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# Enfield County School

## School Visits Policy

January 2018

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### Policy Statement

We believe that our school activities are an important part of every student's school experience. Students' academic and social development benefits greatly from school visits and the school has always endeavoured to offer a range of exciting and enjoyable activities designed to enhance the students' academic studies, as well as their social and organisational skills. Visits are organised and accessible to every year group in the school. Some activities may take place during or after school, others may be residential visits during school time or during the school holidays.

Staff who organise and participate in school visits do so because they are fully committed to the educational aims and SMSC value to the students involved. The organisation and administration undertaken in these activities is considerable and many of the visits take place in teachers' own time. Their contribution is acknowledged and appreciated by the school.

On residential visits the ratio of staff to students should take into consideration the Health and Safety regulations regarding "down time" for accompanying staff.

The health and safety of the students while participating on a school visit is paramount and the procedures in place ensure that students will be safe and well looked after. The school has rigorous procedures, which includes a checklist of organisational action drawn from DfE and Borough guidelines and recommendations (see Appendix A). Staff who lead visits will have considerable experience and will have shadowed a more experienced colleague before becoming a party leader.

The school uses only the coaches recommended by the Borough and that meet LA standards. Mini buses are driven by staff that have achieved the required Borough standard and have passed the Borough test.

While away on a visit, staff are fully prepared to take responsibility for the students' welfare and behaviour. Students will have been informed of the high expectations of behaviour and will be aware that, for their own health and that of other students, they are expected to fully comply with staff instructions. Failure to do so may result in a student being excluded from visits in the future.

As part of the schools' high regard for safety, it is policy that any student who has shown evidence of inappropriate behaviour in school may be refused a place on a visit which takes place out of school hours. Staff are not expected to take students away who they believe will compromise the safety of themselves or others.

The school's policy of inclusion means that all students, regardless of disability or medical condition, are entitled to participate in school visits. However, for some students whose medical condition or need requires complex medication or support, parents may be asked to accompany their daughters in order to enable them to participate in the visit or activity. Enfield County School is fully inclusive and we strive to ensure that all students have access to school visits and activities. In some circumstances an individual Risk Assessment may be carried out in order to meet the needs of the individual and possible impact on staff / student ratio.



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Please note that at Key Stage 4 residential visits are designed to enhance the students' learning. They are not a compulsory part of the GCSE syllabus. It is school policy that at Key Stage 4 students should participate in no more than one residential visit at this important stage of their education.

In all cases parents will be informed of the visit and the organisational details by letter to which they will be expected to provide their permission in writing. For residential visits parents may be invited to a meeting where they can meet the staff involved and ask questions regarding the organisation of the visit.

School visits almost always involve payment. The school appreciates prompt payment of the cost. In cases of residential visits, the school may make arrangements for the cost to be paid in instalments. However, as part of its policy of inclusion the school believes that no student should be excluded from a visit because of lack of funds. Therefore, families who are unable to meet the cost of the visit may be able to receive assistance from school funds eg: Pupil Premium or other charitable associations with which the school has contact. DfE guidelines 'Charging for school activities October 2014'.

### Crisis Procedures

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. Emergency procedures are an essential part of planning a school visit, and an emergency action plan should be agreed before the visit.

If an accident happens, the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty and get medical help
- Inform the emergency services and everyone who needs to know of the incident.

### Who Will Take Charge in an Emergency?

- The group leader would usually take charge in an emergency unless directed by members of staff at the site or venue visited. The group leader would need to ensure that emergency procedures are in place and that back up cover is arranged.
- The member of staff responsible needs to contact the Home-School Contact.

**In light of recent events, we would like to reassure parents that we are continuing to carefully risk assess all our forthcoming visits, and are grateful to our staff and parents for their continuing support of our enriching extra-curricular visits programme.**



### What to do in a Crisis:

#### On The Visit

- Ensure all group members are safe, supervised and following emergency procedures
- Get immediate medical support for casualties with a teacher accompanying them
- Notify Police if necessary
- Notify British Embassy when abroad
- Inform the Home-School contact who will notify the Local Authority giving careful details of the incident using the number on the LA incident / accident card
- Notify insurers
- Notify tour operator
- Keep a written note of vital information about the incident
- As soon as possible, on return, complete the Local Authority Accident Report Form
- No one in the group should talk to the media. This is the responsibility of the LA
- No one should discuss legal liability with other parties

#### At School Base

The named school contact will have been identified prior to visit. They should assist the group leader as needed including;

- At all times holding a list of contact names, addresses and phone numbers
- Acting as a link with parents
- Acting as a link with school
- Acting as a link with the LA

#### After the Incident

Local community support services may be needed where members of the group have been traumatised or seriously affected by the incident.

#### Procedures and Guidelines for School Visits and Visits

- Agree in principle with the Headteacher. Any extra curricular activity is greatly appreciated and it is acknowledged that organising a school visit requires a lot of effort and commitment. Also that staff give freely of their time. If any aspect of planning the school visit is unclear always refer to the Educational Visits Co-ordinator for guidance and support.
- The member of staff leading the visit should ensure all accompanying staff and additional adults are familiar with the School policy regarding visits. Also the Crisis Policy.
- Party leaders must have previous school visits experience. For residential and foreign visits, the party leader must have accompanied previous visits. Staff without experience may well want to



organise a visit and ask a qualified colleague to act as party leader and they act as deputy. A list of proposed accompanying staff must be submitted to the Educational Visits Co-ordinator for clearance. For new visits either overseas or with a new provider or to a new venue then it is good practice for a risk assessment visit or inspection visit to take place.

- Collect relevant forms and documents from Holly Walk office
  - 1) Request for L.B. Enfield insurance, where not supplied by company provider
  - 2) Complete risk assessment
  - 3) Letters to parents should be shown to HT before issuing, and should be sent out in good time for payments to be made and permission slips completed
  - 4) Give list of students participating to Year Co-ordinators for clearance
  - 5) Read and keep at hand the document "School Visits – Crisis Procedures" and complete appropriate school and LA documents
  - 6) Establish a school-home contact link for communication to school and parents whilst away. Leave a list of all names, addresses and telephone numbers in school. Also completed documentation
  - 7) Ensure activity visits and residential courses follow Borough Guidelines, including the completion of the EV2, EV4 online, as appropriate
  - 8) There must always be a parents' meeting before a visit outside the UK, and recommended for UK residential visits
  - 9) Ensure medical forms are completed for all students for residential visits
  - 10) Inform the School kitchen, number of dinners may need cancelling
  - 11) Ensure adequate insurance is provided
  
- When hiring coaches ensure that the borough approves the coach company. Most large local companies are, and the school regularly uses several of these. All reputable providers use approved companies
  
- Finance – see Finance Officer/Administration Officer to set up account for school visits. Ensure the cost of the visit builds in a contingency. If the visit is not fully inclusive any extras must be listed. Amounts left over should be refunded to the students. The school operates a cashless system with all payments for visits made through ParentPay [www.parentpay.com](http://www.parentpay.com) Health and Safety regulations require there must always be adequate staffing to ensure accompanying staff are not on continuous duty without a break
  
- All KS3, KS4 and Post 16 educational visits will need to have written permission from parents.
  
- It is not advisable to take responsibility for students' money or valuables, always recommend that students do not bring expensive equipment with them



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- Important: Please ensure that you do not use your personal camera for taking photos during lessons or while on school journeys. The school has designated cameras to use for this purpose, which you can obtain from the school office. If you have any concerns or questions in relation to use of cameras for school activities please speak to Ms Costa, Educational Visits Co-ordinator or Mrs Sharp, School Business Manager.
- All letters concerning the visits must be shown to Ms Costa and Headteacher.
- Further literature / booklets produced by the London Borough of Enfield are displayed on the school visits board at Holly Walk.

### School Visits Inclusion Guidelines

- Our policy of inclusion and new legislation requires us to accommodate all students – regardless of disability where access to the curriculum is concerned
- Letters to parents should always indicate the school's ethos of inclusion. Occasionally it may be necessary to ask a parent to accompany their daughter on a visit where appropriate. Letters must always include the phrase "The school retains the right to withdraw the place of a student whose behaviour is deemed to be unacceptable." When visits return after the end of the school day it is necessary to make sure that the parent / carer agrees to collect the student or gives permission for the student to make her own way home. Students must remain in the care of the party leader until their parents arrive
- Show the list of students who wish to participate to the Year Co-ordinators and get clearance for each student, there may well be relevant or confidential information staff need to know. For the safety of the other members of the party the leader must show that as far as is reasonably possible s/he is confident that each student poses no risk in terms of a record of past poor behaviour
- When possible, include a First Aider, there are first aid kits available for school visits. Staff should not take responsibility for keeping or administering medicines. Make it clear to parents and students that it is the students' responsibility to remember their inhalers or Epipens. Staff have had whole school training by the School Nurse Service. Epipen use is seen as a part of the students' daily life, as are asthma inhalers. It is the responsibility of the party leader to ascertain the likelihood of their use. In cases where staff are concerned about a student with a particular special need parents may be asked to accompany their daughter to provide support with her condition
- It should be remembered that the party leader takes ultimate responsibility. It is important to remember that we act in loco parentis. If there is any doubt staff are advised to seek the advice of their unions before undertaking a school visit



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- Risk Assessments need not be individualised for day visits. A generic risk assessment outlining a series of risks and stating that the school's Educational Visits Policy has been adhered to is sufficient as long as all staff have read the policy and are aware of the health and safety regulations concerning school visits

### Appendix A

The requirements for staff to organise, lead and accompany educational visits are in line with London Borough of Enfield recommendations, which meet DfE Health and Safety requirements i.e. Approval, Educational Aims of Visit and Disability Discrimination Act, Responsibilities, Competence to Lead, Risk Assessment (see Appendix B), Staffing, Ratios and Supervision, Communication with Parents, Insurance and Transport, Residential Visits, Visits Abroad, Overseas Expedition, Water Based Activities, Swimming, Open Country Activities, Snow Sports, First Aid and Emergency Procedures.

### Appendix B

A generic Risk Assessment is permissible for routine activities where guidance remains constant. This may be drawn up by schools when using particular venues regularly or for transport. Relevant aspects of any generic risk assessment must be shared with those involved in a visit, i.e. day / evening visits, museums, theatres, workshops, conferences, other places of interest (except those which involve adventurous or hazardous activities, residential or overseas).

### Roles and Responsibilities

DfE and LA guidelines are strictly adhered to for the health and safety of all participating in school visits. These guidelines lay out in detail legal responsibilities as well as giving recommendations regarding the training and competency of those involved. Copies of the DfE and LA guidelines are available from the school office.

The following is an overview of the roles and responsibilities undertaken on school visits.

#### Governing Body:

- Ensures guidelines and training are available to all staff. Consults with Headteacher regarding such matters as the educational value of the visit and the school's inclusion and educational visits policies



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### **Headteacher:**

- Gives permission for visit (in principle)
- Ensures DfE and LA guidelines are met
- Delegates oversight of visits to EVC
- The Headteacher must agree all visits. However, there are several factors which must be considered before the visit can proceed

### **Deputy Head:**

- Verifies the educational / pastoral value of the visit
- Advises on funding matters
- Can be one of the emergency contact numbers

### **Educational Visits Co-ordinator:**

- Ensures competency of party leader and provides necessary Inset for accompanying staff
- Updates Educational Visits policy
- Advises on staff / student ratio and experience of staff
- Checks all documentation including risk assessment, activity providers, coach companies, insurance cover, travel arrangements, letters home and parental permission
- Liaises with Year Co-ordinator regarding the needs of individual students
- Liaises with School Co-ordinator regarding the cover
- Oversees planning of Educational Visits across the year
- Supports Party Leaders on all aspects of the visit
- Attends Parents Information Evenings for residential and overseas visits
- Can be one of the emergency contact numbers
- Liaises with administration staff regarding recording visits and insurance cover

### **Party Leader: Must be deemed to be competent by EVC**

- Seeks permission of Headteacher
- Takes legal responsibility for the Health and Safety of all students on the visit
- Discusses nature of visit within department (or with EVC for visits other than subject specific)
- Approaches Deputy Head for confirmation of educational value
- Consults with EVC regarding numbers of students and staff – discusses with EVC the suitability and experience of accompanying staff before approaching them. Appoints a Deputy Party Leader



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- Gives the register of proposed students to Year Co-ordinator. There may be information or circumstances of which Party Leader may not be aware
- Collects a visits pack from the office and ensures all documents are completed including risk assessment and LA forms
- Is thoroughly conversant with the School Educational Visits Policy

### **Accompanying Staff:**

- Agree to take responsibility for a number of students
- Act in a supervisory capacity during travel and at the venue
- Assist the Party Leader as necessary