



EDUCATIONAL VISITS (EYFS): POLICY GUIDANCE	
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Policy Owner	Pete Burrell
Governor	Mr Mike Piercy
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Publication	Website

1 SCOPE

This guidance is applicable to all those involved with educational visits for pupils in the EYFS.

2 OBJECTIVES

- 2.1 To ensure that visits are well planned and significant risks are identified and managed.
- 2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- 2.3 That those in charge of visits have the necessary competence to manage situations appropriately.

3 GUIDANCE

- 3.1 An Educational Visits Co-ordinator (EVC) has been appointed in both senior and prep schools, as follows:

The Prep School Senior Deputy Headteacher is responsible at the Prep school.

- 3.2 Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips to historic sites, museums, galleries, natural features, farms, drama productions

- 3.3 The School calendar will list, where possible, the trips and visits that are due to take place over the coming academic year.
- 3.4 Parents will be notified in advance of:
- All trips off the school grounds
- 3.5 Individual written consent (see Appendix 2) will be obtained where pupils are taken on a trip or visit.
- 3.6 The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the School at least three days before the start of a trip.

If consent is refused by one or both parents, the pupil shall not take part in the educational visit.

- 3.7 Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the trip. The Group Leader in charge of the trip has the full authority of the Headmaster and the right to send home early any pupil who declines to follow reasonable instructions. Extra costs arising out of any such event will be payable by the parent.

The Senior Deputy Headteacher will:

- approve visits
 - direct the Group Leader organising the trip or tour to the appropriate person for assistance
 - direct the Group Leader to the detailed Guidance Notes at Appendix 1 and seek evidence that all procedures have been completed
 - keep records of visits, including details of accidents and incidents
- 3.9 All new staff will receive training on planning School visits as part of their induction.
- 3.10 Every planned trip or tour will have a nominated Group Leader who is responsible for organising and running. A deputy Group Leader may also be nominated.
- 3.11 The School's Safeguarding Policy and procedures, including any procedures for vetting, DBS checking and assessing the suitability of staff and volunteers will apply at all times during trips, tours or visits.

The Group Leader will carry out the duties of the Designated Safeguarding Lead, or will name an appropriate adult member of the group to do so.

- 3.12 The Group Leader will hold a valid paediatric first aid certificate or ensure that one of the accompanying teachers does.
- 3.13 Where a School minibus is used, the driver must have the appropriate qualifications to drive such a vehicle.
- 3.14 Personal Liability
- The Group Leader acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
 - The School as employer of the Group Leader will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed School guidelines.

3.15 Insurance

- The School has Employers' Liability Insurance of £20m and Public Liability Insurance of £20m.
- It also has a group travel policy that covers most visits in the UK and overseas, including adventurous/hazardous activities.
- The Group Leader should ensure that they have a copy of the School travel insurance with them on the trip
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the School's "occasional business use" motor policy

3.17 Staff pupil ratios recommend by the DfE for off- site-activities are:

- 1:5 for Reception (higher ratio of 1:3 when water is involved)
- 1:6 for Years 1-3 inclusive

(If trips with other age children in the prep school, the ratio for Reception children is always at least 1:5).

3.18 Risk Assessment

- Group Leaders are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The Group Leader should contact the Prep School Senior Deputy Head for advice on completing risk assessments. Risk assessments should cover:
 - identifying potential hazards of the location being visited
 - listing the groups of people that are at risk from significant hazards
 - listing control measures that are in place
 - allowance for hazards which may not yet be fully understood due to lack of information
 - monitoring hazards during the visit
 - identifying alternative activities should the risks of the initially planned activity become too great, and risk assess the alternative
- The Group Leader should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators, where appropriate. These will form part of the overall School risk assessment.
- Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- The school uses the online Evolve platform for developing risk assessments, this should be used by anyone planning an educational visit.

3.19 After permission for the trip has been granted –

- Write a preliminary letter to send to parents and guardians of the target age group, outlining:
 - purpose of the trip
 - Programme including timescale
 - expected maximum cost
 - Clothing required
 - Any other personal equipment necessary
- Send all parents a copy of the consent form(example appendix 1) and the return date
- Arrange for any catering requirements with the catering department
- Brief pupils on expected standards of behaviour, appropriate dress and cultural differences
- Book travelling first aid kit from medical room
- Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received three working days before departure

Prepare packs for the School Office and each member of staff containing:

- the itinerary, with all addresses of locations during the trip etc
- The Group Leader mobile number
- mobile numbers of participating staff
- a list of pupils with parental contact details and medical conditions
- emergency contact numbers for the Headmaster or SLT designated member of staff on-call
- copy of travel tickets and insurance documents
- copy of the trip risk assessment
- location of nearest hospital

3.24 During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc
- Checking that all pupils wear their seat belts
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel
- Enforcing expected standards of behaviour
- Keeping an account of all expenditure
- Recording all accidents and near misses

3.25 Illness or minor accidents

If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

3.26 Emergency procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

After ensuring that the rest of the group are safe and looked after, the GL will:

- inform the Headmaster or on-call member of the SLT of what happened
- where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained
- arrange for the School's insurers to be contacted as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

Where appropriate the School Major Incident Plan will be implemented

Where possible, communication with the media should be left to the Headmaster. The GL will refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge.

3.27 Delayed return

The prep school has an app which is used to inform parents of late returns, etc.

3.28 On Return

- The parents will collect the pupils and sign out as required

APPENDIX 1 – FURTHER GUIDANCE FOR GROUP LEADERS

The Group Leader is responsible for:

- Undertaking a risk-benefit analysis in relation to a proposed trip or tour;
- making all necessary preparations and risk assessments, with a view to ensuring the safety and welfare of pupils;
- maintaining discipline and good order at all times;
- delegation to responsible adults when groups are split;
- ensuring that the good name of the School is upheld.

Group Leader's Checklist

The Group Leader must take:

- all documents covering booking and travel arrangements;
- receipts for payments;
- a credit or debit card, or means to access emergency funds;
- full insurance details and documents;
- a detailed itinerary;
- a full list of the party members;
- details of weather forecasts where appropriate;
- the consent forms, including medical consent which may need to be produced at a hospital;
- details of emergency contacts and contacts for first aid;
- an appropriate first aid kit;
- one, and preferably two, mobile telephones with charger(s).

A copy of all relevant information should be retained at the School Office.

First Aid and Skin Care

The first aid kit should include:

- antiseptic wipes;
- medical preparation for cleaning wounds;
- sterile dressing (adhesive) of various sizes;
- surgical tape;
- triangular bandage and supply of safety pins;
- plastic gloves;
- a brief guide and notes on first aid.

Care must be taken to ensure that pupils are adequately covered or take shelter in hot conditions.

Reconnoitre

Areas or activities involving significant hazard should have been reconnoitred if at all possible; alternatively reliable information should be obtained concerning the nature of any hazards and means of avoiding or minimising risk.

Briefing Other Staff

The Group Leader is responsible for ensuring that other staff, supervisors, helpers and (if applicable) host parents know the travel arrangements, the types of activity permitted, the emergency contacts, the special needs of individual pupils and the arrangements for welfare.

Appropriate Clothing and Equipment

Pupils should wear School uniform or kit unless permission has been given for other clothing.

Pupils (and parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions, and cultural situations.

Specialist equipment must be identified separately from clothing.

Medication and Pocket Money

The Group Leader must appoint one staff member to be responsible for medication. This includes the needs of pupils who self-medicate.

The Group Leader must appoint one staff member to hold and account for pocket money if he or she does not handle these matters himself.

Mobile Telephones and Pupils' Property

The Group Leader and at least one other member of staff will carry a fully charged mobile telephone at all times and will ensure that an emergency contact at the School has the relevant numbers.

Emergency Contact

The Group Leader must arrange a point of emergency contact.

The Group Leader must have the name, address, telephone and email address of "home" for each pupil both in the UK and in any other country visited and must supply details to all members of staff on the trip or tour, host parent (if applicable) and the School.

Fire Drill

The fire drill for a venue must be explained to every pupil by a designated person.

This should include escape routes, alarm points, assembly points, etc.

Ensuring Good Conduct

The Group Leader has the full authority of the Headmaster.

The Group Leader has the right to return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent(s) of the pupil(s) involved.

APPENDIX 2 – MODEL CONSENT FORM

CONSENT OF PARENT/GUARDIAN TO THE EDUCATIONAL VISIT	
To be distributed with Notes for Guidance giving full details about the visit	
This form must be returned to [NAME OF MEMBER OF STAFF] by midday on [DATE]	
Pupil's surname	Pupil's first name
Date of Birth	Age on [DATE] years months
House	Year Group
Pupil's home address	
Name of Parent/guardian	
Home telephone	Daytime telephone
Emergency contact details for the duration of the visit (if different from the above)	
Medical Conditions	
Special dietary requirements	
Parents Name	
Parent's signature	
Date	

CONSENT OF PARENT/GUARDIAN

Nothing in this form excludes the legal rights of the pupil or those with Parental responsibility in the event of negligence by the School causing personal injury or death

Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicles driven by the Group leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason or medical grounds why the pupil should not be a member of the party for this Educational Visit.

Disability and special needs

I certify that I have provided full information on any disability of special needs that might affect the pupil's ability to take part in this Educational Visit or have an effect on the safety and welfare of others in the party.

Accident/Illness

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

Breach of discipline

I understand and accept that if the Pupil is sent home early from the Educational Visit because of a breach of discipline, I will be required to meet the costs.

Indemnity

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the Educational Visit insurance including any liability incurred by the pupil (alone or with others).

Name(s) of Parent(s)/Guardian(s) _____

Signed _____

Signed _____

Relationship to pupil _____

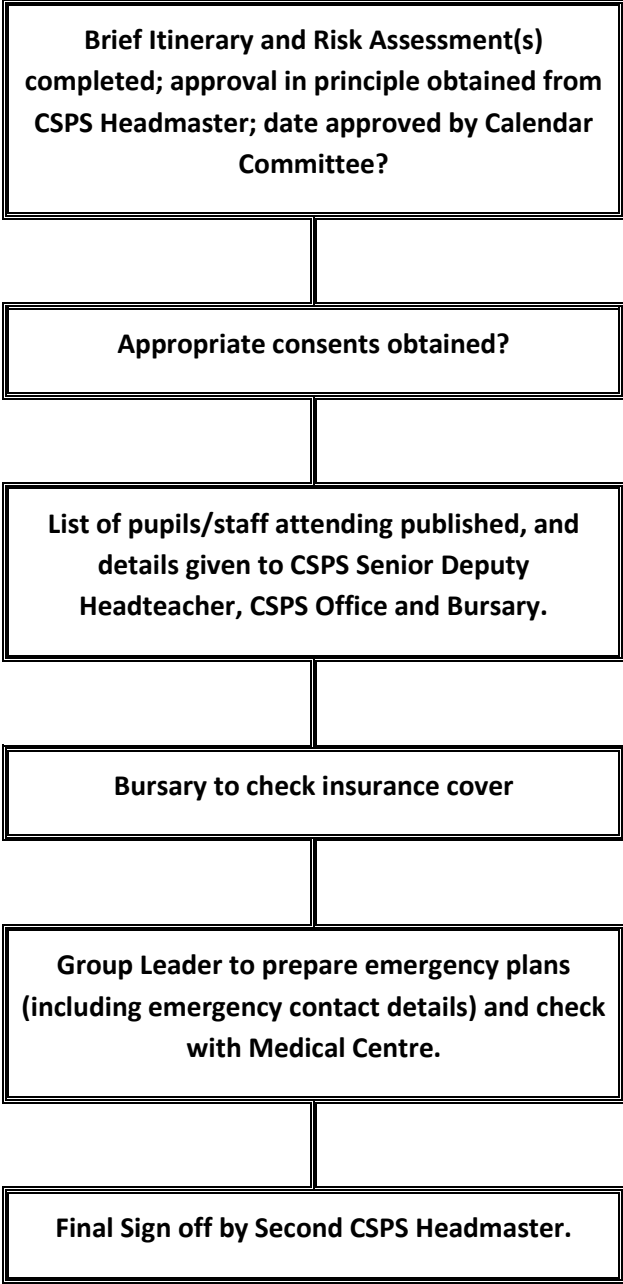
Relationship to pupil _____

Date _____

Date _____

APPENDIX 3: EDUCATIONAL VISITS FLOW CHART

PRE-TRIP ADMINISTRATION AND PLANNING



POST TRIP ADMINISTRATION

