

# Educational Visits: Policy and Procedure

King's College London  
Mathematics School

## Monitoring and Review

|             | Name                | Date          | Role                  |
|-------------|---------------------|---------------|-----------------------|
| Last review | Kelly Barry         | 31/10/20      | Assistant Head (PDBW) |
| Ratified    | Education Committee | Autumn 2 2020 | Governors             |
| Next review | Education Committee | Autumn 2 2021 | Governors             |

## Introduction

The King's College London Mathematics School (hereafter, KCLMS) is committed to supporting its students to develop their skills, knowledge and interests and educational visits are fundamental to this development. Our educational visits are designed to enhance the cultural capital of our students and to broaden their horizons intellectually, culturally and socially. We also believe that educational visits enhance our students' personal and social education by encouraging teamwork, problem solving, responsibility, self-confidence and self-reliance. This policy is designed to help teachers, governors and other interested parties to ensure that students stay safe and healthy whilst on KCLMS visits.

This policy draws on the guidance *Health and Safety: Department for Education Advice on Legal Duties and Powers for LAs, Headteachers, Staff and Governing Bodies (DFE, 2013, updated Nov 2018)* and *School Visits and Outdoor Learning Activities: Tackling the Health and Safety Myths (Health and Safety Executive, revd August 2012)*. This policy also draws on guidance provided by Lambeth Council.

## Aims and Objectives of KCLMS Educational Visits, and this Policy

- To give all students a wide range of high-quality experiences outside the classroom.
- To provide school staff with easily accessible advice, guidance, and resources as well as good professional development opportunities.
- To ensure the school is committed to encouraging parents/carers to support educational visits.
- To encourage partnerships between schools, local providers and other organisations over visits and out-of-school activities.

## Responsibilities

The **Governors**, through this and other policies, ensure the Health and Safety of staff, students, and others visiting and helping at KCLMS and sign-off residential trips.

The **Head Teacher** gives permission for the visit to proceed.

The **Assistant Head (PDBW)**, who is the **Educational Visits Coordinator (EVC)**, ensures that those leading the visit are competent to do so.

The **Assistant Head (PDBW)**, assesses the impact of the visit on KCLMS. They provide support to the member of staff who is organising the trip in planning and arranging visits, and ensures that

- appropriate Risk Assessments are carried out;

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- a budget plan has been drawn up and charges where appropriate have been made and collected;
- all those involved in the visit are kept informed and that appropriate permissions and guidance are both sought and given to the staff, parents/carers, students and volunteers involved.

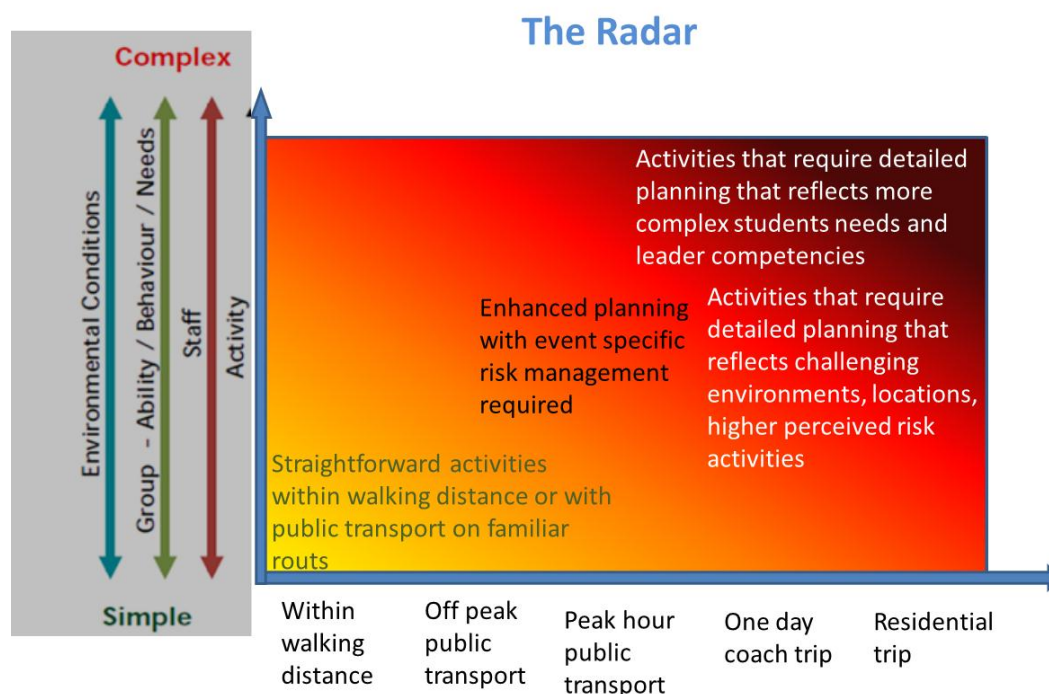
The **Business Manager** reviews the budget plan

## Related documents

The following documents are referred to (implicitly or explicitly) in this Policy:

- The “Radar” for assessing the complexity of the visit (see below). This has been adapted from the wealth of excellent guidance available [here from the Outdoor Education Advisers’ Panel](#).
- Application for Approval of Educational Visits
- Trip Leader’s Check List
- Example of letter for parents/carers
- Emergency Action Plan (KCLMS EAP is appended to risk assessments)
- Example Risk Assessments for visits involving Coach, Public Transport or Minibus travel

These documents are either provided here in the appendices or are stored on Sharepoint, in the folder Policies/Educational Visits, and are reviewed and updated regularly, especially in the light of reflection on a visit.



The radar can be used to determine whether an educational visit is straightforward, or more complex.

## **Procedure for organising an Educational Visit**

### **Step 1: The Trip Leader (TL) should request approval in principle for a trip to the Assistant Head (AH) PDBW.**

- If the trip is more complex (identified as Red on the Radar diagram), the TL should complete a full application form for their trip (See appendix B).
- Otherwise, the trip leader should complete an approval in principle request form (found on Sharepoint). This form answers basic information about the trip: What is the purpose of the trip? Who is going? Where are you going? When is it happening? What is the estimated cost for the trip to the school and to students?
- The AH PDBW will forward the proposal to the Head Teacher and Senior Leadership Team who will review the proposal giving consideration to the balance of teaching implications, any detrimental effects to teaching across the school, and the value of the visit.
- The Head Teacher will either give permission in principle or reject the proposal.
- The outcome will be communicated by the AH PDBW to the TL, EVC and School office.

### **Step 2: The Risk Assessment is finalised, consent from parents/carers is gained and information is shared with all parties**

- The TL is responsible for completing a full written Risk Assessment which is signed off by the AH PDBW. For 1 day trips, this should be done two days before the trip is due to take place. For complex, Red trips, this should be completed at least a week beforehand. Generic Risk Assessments are available from the EVC and may be helpful, but they must be adapted to the specific visit.
- The Risk Assessment should be stored on Sharepoint in the Educational Visits folder.
- The TL should seek consent from parents/carers if required.
- The school has generic consent for trips that take place between 8am and 7pm on school days. For such trips parental consent is therefore not required; an email or letter to parents providing information about the trip (covering in particular travel arrangements, locations and timings) must still be provided.
- Communication to students and parents/carers should be completed by the TL with as much notice as possible.
- It is the responsibility of the Trip Leader to ensure that information is given to students and their parents/carers, and that consent forms are collected. Form Tutors can be asked to support this, but often it is better and more efficient if the Trip Leader is the collection point.

### **Step 3: The Visit Pack is prepared by the TL**

The extent of the visit pack will depend on the nature and duration of the visit.

For visits within the school day:

- A list of students (to which mobile numbers can be added on departure).
- An attendance list, to be given to Reception on departure.

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- Identification of students with special needs/medical alerts.
- A brief itinerary which outlines key times of departure and arrival, and from which location students will be dismissed.
- Contact information for staff and school.
- A risk assessment, including an emergency plan to return a student back to school where necessary.

In addition, for visits involving significant financial costs to students\*, those outside the school day and residential visits:

- Letter to parents, detailing costs, arrangements for collecting money, times, dates and consent arrangements.
- A detailed itinerary including contingencies for transport problems.
- School out of hours contact information.
- Student home contact information.
- Dietary and detailed medical requirements (for residential visits).
- An Emergency Action Plan

\*Significant financial costs would include travel outside Central London, entry fees and activity fees.

#### **Step 4: The AH PDBW as EVC provides a final checkpoint**

The Trip Leader must present the AH PDBW with the visit pack before the visit takes place. The AH PDBW will check that:

- The Visit Pack and Risk Assessment is complete
- Parents have been informed about the trip
- Consent has been gained for all students, where necessary.

The AH PDBW will confirm that all paperwork and checks are in order and the trip will be able to proceed.

#### **Step 5: The visit takes place**

Staff going on the visit must be briefed before departure. The Trip Leader is required to go through the Risk Assessment with the staff and invite their contributions to it.

Students going on the visit must be briefed before departure and given clear instructions as the visit progresses by the Trip Leader or another member of staff. It is good practice to go through the Risk Assessment with the students and seek their contributions to it.

Before departure, the Trip Leader must:

- register attendance / absence and notify Reception or the designated contact;
- collect student mobile numbers (this must be shredded/destroyed immediately after the visit).

There must be ongoing Risk Assessment by the Trip Leader and participating staff as the visit progresses and as circumstances require. Students must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, well-being or overall safety. On visits involving any hazardous activity, Trip Leaders must always have and be prepared to adopt "plan B". One member of the SLT not on the visit will be designated as the

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24/7 contact at KCLMS. He/she should always be contacted about any significant change of plan for a "second opinion", especially if the new plan has not been as thoroughly risk assessed in advance as the original plan had been.

Appended to the Risk Assessment must be the Emergency Action Plan. This must be followed in the event of an emergency and should identify which staff will accompany a student back to school if necessary.

#### **Step 6: After the visit**

The Trip Leader's responsibilities on return around data protection are set out on the Risk Assessment. Furthermore:

- Evaluation after the event ("www" and "ebi") is expected. This helps the planning of future visits, especially for additional and high-risk activities.
- The Head Teacher must be informed about any accident that resulted, or could have resulted, in serious injury. For all accidents/incidents requiring first aid treatment or further medical support, an accident report form must be completed and handed to the H&S Manager. Parents/carers must be informed of any such incidents.
- An incident report must be submitted to the Head Teacher giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and / or any failure of the services offered by a provider.

## **Appendix A: Advice and guidance when planning visits**

The following is aimed at tackling common questions that arise when planning visits, and is designed to encourage good practice. Some of these guidelines only apply to expeditions, longer and overseas visits, but you are advised to read through all these guidelines before planning any visit.

### **Risk assessments**

A hazard is anything that has the potential to cause injury or harm. A risk is the likelihood and extent, great or small, of the hazard occurring and harm being caused. The Risk Assessment must identify all hazards and ensure the associated risks are minimised. An action plan or list of control measures will need to be drawn up to ensure risks are kept at an acceptable level. The Risk Assessment must specify:

- What are the risks/hazards?
- Who might be affected by them?
- What measures need to be in place to minimise them?
- Likelihood of occurrence (Low/Med/High)
- What steps will be taken in an emergency?

If a licensed provider is responsible for a visit or an activity, the Trip Leader must ask for a copy of the provider's Risk Assessment, and include this as part of overall Risk Assessment.

### **Planning ahead**

Organising visits can involve a lot of preparation, and attempting to organise them at short notice will increase the likelihood that permission cannot be given and the visit will not go ahead.

- A minimum of three working weeks' notice is expected for simple day visits.
- For simple half-day visits, 2 weeks' notice is expected.
- However, the aim, when possible, should be to obtain approval in principle a term in advance for short visits and for some longer visits.
- Some longer visits and all overseas visits should normally obtain approval in principle and financial approval a year in advance of the planned visit.
- Only when approval in principle has been given should details of a visit be discussed with students and parents/carers.

The Head Teacher may decide to refuse permission to a visit if the notice period given is shorter than this.

### **Informing colleagues**

The mantra is "the sooner the better" – visits should minimise disruption to the running of the day of the visit. Always bear in mind one's own annoyance when informed in the morning that x% of one's class that afternoon will be missing.

- Ensure that all colleagues are fully informed about the visit through an announcement in briefing, so that planned activities and existing commitments can be rescheduled in good time.
- Inform teaching colleagues whose lessons will be missed.

### **Pre-visit inspection**

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability.

### **Staffing**

Staffing ratios and requirements must be visit-specific according to the number in and gender balance of the group of students, and appropriate to the venue and the activities planned for the visit. As a general rule, the following apply:

- Groups on visits should have at least two members of staff. In certain circumstances one staff member may be sufficient e.g. students attending a lecture in London.
- If there is a mixed gender group, at least one female and one male member of staff should accompany the group on the visit. In certain circumstances one member of staff, male or female may be sufficient e.g. students attending a lecture in London.
- A minimum of two members of staff (or for trips with involving only a small number of students a minimum of one member of staff and another suitable, DBS-checked adult) should accompany any residential visit.
- All groups on visits must have a nominated Trip Leader and nominated deputy leader (except on visits led by one member of staff)

### **Tour Companies and External Providers**

Only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. It is also advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you.

### **Insurance**

- KCLMS's insurance policy provides group cover for all members of parties involved in non-hazardous visits. Details can be obtained from the Business Manager.
- Hazardous activities require separate insurance and you must discuss this with the Business Manager. If you are using a licensed provider you must obtain details of their insurance arrangements and parents/carers should be given a copy of the policy schedule.

### **Travel Arrangements**

- If you are hiring a coach the vehicle should not be more than ten years old. It is important that coach bookings are made well in advance of your proposed visit. If you are using a coach supplied by a tour operator you must check to ensure that coaches meet our minimum requirements by asking the tour operator to supply relevant details and the coach company's Risk Assessments. If you are hiring a minibus the vehicle should not be more than five years old.
- Students must be required to wear safety belts in all vehicles. It is the Trip Leader and staff who are responsible for ensuring that this requirement is enforced on all journeys.
- For travel by train and underground, particular care needs to be given to the risk of some students being separated from the rest of the group and this must be set out in the Risk Assessment.
- When travelling abroad students need to be briefed on matters such as securing passports and visas, baggage security and airport security checks.
- Parents/carers must be clear about the travel arrangements when they sign the consent form.



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- Always the cheapest travel mode should be used, unless there are clear reasons not to (e.g. duration of journey). Students should use their free travel passes / Oyster cards whenever possible.

### **Money**

If money is collected from students, it must be done carefully and transparently so that there is no risk of an accusation being levelled at you or KCLMS.

- The amount must be verified at the moment and point of collection – don't accept a sealed envelope without opening it first.
- Once collected, money must be given to the school administrator as quickly as possible.
- Prior to that, you are responsible for the money you've been given: please ensure that it is secured in one of KCLMS' staff only areas.

All spending on the visit (e.g. parking, entry fees) should be agreed in advance (as part of the Application for Approval). It should not be assumed that unplanned spending during the visit will be reimbursed. It can only be reimbursed if receipts are provided. If in doubt, contact KCLMS and get authorisation before committing to the expenditure.

### **First Aid**

One member of staff must be nominated as being i/c First Aid. They must be EFA at work trained, or trained to a higher level. This member of staff is:

- responsible for the First Aid bag. This should be taken on visits, as appropriate, and can be requested from Reception.
- to administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge.
- to remain with a casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

### **Accommodation**

- Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the Trip Leader on arrival. The group should then be given a briefing/fire drill.
- Students should know where staff rooms are located and these should be in the vicinity of student accommodation.
- Group accommodation should be located in one area rather than scattered in different parts of a residential complex. As far as is reasonably possible, ground floor accommodation should be avoided for female students.
- It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible.
- The Trip Leader must have a room list.
- There must never be boys in girls' rooms and vice-versa.

### **Meeting with parents/carers and students before departure**

It is good practice to invite parents/carers of students going on a visit, accompanied by the students themselves, to a briefing meeting at KCLMS, in order for arrangements to be explained and questions answered. This applies to many longer visits and especially to overseas visits.

### Consent forms

- All students at KCLMS have had a parent/carer sign a generic consent for trips that take place on a school day between 8am and 7pm where no high risk activities are involved. Parents and carers must still be informed of each such trip in advance of the trip.
- No student may go on visits outside the school day or involving high risk activities without parents/carers having given their written consent by signing the related consent form.
- For visits outside the school day or involving high risk activities, parents/carers must give consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a "need to know" basis only. When parents/carers give their consent they should be aware of the following as applicable to the specific visit:
  - ✓ The full itinerary, including travel arrangements.
  - ✓ Any hazardous activities, the supervision provided and the Risk Assessment.
  - ✓ Details of any period of remote supervision and the control measures in place.
  - ✓ Insurance arrangements including insurance for hazardous activities. Schedules must be provided as appropriate.
  - ✓ Medical arrangements e.g. policy on the dispensing of medication. Normally if a student needs to purchase and take any medication, he / she should obtain either in advance or at the time permission from a parent/carer. Paracetamol should not be given to a student who is receiving other medication from a doctor. Aspirin, or preparations containing aspirin, may not be given.
  - ✓ Any arrangements to provide for specified dietary requirements.
  - ✓ Full contact details of the hotel/place of residence and Trip Leader.
  - ✓ The Code of Conduct for the visit (for longer and overseas visits).
  - ✓ A copy of the Risk Assessment (for overseas visits or major expeditions)
- The signed consent forms should be retained by the Trip Leader throughout the visit. A copy of the set of consent forms must be retained at KCLMS.
- All staff should be given and retain throughout the visit a list of staff and students on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers for the hotel or equivalent if a longer or overseas visit.

### Code of Conduct and Behaviour

On all visits students should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public, and conduct that enhances the reputation of KCLMS. As far as possible, normal KCLMS expectations apply.

For visits involving overnight stays and overseas visits, a Code of Conduct should be drawn up and students must sign to confirm their understanding of it. The Code should specify the following as a minimum:

- Students carry out the instructions of the Trip Leader and staff at all times.
- In mixed groups, girls and boys must not enter each others' rooms.
- Students must be reminded not to carry, have in their possession, or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon.
- No smoking.
- Students must adhere to all deadlines and be in their rooms at the time stated by the Trip Leader. The Trip Leader must make proper arrangements to check this with frequent roll calls.

Around alcohol, the instructions will be group and visit specific. The following guidelines are minimal:

- Local / national laws apply at all times.
- Students may consume two small glasses of wine with a meal or the equivalent in alcoholic content on a separate occasion at the discretion of the Trip Leader providing parents have given prior consent.
- No spirits are to be consumed.
- Alcohol may not be brought into or consumed in private rooms. If staying in a hotel abroad it is sensible to ask the hotel in advance to remove the contents of any mini-bar that private rooms may have.
- At least one member of staff must be alcohol free at all times.

### **Repatriation**

For foreign visits parents/carers should be told that in the unlikely event of a gross breach of the Code of Conduct, a student might be repatriated. This would be the decision of the Trip Leader and in consultation with the KCLMS 24/7 contact and the Head Teacher / Assistant Head PDBW. It would be at the parent's/carer's expense.

### **Remote Supervision**

- "Unsupervised time" on a visit is no longer an acceptable concept. At all times the Trip Leader and staff are responsible for students. Any period of **remote** supervision must be covered by the drawing of clear boundaries for students, agreed emergency procedures, and how contact with staff can be made.
- It is often good practice to issue students with a card giving mobile phone contact numbers of staff and the address and contact numbers of the place of residence if an overnight stay is involved, and a summary of the agreed emergency procedures.
- The associated hazards should be considered in the overall Risk Assessment.
- On expeditions students should normally be in groups of at least three and briefed on how to respond to an emergency.
- Parents/carers must be fully briefed on the arrangements for any periods of remote supervision, either in the information letter or at the pre-visit briefing.

### **Passports, Visas and EHIC**

- The Trip Leader should make a copy of all passports, visas and EHIC, and retain a copy throughout the visit. A second copy should be given to the EVC before departure.
- For visits in Europe all students should have an EHIC (the successor to the E111) or travel insurance.

### **Exchange Visits**

It is good practice to draw up a protocol with the host school in order to ensure that an agreed Health and Safety Policy is adhered to by host families, and that all the families involved are aware of the content of the protocol.

### **Reporting incidents/near misses**

- It is a requirement that any accident or 'near miss' on a visit should be reported immediately on return to the Head Teacher or Assistant Head PDBW and also through an accident report form.
- If you have any area of Health and Safety concern you must report it to the Head Teacher or Assistant Head PDBW immediately on return.

### **Report on visit**

- You are asked to give some feedback on your visit (particularly expeditions, longer and overseas visits) to the EVC, to enable good practice to be maintained.
- Please take a school camera / video camera, and upload labelled images onto the "Photographs" folder on the staff shared drive.

### **Parents/carers accompanying off-site visits**

- Parents/carers can be invited to accompany a group on a day visit, but at no time must a parent/carer be left in charge of a student(s). Parents/carers can be asked to assist in managing a group but only under the overall supervision of a teacher. In planning a visit the Trip Leader must ensure that there is adequate staffing from the outset. Parents/carers do not count as part of the staffing.
- The Trip Leader of the visit or activity where parent/carer volunteers are involved must make reference to their involvement and the guidance given to parent/carer volunteers in the Risk Assessment prepared in advance of the visit.
- Parents/carers and any other adults (including spouses) accompanying longer visits (e.g. residential home and overseas) must be DBS checked. This must be budgeted for when the financial proposals are submitted. Generally, inviting parents/carers or other adults will be the exception.
- No parent/carer or any other adult (including a spouse) can accompany a visit without that arrangement being discussed with the Assistant Head PDBW (in the role as the Designated Safeguarding Lead) at the earliest opportunity.

## **Appendix B: application for the approval of educational visits**

Not all sections will be relevant to every proposed visit: please complete as much as possible, however. Indicate TBC where you currently don't have information.

**Year group(s) involved:**        12        13

**Trip Leader:** \_\_\_\_\_

The Trip Leader should complete this form as soon as possible once the preparations are complete.

When approval is given, one copy should be retained by the AH PDBW as the EVC and another by the Trip Leader. The AH PDBW should be informed of any subsequent changes in planning, organisation, staffing. If required, the Head Teacher should seek approval from the school governors.

### **1. Purpose of visit and intended products (where applicable).**

### **2. Place(s) to be visited:**

### **3. Dates and times:**

Date of Departure:

Return date (if different):

Time:

Time:

### **4. Transport arrangements:**

### **5. Organising company/agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.**

Name:

Address:

Tel:

Licence No if registered:

**6. Proposed cost and financial arrangements:**

**7. Additional insurance arrangements for all members of the proposed party, including voluntary helpers: Include the name of the insurance company.**

Insurance Cover:

Policy No:

Address:

**8. Accommodation to be used:**

Type of accommodation:

Address:

Telephone Number:

Contact name (if available):

**9. Details of the programme of activities:**

**10. Details of any hazardous activity and the associated planning, organisation and staffing:**

**11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party. Please indicate who is the designated first aider:**

**12. Names of other adults accompanying the group:**

**13. Designated contact out of hours:**

**14. Existing knowledge of places to be visited and whether an exploratory visit is intended:**

**15. Size and composition of the group:**

Number of boys:

Number of girls:

Adult to pupil ratio:

Leader/participant ratio:

**16. Parental consent:**

Is parental consent required: Yes / No

If Yes, how is consent going to be acquired?



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**Please attach copy of information sheet sent to parents, the parental consent form, and the risk assessment form, where available.**

**17. Names of students with special educational or medical needs**

**Trip Leader name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_