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Educational Visits Policy

It is recognised at King's House School that pupils can derive a good deal of educational benefit from taking part in educational visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Educational visits help to develop a pupil's investigative skills and encourage greater independence

At King's House, any excursion for a whole day, or part day is known as a **School Visit**. Any excursion for longer than a whole day, on a residential basis, is known as a **Residential Trip**. The **Head** is responsible for all school excursions. It is essential to consult him/her according to the procedures that follow and adhere to the guidelines for organising or executing School Visits or Residential Trips.

The health and safety of pupils on School Visits and Residential Trips is paramount and the following complies with DCSF Guidance "Health and Safety of Pupils on Educational Visits".

Organising a School Visit or Residential Trip

If a teacher wishes to take a group of boys on a School Visit or Residential Trip, whether it is during the school day, or after school hours, the responsibility for its organisation and execution rests with him or her. He or she is deemed to be the **Visit Leader** or **Trip Leader**. It is essential, for the success of the School Visit or Residential Trip, that the Leader is fully involved in its planning, organisation and execution. The objectives of the School Visit or Residential Trip, as well as the details of transportation, staffing, activities, supervision, finance and contingency plans must be considered by the Leader, proposed to both the relevant Head of Department, the EVC (Educational Visits Co-ordinator) and the Head, and, once the School Visit or Residential Trip has been approved, clearly explained to boys, parents and accompanying staff. The School Office will be able to help with certain administration once the School Visit or Residential Trip has been approved, and will give advice based on previous practice and experience.

The Procedure for Organising a School Visit or Residential Trip

- Consider the objectives, dates and staffing of a School Visit or Residential Trip.
- Discuss informally the ideas with the Head, Deputy Head, EVC.
- Collect a "**School Visit Application Form**" (**Form EV1a**) or a "**Residential Trip Application Form**" (**Form EV1b**).
- Make enquiries about venue, availability, dates, transportation, costs.
- For a Residential Trip enquiries must also be made about accommodation arrangements including whether it is intended that boys will be billeted at times or in places where they are not under the direct control or supervision of a member of the local school.

- The Visit Leader or Trip Leader must obtain from the Package / Holiday company a written report confirming that it has itself carried out a full and comprehensive assessment of the risks of and associated with the visit or trip and has ensured that all necessary and appropriate safety measures are in place.
 - In particular, enquiries should be made about any activities or excursions which it is planned to offer as part of the trip including whether responsibility for organising, risk assessing and providing such activities or excursions is the responsibility of the Package Holiday company, whether the Package / Holiday company is acting as the agent for a local provider or whether the activities or excursions will be the sole responsibility and liability of the local provider.
 - It may be sensible to obtain a written report from the Package / Holiday company dealing with these issues which can be shown to and considered by the Head in deciding whether to give preliminary approval for the trip.
 - The school's insurers should also be informed about the proposed trip and any information requested by them must be provided including, if requested, any written report by the Package / Holiday company in relation to the visit or trip and/or the activities or excursions which it is planned to offer as part of the trip.
 - Fill in the application form, as fully as possible.
 - -the school office or the EVC can advise where necessary.
 - -the Bursar will help with the financial details if required.
 - Present the application form to the EVC, who will clear the application with the Head and the Bursar.
 - -attach any relevant details to the form. Details of staff going should be agreed at this point.
 - Once approved by the Head, the application form will be given by him/her to the School Office, to be checked finally, and then forwarded by the EVC to the Bursar's Office.
 - -N.B. the Bursar will not action any School Visit or Residential Trip unless it has been approved and the application form signed by the Head.
- Once preliminary approval is given by the Head and the Bursar, detailed planning arrangements can be made. A date for an exploratory visit can be arranged if necessary.
 - For a Residential Trip (abroad) **passport, visa and European Health Card** arrangements must be finalised well in advance of the departure date. Photocopies of passports should be taken for emergency use.
 - For a School Visit or Residential Trip (UK or Abroad) any health/welfare arrangements must be organised and noted.
 - Any letters and information notes sent to parents about a School Visit or Residential Trip must be approved by the Head, and a copy given to the EVC.
 - A Consent Form (**EV4**) must be obtained before a pupil can take part in the School Visit or Residential Trip. At the beginning of the academic year, parents fill in a Consent Form (**EV4**) which covers the majority of School Visits throughout the year.
 - The Visit Leader or Trip Leader must undertake an original, written Risk Assessment (**Form EV5**) before the School Visit or Residential Trip can go ahead. Sample Risk Assessments, as well as Guidance for Risk Assessment, can be found in the "Educational Visits" folder in the 'Central Resource Library'.
 - Before booking an educational visit the Visit Leader or Trip Leader should obtain a written or documentary assurance that providers such as tour

operators have themselves assessed the risks and have appropriate safety measures in place.

- If any details change before the School Visit or Residential Trip, the Head and the EVC must be informed.
- For Residential Trips prepare an **Information Booklet for Parents** and an **Information Pack for Staff**.
 - -see the EVC for details of what these must include and for examples from previous Residential Trips.
- The Visit Leader or Trip Leader should clearly define each accompanying adult's role and ensure that all relevant tasks are assigned.
- Closer to the date of a Residential Trip, a meeting will be necessary to inform parents and/or boys about the final arrangements.
 - -all accompanying staff will need to attend.
 - -the Information Booklet for Parents will be distributed.
- A copy of final information for a Residential Trip, including the **Information Booklet for Parents**, an **Information Pack for Staff** and contact details must be handed in to the Head, the EVC, the School Office, and the Bursar's Office prior to the Residential Trip.
- The Head or the Bursar are the official school contacts for every Residential Trip.

Considering Staffing when Organising School Visits or Residential Trips

- It is important to have a high enough ratio of adult supervisors to pupils for any School Visit or Residential Trip. Factors to be taken into consideration include: age and ability of group, nature of activities and experience of adults in off-site supervision. Decisions must be made taking these factors into consideration as part of the Risk Assessment (**Form EV5**). A general guide for School Visits is:
 - 1 adult for every 10-15 pupils in Years 4 to 6
 - 1 adult for every 15-20 pupils in Years 7 and 8A general guide for Residential Trips (both UK and abroad) is:
 - 1 adult for every 10 pupils (all year groups)
- The adults should be teachers / gaps or parents
 - On Residential Trips one must be First Aid trained.
 - In unusual circumstances, an adult not employed by the school may accompany the Residential Trip **at the discretion** of the Head.
 - Accompanying adults who are not teachers will be given clear guidance about their supervisory roles.
 - There should be sufficient adults to cope with an unforeseen situation or emergency.
 - Teachers and other staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

N.B. Accompanying adults will be King's House teachers, their wives/husbands, other approved adults, or parents. On a Residential Trip they will be obliged to sign a form detailing their obligations, **King's House Trip - Accompanying Adult - Non-Staff**. They will also be subject to the usual police/social services checks (CRB Check).

Preparing for the Departure of a School Visit or Residential Trip

- On a Residential Trip issue parents with clothing list and details of pocket money. Suggest a maximum amount for pocket money and appoint a teacher to act as banker.
- On a Residential Trip get parents to sign parental Consent Form (**EV4**) on which full medical details, contact addresses and telephone numbers must be entered. You will need written authority and indemnity from one who has parental rights. The pupils' standard medical cards are in the School Office.
- On a Residential Trip (abroad) make sure all children have the necessary inoculations required for entry into certain countries.
- Make sure you have a suitable First Aid kit and appoint an adult First Aid Officer. This person must be First Aid trained. First Aid kits can be obtained from the school office.
- On a Residential Trip (abroad) make sure all the children carry an identity card in the relevant foreign language for use if they get lost.
- Make sure you have the address and phone number of the venue, as well as a contact name.
- Make departure and arrival times clear to parents.
- Arrange packed lunches where necessary.
- Identify any personal, social or behavioural problems of any in the party. Consult the Form Tutor and the Senior Master for advice.
- The Trip Leader must be familiar with the Clarioncall system for advising parents of a delayed return or an unforeseen circumstance.
- On a Residential Trip ensure that full details of pupils' dietary/medical requirements (**Form EV3**) are sent to the Package / Holiday company responsible for organising the places of accommodation for the pupils well in advance.

Guidelines for the Execution of a School Visit or Residential Trip

- Be well prepared the day before departure and have all documentation ready.
- All adults, especially the Trip Leader, must arrive early for departure, ready to organise and supervise the boys.
- A school mobile phone must be carried by the Visit Leader or Trip Leader on every School Visit or Residential Trip.
 - -these must be booked well in advance with the Bursar's Office and should be returned after use.
- If travelling by coach or aeroplane, an even spread of adults should be made through the vehicle/s or aircraft.
 - -boys must not occupy the front seats of a coach.
 - -all boys must wear seatbelts fastened.
- If travelling by Minibus, all seatbelts must be fastened.
 - -**where possible** there should be one adult other than the driver in the Minibus.
- If walking, boys must be in pairs, with an adult at the front and the end of the line, and if possible, further adults spread evenly along the line.
- If travelling by train, boys should be grouped as closely together as possible, seated, and an even spread of adults must be made through the carriage/s.

- If travelling by London Underground, boys must be grouped as closely together as possible, preferably seated, and if not, standing where they can hold on.
- At the beginning and end of a journey, numbers must be counted.
 - -it is good practice to count numbers as often as possible.
 - -numbers must be counted each time boys get on and off transport of any kind.
- In public places, boys must be supervised at all times.
 - -adults must make sure that appropriate behaviour occurs.
 - -extra, careful supervision is necessary on Residential Trips abroad, in airports and train stations.
 - -it may be appropriate for boys to be free, in a confined space, but regular supervisory checks (at least every two hours) must be made.
- Boys must only eat, drink and purchase items at an appropriate time, given permission by the Visit Leader or Trip Leader.
- On the return journey, the School Office must be informed of the estimated time of arrival at school.
- Adults must **not** consume **alcohol** on a School Visit .
- Adults must **not** consume **alcohol** if in charge of a vehicle on a School Visit or a Residential Trip.
- On a Residential Trip, **alcohol may be consumed at appropriate times**, but there must always be at least **one adult abstaining**.
 - **-At no time, in the employ of King’s House School, is an adult to be drunk.**
- On a Residential Trip, all staff must know how to contact the emergency services and, in the event of the need to hospitalise someone, the Trip Leader must
 - -advise the Package/Holiday Company.
 - -advise the Insurance Company via the “Medical Hotline”.
 - -advise the school, via the Head, Deputy Head, the EVC or the School Office.
 - -produce a report for the Bursar.
 - -complete any Insurance Claim Form for reimbursement of Medical Expenses incurred during the Trip, and keep a copy for the Bursar.
- On a Residential Trip, rules must be set and adhered to.
 - -bed times must be appropriate and consistent.
 - -dining rules must be appropriate.
- On a Residential Trip, regular supervision and inspection of rooms must be done.
- On a Residential Trip, adults must remind boys of necessary hygiene.

On return from the School Visit or Residential Trip, any accidents or near-misses need reporting (copy of proforma in Staff Handbook) an evaluation (**Form EV6**) should be completed and given to the EVC no later than 14 days after return.

All EV Forms and sample Risk Assessments can be downloaded from the “Educational Visits” folder in the ‘Central Resource Library’. The EVC also keeps a copy of the schedule for School Visits and Residential Trips