



## Visits Policy

### 1. Safety Policy Statement

Queen Elizabeth School is committed to ensuring the highest possible safety standards during visits. This is achieved by:-

- a) Taking every possible measure to reduce the risk of the occurrence of an accident
- b) Working with reputable companies to ensure that services provided to us are of acceptable local, national and/or international standards and by taking up references as appropriate
- c) Involving parents and students in the code of conduct/risk assessments to ensure the health and safety of all participants and the upholding of the QES Values
- d) Actively promoting the awareness of, continual assessment of and modification of the assessment of risks, including changing or cancelling an activity if the risk is considered unreasonable
- e) Ensuring appropriate staff to student ratios and that the experience and roles of the staff are clear and suitable for the nature of the trip. Less experienced staff are encouraged to support more experienced colleagues before taking the responsibility as trip leader especially on international visits. Where the children of staff are on the same trip an increased staffing ratio is likely to be required.
- f) Ensuring and maintaining the very highest standards of behaviour at all times by all party members and upholding the QES Values
- g) Ensuring that staff roles are clear and that they have the skills to fulfil their roles confidently
- h) Ensuring that in the event of an emergency staff are aware of the procedures and are able to respond quickly
- i) Ensuring all school procedures and requirements are met. In this way the County and National Guidelines that have been adopted by QES Governors with regard to planning and protocols will be met
- j) Ensuring the trip leader will take whatever steps to ensure the safety of the group, even if this means a last minute cancellation or change of activity
- k) Peter Hooper (Assistant Headteacher) is the nominated Educational Visits Co-ordinator (EVC)

### 2. Justification for Work Outside the Classroom

- a) Visits make a significant contribution to the learning and experiences of our students and all visits should have a clear educational focus. They should support work undertaken through the normal school day. Specific curriculum areas such as a Geography field trip for AS level students, sport or artistic opportunities and Personal Development are examples, though these are not required and are 'optional extras'!

### 3. Equal Opportunities

- a) Every effort should be made to ensure that school activities and journeys are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion or financial situation
- b) All students should be encouraged to participate in as wide a range of activities as possible as suggested by the QES Value "Getting Involved"
- c) Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed when students with special educational or medical needs take part in visits. This might include the provision of one to one clearly identified support



## 4. Roles and Responsibilities

### 4.1 The Trip Leader – must:

- a) Undertake and complete the planning and preparation of the visit including the briefing of other staff, other adults, students and parents
- b) Be able to promote the expectation of the highest standards of students in their care
- c) Appoint a Deputy Leader
- d) In certain circumstances Sixth Formers (aged 18) with parental permission can be given responsibilities in the event of an emergency. Details must be included in the risk assessment.
- e) Clearly define each staff role and ensure that all tasks have been assigned eg being responsible for a specific group of students
- f) Ensure that all necessary protocols including a risk assessment have been completed before the trip takes place
- g) Ensure that enough information on the students proposed for the visit is available to assess their suitability or be satisfied that their suitability has been assessed and confirmed. For residential trips or if acting as host families this will include the circulation of the Suitability Check Form to the Leadership Team, Year Heads , Deputy Year Heads and SENCO
- h) Ensure that:
  - i) parents have signed permission/medical forms
  - ii) non QES employed adults going on a visit have been CRB cleared
  - iii) teachers and other adults are fully aware of what the proposed visit involves
  - iv) arrangements have been made for the medical and special educational needs of students including providing a copy of the relevant Student Health Plan and Individual Education Plan
  - v) all school trip forms have been completed
  - vi) school/emergency contacts have been nominated and the emergency form is in the pack
  - vii) emergency procedures are understood
  - viii) there is a contingency plan (plan B) for any delays including a late return home and for unexpected changes of programme
  - ix) the packs of pupil and staff consent forms are left with the school and the out of school hours emergency contacts and each member of staff on the trip has a full set
  - x) details of the route/itinerary are handed to the school office before departure
  - xi) a copy of the risk assessment and emergency procedures

### 4.2 The Trip Leader must ensure a complete and comprehensive risk assessment has been prepared and:

- a) Inform the EVC (Peter Hooper) of any serious risks
- b) Take reasonable care of their own and others' health and safety
- c) Ensure first aid kits available throughout the trip
- d) Carry a QES trip/work mobile phone and only give this phone number to students or parents
- e) Be aware of safe-guarding procedures
- f) Carry out activities in accordance with training and instructions
- g) Act as any reasonably prudent parent would do in the same circumstances
- h) Be competent to instruct students in any activity planned and be familiar with the location/centre where the activity will take place
- i) Consider stopping the trip if the risk to the health and safety of the party members is unacceptable and have in place procedures for such an eventuality

### 4.3 Safeguarding Procedures

- a) Students should be warned of stranger-danger (and this should be identified in the risk assessment)



- b) If a pupil makes an allegation of abuse against someone outside the school the Trip Leader must assess the risk and decide whether to contact a Designated Child Protection person (Alison Wilkinson, Head of School, Lisa Longley or Hayley Grey (Assistant Headteachers) immediately or on return from the trip
- c) If a pupil makes an allegation of abuse against an adult on the trip the Trip Leader must make contact with Alison Wilkinson (Head of School) as quickly as possible
- d) If a pupil makes an allegation of abuse against the Trip Leader the Deputy must make contact with Alison Wilkinson (Head of School) as quickly as possible

#### **4.4 Teachers' Responsibilities**

- a) Teachers on school visits act on behalf of the Governors whether the visit takes place inside or outside normal working hours
- b) They must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances
- c) Teachers and other adults should discuss and agree procedures together before and during the visit to maintain very high expectations of conduct, safety and the QES Values although it is the Trip Leader that carries the ultimate responsibility for decisions that are made
- d) Teachers and other adults should consider stopping the visit or activity if they think the risk to the health or safety of students in their charge is unacceptable
- e) Professional behaviour must apply to relationships between staff and students

#### **4.5 Non QES employed adults**

- a) Non-QES employed adults on a visit should be clear about their roles and responsibilities during the visit and have had a CRB check carried out
- b) Non-QES employed adults acting as supervisors must:
  - i) Do their best to ensure the health or safety of everyone on the trip
  - ii) Not be left in sole charge of students except where it has previously agreed as part of their risk assessment
  - iii) Follow the instructions of the Trip Leader and other teachers and support the high expectations and upholding of the QES Values
  - iv) Speak to the Trip Leader and other teachers if concerned about the health and safety of students at anytime during the visit

#### **4.6 Students**

- a) The Trip Leader must make it clear to students that they must:
  - i) Not take any unnecessary risks
  - ii) Follow the instructions of the Trip Leader and other adults including those at other venues
  - iii) Dress and apply the high expectations of the QES Values and any additional guidelines laid down by the adults supervising the trip
  - iv) Be sensitive to local codes, customs and cultures if in a foreign country
  - v) Look out for anything that might hurt, threaten or upset themselves or anyone in the group and tell an adult

#### **4.7 Parents**

- a) Parents must be in a position to make an informed decision on whether their child should go on the visit
- b) The Trip Leader should ensure that parents are given sufficient information in writing and are invited to any briefing meetings
- c) The Trip Leader should also tell parents how they can help prepare their child for the visit by, for example reinforcing the visit's code of conduct/risk assessment. Parents should also be asked to agree



the arrangements for sending a pupil home early and that they will have to meet the cost if it is due to poor or dangerous behaviour.

d) Parents will need to be aware that appropriate insurance is in place for the trip

e) Parents will need to:

i) Provide accurate emergency contact number(s)

ii) Sign the consent/permission form

iii) Give the Trip Leader information about their child's emotional, medical, psychological, eating needs and physical health which might be relevant to the visit and in addition to information already held by the school

iv) Agree to meet the child at the time given for the trip's return

v) Provide written details if the child is not being met by their parent OR if their arrangements for meeting the child are subsequently changed

vi) Provide an alternative emergency contact if parents are away themselves

## 5 Approval Process for visits

5.1 Approval must be sought for all trips and visits from Peter Hooper (Assistant Headteacher EVC) on the pink Visit Proposal Form before any commitment has been made and before students are informed of the visit. This basic information is needed before a commitment can be given as the commitments of students and the situation regarding staff cover needs to be checked.

### 5.2 Once the trip has been cleared the Trip Leader must:

a) Complete the pack of forms passed to them by Peter Hooper and return them to him as soon as possible.

b) Send the letter that they intend to send to students to Helen Baines electronically. She will add the standardised voluntary contribution wording and the WisePay explanation. The cost of the visit will be matched to the Accounts Sheet that the Trip Leader will have completed. The letters will be attached to the emergency permission form if the visit is in the next few weeks or to a booking form for consideration to go on a trip if it is some time off or an international tour for example.

c) An accurate attendance register is taken before the trip departs and that Helen Baines is notified of any pupils not taking part on a visit at the last minute for example due to illness.

### 5.3 Trip administration

a) As the trip payments are made Helen Baines (Administrator) will present a record of payments at regular intervals or when asked by the Trip Leader

b) Permission and consent forms will be collated by Helen Baines and these will form part of the full pack reproduced as sets for all the adults on the trip, school and the emergency contacts.

c) The names of students and staff taking part on a trip will be given to Helen Baines before departure.

d) Upon the return of the trip Helen Baines will request the completion of an evaluation and risk assessment review that should inform future trips.

## 6. Ratio of staff to students

a) Mixed groups must be accompanied by male and female adults on all residential trips and, where possible, on day excursions.

b) The number of staff accompanying students on a residential trip must be discussed with the EVC

c) Specific arrangements such as additional staffing may need to be put in place where a student has Special Educational Needs or Medical requirements. The Head of Year, parents, SENCO and EVC must be consulted as appropriate and a meeting usually arranged.

d) An increased staffing ratio is required when children of staff are involved on the same trip. The LA guidance and our own experience shows that problems can arise when their own children accompany staff on visits and a conflict of interest can result unless staffing ratios are increased.



e) The Risk Assessment needs to be suitable for the age range of the trip members and it needs to acknowledge when there are students of mixed-age in the group.

## 7. Planning

No amount of planning can guarantee that a visit will be totally incident-free, but good planning and attention to safety measures can reduce the likelihood of accidents and lessen the seriousness of those that do happen nonetheless.

### 7.1 Visit Proposal Form

- a) This should be completed by the Trip Leader and submitted to Peter Hooper EVC. The proposal will be confirmed once cover costs and the commitments of pupils is established.
- b) The Trip will be assigned a number on Booking Pro and the trip pack released to the Trip Leader. At this stage the Trip Leader can establish the cost of the trip and how much is to be charged to pupils. Trip forms should be returned to Peter Hooper.
- c) Covered lessons are charged at £22.50 per hour for each period required whether or not external supply is used. PE is the only subject area where some doubling of groups is permitted.
- d) Very occasionally the reduction/removal of cover costs can be negotiated.
- e) An administration charge of 5% is levied on each trip up to a maximum of £200. This covers annual costs for insurance and administration time.
- f) If the number of students going on the trip drops the costs will need to be worked out again and resubmitted. Pupils may need to pay slightly more or the department may wish to subsidize the visit.
- g) The visit accounts sheet must be signed off by Debbie Sutton after each visit. Visit funds must not accumulate but may be carried forward to the next trip if they were raised through fund-raising means rather the student payment. Any student payments remaining on return of the trip must be discussed with Peter Hooper and refunds in excess of £5 per person are usually made.
- h) The date and names of those involved in a trip will be emailed to all staff by Helen Baines at least two weeks before departure
- i) Cathy Harrison (Work Experience Coordinator) must be informed of any student going on work experience so that placements can be checked. Where this isn't possible a home/school agreement stating that responsibility for the care and safety of the student rests with the parent.
- j) Risk Assessments for day visits are enclosed in the pack. For residential, hazardous and trips abroad a more detailed risk assessment outline is emailed to the Trip Leader who adapts the outline to suit their trip.
- k) The emergency permission forms must have details of the trip and a list of names, addresses and telephone numbers of all students and staff on the trip. Each member of staff on the trip, emergency contacts and school should have a full set of these forms.
- l) The completed evaluation / risk assessment review sheet will be kept for three years after the return of the trip. This is to ensure that information is available in the event of a claim against the Governors.
- m) Guidelines from the DfE booklet are given to all Trip Leaders

### 7.2 First Aid

First aid boxes are available for use on trips and visits and should be booked in the school office well before the departure date. Some items will need to be removed in order to meet flight regulations.

### 7.3 Transport

a) Minibus drivers must be over 25 years of age and have 3 years' driving experience on their licence. A copy of the licence must go to Helen Baines. Concerns about minor offences etc should be discussed with Peter Hooper EVC. All QES drivers should have passed a MIDAS qualification. This particularly applies to those without DI on their licence.



b) Staff using their own cars need “occasional business insurance cover”. This applies when attending courses as well as when carrying students. Parents must be informed that students will be travelling in staff cars.

## 7.4 Risk assessment

- a) The dangers and difficulties which may arise during any trip or visit must be considered as part of the preparation, and plans must be made to reduce them. A risk assessment should be comprehensive and should include any specialised information relevant for that particular trip
- b) The aim of any risk assessment is to prevent or reduce risks
- c) Students must not be placed in situations which expose them to an unacceptable level of risk. If the risk cannot be contained then the visit must not take place
- d) The risk assessment should be based on the following considerations:
  - i) what are the hazards?
  - ii) who might be affected by them?
  - iii) what safety measures need to be in place to reduce risks to an acceptable level?
  - iv) can the group leader put the safety measures in place?
  - v) what steps will be taken in an emergency?
- e) The trip organiser should prepare a risk assessment in the initial stages of planning. Each risk assessment must be checked and signed by EVC
- f) Each risk assessment should be recorded and copies given to all teachers and other adults on the visit, with measures which they should take to avoid or reduce the risks. A copy of the risk assessment must be approved by the EVC
- g) The trip organiser and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. The risk assessment must be reviewed as appropriate after the trip and details should be fed back to the EVC

## 7.5 The letter to parents and booking form

The letter to parents should include:

- a) The Charging Policy Statement stating that for trips in school time the charge to parents is voluntary. Parents must also be made aware that without voluntary contributions the trip is unlikely to go ahead.
- b) Parents should always receive full and detailed written information concerning: ‘activities’ which take place off educational premises and ‘free time’. Any periods when the children will not be directly supervised must be clearly stated together with details of ‘remote supervision’ (the Trip Leader remains responsible for students even when not in direct contact with them).
- c) A booking form is used for more complex trips. This also forms part of the selection process in the event of oversubscription.
- d) Parents must be given a clear deadline by which payment must be made (allowing time for the Trip Leader to make any necessary adjustments if students should drop out). Parents must also be advised that the cost of the trip may have to be increased or the trip cancelled if other students drop out once firm bookings have been made. Where this happens and a commitment has already been made to the trip the full cost may still need to be paid. Insurance policies do not cover ‘change of mind’.
- e) Staff are to expect and require of the group the highest levels of behaviour and respect. The QES Values should be upheld and the behaviour of other people outside our party should not undermine the very high expectations of our groups.
- f) Parents should be clearly informed of the school’s expectations on these matters and full support and cooperation from students should be emphasised in communications with parents.
- g) Parents should be informed that incidents where students fall short of the expectations are followed up in school and appropriate sanctions put in place.
- h) Parents/guardians should sign an acknowledgement /consent form to indicate they:
  - i) have received the information and are willing for their child to participate, and that they accept the code of conduct / risk assessment
  - ii) have provided medical details as requested
  - iii) have confirmed arrangements for their child to be met when the trip returns



- i) All adults taking part in the trip must complete medical details and emergency contacts on purple consent / medical forms

**Failure to sign or return the consent form** means that the pupil will not be allowed to take part in the trip.

## 7.6 Finances - Costs

- a) All costs must be estimated prior to booking visits and a cost per head worked out on this basis. Costs will include transport (including the school minibus), accommodation, any entry fees, insurance (5% admin fee) and supply cover (see above)
- b) Arrangements for meeting the cost of visits and journeys must comply with the school "Statement of Charging Policy".
- c) A contribution towards the cost of releasing staff to accompany a trip will normally be requested from students.
- d) Requests for subsidies from the School Fund should be discussed with the headteacher when application for the visit is being made. With regard to looked after children alternative funds may also be available.
- e) Trips may be subsidised from departmental capitation and any sum overdrawn after a trip will be recovered from the department concerned.

## 7.7 Finances - Receipt of cash

- a) All payments from students for trips are recorded by Debbie Sutton on individual reports
- b) WisePay is used to record payments from those who want to pay online.
- c) For trips which require payments by instalments it may be necessary for students to be issued with some form of payment card indicating how much has been received from them. The total of these should be reconcilable with the total received
- d) All monies collected for school trips must be paid into the School Office and then withdrawn as and when needed
- e) Any cash/cheques remitted to the School Office must reconcile with monies paid to the member of staff ie the amount on the pink receipt can be traced back to amounts paid by individual students

## 7.7 Finances - Account Balance

- a) A record of the trip account is held by Debbie Mullineaux (Finance Officer). The balance of the trip account should be checked regularly by the member of staff responsible for the trip to ensure that it agrees with the records held by the Finance Officer.

## 7.8 Finances - Remaining Funds

- a) Any monies remaining after all payments have been made for a trip should be returned to students, unless the amount is too small for a meaningful refund to be made (this is at the discretion of the Party Leader in consultation with Peter Hooper EVC)
- b) The total of any monies remaining stay in the trip account and should be entered on the accounting sheet.

## 8.1 Arrangements for classes

- a) Any member of staff who may miss subject lessons should consult with the Head of Department to consider the implications for the teaching groups concerned.
- b) Once agreement has been given, the Head of Department should ensure that relevant and meaningful work appropriate to the level of ability of the students has been set.



## 8.2 Cover:

- a) Cover is organised for the school as a whole and departments do not need to internally cover absent teachers from their own subject areas. The exception to this is PE where after discussion with the Head of Department and Assistant Headteacher responsible for cover some lessons may be 'doubled' to reduce cover implications.
- b) Cover implications are acknowledged and costed before any trip is authorised
- c) QES has two Learning Managers who cover lessons before external supply is needed.
- d) External supply cover may only be brought into school by the Assistant Head responsible for cover in consultation with the Cover Manager.
- e) Work set for students should be left in the wall pockets in the staff room. A list of students in each group should be included with the work set. If work is left elsewhere there should be a note in the wall pockets to indicate this

## 9 Supervision of students during the trip

### 9.1 Head Counts

- a) Whatever the length and nature of the visit, regular head counts of students should take place, particularly before leaving any venue.
- b) Staff should carry a copy of the purple/green consent forms of all adults and students involved in the trip at all times
- c) The Trip Leader should establish rendezvous points and tell students what to do if they become separated from the group

### 9.2 Remote supervision

- a) When students are allowed 'free time' clear guidelines for behaviour and permitted activities should be given
- b) Students should be in groups of 3 minimum
- c) Rendezvous points, times and where to find staff on duty must be clear
- d) What to do if approached by anyone from outside the group must be clear
- e) What to do in the event of an accident or emergency or of getting lost must be clear – emergency credit cards with contact numbers and messages in the appropriate foreign language should be carried by all students.
- f) Each pupil must have a copy of the schedule of the trip. The names of the teachers must be indicated on the schedule
- g) On residential visits each pupil must carry a card with the address and telephone number of their accommodation

## 10 Conduct of students

- a) Students are expected to observe the same high standards of behaviour as detailed by the QES Values – if it isn't acceptable in school it isn't acceptable on a trip
- b) Students must follow all instructions given by staff
- c) Students must be given clear instructions and students shouldn't leave the main group without permission
- d) Smoking, alcohol and other illegal or inappropriate substances are forbidden on school trips
- e) Incidents where students have fallen short of the QES Values should be reported to the Year Head and EVC so that suitable sanctions can be agreed
- f) Parents should be informed of any incident on return from the trip or during if necessary



## 11 Collection of pupils by parents at the end of the trip

- a) When pupils return to school out of school time parents should meet their child at the time given. If alternative arrangements are made, or if arrangements are changed, these should be given to the Trip Leader in writing.
- b) At the end of a visit pupils should be told that if their parents are not there to meet them as expected they must wait with a teacher and not leave by themselves or with anyone else unless by agreement with a member of staff
- c) Arrangements for a child to be met at a point other than the school can be made at the Trip Leader's discretion. This should be included in the risk assessment and should consider age of students, safety of road and amount of daylight.

**Peter Hooper EVC**



## APPENDIX I DFE GUIDELINES

### EMERGENCY PROCEDURES

- a) Teachers in charge of students during a visit have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.
- b) Emergency procedures are an essential part of planning a school trip.
- c) If an accident happens, the priorities are:
  - i) Assess the situation
  - ii) Safeguard the uninjured members of the group
  - iii) Attend to the casualty
  - iv) Inform the emergency services and everyone who needs to know of the incident
- d) The Trip Leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The Trip Leader should liaise with the representative of the tour operator if one is being used.
- e) The school contact's main responsibility is to link the group with the school, the parents, and to provide assistance as necessary. The named person should have all the necessary information about the visit.
- f) All those involved in the school trip, adults, students and their parents, should be informed of who will take charge in an emergency, the named back up people and what they are expected to do in an emergency.
- g) If an emergency occurs on a school visit the main factors to consider include:
  - i) Establish the nature and extent of the emergency as quickly as possible
  - ii) Ensure that the whole group are safe and looked after
  - iii) Establish the names of any casualties and get immediate medical attention for them
  - iv) Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
  - v) Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
  - vi) Notify the police if necessary
  - vii) Notify the British Embassy/Consulate if an emergency occurs abroad
  - viii) The school contact number or out of hours school contacts should be accessible at all times during the visit.
  - ix) Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
  - x) Notify insurers, especially if medical assistance is required (this may be done by the school contact)
  - xi) Notify the provider/tour operator (this may be done by the school contact)
  - xii) Ascertain telephone numbers for future calls. Mobile phones, can be very useful but are subject to technical difficulties such as out of range and should not replace usual communication procedures
  - xiii) Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
  - xiv) Keep a written account of all events, times and contacts after the incident
  - xv) Complete an accident report form as soon as possible
  - xvi) No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area



- xvii) No-one should use social networking sites to share any information about an emergency so that only clear and accurate messages are provided by designated staff
  - xviii) No-one in the group should discuss legal liability with other parties
- h) The Emergency Cover Sheet collates all relevant telephone numbers. Prior to the visit, the name and telephone numbers of school and outside school contacts should be identified. Headteachers and Trip Leaders should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.
- i) The main factors for the EVC to consider as school contact include:
- i) Ensuring that the Trip Leader is in control of the emergency and establishing if any assistance is required from the school base
  - ii) Ensuring they can contact parents at all times while the group is on the trip. The school contact should act as a link between the group and parents where necessary. Parents should be kept as well informed as possible at all stages of an emergency.
  - iii) Liaison with the Governing Body through the Headteacher or Deputy Headteacher in the absence of the Headteacher. The school contact should act as a link between the group and Headteacher arrange for the group to receive assistance, if necessary
  - iv) Liaison with media contact. If a serious incident occurs, the school contact should liaise with the Headteacher as designated media contact as soon as possible.
  - v) The reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- j) The Headteacher as media contact should liaise with the school contact (EVC), the Trip Leader and, where appropriate, the emergency services.
- k) After a serious incident professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy or serious training would be sought.

**Peter Hooper EVC**