider holds a Learning Outside the Classroom (LOtC) quality badge as well as checking:

- Public liability insurance
- They meet their legal requirements
- Their health and safety and emergencies policies
- Risk assessments and control measures
- Their use of vehicles
- Staff training and qualifications
- Safeguarding checks and arrangements
- Accommodation and fire evacuation, where appropriate
- That they hold all appropriate licences

Evolve, the trip planning process will guide staff through this process.

to ensure that they are an appropriate provider to use.

FIRST AID

The GDST adopts the minimum level of qualifications and number of first aiders required to accompany school trips as dictated by insurance requirements and the strong recommendations made in HASLOC. Consequently, Streatham & Clapham follows the guidance in [The Hub Health and Safety First Aid section](#) and all trips will be accompanied by staff satisfying those requirements, which depend on the level of risk of the activity, the venue and the age of the children. [See table at the end of the document summarising the requirements for different activities] Staff at approved centres used for residential trips are checked to ensure they have adequate first aid training, which is available 24 hours to the members of the trip. High-risk trips are accompanied by appropriately trained and qualified Streatham & Clapham staff, or specialist staff provided by the tour operator or residential centre. Sufficient First Aid kits will be taken on trips for smaller groups to be adequately provided for.

REPORTING ACCIDENTS AND INCIDENTS

All accidents or incidents that occur during any activity organised by the school, whether they are onsite or offsite, should be reported to a member of SLT and to the school nurse. The member of staff or group leader should consult with the SLT contact as to who will inform parents. In the case of serious injuries this will normally be the Head Master or a member of SLT. Also see the emergency procedures section for guidance. In the case of serious incidents, the priority is the care for those involved and to minimise the risk of further injury.

Details of any accidents, incidents or serious near misses should be recorded electronically via RIVO.

BEHAVIOUR OF PUPILS

The same standard of behaviour expected at school is required on school trips. Pupils are fully briefed and the group leader will include this in the risk assessment. Senior pupils are encouraged to participate in the risk assessment, especially in terms of their responsibilities for the success of the trip. Specific advice about such matters as pedestrian/traffic hazards, behaviour in public places, meeting times and places will be given; this depends on the nature of the trip. On residential trips pupils sign a code of conduct.

RISK ASSESSMENTS

The **group leader** will carry out a full risk assessment for each trip taking into account generic hazards, trip specific hazards associated with the venue, transport, activities and participants and on-going hazards (dynamic risk assessment). Any accidents or incidents that arise will be reported back as required by the GDST and HSE as part of the trip evaluation, and any changes to procedures conveyed to staff by the EVC. Risk assessment templates are available in the staff room, and on the school portal. The group leader will brief all accompanying staff and pupils as to their responsibilities.

EMERGENCY PROCEDURES

These procedures are based on those contained on the Government guidance [*Emergency Guidance and Response*](#) and should be used in the event of serious or fatal injury.

If the visit takes place out of school hours, the following information should be available to all the school contacts at all times:

- The itinerary and daily contact numbers for the group (Party Leader will need emergency contact number for Head/Deputy and school contact).
- Access to parent and pupil addresses and telephone numbers of parents and emergency contacts via Evolve and hosted SIMS
- Copy of insurance policy.
- Copy of any contract/booking forms relating to the visit.
- Access to the completed 'Head's Approval for Educational Visit form on Evolve.

The school's Emergency Contact person should also have available the key Trust Office telephone numbers (Chief Executive, Director of Legal, Director of Innovation and Learning, Director of Marketing and Communications, Head of Health and Safety) and the out of hours contact numbers of the Trust's Chief Executive.

All staff accompanying school trips should carry the GDST Incident and Emergency Management Card and Checklist with them at all times. In the event of a serious incident, this small document will remind staff of the key steps they must take, and will provide them with key contact numbers.

Summary of procedures

- The Party Leader must carry the school's emergency procedures with them for use in the event of a serious incident.
- All group leaders are supplied with 2 out-of-hours **contact numbers** of Senior Staff.
- Ms Mary Kpobie in the Senior School will provide details of insurance, as needed, for trips. In the Prep. School, Ms Loach will provide this information.
- All staff accompanying the trip also have access to **parents' emergency contact numbers** via Evolve. Parents have already given consent for emergency medical treatment if necessary on the annual trips consent form, or the specific residential-trip consent form. **No pupil is allowed on a trip without a consent form.**
- Consent will be gather electronically via the School's communication system, SchoolPost.
- All emergencies are dealt with according to the control measures written on the risk assessment relating to accident on the journey/during the trip. i.e. group leader to call and follow the instructions of the emergency services if necessary, reassuring pupils and other staff, contacting SLT as soon as possible who will help contact parents and deal with the press as necessary.
- The Highest priority is to care for those involved in the emergency and minimise further injury.

- All staff accompanying the group should be familiar with the procedures so that they are able to adapt them to the situation in which they find themselves.
- Pupils should be brief on how to minimise risk and what to do in an emergency.

Detailed procedures

The following procedures should be used in the event of a Medical Emergency / Serious Accident. An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The Party Leader (or staff member in charge of small sub-group if out of contact with the Party Leader) should:

- Establish the nature and extent of the emergency. Secure scene and safety of others. Take steps to prevent further injury to other members of the group and others in the vicinity. If appropriate / possible enlist others to help you
- If anyone is injured, establish the extent and administer first aid / contact the emergency services if appropriate
- Sort out documentation that might be required by the emergency services, eg pupil medical details, insurance, consent forms, EHIC if applicable
- If the casualty is being taken to hospital by the emergency services ensure you know **where** the ambulance/ helicopter/ mountain rescue team are taking the casualty(s). Ideally they should be accompanied by a member of staff, but consider the needs/safety of the remaining group members
- Contact base / school contacts - who will inform key contacts in school, parents, Trust Office, and if appropriate abroad the British Embassy/Consulate. Give full details of the incident, i.e.
 - Date and time of incident (if abroad give local and UK time)
 - Location of incident, a brief description, current situation
 - Name of injured person(s) / those involved in the incident
 - Details of injuries
 - Authorities / emergency services involved
 - Action taken so far.
 - Contact name, telephone number, email for future communication
 - Agree a time / means of next/further communication
- Manage communication by rest of group; explain why you do not want pupils to phone home or use face-book, twitter, Instagram or other social media
- Ensure that the remainder of the party are adequately supervised throughout the incident and arrange for their early return to base;
- Where ever possible take photographs to record the scene and events
- For serious incidents where the media may be involved:
 - Under no circumstances should the name of any casualty be divulged to the media. Procedures for contact with the media are given below.
 - Responsibility, legal liability should not be discussed or admitted.
 - Try to identify alternative telephone numbers at "home" and "off-site base" as other lines will quickly become jammed.
- As soon as practicable, the Party Leader should write down all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- All accident forms should be completed, and insurers should be contacted.

Further guidance for serious incidents:

- The Head Mater or designated senior staff member should alert the Chairman of Governors and the Chief Executive Officer of the Trust (or in her/his absence, the Director of People or the Director of Innovation and Learning), giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The Head Master should arrange to contact parents/carers of those involved. For a serious incident, the Head Master should contact parents of all party members. It is also the Head Master's responsibility to act as a link between the group involved, the Chairman of Governors, the Chief Executive Officer of the Trust and parents.
- If it is necessary to talk to the media, the Head Master should agree a statement with the Chief Executive Officer of the Trust who should make the initial statement. A designated person should then act as the on-going point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.
- The Party Leader should write down as soon as practicable all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Details of any accidents, incidents or serious near misses should be recorded electronically via RIVO

TRANSPORT

- Use of staff cars is not recommended, but where they are used to transport pupils, staff must have clean driving licenses, current comprehensive and business use insurance, an MOT if the vehicle is over 3 years old, and parental consent should be obtained. N.B. See The Hub Insurance section for details of the Trust's insurance policy when a vehicle is being used for an occasional trip or school business use.
- Use of parents' cars is not recommended, but where they are used to transport pupils, parents must have clean driving licenses and current comprehensive insurance, an MOT if the vehicle is over 3 years old and parental consent should be obtained. N.B. See The Hub Insurance section for details of the Trust's insurance policy when a vehicle is being used for an occasional trip or school business use.
- Pupils' cars should not be used; however, there is no objection to pupils driving from home to an agreed meeting point.
- Minibuses must be used in accordance with The Hub guidance
- Where coach transport is used, the company must be on the school's approved list. If coach companies local to the destination are being used, confirmation of insurance cover from the company's insurers, a copy of the operator's licence, copies of the driver(s) DBS, risk assessments, copy of public liability insurance, a copy of their procedure in event of incident / coach breakdown, and their operator Compliance Risk Score should be obtained. It is appreciated that this may be difficult outside the UK and Heads must use their discretion in approving arrangements.
- Arrangements for drop-off and collection of pupils should be made clear in the trip letter to parents. For overseas trips, the school should provide transport from school, which should be included in the cost of the trip.
- Walking and cycling to and from venues, or as part of the trip, will be separately risk assessed.

INSURANCE

This is covered by the GDST's insurance policy. No separate premium is required and the group leader will obtain a **copy of the policy from the Finance Officer to take on the trip**. In the event of a claim, the forms will be obtained from GDST and completed by the parent or member of staff as appropriate. Any activity not covered by insurance will be clearly explained in the parent briefing meetings and letters to parents. Pupils with pre-existing conditions are not automatically covered by GDST insurance. Pre-existing conditions

include both physical illnesses/conditions and mental conditions including: anxiety, stress, depression, any phobias and any mental or nervous disorder including anorexia.

If you are aware that a pupil has a pre-existing condition, it is important that the issue is raised with the insurance company, via Trust Office, as far in advance as possible. It may be necessary for the parents to get a letter from the pupil's GP/consultant/medical specialist confirming it is safe for them to go on the trip and take part in all the activities, or it may be necessary for the parents to take out their own insurance.

TRAVEL INSURANCE: CONTACT DETAILS FOR MEDICAL EMERGENCIES

All trip organisers should carry these details on them, whether on paper or saved on their mobile.

Policy number UKBCHC39228

Policy holder GDST

ACE phone number for medical assistance & emergencies:

- **+44 (0)20 7173 7798 overseas or**
- **020 7173 7798 UK**

ACE will provide advice and assistance should someone on a trip become ill or sustain injury. They can be called 24 hours a day, 365 days a year and will help you with the most appropriate course of action whether it is just advice, arranging for a local doctor or hospital or even repatriation to the UK.

To ensure this service operates smoothly when it is needed most please make sure all responsible **adults on a trip have access to the above emergency phone number**; they will also need to quote our policy number and give a telephone number where they can be called back.

MEDICAL INFORMATION

The School Nurse will supply background medical information including any health care plans for pupils with particular medical needs such as diabetes or epi-pens. In the Prep. School, a Teaching Assistant will fulfil this role. **Pupils should be reminded and checked** before they depart that they have their necessary medication and/or equipment. Without this they will not be allowed to go on the trip. Prep. School pupils will have their medication carried by a member of staff except for asthma pumps which older girls may be able to carry. The group leader access **medical information and contact details** for the girls on the trip via Evolve and ensure that any member of staff taking sole responsibility for a small group during the trip has the appropriate information with them at all times. If necessary, a doctor's letter will be needed to confirm that a girl is fit to go on the trip.

SAFEGUARDING

All adults who have contact with the pupils during the trip have been recruited according to the Streatham & Clapham Safer Recruitment Policy. This includes adult volunteers, coaches, instructors and guides, drivers and other accompanying adults. For any residential trip, the external provider must sign a declaration that a DBS or appropriate check within their own country have been carried out. If this is not possible, the Head Master and EVC will assess the risk before permission for the trip is granted.

For foreign exchanges, all Streatham & Clapham host parents need to complete a volunteer application form (references will be sought) and undergo a DBS, or equivalent check where available. This is part of the risk assessment.

CONSENT

For any trip/visit parental consent should be given in writing. For day trips, this can be undertaken annually with a reminder to inform the school of any change to emergency contact details and medical information. This information should be updated via the SIMS parent app. If the trip involves potentially hazardous activities, these should be specifically highlighted. For residential trips, consent should be given at the time of paying the deposit for the trip. No pupil will be allowed to take part in a trip without written consent from a parent or guardian.

OVERSEAS TRIPS

Any overseas trip is a significant undertaking. Where at all possible only operators who are bonded with IATA, ATOL etc. should be used. Before using a company for the first time, staff at school and other Trust schools should be consulted to see if the company is suitable. All appropriate check on the company should be undertaken and discussed with the EVC

For **foreign trips**, including trips to the EU, **PASSPORTS** must be seen and the relevant pages photocopied and kept by the group leader. Most countries require passports to have at least 6 months to run before renewal and time is needed to allow girls to do this. If there are non-UK or non-EU passport holders on the trip, special arrangements are needed with the British Council (<http://www.britishcouncil.org/listoftravellers>) and the EVC should be consulted. Girls will be reminded to bring their passports with them on the trip and the group leader will check this before departure from Streatham & Clapham High School.

Plenty of time must be allowed for **visas** to be obtained for those countries where they are needed. It is up to the group leader to find out the visa requirements of the places they plan to visit. There may be different requirements for different nationalities and different passport holders.

European Health Cards are needed for trips to the EU and the group leader will take photocopies well before the trip departs and check that each girl has brought her card with her on the trip before departure.

COMMUNICATION

For residential trips, the trip leader will inform the EVC when they have arrived safely, or if there are any delays, so this can be communicated to parents. The school will use a variety of means to communicate with parents including SMS message, website and email.

INFORMATION BRIEFINGS

For any trip it is important that staff accompanying the trip are briefed about potential risks, safety controls and their individual roles. Similarly, a meeting should be held with parents and girls before the trip leaves. This meeting should give further details about the trip, its itinerary, expectations and how communication with parents will be handled. It will also provide an opportunity for questions from parents and girls.

EVALUATION

To help with planning future trips the trip leader, on return to school, should brief the EVC about the trip and any difficulties or problems.

