



**HILLVIEW**  
**SCHOOL FOR GIRLS**

**EDUCATIONAL VISITS POLICY**  
**Including Charging for School Activities**

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## INTRODUCTION

The Governors of Hillview School value the contribution of educational visits and outdoor activities to the development of each and every student. These activities provide the school with opportunities to develop a wide range of attributes within young people, through exploration, discovery, learning and the meeting of new challenges.

The Education Act 1996 introduced new regulations concerning charges for school activities. The policy of the Governors is to adhere to the requirements of the 1996 Act. Further details can be obtained from the school office.

All educational visits should meet the following aims:

- Have significant educational, academic or pastoral value.
- Be suitable for the students involved, having regard to their age, ability, needs and aptitudes. Students that are Student Premium or have SEN should be proportionately represented on optional visits.
- Be related to the school's established aims of pure potential.
- Be linked to work within the curriculum.
- Fulfil safeguarding requirements.

### Visits: Values and Vision

At Hillview we believe that:

- Visits should support and enrich the curriculum developing students' pure potential.
- Visits should enhance students' personal development.
- Visits should challenge stereotypes.
- Visits should promote global, national, local cultural awareness, including British Values.
- Visits should stimulate an interest in and awareness of social, moral, religious and environmental understanding.
- Every curriculum area should contribute to visits.

At Hillview we aim:

- To provide a range of opportunities that develop students understanding of the world they live in.
- For every student to have had the opportunity to experience contrasting locations both in the UK and further afield.
- For every student to attend at least one visit per year in years 7-10.
- For every student to have had the opportunity to go abroad by the end of their time at Hillview.
- For a visits overview to be available to parents at the start of every academic year to aid the planning process.

## **Educational Visits and Offsite**

Hillview School for Girls has agreed to adopt the approval system and procedures operated by Kent County Council “Evolve Plus”. It is considered good practice for academies to adopt these procedures and use the KCC's system for approval of visits.

This Policy should be read in conjunction with:

- Safeguarding (including Child Protection) Policy
- Behaviour Policy
- SEN Policy
- KCC Regulations and Guidance for Safe Practice of Offsite Activities
- Health and Safety of Students on Educational Visits (HASPEV) – DfE 1998, (including the 3-part supplement issued in 2002)
- 2009 Safer Working Practices document – in every teachers handbook.
- Duke of Edinburgh Guidance

## APPENDIX 1

### PROCEDURES

1. The following procedures intend to give guidance to members of staff in planning such activities within a framework that ensures that due care is taken over the health and safety of all students and adults taking part.
2. It is essential that these guidelines are read carefully by all concerned in the approving, planning, organising and supporting of educational visits. However, no guidelines can be expected to cover or predict every eventuality. Leaders of visits must be flexible in their thinking and be prepared to adopt or change plans according to the needs of the group or the situation.
3. The use of alcohol by staff and students is prohibited on school visits.

## APPENDIX 2

### THE LEGAL FRAMEWORK

1. Under the Health & Safety at Work Act 1974, the Governing Body, as the employer, is responsible for the health, safety and welfare of all employees, anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site activities such as educational visits.

2. The Management of Health & Safety at Work Regulations 1992, made under the above Act, require: the employer to assess the risks of activities and to introduce measures to control these risks. In following the guidelines within this policy and using the pro forma documents listed in the Appendices, this requirement will be fully met. Also, teachers and other staff in charge of students have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

3. Implementing the Duty of Care

3.1 In exercising the duty of care over students and interpreting the meaning of “reasonably prudent”, common sense should be applied. In doing so, those involved should:

- Try to think as a parent might think in similar circumstances.
- Consider whether they would be able to justify what is proposed to a professional colleague whose judgement they respect, and ultimately, to a court of law.
- If they are in doubt they should not go ahead until they have sufficient further information and advice to remove the doubt.

3.2 These principles of “in loco parentis” apply to all who take responsibility for the children of others but the law would be likely to expect a higher standard of care from professionals because of their training and experience.

3.3 With students aged 18 and over the principle of “in loco parentis” does not apply as such, but those responsible for them should ensure that the duty of care which must be exercised is the same.

3.4 Where an activity involves the use of the resources or expertise of another establishment/provider, the Visit Leader must make all reasonable efforts to ensure that the organisation is competent and the establishment is safe.

## APPENDIX 3

### OVERVIEW

1. In order to meet the requirements set by the Health and Safety Executive all Educational Visits and or Offsite Activities, irrespective of their purpose, activity or location have to be approved **before** they take place.
2. All visits will be approved through the 'Evolve' system. The responsibility for managing and monitoring this system remains with the Headteacher and the Governors.
3. The Headteacher is responsible for 'approving' visits on a day-to-day basis. All residential or adventurous activities are approved by KCC Outdoor Education Unit and the Headteacher using the Evolve Plus system.
4. **Visits and/or activities that include adventurous activities and/or an overnight stay (residential) will require KCC approval from the Outdoor Education Adviser (Evolve system).** The KCC approval is in addition to obtaining the approval of the Headteacher of the establishment.
5. From 12<sup>th</sup> March 2012, following a review of educational visits by the Outdoor Education unit at KCC, the responsibility for approving certain educational visits that are booked through and arranged by some specific vetted providers will be devolved to Headteachers.
6. This devolved responsibility will only apply to your visit if;
  - The whole visit takes place in the UK.
  - The visit is NOT part of a batch
  - ALL providers being used are currently vetted AND are on the 'exception' list.
  - ALL adventurous activities are organised and booked through that vetted provider and led by their staff.
  - Any additional activities/excursions are booked through the vetted provider as part of the package.
  - ALL accommodation is booked and paid for through the vetted provider.
  - The Educational Visit Coordinator/or Headteacher has attended an EVC training course and been refreshed within the last 5 years.
7. The Headteacher or EVC checks the Evolve form to ensure all required criteria are met and arrangements are in accordance with KCC policy.
8. If there are any changes to the programme the final version **MUST** be attached to the Evolve form prior to departure.
9. As part of our ongoing monitoring responsibilities the Outdoor Education Unit will continue to view a selection of educational visits when approved by Heads of Establishment.

10. Approval procedures for visits and/or activities that include adventurous activities and/or an overnight stay (residential) must be approved by both the Headteacher and the KCC through the Evolve system.

11. In granting approval for the visit the Headteacher/EVC should ensure that:

- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit takes place on the Evolve form.
- The risk assessment has been completed and appropriate safety measures are in place.
- The Visit Leader has sufficient experience and expertise and will organise the visit effectively. Inexperienced Visit Leaders must have shadowed an experienced Visit Leader in the process of organising and conducting a visit.
- The ratio of adults in supervisory capacity to students is appropriate. *(all helpers should be at least "List 99" approved)*. All staff are CRB checked.
- All parents have given consent either electronically via Evolve or paper copy of consent form.
- Arrangements have been made for the medical and special educational needs of all students.
- Adequate first aid provision will be available
- Travel times out and back are known, including any pick up and drop off points, and a contingency plan for any delays.
- When more than one coach is used, it is specified on Evolve which staff and students are on each bus.
- There is a name, address and telephone number of the visit's venue and contact person.
- A school contact has been nominated and the Visit Leader has the details, including an SLT out of hours number should a late arrival occur.
- Details of emergency contact numbers for staff accompanying the visit are included.

12. The appropriate completion of the standard Visit Form on Evolve will ensure all the above are addressed.

## APPENDIX 4

### PLANNING THE VISIT

1. It is essential that every visit is properly planned by the Visit Leader. This involves considering the dangers and difficulties which may arise and making plans to reduce them. In granting approval for a visit, the Headteacher must be satisfied that the visit has been planned effectively and that a thorough risk assessment has been carried out by the Visit Leader.

2. The Risk Assessment Form (see Appendix 15) for the visit must be completed by the Visit Leader. The assessment need not be complex but it should be comprehensive. Students must not be placed in situations which expose them to an unacceptable level of risk – safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place. Risk assessments must accommodate conditions on the day of the visit, e.g. changing weather.

3. The risk assessment should be based on the following conditions:

- What are the hazards and who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Visit Leader put the safety measures in place?
- What steps will be taken in an emergency?

4. The risk assessment must be known by all supervisors accompanying the visit. It is also good practice to inform students where appropriate, of risks and how they have a responsibility in the process. Further advice on the carrying out of risk assessments can be obtained at any time from the Educational Visits Co-ordinator (EVC). The following factors may be useful when assessing the risks:

- The type of visit/activity being undertaken.
- The location, routes and mode of transport. (if out of County KCC should be advised)
- The competence and experience of supervisors.
- The ratios of teachers to students.
- The special educational or medical needs of students.
- The quality and suitability of available equipment.
- The weather, in terms of seasonal conditions.
- The need for emergency procedures.

5. The Visit Leader should ensure that parents have early written information about the cost of the visit and how much each parent will be asked to contribute. Where possible a yearly overview will be distributed to parents to allow them to financially plan for the year. The information to parents will also detail the purpose of the visit with regard to value of curriculum-related research/coursework. (see Appendix 16)

6. Parents should be made aware that the contribution is not compulsory and that children of parents who do not contribute will not be discriminated against. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the school cannot meet the shortfall. The school fund may be able to support students who find it difficult to meet cost due to parental circumstances. (See Appendix 17).

7. First Aid should form part of the risk assessment, with the Visit Leader assessing what level of provision may be needed.

8. It is seen as good practice that a teaching qualified member of staff should accompany each visit. All visits will require as a minimum:

- A suitably stocked First Aid Kit adequate for the size of the group.
- A person appointed to be in charge of first aid arrangements.

## APPENDIX 5

### LEVELS OF SUPERVISION

1. Minimum staff ratios must follow these stated in 2 below. When considering levels of supervision the following factors must be taken into consideration. These factors may dictate a higher staff/student ratio. High staff ratios do not automatically mean that a visit will be safe.

- Age and ability of the group.
- Students with special educational or medical needs.
- Nature of activities.
- Competence of staff.
- Requirements of the organisation/location to be visited.
- First Aid cover.
- Nearly all visits will consist of all female students; it is a requirement that a female member of staff should accompany all groups on day visits. It is a requirement that a female member of staff should accompany residential visits **where all the students are female. It is also a requirement that if male students are involved in the visit that they are accompanied by a male member of staff unless an agreed action plan agreed by the EVC is put in place in exceptional circumstances.**

2. The following guidelines are applicable in general but Visit Leaders should assess the risks in their visit and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge.

#### Day Visits in UK:

- 1 adult per 15 students under 16 years of age.
- For 16+ students, the ratio should be based on a risk assessment and approved by the Headteacher/EVC.

#### Residential Visits or Visits Abroad:

- At least 2 teachers (one of whom should be female) with an overall supervision ratio of 1 adult per 10 students.

3. Whatever the length and nature of the visit, regular head counting of students should take place, particularly before leaving any venue and getting on and off coaches and public transport. All supervisors should carry a list of all students and adults involved in the visit. The Visit Leader should establish rendezvous points and tell students what to do if they become separated from the group.

## APPENDIX 6

### PREPARING STUDENTS FOR THE VISIT

1. Students who are involved in the planning of a visit, and who are well prepared, will make more informed decisions and will have a greater understanding of any risks involved. Students should clearly understand what is expected of them and what the visit will entail. Students must understand what standard of behaviour is expected and why rules must be followed. Students should also be told about any potential dangers and how they should act to ensure their own safety and that of others.
2. Every effort should be made to ensure that school visits are accessible to all who wish to participate, irrespective of special educational, religious, medical or other grounds. A proportionate number of pupil premium and SEN should attend non-compulsory visits where at all possible.
3. Additional safety measures may be required to support students with medical or special educational needs on a visit. Any teacher supervising a visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary. Any limitations or problems the student may have should be taken into account at the planning stage and when carrying out the risk assessment.

#### Communicating With Parents

1. Parents should be informed in advance, usually via email, of any off-site activity or visit unless it is a regular part of the curriculum, which they have already been informed about through the prospectus or by letter. (See Appendix 16)
2. E-consent will be asked for via Evolve or, where parents do not have email access, a paper copy will be given to the student. (See Appendix 16)
3. For visits taking place during the school day, parental consent should be sought for every student in the school at the start of the academic year and recorded on SIMS. They should be given the opportunity to give extra information with regards to their child's health. For visits taking place wholly outside of school hours separate permission is necessary via Evolve. If parents withhold consent absolutely, the student should not be taken on the visit, but its curricular aims should be delivered to the student in some other way, wherever possible. If parents give a conditional consent the Headteacher/EVC will need to consider whether or not the student may be taken on the visit.
4. Medical consent, including staff, must also be sought via the Evolve system. Parents should be asked to agree to the student's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the Headteacher/EVC should consider and decide if the student should be withdrawn from the visit.

5. If required, parents should be informed regarding the transporting of the students in either a teacher's or a non-teaching adult's private care. Students' own cars should not be used for transporting other students on school visits. The Director of Finance should be notified so that school insurance can be validated.

6. In the event of a home emergency the Headteacher/EVC should ensure that parents can contact their child via the school contact and the Visit Leader, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home.

## APPENDIX 7

### TRANSPORT ARRANGEMENTS FOR VISITS

1. The Headteacher must be satisfied that all travel arrangements, including the hire of private coaches are appropriate.
2. The Visit Leader must give careful thought to the planning of transport arrangements. The main factors to consider include the following:
  - Safety of the passengers.
  - Type of journey.
  - Competence and training of driver.
  - Contingency arrangements in the case of breakdown or emergency.
  - Length of driving time.
  - Stopping points.
  - Student supervision.
3. The level of supervision necessary should be considered as part of the risk assessment for the journey. The Visit Leader is responsible for the whole group at all times, and for maintaining good discipline.
4. The Visit Leader is responsible for ensuring that coaches and buses are hired from a reputable company. The school should ensure that the coach operator has the appropriate PCV licence. When booking such transport the Visit Leader should ensure that seats and seat belts are available for all students and should be used. If any of the group will use a wheelchair, the Visit Leader should ensure that the transport used has appropriate access and securing facilities.
5. All vehicles including private cars should be equipped with a suitable first aid kit and fire extinguisher.
6. Teachers, parents and others who drive students in their own cars must ensure their passengers' safety, that the vehicle is roadworthy and that they have appropriate licence and insurance cover for carrying the students. The driver is responsible for making sure that students have a seat belt and use it at all times. Visit Leaders who wish to use parents or volunteers to help transport students in their care must ensure that they are aware of their legal responsibility for the safety of the students in their car. Parents' agreement should be sought for their children to be carried in other parents' cars. It is advisable that parents and teachers driving students are not put in a position where they are alone with a student.

#### **The School Minibus**

1. The school may also use its minibus for educational visits. Whilst the Headteacher is ultimately responsible for the minibus, the driver is responsible for the vehicle during the visit. The use of the minibus is governed by a separate school policy, which should be read before the vehicle is used. The school maintains a list of authorised drivers for the minibus, which must be adhered to.

2. All baggage and kit should be correctly secured or stowed in any vehicle used to prevent injury during accident or sudden braking.

## **APPENDIX 8**

### **INSURANCE ARRANGEMENTS FOR VISITS**

1. The Visit Leader must ensure, well before the group departs, that adequate insurance arrangements are in place. As the employer, the Governors of the school are responsible for making insurance arrangements. The Academy has an insurance policy through Chubb Corporation for overseas visits. For UK-based visits, the school used the DfE Risk Protection arrangement. Further details on the policy can be obtained from the Director of Finance and Administration (DFA).

2. When hiring coaches, the Visit Leader should use companies that have been checked by the school. The school will have checked that companies used have appropriate insurance arrangements in place. Details of the insurance held by a tour operator, when used, should also be ascertained.

3. For insurance purposes and prior to the visit taking place, the Visit Leader should inform the DFA of the number of students who will be going on the visit on Evolve through the online approval section (OA).

#### **Arrangements for Adventure Activities**

1. The EVC must get permission from KCC for adventurous activities. KCC have a developing database on Evolve and will provide support and guidance to the school on the proposed company including level of public liability insurance.

#### **FOR INFORMATION ONLY**

1. A licensed provider does not necessarily have to hold a licence for all its activities. Many of the activities will be covered by Health and Safety Legislation alone. However, the following activities do need a licence:

- Caving
- Climbing
- Trekking
- Watersports

2. Holding a licence means that the provider has been inspected and that appropriate safety measures for these activities are in place. Not all providers are required to hold a licence. Voluntary bodies and schools providing for their own members and students respectively are exempt. Commercial bodies and local authorities are also exempt if their activities fall outside the scope of the regulations.

## APPENDIX 9

### RESIDENTIAL VISITS – UK AND ABROAD

1. Permission to undertake a residential visit must be sought from the school and KCC. The Visit Leader, with the support of the EVC must apply three months in advance, for permission. When submitting the application you will need to provide assurance that the group sleeping accommodation will be in close proximity to each other and a daily programme of events. All time, throughout the day, must be accounted for. You will also need the name, address and telephone number of the centre/accommodation plus age and number of students you intend to take.

2. It is good practice that an exploratory visit is made to the centre. If this is not possible KCC may have information in their database. Or talk to a teacher in another school who has used the centre.

3. Staffing ratios for residential visits are **at least** 2 teachers with an overall supervision ratio of 1 adult per 10 students. This may take into consideration staff at the location with regards to 6<sup>th</sup> form students only. All staff members on residential visits should be DBS checked.

4. On arrival at the destination Visit Leaders should check that allocated sleeping accommodation is as agreed i.e., all students and staff in close proximity. Staff and students should be housed in separate rooms. If this is not the case concerns should be raised with the management of the centre/accommodation. Visit Leaders should also check security arrangements in particular those in place at night. They should also check and ensure students are familiar with fire exit procedures.

5. The Visit Leader should ensure that the following documentation is taken on the visit as well as being available on Evolve:

- Travel Tickets
- Copy of contract with centre/hotel plus agreed sleeping accommodation arrangements.
- School and home contact numbers – staff who can advise.
- Details of group members, students and staff supervisors.
- Details of insurance arrangements for visit.
- EHIC form and card for each student (if visit is abroad)
- Medical Information and parental consent forms.
- Emergency access to money eg credit card/cash
- Standard Operating Procedures (SoP - see Appendix 14)

6. Full details of the visit should also be retained at school, including the following information either in paper format or on Evolve:

- Itinerary and contact telephone numbers
- Details of the group members including staff
- Contact details of parents and next of kin including staff

- Copies of parental consent forms
- Copies of all travel documents and EHIC cards/forms
- Emergency contact arrangements (e.g. telephone cascade)
- Make, type and registration number or vehicles used

7. Expectations of behaviour and sanctions must be shared with students and parents. This should be communicated to parents and students by letter prior to the visit or provided at the parents' meeting. Behaviour contracts must be put in place for all residential visits.

### **Educational Visits Abroad – Additional Information**

1. These require permission from KCC if the visit involves overnight stays. Travelling abroad can be hugely rewarding for students and adults alike, but it is important that careful planning and preparation takes place.

2. Staffing ratios for visits abroad should be stricter than for UK visits. A minimum ratio of 1 adult to 10 students is required, but in groups over 10, at least two of the adults should be teachers. There should always be enough adults in the group to cover an emergency including repatriation.

3. It is particularly important that parents are given the opportunity to meet the teachers and others who will be taking the students abroad. One or more briefing sessions should be organised prior to departure to allow this to occur. Visit Leaders should keep numbers and details of such meetings.

4. The Visit Leader should ascertain whether any vaccinations are necessary and ensure that all members of the group have received them in good time. The Visit Leader is only allowed to advise of vaccinations, not insist on them. This is the parents' decision.

5. One of the adults (where possible) with the group should be able to speak and read the language of the visited country. It is also advised that students have at least a basic knowledge of the local language before the visit where possible.

6. The Visit Leader should ensure that all members of the group have valid passports and, if required, visas. A group passport may well be the most suitable arrangement. Photocopies of the group's passports should be taken for emergency use. These should also be scanned to allow access to them during the visit.

7. In addition to residential visits list of documentation (11.5) the Visit Leader should ensure that the following documentation is taken on the visit:

- Travel tickets, passports and visas.
- Each student should possess an EHIC form and card. The EHIC form and card should be returned to the student at the end of the visit.
- School and home contact numbers in the UK
- Details of the insurance arrangements for the visit

8. During the visit it is advisable for students to carry a note in the relevant foreign language for use if they get lost. They should also carry the Visit Leader's name and contact telephone number. All group members should carry an appropriate amount of foreign currency at all times, and all group members should be readily identifiable by the Visit Leader.

9. The Visit Leader must ensure that all group members know where the nearest British Embassy or Consulate is located and the telephone number.

10. Many of the health problems of students on longer visits are caused by lack of food, liquid or sleep. The Visit Leader should take this into account at the planning stage and take measures to prevent these risks.

## APPENDIX 10

### EMERGENCY PROCEDURES FOR VISITS

1. Teachers/staff/supervisors 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.
2. If an accident happens, the priorities are to:
  - Assess the situation – Do not become one of the casualties yourself
  - Safeguard the uninjured members of the group
  - Attend to the casualty
  - Inform the emergency services and everyone else who needs to know of the incident
3. The Visit Leader should take charge in an emergency and will need to ensure that emergency procedures are in place and that back-up cover is arranged. The Visit Leader should inform the school and liaise with the tour operator representative where required.
4. The school contact's (usually the EVC) main responsibility is to link the group with the school, the KCC and parents and to provide assistance as necessary. The named person should be in possession of all the necessary information about the visit. This is saved on Evolve and a paper copy left at reception in school. EVC takes home for weekend/holiday visits.
5. All those involved in the visit, including supervisors, students and their parents should be informed of who will take charge in an emergency, the named back-up cover and what they are expected to do in an emergency.
6. If an emergency does occur, the main factors to consider are:
  - Establish the nature and extent of the emergency.
  - Ensure that the entire group are safe and looked after.
  - Establish the names of any casualties and arrange immediate medical attention for them.
  - Ensure that all group members follow their emergency procedures.
  - Ensure that a teacher/member of school staff accompanies casualties to hospital and that the rest of the group are adequately supervised.
  - Notify the police if necessary.
  - Inform the school contact.
  - Keep a record of all events, times and contacts relevant to the incident.
  - Complete an Accident Report Form as soon as possible. One of these should be taken on each visit

- No one in the group should speak to the media. All enquiries should be referred to the school contact.

7. The school contact will have specific guidelines in the event of an emergency. It is thus advisable to arrange a back-up contact as well. The main factors for the school contact to consider include:

- Ensuring that the Visit Leader is in control of the emergency and establishing what assistance is required from the contact.
- Contacting parents to keep them as well informed as possible at all stages.
- Liaise with the Governors, KCC and with the media contact.

### REMOTE SUPERVISION

1. In some instances unaccompanied journeys and visits may be appropriate eg fieldwork for examination courses or travel to work experience placements. A thorough risk assessment must be carried out initially to consider carefully the hazards of such activities and whether it is appropriate that these activities are to be unsupervised. Regulation to be met are as follows:

#### **Young People 16 years and under:**

- a. group should be no less than 3 and no more than 8.
- b. Visits should only be made to environments that are familiar to students and where there are no known exceptional hazards (except Duke of Edinburgh groups that have followed appropriate training). Students should not complete an urban fieldwork exercise unless the teacher has visited the area, carried out a risk assessment beforehand and is able to give clear guidance on potential risks
- c. identification should be carried by the young person
- d. the consent by parents to an unaccompanied visit must be obtained in writing
- e. the young person must be fully briefed. There should be indirect supervision e.g. a check in time, area for activity clearly defined, time of return determined, emergency procedure arranged, local contact point identified, and warnings about approaching strangers given.
- f. Extra care and consideration must be given if transport is involved and this must be included in the risk assessment

#### **Young People over 16 years of age:**

- a. no group less than 3 or greater than 8 in number
- b. parental consent in writing is required. Clear indication must be given to parents of activities to be undertaken alone
- c. If the journey is out of the South East of England, the group should have a reporting system to the school at stages in the journey or on arrival at the destination. **Groups of over 8 must be accompanied by an adult.**

## 2. Review and Evaluation

- a. Visit Leaders will need to evaluate the success of each visit with the EVC who can oversee the need for changes in arrangements for subsequent visits to the venue or with the particular group. This will be completed through the 'Visits Evaluation Form' section of Evolve.
- b. In the event of a visit that involves residential and/or adventurous activities, a formal review meeting between the EVC and the Visit Leader must take place.

#### **PE Fixtures**

1. Parental consent for PE fixtures out of school hours is sought on a yearly basis. Parents are asked to give consent for their son / daughter to

take part in matches throughout the year and to provide medical details. The school informs parents of matches as they arise. The PE department should carry emergency forms for students to each match.

## APPENDIX 12

### ROLES AND RESPONSIBILITIES

#### **Role of the Governors:**

See *HASPEV* paragraphs 19-20.

- a. To ensure that the Headteacher and the EVC have adhered to the guidelines contained within KCC Safe Practice of Offsite Activities.
- b. To ensure that visits are approved as necessary by the KCC via KCC Ego, before bookings are confirmed
- c. To define which type of visits should be approved by the Governing Body, and/or the Headteacher, and/or or the Educational Visit Coordinator. (Hazardous/adventurous and overseas visits).
- d. To ensure that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- e. Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the student group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?
- f. To ensure measures exist to obtain parental consent on a basis of full information and to investigate parental complaints.
- g. To review annually the EV policy and procedures including incident and emergency management systems.

#### **Role of the Headteacher – or their designated member of the Leadership Team.**

See *HASPEV* paragraphs 21-23.

- a. To ensure that visits comply with the guidelines and regulations provided by the KCC (*Safe Practice of Offsite Activities*) and the School's own Health and Safety Policy.
- b. To ensure that the Educational Visit Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- c. To ensure that the EVC keeps him or her informed of the progress of the visit and that this information is relayed to Governors (and to parents as necessary).
- d. To ensure that the activity leader is competent (experience and training) to undertake the activity.

- e. To check that the EVC has designated an appropriately competent Visit Leader who will meet the KCC's criteria. For less routine visits, the Headteacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- f. To ensure that in the event of a major incident or accident, KCC guidelines are adhered to in terms of informing parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.

### **Role of the Educational Visit Co-ordinator**

1. It has been identified in the HASPEV supplements as good practice for each school to have an **Educational Visit Co-ordinator (EVC)**. The EVC's role is to support the Headteacher in ensuring that all visits follow KCC regulations and guidance and all of the schools relevant policies and procedures and will act on behalf of the Headteacher:

- a. To approve educational visits as agreed by the Headteacher and Governing Body.
- b. To provide adequate documentation to support planning of all visits and visits.
- c. To ensure all off-site visits are thoroughly planned using standardised whole-school documentation.
- d. To ensure all staff are aware of the guidelines available through *Safe Practice of Offsite Activities* concerning their particular visit.
- e. To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- f. To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- g. To work with the visit leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- h. To organise the emergency arrangements and ensure there is an emergency contact for each visit.
- i. To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').
- j. To ensure that arrangements are in place for the Governing Body to be made aware of visits so that questions can be asked as necessary.
- k. To ensure that visit evaluation is used to inform future visits and

training needs. Further staff training should be made available where a need is identified.

- l. To arrange for the recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- m. To review systems and, on occasion, monitor practice.

### **Role of the Visit Leader**

1. The 'Handbook for Visit Leaders' (HASPEV Supplement part 3) is available for all staff leading visits off-site and is adopted by the school as 'good practice' **Also available on line through Clusterweb – Outdoor Education.**

2. The Visit Leader has full responsibility for the safe running of the activity including pre planning and following guidance and ensuring all participants are aware of their roles. To achieve this the Visit Leader will:

- a. Identify the clear purpose and objectives of the visit.
- b. Complete visit documentation and obtain EVC approval for any visit off-site, no matter how short its duration.
- c. Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential visits.
- d. Have prior knowledge of the venue – the visit leader should normally have made an exploratory pre visit, (*see Safe Practice of Offsite Activities – Planning Checklist Para 7*).
- e. Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- f. Allocate supervisory responsibility to each adult for named students and ensure that each adult knows which students they are responsible for. To ensure that each student knows which adult is responsible for them and that all adults understand that they are responsible to the visit leader for the supervision of the students assigned to them.
- g. To ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.
- h. To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.

## **Role of the Student**

- To be aware of the risk assessments including 'Plan B'.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour.

## APPENDIX 13

### CHECKLIST FOR VISIT LEADERS

#### Supervisor responsibility and behaviour expectations

1. Please familiarise yourself with the details of the students in your group. Please note any students with special educational or medical needs. Essential information within your visit supervisor pack is:

- a. a list of all group members, medical details and emergency contact details;
- b. an outline of the day;
- c. a copy of the risk assessment.

#### Behaviour expectations (to be communicated with the group before leaving HSG)

- a. Follow instructions of school staff and centre staff
- b. Listen in silence
- c. Keep mobile phones and mp3 players switched off and in your bag
- d. Respect the coach, XXXXXX centre and fieldwork sites; do not drop litter, keep noise at a sensible level, be aware of other people around you, stay away from entrances and exits,
- e. Take care when walking around the XXXXXX, look out for places where you might visit or fall,
- f. Stay within the group and with your group supervisor phone XXX if you get separated on XXXXXXXXXXXXXXXXXXXX
- g. Make sure you cross roads with a member of staff, using the green cross code.
- h. Let XXXX/XXXX know before you leave at the end of the day

## TASKS

#### Before leaving school:

- a. Collect first aid kit and school mobile
- b. Collect clip boards if needed
- c. Collect free school meals from canteen
- d. Take register to reception to confirm students present
- e. On the coach:
- f. Ensure all students are wearing seat belts
- g. Ensure students abide by agreed expected standards of behaviour

#### At the centre:

- a. Ensure students are silent when listening to instructions from centre staff
- b. Accompany students to XXXXXX for briefing
- c. Directly supervise and monitor students during the visit tasks
- d. Carry out regular head counts
- e. Cross students at roads
- f. Ensure students abide by expected standards of behaviour

- g. Ensure students in your group are aware of meeting points and times
- h. Inform XXX of any issues. XXX to carry first aid kit – to be used in case of accident.

**Returning to school:**

- a. Ensure all students have collected belongings
- b. All students must inform XXX before leaving XXXXXXXX car park

**Visit Leader tasks**

**Before leaving school:**

- a. Register students
- b. Check all wearing appropriate clothing
- c. Check students are carrying medication if applicable
- d. Check students have packed lunch, water

**On the coach:**

- a. Go over behaviour expectations
- b. Allocate students to supervisor
- c. Check seat belts
- d. Head count

**At the centre:**

- a. Ensure students are silent when listening to instructions from centre staff
- b. Accompany students to classrooms for briefing
- c. Directly supervise and monitor students during the fieldwork tasks
- d. Carry out regular head counts
- e. Cross students at roads
- f. Ensure students abide by expected standards of behaviour
- g. Ensure supervisors and students are aware of meeting points and times
- h. Contact EVC/parents if student or staff member falls ill
- i. Ensure equipment is returned to the centre

**Returning to school:**

Tick off students as they are collected.

APPENDIX 14

**STANDARD OPERATING PROCEDURES FOR SCHOOL VISITS**

This is not a risk assessment. These are things you cannot predict will happen. You must follow the procedures below if they do in order that the incident is properly dealt with.

	<b>Incident</b>	<b>Action you should take</b>
1	<b>Late return from visit</b>	Call school if 8.30 - 4.30. Call SLT contact if after 4.30. Phone tree activated.
2	<b>Bus does not arrive to pick you up</b>	If school is open ask reception to call bus company. If school closed ensure you carry bus company contact number and ring yourself.
3	<b>Bus does not turn up to bring you back</b>	If school is open call school, explain problem, ask them to ring bus company and get the school to call you back. If school is closed ring bus company for information, remember to leave a contact number
4	<b>Coach Breakdown</b>	Ensure students are safe. Seek advice from bus driver as to procedures. Do not allow students to get off the bus unless instructed to do so by the driver. If the driver asks you to take students off the bus: member of staff off bus first, conduct instant risk assessment, direct students to a safe area. Groups attached to leaders. Inform the school, 8.30 - 4.30 after 4.30 SLT contact number. Prepare to activate emergency contact tree
5	<b>Coach / road accident</b>	Assess situation. Attend to any injured students as far as is possible. Keep students calm. Take advice from bus driver if possible. Ring school and communicate detail of situation. Await emergency services. On advice of school prepare to activate emergency contact tree, or school to do. Keep school contact informed of progress.
6	<b>Student falls ill on visit.</b>	Refer to emergency contact information. Student to be placed with member of staff. Apply basic first aid. Inform school, inform parents. If necessary student should return home accompanied by a member of staff. Inform school. Parents may wish to pick child up.
7	<b>Member of staff falls ill</b>	Inform school. Distribute their allocated students to another Visit Leader. Make them as comfortable as possible. Give them the option to return home if they are able to do so unaccompanied. However if this is the chosen option they would need to be fit enough to travel unaccompanied as there may not be sufficient staff members to supervise students. If illness is severe contact emergency services, contact their next of kin, keep school informed of actions.

8	<b>Member of staff falls ill on visit and only one member of staff on visit</b>	Preparation in advance will have prepared students: <ul style="list-style-type: none"> <li>• Lead student identified.</li> <li>• Instructions to inform school contact of situation,</li> <li>• contact nearest emergency facility,</li> <li>• clarity of how to proceed on return journey home,</li> <li>• seek advice from member of staff if they are able to provide it</li> </ul>
9	<b>Student has accident on visit</b>	Assess severity of injury. Apply emergency first aid. Call emergency services if necessary. Inform the school; seek advice on informing parents if injury is severe.
10	<b>Member of staff has accident on visit</b>	Assess severity of injury. Apply emergency first aid. Call emergency services if necessary. Inform the school; seek advice on informing next of kin if injury is severe.
11	<b>Terrorist attack in venue</b>	Follow instructions of centre staff. Keep students calm, instruct students not to use mobile phones. Ring the school, prepare to communicate situation, seek advice. Lines may not operate, keep trying. Prepare for school to activate emergency tree.
12	<b>Terrorist attack en route - out of doors</b>	If outdoors lead students to the nearest indoor space - a building. Keep students calm, instruct students not to use mobile phones. Ring the school, prepare to communicate situation, seek advice. Lines may not operate, keep trying. Prepare for school to activate emergency tree.
13	<b>Terrorist attack when you are on the bus on your way to the venue</b>	The bus driver / train operator will probably be informed by the bus company. Keep students calm, instruct students not to use mobile phones. Ring the school, prepare to communicate situation, seek advice. Lines may not operate, keep trying. Prepare for school to activate emergency tree.
The SoP should be uploaded to Evolve		

**VISIT PREPARATION**

**EDUCATIONAL VISITS: RISK ASSESSMENT FORM: Preventing and dealing with accidents and other hazards.**

**Ready prepared drafts available in staff public**

You must make the content specific to your visit. Start by imagining the visits step-by-step, what students will be doing and what would potentially be a hazard. See example given. The point is to reduce the risk from high to low by the actions you put in place to prevent an accident happening.

**There should be a risk assessment section for each stage of the visit eg: transport (coach, bus, walking), activities, movement between places, return transport.**

VISIT TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
MEMBER OF STAFF I/C

Num ber	Hazard	Level of risk	Preventative measures and action to be taken	Level of risk
1	<i>Example: Walk alongside a flowing river. Riverbank has steep sides and there is no fence. The path is narrow. The ground is limestone is in wet weather will be slippery. Hazard is: <b>students falling in river</b></i>	H	<i>Example: 1. ASSESS weather conditions and state of ground – if slippery consider action to cancel walk. 2. ASSESS weather conditions, if ok: 3. Warn students to take care, walk in single file 4. position teachers evenly along row of students-monitor behaviour continuously</i>	L

**FIRST AID ARRANGEMENTS - Minimum requirements**

- A suitably stocked First Aid Kit
- A person appointed to be in charge of first aid arrangements: \_\_\_\_\_

**On-going risk assessment.** Record any additional assessments and control measures here

**This should be uploaded to Evolve**

## APPENDIX 16

### PLEASE ENSURE THAT THE VARIABLE DETAILS IN ITALICS ARE ALTERED TO SUIT THE NATURE OF THE VISIT

**All letters must be processed through the school office**

#### LETTER FOR AN EDUCATIONAL VISIT

Dear Parents

I am arranging an educational visit to (*location details*) on (*date*) leaving school at (*time*) and returning (*give time and location of return.*) *Detail travel arrangements. Give details of any special requirements eg packed lunch, special clothing or equipment needed.*

The purpose of the visit is to (*give reasons eg: revision course or research related to coursework, PLTS etc*) and these are the following activities: **XXXXXXXXXX**

If you give your permission for your son/daughter to attend, please would you kindly give your permission on the online consent that will shortly be emailed to you.

To cover the cost of the visit, a voluntary contribution of £**XXXXXX** is requested. However, if insufficient contributions are received, the school reserves the right to cancel the visit. The method of payment for all school visits is on-line via Parentpay; your daughter will have already been issued with log-in details. However, if you need a reminder of your log in or have any questions regarding payment, please e-mail [knowlesj@hillview.kent.sch.uk](mailto:knowlesj@hillview.kent.sch.uk). Please note that initial deposits are non-refundable if your child does not attend for any reason.

If payment has not been received by this date, then your daughter / son may not be able to attend this visit.

If you allow your daughter/son to participate in this organised visit and agree to her/him taking part in any or all of the activities described, you should ensure that she/he understands that it is important for her/his safety and for the safety of the group that any rules and any instructions given by the staff in charge are followed.

Should the visit have to be cancelled due to circumstances beyond our control no refund can be given.

Yours sincerely

**Curriculum Leader**

(Copy of support for visits policy to be printed on the reverse side of each letter WHERE APPROPRIATE! If whole class = voluntary contribution, if selection of students please do not attach this statement.)

FINANCIAL SUPPORT - DELETE IF VISIT IS OPTIONAL ie not all students are required to take part.

It is the policy of the Governors to encourage and wherever possible, to enable all students to participate in the full range of school activities. Under the Education Reform Act 1988, no charges may be levied for activities taking place in School time that are required as part of a public examination syllabus.

Contributions are invited from parents towards the cost of other activities, which, in aggregate, will compensate the school for all actual costs incurred in providing the activity. Students from backgrounds with financial difficulties may apply to be supported from the School's Hardship Fund. Approval for support from the fund will be at the discretion of the head teacher.

An educational visit or journey will normally take place only if sufficient contributions have been received from parents and other sources to cover all costs.

## PLEASE USE FOLLOWING WORDING FOR COMPULSORY SIXTH FORM VISITS

Copy of support for visits policy to be printed on the reverse side of each letter WHERE APPROPRIATE! If whole class = voluntary contribution, if selection of students please do not attach this statement.)

FINANCIAL SUPPORT - DELETE IF VISIT IS OPTIONAL ie not all students are required to take part.

It is the policy of the Governors to encourage and wherever possible, to enable all students to participate in the full range of school activities.

Contributions are invited from parents towards the cost of activities, which, in aggregate, will compensate the school for all actual costs incurred in providing the activity. Students from backgrounds with financial difficulties may apply to be supported from the School's Hardship Fund. Approval for support from the fund will be at the discretion of the head teacher.

An educational visit or journey will normally take place only if sufficient contributions have been received from parents and other sources to cover all costs.

## APPENDIX 17

### CHARGING FOR SCHOOL ACTIVITIES

#### Financial Assistance

1. Financial assistance may be available to assist students participating in educational visits as follows:-

a. If the educational visit is designed to include all members of a class and the visit takes place during school hours, then financial assistance may be available to students who are in receipt of Free School Meals. In other exceptional circumstances, consideration for assistance will be at the discretion of the school.

b. However, if the educational visit is optional or has restricted places then financial assistance will not be available.

2. The aim of the financial assistance scheme is to place all students in a cohort on an equitable footing.

3. There is no financial assistance available for the purchase of items made at school or for breakages

#### Residential Activities

Special rules apply for residential activities. The school may charge for the cost of the board and lodging irrespective of whether the visit is held within the school year or during a holiday period.

#### Musical Tuition

The school may charge for musical tuition if the teaching is not an essential part of either the national curriculum or a public examination syllabus being following by the student.

#### Public Examination

No charge is made for entering students into public examinations except if:

- a. The examination is on the set list, but the student was not prepared for it at the school.
- b. The examination is not on the set list, but the school arranges for the student to take it.
- c. A student fails without good reason to complete the requirements of any public examination.
- d. A student requests to re-sit an examination.

### **Charges for items made at school and brought home**

The school may charge for an item made at school if parents have indicated in advance a wish to own the finished product.

### **Optional extras (activities outside the normal school day)**

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement of parents is therefore a necessary pre-requisite for the provision of an optional extra for which charges are to be made. Parents will be notified of any activity which will require their consent and for which a charge might be made.

### **Breakages**

The school may ask parents to pay the cost of, for example, replacing a broken window or a damaged or lost text book, where this is the result of a student's inappropriate behaviour.

### **Fines and Deposits**

Charges may be made for fines on overdue library books and deposits for lockers, ID cards, keys or library cards.

### **Sixth Form Students**

1. Charging may be made for the provision of special clothing or materials for vocational subjects except where it is required to meet Health and Safety regulations.
2. Charging may also be made for the sale of books, stationery or similar materials.

### **School Fund**

The school has a separate school fund which provides additional facilities and equipment for students over and above the public funds delegated to the school. The school may ask parents for a voluntary contribution to the fund on an annual basis.

**Hillview Governors' Policy on Educational Visits,  
Including Charging for School Activities**

Main compiler: Deborah Ellis – Senior Assistant Headteacher / DSL / EVC  
Bryan Key – Director of Finance & Administration

Date of original approval by governors:

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Education Act 1996

Health & Safety at Work Act 1974, Regulations 1992

Governors' Curriculum Sub-committee

KCC – Outdoor Handbook

Evolve Handbook

SLT

Katrina Gadsby – Duke of Edinburgh

Anticipated review date: June 2019

DDA Quality Check