



ROYAL HIGH SCHOOL
BATH

G D S T

EDUCATIONAL VISITS [JULIE HUGHES/CLAIRE LILLEY] 2019-20

Applicable to: All staff, students and accompanying adults with responsibility.

Aims: [1] To safeguard & promote the health and safety of students on activities outside RHSB.
[2] To be in line with the DfE Guidance: 'Health and Safety - Legal Duties and Powers' and the HSE document: 'School Trips and Outdoor Learning Activities – Tackling the Health and Safety Myths'

Implementation:

- Staff must be conversant with this policy, the relevant sections of the Staff Handbook (e.g. Visits - A guide to running a Visit), documents placed on EVOLVE, The Hub provided by the Trust, and other relevant statutory or advisory procedures.

Plan the visit:

- **The details of the visit are to be added to EVOLVE - evolve.edufocus.co.uk**

Key people:

- The EVC (Educational Visits Coordinator) in the Senior School is Julie Hughes [Assistant Head – Co-curriculum]
- The Health and Safety Adviser is Ali Adams

A. When organising and carrying out an educational visit, the procedures listed below should be followed by the member of staff organising the visit:

1. Staff to make a prior visit (where practicable) in order to gain knowledge of the area and to become aware of any hazards; or to have taken advice from e.g. travel agents.
2. Staff to make contacts with relevant bodies and to make arrangements for booking venues etc.
3. Prepare a budget for the visit. Budget shall cover the cost of the visit unless the relevant department has funds to subsidise the visit. (The budget shall be approved by the DFO).
4. Staff to enter details of proposed visit onto EVOLVE so that outline approval for the visit can be granted. Initial details should include: nature of visit, dates and budget – to be approved by EVC, Deputy Head Pastoral and DFO. In most cases outline approval is granted before any further action is taken.
5. Once outline approval is granted, send letter to parents / guardians via Firefly, giving details of: visits, telephone contact numbers, special equipment / clothing needed, times of departure and return, instructions and advice. (All letters home shall be approved by the Deputy Head Pastoral). Attached to the letter will be a Consent Form to parents / guardians to complete via Firefly, requesting: consent, parent contact numbers (home, work and mobile), up-to-date medical details of student, name and phone number of emergency contact.
6. Book the transport.
7. Where a coach is being hired use the list of RHSB recommended coach companies whose insurance details and operating procedure have been checked.
8. Where staff cars are used, staff must abide by the GDST Driving at Work Policy, this includes having clean driving licences, current MOT certificate and registering the vehicle with the Health and Safety Coordinator. Use of staff cars is **not** generally to be recommended.
9. Where minibuses are to be used this shall be in accordance with the Trust's Health & Safety advice as found on The Hub. This includes the GDST Driving at Work Policy.
10. Wherever practicable, adult: student ratios of 1:20 (Years 7-11); 1:10 (Years 4-6) and 1:6 (Years 1-3) must be observed. A higher ratio may be appropriate for students under 5. The Head should use her discretion for

Years 12-13 (this will depend on. Consideration of the appropriate ratio forms part of the Risk Assessment, taking into account the nature and location of the visit and any special needs of students. The Party Leader must be a teacher employed by the Trust and must have prior experience of trips before leading a school party. The majority of adults should be staff.

11. Write a Risk Assessment for the visit, the assessor must have first-hand or use professional second-hand knowledge. If necessary, there is a template letter to send to parents explaining how the risk of a terror attack is being managed. Careful judgement is to be made in writing such a letter and the necessity will be dependent on current climate and the nature of the visit. The completed risk assessment is sanctioned by the EVC.
12. A safety card can be issued to students on the visit to ensure students know where to meet and who to contact should they be separated from the main party. Again the necessity of such a card will depend on the nature of the visit.
13. The Party Leader needs to share the contents of the Risk Assessment with the other adults and where applicable students present on the trip. One copy is taken on the trip by the Party Leader and another is retained in the School Office and subsequently passed to the Home contact as necessary.
14. Take the First Aid kit (enough for one kit per party). Check what signifies a 'party' for your trip with the Health and Safety Co-ordinator (e.g. it may be one kit per busload, or one kit each for two groups of 50 if a whole Year Group is taken out and then split up). The Party Leader or other members of staff must have appropriate First Aid training. Advice about the recommended / required level of first aid qualification for staff is to be found on The Hub.
15. NB Ensure that all Parental Consent Forms are received by the Party Organiser, completed, signed and dated. In the event of the form not being returned to the Party Organiser, the parents concerned should be contacted and an email response requested providing telephone contacts, medical details, date and signature.
16. Leave the contact details in the School Office. If the visit continues after 4.00 p.m., two designated members of staff must have copies of the contact details.
17. A school mobile phone must be taken. The school has a number of phones dedicated to Educational Visits. The phone should be used in accordance with the current advice and guidelines in The Hub. Staff's attention is drawn to the GDST's Staff ICT Acceptable Use Agreement. Full details of advice re use of mobile phones for trips can be found in The Hub Health and Safety section. In brief, a school mobile phone ought to be used except in an emergency. Personal phones – and the giving out of personal numbers to students – should only happen in an emergency. A member of SLT must be informed if the latter occurs.
18. In the event of an emergency the procedure is: the Party Leader is to contact the School Office (8.30 a.m.-4.00 p.m.) or designated staff members (non-School Office hours). Contact parents.
19. The staff and accompanying adults are to be briefed on their responsibilities; e.g. each member of staff / adult to be in charge of a small group of students.
20. Volunteers assisting with a visit to be recruited in accordance with the school's Safeguarding Policy. If the volunteer is to be a regular/frequent assistant, he/she should appear on the Central Register.
21. NB *re* adult behaviour: all staff and accompanying adults are to be aware of behaving in a 'reasonable' manner; staff and accompanying adults are to exchange mobile phone numbers in order to be able to contact each other during the visit (so mobile phones must be charged).
22. Students and parents to be briefed (parents by a letter or a meeting prior to the visit).
23. Students to be briefed as to their conduct. It may be considered necessary to have this agreement in writing – this is recommended particularly with residential and overseas visits, however, the party leader shall decide if an oral briefing, with or without parents will suffice.
24. Male members of staff should normally be accompanied by a female member of staff.
25. Both staff and students are normally covered by the GDST's travel insurance. However, some pre-existing conditions including both physical illnesses/conditions and mental conditions including: anxiety, stress, depression, any phobias and any mental or nervous disorder including anorexia, are not necessarily covered by the policy and individual cases need to be discussed with the insurer. For advice contact Natasha Williams at Trust Office - 020 7393 6630 n.williams@wes.gdst.net
26. Additional insurance may be needed for certain specific activities. The Party Leaders needs to check with the insurer and the activity provider that this is in place. The "Declaration for Activity Providers Tour Operators to complete" form asks these questions (see later).

B. On all educational trips, during the visit itself, the procedures listed below should be followed:

1. Continuously assess situation and dynamically alter risk assessment to cater for changes in circumstance

2. When travelling on coach or minibus, staff to ensure that all passengers fasten their seat belts.
3. Staff must check that the relevant students have inhalers, Adrenaline pens etc. with them. The relevant students cannot go on the trip if they do not have the medical support they need in an emergency.
4. Briefings are to be held during the day. The frequency of these will depend on the age group. The nature of the visit and the activities.
5. Give instructions *re*: students to stay in pairs / groups and never to wander off alone; inform students when & where to meet, where staff can be found in an emergency; the nature of any hazards.
6. Register/head count frequently, having organised which staff will be responsible for checking which students.
7. Supervise road crossings.
8. Parental Consent Forms are to be split up between staff in charge of each coach party.
9. The medical details of students with special medical conditions are to be easily accessible and all staff are to be made aware of these particular conditions.
10. The equipment that the students and staff have with them is dependent on the weather and the nature of the activities. Although the forecast may be fine it is important that the group is equipped for changeable weather. Hot and sunny weather, if applicable: ensure students wear sun hats and apply sun cream; have extra cold drink in plastic bottle with them. Cold and wet weather, if applicable, ensure students have additional warm/waterproof clothing; have hot drink.
11. The GDST have produced an 'Educational visits incident and emergency management card'. This is to be completed and taken on the visit by the party leader.

C. Additional procedures to be followed on Residential Visits:

1. The following checks should be made on the Residential Centre: [1] Insurance; [2] Health & Safety arrangements; [3] Risk Assessments; [4] Facilities available; [5] Qualifications of teaching staff. This should be done by completion of "Declaration for Activity Providers Tour Operators to complete", this includes details about the activity provider's own checks about staff – DBS and safeguarding, relevant qualifications, the centre health and safety procedure and relevant licences e.g. AALA.
2. If a centre is used where the centre's staff teach RHSB students or organise activities for them, there is a need to find out details of who is responsible for, or in charge of, the students and during which part of a 24-hour day (i.e. at any given point of the day or night are the centre's staff or the RHSB staff responsible for the students?).
3. For residential visits any volunteer should appear on the Central Register and have had the required checks and safeguarding training.
4. *Re* travel: if a coach company is used from outside the RHSB area, Insurance details must be checked. The recommendations given by the Residential Centre are to be followed.
5. The students must sign an agreed code of conduct.

D. Additional procedures to be followed on Visits Abroad:

1. Meet with the parents prior to the visit and talk about details of the trip and the behaviour expected of the students.
2. Advise the students before the trip on issues such as: the amount of money to take, taking care when crossing the road (if countries drive on the right) etc, and about visas (where appropriate) for both overseas and home students.
3. Remind each student of the need for health insurance. There is GDST insurance, but some people choose to have additional cover.
4. Whilst travelling and whilst abroad, staff to retain student passports for safekeeping. Photocopies of passports and to be given to students; but, if appropriate, the students may need to retain their passports.
5. Use a ferry company which deals with school trips, and arrange an area on the ferry for the sole use of the school/college party.
6. *Re* coach travel: use a coach company that the host school uses or recommends.
7. When on exchanges, students are to be issued with booklets containing useful phrases.
8. *Re* host families: RHSB relies on the fact that the exchange partners are known to the school/college staff and that they have attended information briefings. Students are not to be left on their own at any time; and the host families need to be briefed not to leave the students on their own.