



## **The Froebelian School** **Educational Visits and Activities Policy**

This policy gives an indication of the principles and practice that inform the planning and preparation of Educational Visits. If further guidance or clarification is required this may be obtained from the Educational Visits Co-ordinator (EVC, Joanna Miller) or the Headteacher.

This policy is based upon guidance issued by:

- [DfE guidance 'Health and Safety: Advice for Schools' Nov 2018](#)
- DfE guidance 'Health and Safety: Responsibilities and Duties for Schools.' Nov 2018  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- [DfE guidance 'Health and Safety on Educational Visits' Nov 2018](#)

**It is the responsibility of the appointed Trip Leader of a visit to ensure that the visit is planned with regard to 'best practice' and follows both The Froebelian School Guidelines and has regard to the guidance listed above.**

This policy should be read with reference to the following Froebelian School policies:

- Health & Safety Policy
- Critical Incidents Policy
- First Aid Policy

### **1 Introduction**

We strive to offer pupils a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences that lie ahead. We seek to ensure that a broad, balanced and challenging curriculum is delivered to all pupils. All children are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for pupils, we offer a range of educational visits and other activities that add to what they learn in school.

### **2 Organisation**

Within each class' programme of work, staff plan educational visits and activities that support the pupils' learning. Parents are advised about details of these visits and activities as soon as possible, and often at the beginning of each school year in our School Calendar. We plan other activities as the school year progresses, and inform parents of these in due course.

Many visits take place during the school day which are in the immediate vicinity of the school e.g. a walk to the local Post Office or Church. Visits such as these are seen as a normal part of the curriculum. Parental consent may not be sought each time, but parents will be informed.

The Headteacher must be consulted regarding any proposed trips. Staff must follow the school guidelines relating to health and safety and ensure that parents are informed about the details of the visit or activity well in advance.

### **3 Planning a Trip**

All documentation mentioned below is available on Flying within the Educational Visits folder and its sub-folders.

- (a) Consult the Educational Visits Checklist.
- (b) Complete a diary entry form and pass to SS for authorisation.
- (c) Complete a Visit Approval Sheet. This must be signed by the Finance and Operations Manager and the Head (or, in her absence the Deputy) before any booking is confirmed. Once approved, a copy should be kept by the visit leader and a copy given to the school office.
- (d) Consult the Supervision Ratio guidelines (found in Leeds City Council Policy Handbook for Educational Visits and on Evolve)
- (e) Ask all staff/adult helpers to complete a 'Staff or Helper Health Details for Trips' form.
- (f) Complete Risk Assessment Sheets for each separate activity including a transport risk assessment where necessary.
- (g) The visit should now be entered onto the Evolve notification system. All relevant information should be inputted and any associated risk assessments, itinerary, special requirements etc. can be uploaded.
- (h) Submit the visit form on Evolve to the EVC.
- (i) After checking all information, the EVC will forward the visit form and information to the Headteacher who will authorise the visit or return the form with a question or concern.

Note: All educational visits must have been approved by the Finance and Operations Manager, EVC and the Head (or, in the absence of either but not both, the Deputy). *No trip/visit is permitted unless proper authorisation has been obtained.*

### **4 Booking a Trip**

Bookings for visits and trips are made through, and often by, the School Office. With the help of the EVC and Office staff, Trip Leaders must ensure that full insurance cover is provided, appropriate risk assessments are made and that staff employed by external organisations have appropriate qualifications, DBS clearances and training. Parents acting as volunteers must have DBS clearance before being allowed on any residential visit or activity which may lead to unsupervised access to pupils. Parents acting as volunteers MUST NOT supervise a group containing their own child/ren.

### **5 The role of the Educational Visits Coordinator**

Joanna Miller is our Educational Visits Coordinator (EVC). She supports the Headteacher in the process of approving visits, ensuring that they are spread through the different age groups, and the school year as appropriate). The EVC helps staff involved with organising tours, with checking parental consent forms and ensuring the office has a central record of all previous visits (which can be borrowed/referred to). All new teaching staff have a session on planning school visits as and when they first organise a school visit. The Finance and Operations Manager keeps reports of any accidents or near misses.

### **6 The role of the Trip Leader**

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Trip Leader. At The Froebelian School we arrange for the EVC to hold a training session with all potential Trip Leaders, which covers practical guidance on conducting risk

assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or local conditions suddenly deteriorated. With the exception of the very shortest visits, such as to our local library or museum, we expect all Trip Leaders either to hold a valid First Aid certificate themselves, or ensure that one of the other teachers accompanying the visit holds one. A Deputy Trip Leader is nominated for all trips. S/he may not hold the qualifications of the Trip Leader; but is nevertheless capable of taking over that role, if necessary.

## **7 Personal liability and insurance**

The law places the Trip Leader 'in loco parentis'. The Children Act 1989 states that teachers have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. It explains that their responsibility is to 'act as any reasonable parent would do in the same circumstances.'

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that The Froebelian School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's policies and guidelines.

The Froebelian School has £25,000,000 of Employers' Liability Insurance (any one incident) and £25,000,000 of Public Liability Insurance (any one incident), as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, legal expenses, personal possessions and money. The policy covers most school visits, including skiing (not off piste); but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Finance and Operations Manager, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Trip Leader should ensure that s/he takes a copy of the school's travel insurance with them on all residential visits.

## **8 Consent**

We normally require consent if we are to take pupils on a trip or visit that:

- involves some form of transport to/from the venue
- extends beyond the normal school day
- involves an overnight stay
- requires collection from a different venue
- an overseas visit
- demands extra cost from the parent

We are unable to take pupils on trips without a completed and signed health and consent form, which includes details of where parents may be contacted in an emergency. This form will be sent home well in advance and must reach the school at least 3 working days before the start of the trip.

## **9 Charging for school activities**

Parents are advised in advance of additional charges for activities and visits. The School Office will be responsible for all accounting matters relating to trips and visits.

## **10 Curriculum links**

All educational visits and activities support and enrich the work done in school. We also arrange for specialists to visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For many of the subjects in the curriculum there are activities and visits with clear links:

- English and Drama – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to Eureka, etc.;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, special re-enactments, local museums;
- Geography – use of the locality for fieldwork, visits to reservoirs and coal mines, village trails;
- Art and Design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, inter-house competitions, extra-curricular activities (e.g. the ‘Three Peaks trip’), visits by specialist coaches;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and the local community, festivals;
- French – the annual visit to Normandy;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

We also have regular visits from our neighbourhood police officer and local fire brigade. These visits support the personal, social and health education of our children.

## **11 Residential activities**

All pupils are offered the opportunity to take part in a residential visit at some stage, usually in year group bands from Remove to Form IV. The residentials increase in challenge, duration and distance from home as the children move through the school.

The residential visits enable pupils to take part in outdoor education and adventure activities. In addition, opportunities to support the whole curriculum are explored and the experiences help to consolidate skills and relationships that compliment PSHEE.

If a parent is to be involved with a residential activity and may have unsupervised access to pupils, the parent(s) must receive full DBS clearance before joining any trip/visit.

## **12 Health and Safety**

Health and Safety is of paramount importance to us. We request that parents complete a Pupil Health Details Form at the start of the school year and inform us of any change in circumstance for every trip to ensure that we can meet all children’s health requirements whilst away from school. All staff and accompanying adults must complete a Staff/Helper Health Details Form.

Before the trip, the children will be reminded of the school’s clear expectations for behaviour. We expect parents to support the school in ensuring that their son or daughter follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment safely. We reserve the right to send any pupil home early at their parents’ expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the expectations set out in the school’s behaviour policy.

### 13 Staff transporting children in cars

The risk assessment, '*Transporting Children in a Private Vehicle on a Short Journey*' includes guidelines and procedures when staff are transporting children in their own cars. All children must sit in the back of the car and wear an 'In Case of Emergency' lanyard on any car journey. The child/adult completes the necessary details e.g. pupil's name, D.O.B., medical details etc. and the staff member will wear their school lanyard. The staff member must also upload a Voluntary Vehicle Form to Evolve which contains information including valid motor vehicle insurance and seat belts. Staff members follow an agreed route to their destination unless diverted. Children cannot be dropped off at different locations other than school and the named destination on the Evolve entry. There should be a minimum of two children in the car at all times.

### 13 Risk Assessment

All Trip Leaders at The Froebelian School are responsible for conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. Risk assessments should be conducted thoroughly and with particular regard to:

- Identifying the potential hazards of the place being visited;
- Listing the groups of people that are especially at risk from the significant hazards;
- Listing existing controls or notifying where the information may be found;
- Considering how he/she would cope with the hazards which are not currently identified or fully controlled;
- Carrying out dynamic risk assessments through continual monitoring of hazards throughout the visit.

Professionally-operated, licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Trip Leader should ask for copies at the planning stage. Provided that the Trip Leader is satisfied it will meet the requirements of The Froebelian School, this risk assessment will suffice for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At The Froebelian School, there is a folder in flying/educational visits/completed educational visits where there is a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits.

Policy Date: September 2019

Review Date: September 2021 (or whenever updated legislation dictates)

Signed (Headteacher):



Signed (Chair of Governors):

