



MEADOW PARK SCHOOL

Educational Visits Appendix 10 Health & Safety Policy

Approved by:

Interim Executive Board

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Introduction

Whitley Academy adopts the guidance issued in the DFE document 'Health & Safety of Students on Educational Visits' (HASPE). This is to ensure consideration for the health & safety of all those involved and to maintain the educational quality of visits and value for money. The school's current Educational Visits Co-ordinator (EVC) is Sarah Morgan (Vice Principal),

Statement of values

The Interim Executive Board seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement, the Interim Executive Board recognises the significant educational value of visits and activities that take place away from the immediate school environment.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, teamwork and the application of problem-solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can play a particular part in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health & safety and welfare of all participants on the Interim Executive Board, Acting Principal, party leaders, members of staff, volunteers, students and parents/carers. Whitley Academy also has responsibilities to other members of the public and to third parties. This policy on Educational Visits and off-site activities therefore complements the wider school health & safety policy.

Aims and purposes of Educational Visits

Whitley Academy has a strong commitment to the values of learning beyond the statutory school day and beyond the school premises by use of carefully planned educational visits.

Whitley Academy aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.

They serve to:

- Bring breadth to the learning experience
- Stimulate enquiry
- Encourage tolerance and quality in relationships between all involved
- Extend, enlighten and enrich the curriculum and the student's learning experience

Residential courses should further self-discipline, organisation, empathy and recognition of our interdependence. This forms part of the school's role to provide a broad and balanced curriculum, which provides spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

The Interim Executive Board has given its approval to the following types of activities to support the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework etc.)
- School teams away fixtures

- Regular local visits
- Day visits for a particular year group
- Residential visits
- Overseas visits
- Adventure activities
- Other trips deemed relevant to enhancing experiences for students

Procedures

1. Staff wishing to plan and undertake a visit should complete Appendix A, Part 1, and submit to the EVC at least 4 weeks before the date of the visit (Parts 2 & 3 to be completed in due course, however cover must be looked at and actioned when the application first goes in)
2. Outlined permission will be granted when:
 - all the requirements identified in the Educational Visits Policy are met,
 - the visit can be accommodated within the school timetable,
 - the ethos of the visit is one with which the school wishes to be associated.
3. When the visit involves additional or high-risk activities, foreign travel or is a residential visit then details of the visit will need to be approved by the Local Authority through Evolve (half a term's notice) as well as by the EVC. They will check that all the appropriate procedures and risk assessments have taken place.
4. Once approval has been received, the visit leader can complete the planning organisation for the visit. When all details are completed, they must be submitted for final approval. This should be a minimum of 10 days before the visit.
5. Regular repeated visits may receive block annual approval, subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal school day.
6. Following each visit the leader will undertake a review, complete the evaluation on Evolve and add a note to Evolve confirming who did and did not attend the activity. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time and financial resources, such as a residential visit, will provide a short report evaluating the travel, transport, facilities, quality of any providers, success and value of the visit. They must then submit this to the EVC through Evolve.
7. All school staff will be made aware of the requirements of this policy, and any changes that are made when the policy is reviewed.

Local responsibilities

The EVC is the responsible officer for ensuring visits are approved, that all visits approved can be accommodated within the timetable, and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visits Co-ordinator is a staff member who has received relevant training and induction. He/she is delegated with the following tasks:

- To grant verbal permission that the leader may plan a visit, after deciding that the timetabling and ethos of the visit are acceptable.
- To check the Evolve online form, check all visit details are completed, and ensure that the annual record of visits is maintained.
- To check that all requirements for approving a visit as identified in this policy and the Local Authority guidance located on the Q:Drive have been undertaken.
- To liaise with the Acting Principal and grant outline permission for a visit to go ahead, and signify this by approving on the Evolve site.

- To check that the further requirements for residential or foreign travel, and additional or high-risk activities, have been undertaken.
- To grant final permission for a visit when all planning is complete and to signify this by approving the form online and forwarding to the Acting Principal.
- The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

Note: Any tasks not indicated in the above list remain that of the Acting Principal. The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

Approval and consent

They will have attended an EVC training course (and updates) and will be given sufficient time and resources to carry out the role.

The Acting Principal will keep the Interim Executive Board aware of its educational visits and events programme via the Interim Executive Boards' reporting procedures.

Before a visit is advertised to parents/carers the Acting Principal and the EVC must approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit at a later date.

For regular out of hours, one day trips, school team events and nearby visits parents/carers will be asked to sign a general letter of consent for participation when their son/daughter enters the school. Parents/carers will be informed (by letter/telephone call/via their son/daughter) if an activity has been cancelled.

For any visit lasting for more than one day, or involving significant travel/adventure activity, parents/carers will be asked to sign a form, which consents to their son/daughter taking part. The school has a standard form that should be used for this purpose.

As part of the parental/carer consent procedure, parents/carers will be fully informed of the arrangements for the visit, and activities involved. For all residential visits parents/carers will be invited to a meeting where they can ask for clarification of any aspect of the itinerary or organisation of the visit.

Emergency procedures

The risk assessment and emergency protocols document for each visit will identify the relevant emergency procedures during the visit; both must be uploaded onto Evolve. For visits extending beyond the school day this includes designating a contact number to act as a link between the party, parents/carers and the school in the event of an emergency.

Whitley Academy will appoint a member of the Senior Leadership Group as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The group leader will leave full details of all students and accompanying adults with the emergency school contact, including the home contact details of parents/carers and next of kin as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school system.

First Aid

We aim to ensure that students will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, hold an up to date first aid certificate; this may involve staff at the centre or location visited.

Accidents & incidents

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school's Health & Safety Policy. Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others.

Risk assessment

Risk assessment will identify significant risks and take measures to control these, using the HSE 'five steps to risk assessment' model:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Record findings
- Review assessments and revise if necessary

A risk assessment must be undertaken prior to all educational visits and off-site activities and an emergency protocols document must be completed to outline what actions will be taken if the situation arises.

The Acting Principal delegates this responsibility to the member of staff organising the visit or activity. The EVC must approve and sign the risk assessment and emergency protocols document before the visit/activity is allowed to go ahead. The risk assessment must include SEN/Medical needs of the specific group of children participating.

Staff planning a trip or visit must consult the medical directory as part of the planning. If a student has a care plan or a significant medical need then please discuss arrangements with SENCO or Assistant SENCO. SEN staff can provide support when completing individual risk assessments if necessary.

Note Further guidance can be found on the Evolve site.

The expectations of students and parents/carers

Whitley Academy has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will form part of the condition of booking by the parents/carers, and will include the potential of withdrawal of a student prior to or during a visit if their conduct is deemed such that it would have led to a fixed term exclusion from school. Students are expected to follow the behaviour policy when on trips and staff will follow the consequences and reward system where appropriate.

Staffing

Whitley Academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. Staff are expected to remain professional at all times and behaviour in line with school's code of conduct.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments, through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Whitley Academy does not normally support additional people accompanying a party on an educational visit if they are not students at the school, or consortia schools, or part of the agreed staff complement. This may include family members if the Interim Executive Board is not satisfied that there is an educational benefit for the students.

The appointed group leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit, or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments and to prepare the emergency protocols document.

Contributions

Whitley Academy may ask for voluntary contributions. Parents/carers should be made aware that the contribution is not compulsory, and that the children of parents/carers who do not contribute may not be discriminated against. It is permissible to ask parents/carers to contribute more than the minimum amount to subsidise those students whose parents/carers have not contributed. As a last resort, the visit may have to be cancelled if there are not enough voluntary contributions.

Additional requirements for Duke of Edinburgh expeditions and Geography fieldtrips (or similar activities)

Staff are required to hold appropriate qualifications for taking out Duke of Edinburgh expeditions. The required qualifications and ratios of students to numbers of qualified staff are updated by Duke of Edinburgh and/or Coventry City Council periodically and the Duke of Edinburgh Co-ordinator and EVC must check these have been met before planning or undertaking any expedition.

Depending on the terrain that a fieldtrip is taking place in, there may be a requirement for a member of staff on the trip to hold a National Governing Body qualification. The trip leader should check this with Coventry City Council before planning any fieldwork and ensure that a member of staff on the trip does hold any necessary qualifications.

For any fieldwork activities taking place at water margins, near, on or in water a member of staff on the trip should have completed an accredited National Water Safety Management Programme course (levels 1 and 2).

Arrangements

- The EVC will ensure that the guidance in respect of educational visits and journeys is followed by all staff involved in organising visits.
- The EVC will ensure that they have approved all visits and journeys organised by school staff.
- The EVC will ensure that approval is obtained for those visits requiring such approval.
- The Health & Safety Manager will ensure that this policy is reviewed every two years.

**SCHOOL VISIT TRIP FORM
(ALL SECTIONS MUST BE COMPLETED AND SIGNED OFF)**

PART 1 – to be completed before trip is advertised to students.

INFORMATION REQUIRED	PLEASE COMPLETE
DATE & TIME OF PROPOSED VISIT	
VENUE/ACTIVITY/LOCATION	
PROPOSED NO OF STAFF	
PROPOSED NO OF STUDENTS	
TOTAL COST (Including Transport)	
COST PER STUDENT	
AMOUNT OF PP FUNDING REQUESTED (IF APPLICABLE)	

APPROVAL REQUIRED FROM	APPROVED BY – PLEASE SIGN AND THEN PRINT NAME	DATE
CURRICULUM LEADER		
SLG YEAR LINK		
COVER CHECKED		
PP FUNDING CONTRIBUTION AGREED (IF APPLICABLE)		
FINANCE DEPARTMENT (PAYMENT METHODS SET UP)		
DEPARTMENT SLG LINE MANAGER (WHO ALSO ADDS THE EVENT TO THE CALENDAR)		

Please give a copy of this completed form to JDa before beginning the actions listed under Part 2.

Please note that Evolve forms will only be processed if this form has been completed and handed in.

SCHOOL VISIT TRIP FORM
(ALL SECTIONS MUST BE COMPLETED AND SIGNED OFF)

PART 2 – to be completed once permission is given for the trip to take place.

INFORMATION REQUIRED	PLEASE COMPLETE	COMPLETED/APPROVED BY – PLEASE PRINT	DATE
TRIP BOOKED	<i>YES/NO</i>		
TRANSPORT BOOKED	<i>YES/NO</i>		
LETTER HOME TO PARENTS/CARERS (With ParentPay details)	<i>YES/NO</i>		
CONSENT FORMS COLLECTED IN	<i>YES/NO</i>		
STUDENT AND STAFFING LISTS CONFIRMED	<i>YES/NO</i>		
STAFF COVER FORMS SUBMITTED	<i>YES/NO</i>		
EVOLVE COMPLETED (INCLUDING RISK ASSESSMENT AND EMERGENCY PROTOCOLS)	<i>YES/NO</i>		
<i>EVOLVE APPROVED</i>	<i>YES/NO</i>		

ON THE DAY OF THE TRIP, DETAILS OF THE LOCATION AND FINAL ITINERARY, A LIST OF STAFF AND STUDENTS ON THE TRIP AND A CONTACT PHONE NUMBER MUST BE LEFT WITH THE OFFICE.

PART 3 – to be completed after the trip has taken place.

INFORMATION REQUIRED	PLEASE COMPLETE	COMPLETED/APPROVED BY – PLEASE PRINT	DATE
ANY INCIDENT REPORTS FILED	<i>YES / n/a</i>		
EVALUATION OF TRIP UNDERTAKEN (INCLUDING STUDENT VOICE)	<i>YES/NO</i>		
EVALUATION OF TRIP AND CONFIRMED LIST OF THOSE WHO ATTENDED TRIP ON EVOLVE COMPLETED	<i>YES/NO</i>		

Please give a copy of this completed form to JDa within 5 working days of returning from the trip.

Signed by Acting Principal/EVC: Date:

Signed by Director of Finance & Operations: Date:

Signed by IEB: Date: