Offsite Educational Visits Policy

This policy was approved and ratified by the Governing Body of

Cox Green School

on 18th October 2016

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	14/5/13	May 13	July 2015
1.2	Full Governing Body	18/10/16	18/10/16	Sept 2019

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

1 INTRODUCTION

An Educational Visit is any organised, off-site visit involving students that requires the permission and approval of the Headteacher, the Educational Visits Coordinator (EVC) and the parents/guardians of students attending. Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They encourage cooperation, team work and the application of problem solving skills and develop independence and self-confidence. The aim of this policy is to sustain and promote a broad range of off-site educational visits whilst ensuring safe practices and competent supervision.

2 SCOPE OF POLICY

This policy covers all organised off-site visits for Cox Green School students which are led by a member of staff. It does not include off-site events that are promoted to students where there is no requirement for a member of staff to accompany the students. Procedures and forms are separate to this policy and are found on the staff information storage drive.

3 EDUCATIONAL VISITS POLICY STATEMENT

All Educational Visits must have clearly identified aims and objectives and have an approved competent Trip Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students' diverse learning needs. Provision, with well-planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.

Cox Green School recognise that the benefits for students engaged on educational visits include:

- Raising achievement through organised experiences and opportunities outside the classroom
- Raising self-esteem, confidence and independence
- Experiencing a range of environments, extending their cultural awareness and widening horizons
- Participating in challenging physical activity and encouraging healthy lifestyles
- Being involved in teamwork and problem-solving through residential experiences

As an academy, the school is fully responsible for all aspects of educational visits and a comprehensive insurance policy covers staff and student participation on all educational visits where procedures have been followed.

All documentation relating to educational visits is updated regularly and can be found on the staff information storage drive.

4 INCLUSIONS AND ENTITLEMENT

Educational Visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability.
Where the number of students wishing to participate in a trip could exceed the number of places then places are allocated on a first come first served basis and a waiting list is operated by the Trip Administrator.

In cases where the family financial circumstances prevent a student participating in a curriculum trip, parents may appeal to school for assistance towards the cost of the trip. In the case of students who currently are, or have been, eligible for Free School Meals in the last six years application can be made to

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

the Finance Office for financial assistance. Others can apply in writing to the Hardship fund for a contribution. Decisions on funding assistance will rest with the Headteacher. Offsite visits and trips may be cancelled if sufficient financial contributions are not received. Please refer to separate Charging and Remissions Policy.

Risk assessments must take account of the requirements of individual students.

In the case of students who may suffer from severe allergic reactions, there will need to be sufficient numbers of trained staff allocated to the trip who are prepared to administer, for example, an EpiPen. All planning for students with severe allergic reactions should include parents and medical support staff who have the specific knowledge and resources to support the needs of the trip. All students who use EpiPen have a care plan written by the school nurse and if these students attend a trip it is a requirement that the student carries an EpiPen and the parents provide a second EpiPen for the Trip Leader to hold.

For residential or overseas trips staff should have EpiPen training and the students must be able to administer the Epipen themselves.

The school First Aid lead will provide a copy of the students EpiPen Care plan to the trip leader.

Exclusion from a trip should only happen in very extreme circumstances and after consultation with the Headteacher and EVC.

5 RISK ASSESSMENTS

The law requires that risk assessments are in place for all activities.

Types of Risk Assessment

- Generic – available on the staff information storage drive as a guide to be amended by the trip leader
- Site/Activity specific – written specifically by the Trip Leader
- Ongoing – A risk assessment that already exists for a student that may need to be amended for the trip and its activities

Risk assessments need to:

- Identify significant risks
- Assess the risk of harm
- Put control measures in place
- Check if anything else is needed
- Use simple risk assessment language e.g. low, medium, high

Thorough preparation for a visit must be undertaken, including a preliminary staff visit if deemed necessary. Any significant risks will need to be identified and control measures that will be put in place need to be outlined. The six main considerations when undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- Travel
- Emergency Procedures

6 STAFFING

Staffing ratios for activities will vary according to the activity, age, group, location and efficient use of resources.

Risk Management will dictate the level of supervision needed.

Before taking the above into account

- All groups must have a minimum of 2 staff who are over 18 years of age and have a pastoral role with the group and in the instance of a mixed gender group at least 1 female member of staff.
- The suggested staff to student ratio for day and evening visits is 1:15 where students are in Years 7 – 11 and 1:20 for Sixth Form students, although these ratios are only suggestions and are subject to amendment following discussion with the EVC according to the risk assessment.
- The suggested staff to student ratio for residential, overseas trips or adventurous activities is 1:10 for all years 7 -13
- A ratio will never be more than 1:20
- It is recommended that at least 50% of the accompanying staff are employees of school
- Any adults with the group must be there in a working role. The participation of any accompanying adults who are relatives of staff, should be considered in the same light as that of other staff.
- Members of staff are not permitted to take their own children on a trip unless they are a student at the school.

Activities where Participants are Not Under Direct Supervision

There are occasions when it is appropriate for young people to work in situations where they are not directly supervised. Examples might be Duke of Edinburgh Award expeditions, some night and orienteering exercises and in order to explore, however, briefly, a carefully and clearly defined area, shopping expeditions and visits to public facilities.

In such cases, no matter how short the time scale may be, particular care must be taken to ensure that the following are observed.

- Participant must have the aptitude and maturity for, and be appropriately trained, briefed and experienced for whatever is involved.
- In Secondary never less than 3.
- At least one adult must be in a set place the whole time.
- There must be appropriate emergency back-up available and participants must have the means and ability to use it. Precisely what back up is necessary will depend upon the particular circumstances.

Staffing of Mixed and Single Sex Group

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Where parties of participants are of Secondary school age and include young people of both sexes then those parties generally must be accompanied by both a male and female except in the following circumstances:

- Where a small group of participants are involved in an activity lasting less than twenty four hours and not including an overnight stay
- Where appropriate adult help is available at the group's venue and only the journey involves adults of one sex being present.
- Where an activity involves participants working without direct supervision.
- Where parties of participants over the age of 12 include members of one sex only the leader should in normal circumstances be of the same sex. Exceptions to this rule should only be made after careful consideration and appropriate risk assessments in place.

Head Counts

Particular care must be taken to ensure all participants are present as required and to this end frequent head counts must be made. The policy of staff dividing participants into smaller groups in order to facilitate the ease, speed and effectiveness of counting is advantageous.

Who to Brief and How

All staff, full time or voluntary, parents and participants directly or indirectly involved with an off-site activity must be fully briefed with regard to the nature of the activity, their role and responsibilities, and all arrangements that will or might be made in connection with it.

Delegation of Role

The group leader must make a clear delegation of role and responsibility to the other staff involved in the venture, particularly in case where the leader is not present.

Checklists and Information

Each staff member of a group should carry check lists, emergency procedure cards if appropriate and information sufficient to enable them to act quickly and effectively. Particular care should be taken here if a group is to divide into small units. As far as is reasonable all staff should know who is where and when.

Participants, if appropriate, should have:

- knowledge of what to do should they become separate from the group or the leader incapacitated
- the telephone number of the school, centre, base, unit if taking part in a day time local activity
- contact numbers and address of the base if away on a residential visit.
- contact number of a member of staff whilst on a residential visit (mobile number if carried)

Frequency and Regularity of Briefing

While an activity is in progress there should be regular briefings for participants and staff at least on a daily basis.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Where a visit takes place on a regular basis and where and when the situation and/or location are well known to staff briefing is no less important.

Calculating Staffing Ratios

When calculating what the staffing ratio should be on a particular activity or part of an activity it should be borne in mind that the ratio should reflect the following:

- The duration and nature of the activity – for example, does it involve situations in which particular care needs to be taken such as naturally hazardous areas, ferry crossings and hazardous activities?

- The age and characteristics of participants – for example, the level of expectation that participants will be disciplined and their age relative to the activities involved. See also section on disability.

- The needs and abilities of staff – for example, will there need to be an opportunity for staff to relax if they are to operate efficiently throughout, and have they experience of similar activities.

- Any domestic role of staff – for example, if staff have to supervise or facilitate the cooking of meals are the staff sufficient to ensure supervision at those times. Are there participants who will require a particular high level of supervision and are there enough staff to cope with checking of numbers and other arrangements.

- Any pastoral role of staff, particularly when with an outside agency.

7 ROLES AND RESPONSIBILITIES

The Governing Body will:

1. Ensure the Headteacher and the EVC are given support in relation to Educational Visits including the resources to enable them to fulfil their obligations.
2. Monitor the effectiveness of the school's arrangements for offsite activities.
3. Authorisation of overseas visits and visits involving greater risks than routine school activities.

The Headteacher will:

1. Approve the initial request for a visit.
2. In the case of residential and overseas trips, take the request to the Governing Body for approval.
3. Ensure that the EVC is specifically competent and has had appropriate training which needs to be Revalidated every 3 years.

The Leadership Link will:

1. Will check and approve the curriculum value of the trip;
2. Will check for school calendar clashes with events etc;
3. Will check the cover requirements and impacts of staff being out of school on trips.

The Educational Visits Coordinator (EVC) will:

1. Liaise with the schools Advisor (currently RBWM Outdoor Activities Advisor Phil Brown) to ensure that educational visits meet appropriate requirements including those of risk assessment.
2. Support the Head and Governors with approval and other decisions.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

3. Assign competent people to lead or otherwise supervise a visit.
4. Assess the competence of leaders and other adults proposed for a visit;
5. Organise the training of leaders and other adults going on a visit. This will involve trip training, first aid etc. as required;
6. Orgranise training of staff in leading educational visits;
7. Ensure the group leader obtains the consent or refusal of parents and provides full details of the visit beforehand so the parents can consent or refuse consent on a fully informed basis;
8. Ensure the group leader organises the emergency arrangements for each visit;
9. Keep records of individual visits including reports of accidents and "near misses";
10. Review systems and if required monitor practice;
11. Promote educational visits and take a lead in policy development;
12. Liaise with staff, offering advice and support regarding educational visits;
13. Advise on the arrangements for visits, including staff to student ratios;
14. Ensure that approved trips are added to the school calendar;
15. Ensure that there is an updated Charging and Remissions Policy;
16. Liaise with the Headteacher and Governing Body as requested;
17. Confirm the insurance policy covers the planned activities;
18. Ensure approval, notification forms, checklists etc. are completed accurately and approved by the Outdoor Activities Advisor where required;
19. Ensure the administration of the trip is completed including issuing emergency numbers, 1st aid kit, mobile phone etc;
20. Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting students in own cars);
21. Maintain and update the Educational Visits Policy and Procedures and associated documentation.
22. Attend relevant EVC training.

The Offsite Advisor Service will:

1. Provide training for the EVC;
2. Provide training for staff leading and attending or supervising educational visits;
3. Ensure relevant documentation is completed and will check this for compliance;
4. Ensure risk assessments are completed and findings acted on;
5. Give advice and guidance to the EVC;
6. Monitors the work of the EVC;
7. Provides support in case of emergency situations.

The Trip Leader will:

1. Ensure there are clear educational aims for the visit.
2. Take overall responsibility for the organisation, supervision and conduct of the visit and have an up to date knowledge of the Educational Visits policy and procedures.
3. Ask the Link/ Line Manager for outline permission to organise the visit in terms of educational value, cover requirements and the school calendar. In the case of overseas visits, ideally this should be twelve months in advance.
4. Confirm any costs being passed onto students with the Finance Office.
5. Draft the letter to parents and pass to the Administration.
6. For trips outside school hours, two members of LT staff, to be named contacts in case of emergency.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

7. Complete comprehensive risk assessment and complete the trip request form and pass to the EVC. The Trip Leader must have sufficient competence and confidence to assess risks as they change throughout the trip and make decisions to stop activities if the risks become unacceptable.
8. Give the Administrator a list of students attending the visit and check parental consent forms.
9. Consider whether any student participating in the visit may need a permission letter from their doctor in order to be covered by the school's insurance policy. A clear risk assessment must be made for any named student with known behavioural or medical issues.
10. Ensure parents, accompanying staff and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas trips hold an information evening for parents)
11. Ensure that all accompanying staff have a clear understanding of accident/emergency procedures
12. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate. The trip leader must inform all staff on the trip should be aware of who is responsible for first aid.
13. At least three weeks before the trip is due to take place, confirm the names of students to the Administrator who will generate a SIMS list of all medical, dietary requirements and emergency contact details and OA4 forms, Medical information.
14. Ensure that the administrator has collected and compiled the medicines identified from the OA4's and are labelled and bagged.
15. Carry copies of all supporting documentation on the visit, e.g. itinerary, consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the school office and with the emergency contacts where the trip is outside school hours, residential or overseas.
16. Take a charged mobile phone on the trip.
17. Register the students before leaving school and contact the school office to confirm attendance and report any absentees.
18. Report any accidents and incidents that occur during the visits in accordance with the school health and safety policy.
19. Ensure that all accompanying staff are fully briefed and clear about their specific duties and responsibilities.
20. Ensure they are suitably competent to lead a trip.
21. Ensure they understand Child Protection issues.
22. For overseas trips, ensure that all students have the correct travel documents to be able to enter the country being visited and to be able to re-enter the UK. Students who hold non EU passports must have full residency stamps or visas that allow them re-entry on their own passports not their parents.
23. Ensure that visa waivers for non EU passport holders have been obtained for entry into countries that have a visa requirement and that the Headteacher has signed this before the trip leaves.
24. Carry out a trip evaluation on completion of the trip.
25. Prepare the young people for the visit by ensuring that they understand what is expected of them and what the visit will entail.
26. Ensure that the young people understand the standard of behaviour expected of them and the rules they must follow.
27. Encourage young people to take on challenges but not coerce them into activities of which they have a genuine fear.
28. Ensure that the young people understand:
    - The aims and objectives of the activity
    - Background information about the place
    - Basic foreign words where appropriate
    - Relevant culture and customs

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- What standard of behaviour is expected from them
- Appropriate and inappropriate personal and social conduct including sexual activity
- Who is responsible for the group
- What not to bring back from either abroad or within the UK
- What to do if approached by anyone from outside the group
- Rendezvous procedures
- What to do if separated from the group
- Emergency procedures
- How to care for each other

29. Ensure that young people are issued with and carry with them at all times:
    - The telephone number of the school, centre, base, unit if a daytime local activity.
    - Contact numbers and address of base if away on residential.
    - Contact number of a member of staff whilst on residential (mobile number if carried)
30. For overseas trips ensure that young people are issued with and carry with them at all times:
    - Emergency contact number in UK
    - Insurance name, policy number and telephone numbers
    - Information in the relevant language to get them to a safe place, hotel, Police etc.

The Emergency contact (Home base):

See Annex A for the Role of the Emergency Contact

Cover Manager will:

1. Book the cover requirements that the trip will necessitate.

Additional members of staff and other adults taking part in educational visits will:

1. Assist the Trip leader to ensure the health, safety, welfare, pastoral care and supervision of the students on the visit.
2. Be clear about their roles and responsibilities whilst taking part in a visit.
3. Take care of their own Health and Safety and that of others on offsite visits.
4. Bring to the trip leader's attention any deficiencies in the arrangements that create hazards.

The Senior Leadership Team Link should:

1. Ensure they have all the details of the trip, including timings and emergency contact details before the trip departs.
2. Be available on the emergency contact number given to answer any queries and emergencies during the trip.

Students should:

1. Understand that they have a responsibility to avoid unnecessary risks.
2. Follow the instructions of the Trip Leader and other members of staff.
3. Behave sensibly at all times, keeping to any agreed code of conduct.
4. Inform a member of staff if they become aware of any significant hazards.
5. Not take mobile phones or electronic devices on any trip.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

6. Let an adult know if there is anything that they are concerned about.
7. Not behave in a way that puts themselves or others at risk.

Parents/Carers/Guardians should:

1. Understand that they have an important role in deciding whether any visit or off-site activity is suitable for their son/daughter.
2. Inform the Trip Leader about any medical, psychological or physical condition relevant to the visit.
3. Provide an emergency contact number.
4. Sign the consent form where the trip is outside curriculum hours.
5. For trips overseas be responsible for ensuring that their son/daughter has the correct travel documentation for overseas trips and re-entry into the UK.

8 VISITS ABROAD

On visits abroad:

- There is to be a minimum ratio of 1 adult to 10 young people with at least two adults.
- There should be enough adults to cover an emergency this may be covered by staff or organisational staff in the country of the visit who can be briefed as to what to do in an emergency. .
- Young people must be prepared for emergencies.
- Passports, visas, EHICs, relevant inoculations up to date.
- Cox Green School does not take part in student exchange or home placement visits.

9 PREPARATION FOR OVERSEAS TRIPS

Thorough preparation for overseas trips will need to be in various areas and a suggested but not exhaustive list follows:

Preparation of Pupils

- Language – common phrases.
- Culture - dress, body language, customs etc.
- Drugs and alcohol and the law.
- Food and drink
- Money
- What to do in an emergency
- What to carry in the way of information

Preparation of Staff members as drivers abroad

Points to remember

- PCV licences are needed for any vehicle with more than 8 passenger seats.
- Insurance
- Driving on the other side of the road
- Dropping off young people as the doors of minibuses will be opening out onto the highway.
- Speed limits
- Tachographs
- Driving hours

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Preparation for an Emergency

- Ensuring that all know what to do if a problem arises and to be aware of emergency contacts and their telephone numbers.
- The staff should know where the British Embassy or Consulate is located.
- All know where medical facilities are.
- Ensuring insurance documents and EHIC are to hand.
- All relevant paperwork is held by all staff.
- Back-up systems are established and the staff know how they work.

Preparation of Paperwork

- Passports for all individuals
- Visas for all where necessary
- Medical Insurance
- EHIC forms
- Medical consent forms
- Medical preparation, vaccinations, names of medication that participants have need of and/or are currently on.

10 PARENTAL AND PARTICIPANT CONSENT

Legally parental consent is not needed for any activity within curriculum time. A pupil can only be removed from Religious Education and sex education lessons.

When is Parental Consent Necessary?

Education
Signed parental consent must be obtained for all activities lasting more than twenty-four hours, involving an overnight, a journey by air or sea and should be obtained for all activities involving Hazardous Activities.

The Headteacher must decide if parental consent is needed for other off-site activities and has delegated this decision to the EVC.

Separate consent must be obtained for all activities lasting more than 24 hours, involving an overnight stay, a journey by air or sea and all activities involving Hazardous Activities unless the consent has been given for a period of time for such activities when a letter may be used. Participants over the age of 18 years must sign their own consent form.

Day Activities
In the case of activities lasting less than twenty four hours and not involving Hazardous Activities, parental consent must be obtained if the activity is offsite and for any activity which parents might regard as unusual compared with normal day to day practice in the school.

Procedures

The Timing of Consent and Information for Parents/Participants

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Information to parents and participants must be clear and realistic and should be given in sufficient time for parents and participants to make an unhurried and informed decision before they are financially or otherwise committed. There should be enough information to allow parents/participants to make an objective decision and this information must be in a written form.

Parents/Participants evenings
In many cases a parents/participants evening might well be appropriate in order to expand on written information or in order to answer parents/participants questions. This will always take place for an overseas or residential trip.

Information on Insurance
Parents/participants must be informed of the nature and extent of insurance taken out on their behalf.

Parental Consent for a Series of Events
Parents need only be asked to sign one parental consent form in respect of a series of activities that are part of a course or program. Consent should not cover more than one year. *If consent is renewed after each year medical information should be updated.* It is essential, in these cases, that the school informs parents that it is the Parents/Guardians responsibility to inform the school if there is any change to the information on the Medical/Consent form.

Parental/Participant Consent and Medical Forms OA4.
The schools parental/participant consent and medical form must be used in all cases where consent is to be obtained. It must have all necessary information of the activity attached to it when it is given to parents/participants. In the case of residential and overseas trips the OA4 must be checked and all requirements complied with (see separate medical conditions policy)

11 INSURANCE

Two main types of insurance are required for off-site activities

Travel Insurance – This provides cover for the participants of the trip and includes personal accident benefits, cancellation and personal effects cover, plus medical cover for trips abroad. Travel insurance is required where a trip is over 24 hours or is overseas of any length.

The school has arranged an annual policy that provides cover for all off-site activities occurring during the year.

Liability (Third Party) Insurance – The normal public liability insurance policy that the school holds will apply to off-site activities, even those abroad, where the school has responsibility.

The liability policy provides cover for the school against claims from third parties for personal injury or damage.

Any outside agency or provider must have a minimum of £5,000,000 public liability insurance or equivalent.

12 MOBILE PHONES, SOCIAL MEDIA, INTERNET AND CONTACTING HOME

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Communication by various means has become a part of society and as such allow instant access throughout the world. This can have a variety of effects on visits, particularly when looking at developing independence and confidence skills. It can also produce great problems in the event of an emergency.

Problems for group organisation.

- Young people communicating wrong or limited information in the event of a problem.
- Young people informing others of emergencies, particularly parents of those who may be seriously injured or killed.
- Communicating false or misleading information such as 'they are lost' when they are not prepared to use the skills they have.
- Young people receiving information of a troubling nature direct to their mobile phone without the information being passed through the leaders who would be prepared and able to counsel if the information had come through them.
- Parents receiving distressing information through the mobile phone calls or emails of young people which may put the leadership at risk of negligence and liable to prosecution or claims of damages.

Risk management and emergency contacts

Mobile phones are not permitted on off-site activities and will be confiscated by members of staff. Exceptions to this must be presented by the trip leader to the Headteacher for approval.

- The trip leader will hold a school issued trip mobile phone.
- The trip leader will arrange a "home base" emergency contact person who will hold a school issued trip mobile phone.
- Arrangements must be established by the trip leader which allow young people to communicate with their families in problem situations to alleviate worry.
- Arrangements must be established by the trip leader through the "home base" emergency contact to allow information to be sent first to the families of those involved in any incident, before the families receive the information by other sources.
- Families must also agree to pass all information that may be distressing to a member of the party through the "home base" emergency contact. The emergency contact will then contact the trip leader who will then have the time to prepare the person and the rest of the group. They will also be prepared to assist the young person rather than suddenly being faced with a distraught member of the group and no knowledge of the cause.

13 CONTRACTS FOR SCHOOL ACTIVITIES

All providers must have a minimum of £5,000,000 public liability insurance.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

All providers should either have the LOTC Learning Outside the Classroom Quality accreditation Badge or the STF School Travel Forum accreditation Badge.

Outside agency

All contracts must be between the school and the provider but the responsibility for the contract is with the Governing Body.

Parents and agency

Contracts must not be completed between parents and the outside agency.

Cancelling contracts

Any contract should have a clear process written in which explains the process of cancellation. Parents and participants need to know the levels of penalty, if any, that they will have to pay should a contract be cancelled. It is also important that the school has sufficient means to pay the contract if they cancel.

Alternate itinerary and programs

This is particularly important on overseas trips when areas planned for visits can become inappropriate to visit. Alternate arrangements must be written into the contract and agreed by all parties and appropriate risk assessments undertaken and risk management put in place.

14 YOUNG PEOPLE WITH DISABILITIES OR SPECIAL NEEDS

It is unlawful for the governing body of a school to discriminate against any pupil including those with disabilities and special needs to ensure equal opportunities with regards to the education or associated services that are provided or offered. There are two key duties placed on governing bodies namely:

- A duty not to treat disabled pupils less favourably than pupils who are not disabled, without justification.
- A duty to take reasonable steps to ensure that disabled pupils are not substantially disadvantaged when it comes to the education or associated services provided or offered by their school.

Staff must ensure that an appropriate level of care and supervision is available to meet the needs of all the individuals within the group. A risk assessments should be completed that include the needs of any disabled/special needs pupil. The risk assessments should clearly identify the support needed by the disabled/special needs pupil for those activities and state how the school intends to provide that support. Risk assessments must be site and travel specific as well as covering pupils specific needs.

Support for pupils with disabilities/SEN should not be less than that provided by the school at any other time. The level of support should reflect what would be regarded as reasonable during on site activities but in addition must take into account the level of supervision required during travel to and from a venue and that required during the actual activity itself.

If the level of supervision available is less than or falls below the level specified in the risk assessments whilst on the trip for any reason, then it may be that the disabled/special needs pupil will not be able to take part in the activity or part of it. However, before making this decision the school must consider what reasonable adjustments it could make in order to allow the disabled/special needs pupil to take part. To

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

prevent the pupil from taking part could constitute less favourable treatment that cannot be justified in the circumstances and therefore infringe equal opportunities.

The circumstances of each individual case must be assessed fully before any decision is made concerning a disabled pupil's participation in a school visit. Each case must be judged on its own merits.

Further advice on this area is available from the schools Off-site activities advisor who is Phil.brown@rbwm.gov.uk

Parental Support

> It is permissible for parents of disabled/special needs pupils to assist with off-site activities. Parents may have access to funding or assistance, which can be included as a voluntary contribution (see below). If parents assist in an off-site activity, then this factor must be taken into account in the risk assessment and subsequent risk management.

If a school treats a disabled pupil or prospective pupil less favourably than another because of his or her disability without justification, they may be breaking the law.

Justification for less favourable treatment - In some cases, the school can treat a disabled pupil "less favourably" if it can provide justification that is both material and substantial to the particular case.

Example :
A pupil with cerebral palsy who uses a wheelchair is on a trip with her school to an outdoor centre. The teachers arrange for the school children to go on a 12-mile hike over difficult terrain, but having carried out a risk assessment, they decide that the disabled pupil can't go on the hike for health and safety reasons. In this particular case, the school may be able to justify the less favourable treatment for a material and substantial reason, although they are likely to be expected to arrange an alternative activity for the disabled pupil as a reasonable adjustment.

Reasonable Adjustment

What is "reasonable"?
The Act does not define "reasonable" – this depends on individual cases and will be a matter for the Tribunal and/or appeal panels to decide. However schools can take account of the:

- need to maintain academic and other standards
- money available
- practicalities of making the particular adjustment
- health and safety of the disabled pupil and others
- interests of other pupils.

Substantial Disadvantage

What is a "substantial disadvantage"?
The school needs to take account of a number of factors. These might include:

- the time and effort that the disabled child might need to expend
- the inconvenience, indignity or discomfort a disabled child might suffer the loss of opportunity or lack of progress that a disabled child may make compared to other non-disabled children.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

15 ALCOHOL, SMOKING AND ILLEGAL SUBSTANCES (smoking includes the use of e-cigarettes)

The health and safety of young people whilst on a trip is paramount and staff will appreciate that any consumption of alcohol will have an adverse effect on their ability to carry out their Duty of Care.

Staff drinking and smoking portrays a poor image not in keeping with that of a staff member in a position of authority and responsibility.

The Law;
It is against the law (1) (2):

- To sell alcohol to someone under 18 anywhere.
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18. (retailers can reserve the right to refuse the sale of alcohol to an adult if they're accompanied by a child and think the alcohol is being bought for the child.)
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol.
- For someone under 18 to drink alcohol in licensed premises, except where the child is 16 or 17 years old and accompanied by an adult. In this case it is legal for them to drink, but not buy, beer, wine and cider with a table meal.
- For an adult to buy alcohol for someone under 18 for consumption on licensed premises, except as above.
- To give children alcohol if they are under five.

School Staff

It is not acceptable for any staff of an off-site activity who has a 'duty of care' to consume alcohol. The only time when in a 'duty of care' situation it may be permitted is whilst on a residential and the member of staff is 'off duty'.

Off duty is when the person is removed from the group and there still remains a minimum of 2 staff covering the group. A member of staff cannot resume duty of care cover until 8 hours have elapsed after alcohol has been consumed.

There must be no consumption of alcohol whatsoever during or immediately before activities that are of less than 24 hours duration.

Driving

It is not permissible to drink alcohol on the day of driving young people and alcohol consumed the previous day must be in an amount which will not impair ability after a night's sleep.

The school's Driving at Work Policy applies to trips and offsite visits.

Students and alcohol

Social drinking on school activities is not acceptable, both from a legal position and an educational basis. This applies to all students on school activities including those over 18 years of age. Whilst on visits, schools are still operating under UK law, and parents and pupils must be clearly informed as to the policy.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Schools need to be seen to be doing all that is reasonable and a statement of what will happen to the student if the policy is broken must be in place.

Smoking and Illegal Substances

All visits have a stated policy barring smoking and illegal substances which parents and/or participants have to agree to.

It must be made clear to all what will be the consequences of any person caught drinking, smoking or with illegal substances in contravention of the policies.

The school's behaviour policy and exclusion policy will apply to those on off-site activities as in school.

16 FURTHER ADVICE AND GUIDANCE

Further guidance and documentation for staff can be found in the Offsite Visits folder on The staff information storage drive or from the Schools Trips Administrator.
Advice on the school's educational visits insurance policy can be sought from the Business Manager.
Further advice and guidance on all aspects of educational visits is available from the Schools Outdoor Education and Visits Advisor: Phil Brown Telephone 01628 784247.

17 Communication of policy

This policy will be published on the staff information storage drive and on the school website.

18 Evidence of implementation

The Headteacher will report back to the Full Governing Body on trips and visits.

19 Review of policy

This policy shall be reviewed every 3 years by the Finance and Resources Committee.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

ANNEX A

Role of the Emergency Contact

All Emergency Contacts should be trained for the role

There are four areas the Emergency Contact (EC) has to fulfil, whether it is for an expedition to Canada or an evening theatre visit. These are;

1. Being the person with the experience and senior role in the organisation who can support the leader and the group who have had the accident/incident and guide them through the situation.
2. Be the link to the next of kin of the young person/staff involved, informing them of the situation.
3. Informing those in Management, Local authority, Press Department etc.
4. Working with the families, Insurance, Critical incident team etc. to enable the family to be with their son/daughters if necessary.

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk or subject to serious illness;
- any situation in which the press or media might be involved.

In an emergency situation, or when an incident or accident has happened **it is not the responsibility of the trip leader to communicate with parents, or any other agency except the emergency services.**

The leaders' role is to look after the group and the other staff on the trip. So it is the role of the Emergency Contact (EC) to be the co-ordinator of the situation.

1. Visits should be well planned and overseen by the EVC of the organisation, but accidents/incidents can always happen which are outside the control of the leader. An Emergency Contact must have experience of leadership and staff management and be able to guide the visit leader through the various actions they need to take. Encouraging them, asking if all actions that should have been done, getting the leader to take notes of what happened and what actions to take etc.

2. The Emergency Contact is the person who will inform the parents that for example (this is not an exhaustive list);
   - their child has had an accident and is in hospital and helps them get to the hospital, communicates with Insurance to make sure that the travel is covered;
   - there has been an accident and the status even if all are uninjured;
   - There has been a bomb attack in London but the group is all ok (and nowhere near the bomb);
   - their son is very ill and is hospitalised etc.

   Except in the case of a Death when the Police would inform the families concerned. However, if a school or centre knows that a person on the trip has died they may have to inform the parents if the Police have not gained the information about the death in a way that they can act on so that the potential of the parents finding out by other sources is reduced.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

The Emergency Contact is representing the organisation, Children's Services and RBWM and acting on its' behalf. Parents would expect a level of seniority informing them of an incident and that the authority is taking the situation seriously and is being as supportive as is reasonable to the family.

Therefore the Emergency Contact must have a level of Responsibility and have the people skills to communicate serious news and then work with parents who may be in shock and needing support.

3. An Emergency Contact will need to communicate up the management levels in the school and local authority so that all are prepared in their role and can show due care. The school employ the services of the Outdoor visits co-ordinator to assist and advise in such circumstances.

4. The Emergency Contact will also need to be involved with the support of the family and young person/s in the short term at least liaising with Insurance etc. to get members of the family to the young person if relevant, and being involved with any critical incident needs and support.

Emergency Contact procedures.

The first instance will be taking a call from someone on the trip to say an incident has occurred and can you contact the group.

The first report of an incident can come from many sources.

Whatever the source it is important that if you receive information of a serious accident you listen carefully and write down the following:-

- the name and address of the caller
- the caller's telephone number
- the location of the incident
- the time the incident occurred
- the nature of the incident
- the names of individuals involved
- the condition and location of any injured persons
- the details of any assistance required
- and try and establish what is being done.

Next Steps

Ensure that the parents of any participant that has died, been seriously injured or otherwise involved in a serious accident are informed as rapidly and compassionately as possible. In the case of a fatality, the most effective way of achieving this will be to telephone the local Police Station, explain the circumstances and give appropriate details.

The Police will arrange for next-of-kin to be informed.

Please note - any delay at this point could mean that parents could experience distress by learning of an accident through other sources such as the press or media.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

If the Police cannot inform the parents because they feel the level of information on the death is insufficient for them to act then the school or centre may need to take that responsibility.

The Police will be able to stay with those they have informed for a little more than half an hour because of other responsibilities. It is important that arrangements for other forms of support and help for parents and party members are available, if at all possible, within that time scale.

Whatever is arranged, details should be passed on to relevant Officers as soon as possible so that a course of action can be agreed that will:

- facilitate the use of the resources of the locality as necessary
- ensure all necessary support for those involved
- ensure that parents/relatives of other participants involved are informed as rapidly as possible so as to avoid their being unnecessarily distressed

Inform and set in motion information to the schools Outdoor Educational Advisor (employee of RBWM currently Phil Brown as at Oct 2016) and confirm who will advise Senior Officers of the Local Authority Directorate and whoever needs to know to assist:

- Children's Services Director
- Lead member
- Chief Executive
- and arrange who is to prepare and inform the Press Office of the Royal Borough.

Maintain contact with the party on the activity and arrange whatever resources they need.

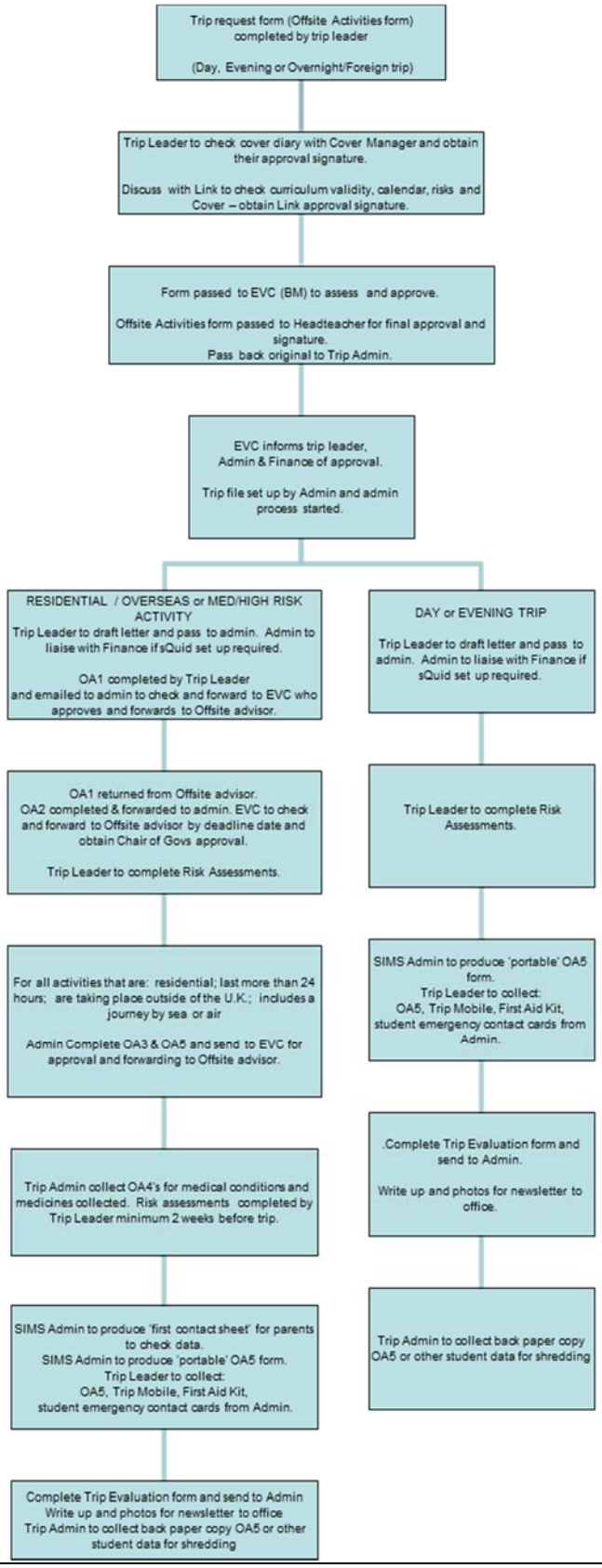
Liaise with the Insurance Company, next-of-kin and the party to facilitate any arrangements which need to be put into action to take relatives or other assistance to the locality or the hospital.

General Concerns

- Be as helpful and compassionate as possible with the parents of participants involved.
- Remember the staff at the incident may be stressed and under immense pressure.
- In all cases keep a careful written record of all facts, events and circumstances and retain this record until all matters are finally settled.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

ANNEX B Flowchart



Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

ANNEX C – Forms

All forms are stored on the staff information storage drive

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.