



**GEORGE  
DIXON  
ACADEMY**

## **EDUCATIONAL VISITS POLICY**

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<b>Reviewed By:</b>	David Horner, Assistant Head
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<b>Approved By:</b>	Governing Body
<b>Next Review:</b>	December 2017

## **EDUCATIONAL VISITS POLICY**

### **1. The Value and Purpose of Educational Visits**

Educational Visits, whatever their nature – sporting, pleasure, educational, foreign or adventure – are important means of curriculum enrichment which serve to enrich the lives and enhance the outlook of our students

Where these opportunities are well planned and structured, there is great value to learning.

Students have the opportunity to:-

- Use and apply their knowledge and understanding in a different environment
- Develop an awareness and understanding of environmental issues through fieldwork studies
- Learn new skills
- Reinforce existing skills through putting theory into practice and interacting with others
- Develop a positive attitude to physical fitness and well being
- Develop a concern for living things
- Focus on problem solving and team challenges to develop their organisational, team working and leadership skills
- Enjoy the experience and learn from it

### **2. Understanding the Risks**

The key responsibilities of the Academy, the Governors, the Headmaster, the Senior Leadership Team (SLT), the Heads of Departments (HoD), Group Leaders and Support Staff, are set out in this policy for occasions when taking students out of school.

We have a duty to ensure that:

- We make our children more risk aware and able to manage themselves

Families and others with our children's responsibility are:-

- Made fully aware of the risks involved in educational visits
- Shown how these risks are managed
- Informed of what strategies are put in place to make those risks manageable

Once this information is in place, families are able to make an informed decision about giving their consent.

Parental consent does not remove the responsibilities of the Academy under Health and Safety law, as the corporate parent.

### **3. Equal Opportunities and Inclusion**

Everyone concerned needs to ensure that every effort is made to include all students. This would be irrespective of their special educational or medical need, disability, academic ability, ethnic origin, sex or religion, family financial status or whether they are Children Looked After. However the needs of the student will, be balanced against maintaining the safety of the group as a whole.

### **4. Establishing the Educational Value of all Educational Visits**

All activities organised through the Academy are expected to have a clear educational value. It is important that this is identified and understood by everyone concerned, in order that:

- High expectations are to be set and codes of behaviour agreed
- Roles and responsibilities are to be clearly identified and determined
- Families and others are fully informed of the nature of the visit

### **5. Health and Safety Regulations**

Whilst the Academy and the Headmaster have particular responsibilities, it is a responsibility shared by everyone in the school.

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 set out the responsibilities. Legislation is enforced by the Health and Safety Executive.

### **6. Individual Responsibilities for Visits**

#### **6. 1 The Educational Visits Co-ordinator (EVC)**

This is the key role for ensuring that the management of visits meets the regulations and conforms to the schools Health and Safety Policy.

#### **6.2 The Educational Visit Leader**

This is the person with overall responsibility for the visit. They are therefore an important part of the Health and Safety system and should understand their responsibilities and those of the other people in the process. They should also be familiar with the all administrative procedures prior to organising a visit (please refer to Educational Visits folder on system).

### **6.3 Members of the Group with Specific responsibilities**

These people will assist the Group Leader in all tasks and activities and will need to demonstrate personal, pastoral and management expertise.

### **6.4 Responsibilities of the Students**

It is essential that all students understand:

- Procedures, group and supervision strategies
- That the Academy's Code of Conduct is a component of the Educational Visit eg behaviour, dress code, group supervision.
- The educational value of the visit
- That they should be risk aware

## **7. Risk Assessment and Risk Management Requirements**

Risk assessment and risk management are legal requirements. In addition the process represents and promotes good practice.

The process of risk assessment involves the Educational Visit Leader working in conjunction with the EVC, to:

- Look for and at the hazards involved
- Identify and assess the risks
- Decide what control measures need to be put in place to minimise or eliminate the risk
- Recording the findings on the Risk assessment forms at least a week prior to the actual visit

The risk assessments are carried out before the visit and during the visit to ensure that the assessment is still relevant.

A database of the documentation required with exemplar risk assessments is to be found in **st. Comm.-> school documents-> educational visits**

## 8. Supervision

Supervision is a key element in the success of an Educational Visit. Good supervision requires everyone involved in knowing what the strategies are to be used and to know what their roles and responsibilities are.

The ratio of staff to children follows the LA recommended staffing levels.

Day and Overnight Visits			Visits Abroad
Student Age	Years 7-11	6 <sup>th</sup> Form	Year 7 onwards
Staff Pupil Ratio	1:15	1:20	1:10

Where groups are mixed gender then at least one male and one female teacher should accompany the group.

## 9. Communications with Families

Communication with families will be clear and interactive, so that questions can be asked and queries answered.

For any Residential Educational Visits a **Meeting with Families** must be arranged by the Educational Visit Leader several weeks prior to the visit.

## 10. Approval Systems

The Headmaster / SLT in charge of the Calendar/ EVC are responsible for approving all visits that take place.

Before approval is given:

- Information is gained from the Centres / Providers of the Activities to ensure that Health and Safety, Risk Assessment and Operating Procedures are in place
- The Academy Calendar is consulted in order that dates do not clash with other Academy Trips, Examination Dates or other key events during the academic year
- **As much advanced notice for a proposed visit must be given as is practicable**

## 11. Academy Trips Insurance

The Academy "School Journey Policy" covers any trip or excursion not exceeding 31 Days in duration (work experience placements). Cover is provided on a Worldwide basis but does not include trips and excursions where insurance is provided as part of the package price or winter sports. The schools insurance must be checked to ensure that cover is in place if the trip involves any potentially hazardous activity.

## **12. Child Protection**

All children have the right to be protected from harm.

The Academy is committed to ensuring that:

- Child protection procedures are initiated on all educational visits
- That all students understand their rights and recognise and deal with unsafe situations

## **13. First Aid**

The Academy's Health and Safety Policy ensures that, as far as possible the Academy is an accident-free environment. The same standards apply to off-site visits.

- Decisions about the deployment of First Aiders on visits are based on risk assessments, which consider:
  - The hazards in any environment and the risks they present
  - The group and its needs ( including medical)
  - The leaders and the activities to be undertaken
  - The transport arrangements
  - What First Aid Qualification and experience are available at the trip providers location/centre
- Where possible it is desirable to take a supervisor on the trip with First Aid training (please see list of school approved First Aiders).

## **14. Reporting and Recording of Incidents and Accidents**

All accidents and emergencies will be recorded by the Educational visit Leader and reported to the Headmaster / EVC in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Regulations 1995). Types of injuries that must follow this procedure are:

- Fractures, other than fingers, thumbs or toes
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight, temporary or permanent
- Chemical or hot metal burns to the eye or any penetrating injury to the eye
- Injury or illness resulting from an electric shock

In the case of a serious injury, the families and Headmaster will be informed immediately.

## **15. Transport**

The Educational Visit Leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety
- Capacity and experience of the driver
- Type of journey and its duration
- Traffic conditions
- Appropriate insurance cover
- Stopping points on long journeys for toilet and refreshments
- Supervision

### **15.1 Transport Legislation**

15.1.1 Mini Bus: we cannot be too careful in our use of school mini buses.

15.1.2 Forming part of this Academy's policy is the information given in the Royal Society for the Prevention of Accidents (RoSPA) leaflet as follows:

Driving a minibus is not the same as driving a car. It requires different knowledge, different skills and, because it involves carrying passengers, it also carries different responsibilities. So, anyone who may be required to drive a minibus should be independently assessed before being authorised to drive. If they have already been authorised to drive this sort of vehicle they should be subject to regular re-testing (at least every three years).

All drivers should make sure that they plan and prepare thoroughly for long journeys. Total journey times as well as distances should be worked out before taking to the road. Thought should be given to taking another driver on board to share the driving, and regular rest breaks (at least every two hours) should be built into the schedule.

Drivers must 'know' their vehicle. That means being able to carry out a full safety check when required. Should the driver have any doubts whatsoever about its safety, **UNDER NO CIRCUMSTANCES SHOULD IT BE TAKEN OUT ONTO THE ROAD.**

Minibus drivers must also know all the rules regarding the safety of their passengers. That will include information on passenger numbers, the storage of luggage and the use of seatbelts. There should also be an 'escort' on all journeys involving young people to make sure the driver is not distracted.

Finally, the driver and escort should know and understand what to do in the unlikely event of an emergency.



They should wherever possible be trained First Aiders and have knowledge of in-vehicle fire procedures. Vehicles of this type should also carry a proper First Aid Kit as well as a fire extinguisher and warning training.

**TO FIND OUT ALL YOU NEED TO KNOW ABOUT SAFE MINIBUS DRIVING WE RECOMMEND THE FOLLOWING:**

### **15.2 Minibus Driver Training**

RoSPA can provide specialist minibus driver training at any location of your choice. Training typically consists of an intensive one-day course covering both the theory and practice of safe minibus driving including:

- Responsibilities of drivers
- Minibus familiarisation
- Defensive driving techniques
- Assessment drives
- Demonstration drive

½ Day familiarisation training is also available

'Essential Minibus Driving' booklet and the RoSPA have issued 'Mini Bus Safety: a Code of Practice 1996'

RoSPA Advanced Drivers Association has produced a guide to assist minibus drivers to drive safely and minimise risk to passengers and other road users. The guide includes advice on driving techniques and legal requirements as well as a checklist for drivers.

Copies of the booklet are available from RosPA.

For further details of RoSPA's minibus driver training and 'Essential Minibus Driving' booklet and for all aspect so driver training please visit contact:  
[www.rospace.com/drivertraining/default.aspx](http://www.rospace.com/drivertraining/default.aspx)

**RoSPA Driver Services:**

22 Summer Road, Acocks Green, Birmingham B27 7UT

Tel: 0121 706 8121 Fax: 0121 765 4295

- All minibuses used by the school should have seatbelts installed for all seats according to the "Constructions and Use Regulations", and be:
- Serviced regularly and have MOT Certificates, and
- Be licensed and adequate insured.

### **15.3 Hiring Coaches and Minibuses**

Where the Academy's minibus cannot meet requirements; and in all cases of journeys over 35 miles, an outside contractor should be used. Where outside contractors are used, every effort and care must be employed to ensure that their



safety standards and insurance provisions are adequate and that the companies are complying with current regulations.

- The booking system, as managed by the appropriate Department of the school must be adhered to strictly.
- In every case where a party is travelling on our (or hired) bus, there is to be at least one other adult supervising, in particular to militate against distracting the driver.

Before planning any Educational Visit please consult all documents found in the Educational Visits folder and seek guidance from the EVC

**St.comm->school documents->educational visits folder**

## 16. Review

The Educational Visits Policy will be reviewed every 2 years

Signed (Chairperson):   
Print Name: SIR Robert Dawling Date: 15/12/2015