



SANDYE PLACE ACADEMY POLICY FOR EDUCATIONAL VISITS AND JOURNEYS

POLICY STATEMENT

Statement Document History

Issue	Date	Comment
1.01	May 2011	Updated & Approved by Governing Body of Academy Trust
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1 Introduction

Sandye Place Academy believes that every pupil should experience the real world beyond the classroom as an essential part of their learning and personal development, regardless of age, ability or circumstance.

POLICY RATIONALE

Educational visits are an integral part of the learning programme of all pupils of Sandye Place Academy. They are planned with clear educational outcomes in mind, suited to the ages, ability and aptitude of the children, to enhance the curriculum, social, spiritual and personal development of all pupils while meeting all aspects of Health and Safety. The costs of educational visits will be determined within the Academy's Policy on charges/remissions. Under the 1988 Educational Reform Act no parent is obliged to pay for any educational activity taking place in academy time. Any charges made for educational visits will be kept to a minimum.

2 Purpose

To ensure that for each educational visit the group leader must satisfy the Governing Body (GB) of the Academy that the arrangements made are in accordance with the Academy's policy on Health & Safety, educational visits and insurance requirements. This policy and the practices it promotes meet the standards laid down by the DfES Good Practice Guide 'The Health and Safety of Pupils on Educational Visits' and its supplements which cover appropriate additional information in relation to Health and Safety matters, risk assessments and how to manage involvement in adventure activities.

This policy is in line with Equality and Diversity principles and practices and the values promoted within the Academy. Sandye Place is committed to creating a working environment where everyone is treated with dignity and respect, and where each person's individuality and sense of self worth within the workplace is maintained.



3 Responsibilities and Approval Procedures

Approval for planning and the timing of all educational visits must be sought from the Assistant Principal prior to completing a draft plan based on the Planning Checklist (Appendix A).

An Application for Approval (Appendix B) by the Governing Body must be submitted to the Principal, including all Risk Assessments, at least a half-term in advance for signature to proceed.

Governors are responsible for approving educational visits and journeys. They should:

- satisfy themselves that the risk assessment has been carried out, appropriate safety measures are in place and training needs have been addressed
- ensure that education journey insurance is taken out
- require a written evaluation of each visit or journey from the Group Leader after a visit has taken place.

The Principal will require that:

- all visits comply with the regulations and guidelines in this document and in the establishment's own Health and Safety policy document
- approval has been granted from the Governing Body for all visits involving hazardous / adventure activities, using appropriate forms, before any contractual arrangement is entered into with a provider
- Parents have signed the consent forms
- Parents have a copy of the Field File or easy access to this through the local point of contact
- a log of all visits and journeys is kept for three years after the visit takes place, for monitoring (see Appendix)
- details of any incident involving personal injury to a young person are kept until the person concerned reaches the age of 24 (an insurance claim can be made at any time up until this age)
- details of any significant damage to third party property are kept for six years
- vehicle drivers are appropriately qualified
- vehicles have been checked for road worthiness and have all required documents, eg MOT, insurance cover, road fund licence
- a sufficient rest period is allowed for group leaders on visits and journeys

4 Monitoring & Review

This policy statement is the responsibility of the Governing Body's Personnel sub-committee and is authorised by the Governing Body of the Academy Trust. The attaching implementation procedures are the responsibility of the Principal but will be monitored by the Personnel sub-committee.

The committee will and ask for a report annually from the Principal.

The committee will review the policy statement as appropriate under changing circumstances and at least every three years.



IMPLEMENTATION PROCEDURES & NOTES

The Group Leader

The Role of the Group Leader is extremely important. One teacher, as the Group Leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The Group Leader will be appointed or approved by the Principal or the Governing Body.

The Group Leader will also need to be aware of and to act upon, any responsibilities associated with the rights of landowners, public agencies and the general public, and the preservation of the environment (eg, wildlife).

When there is a joint group from two or more establishments, an overall Group Leader should also be nominated, whose responsibility will be to ensure that the guidance in this document is complied with. However, the responsibility for the welfare of individual young people from each establishment rests with their own appointed Group Leader.

The Group Leader in the academy should fulfil all of the following responsibilities, all of which are implied as part of the general duty of care:

- satisfy herself/himself as to the knowledge, skills and experience of other supervisory staff, including directing and specifying their roles and responsibilities as part of the overall group
- be suitably qualified if instructing an activity
- undertake a preliminary visit or, where this is not possible, take action to ensure that the venue and journey are safe and suitable for all participants
- before booking a visit, ensure that bodies such as tour operators or activity providers have carried out their own risk assessment and have procedures in place to manage the risks
- prepare and take a copy of the "Field File" on all visits and journeys. It may be necessary to take further copies of the Field File where group members subsequently subdivide during the visit for particular activities
- leave a further copy of the Field File with the local point of contact, eg the Principal or Line Manager, who must remain in Bedfordshire and must be able to be contacted 24 hours a day by the Group Leader if necessary.
- give careful consideration to the strain involved in any journey and its effects on those taking part, make sure young people and supervisory staff have sufficient time on arrival to recover from the journey before being involved in activities
- inspect the general appearance of the vehicle prior to the journey and immediately draw the driver's attention to any defects they may notice
- make sure that young people are not involved in party political activities or activities which promote aims which are inappropriate to the work of the academy or the youth service
- maintain a daily log for visits lasting more than one day
- report accidents, incidents and near misses to those who gave approval for the visit or journey
- complete an evaluation of the visit upon return.

Group leaders who are supervising water-based activities should also be competent in water rescue and life saving techniques.



Information containing a parental consent form and details of the proposed visit should be sent with as much advance notice as possible prior to the visit or journey to enable parents to make appropriate arrangements. The communication should contain a Personal Information and Consent Form(Appendix K) where appropriate.:

For regulation sporting fixtures parents need not be asked on each occasion but a general consent form would be required at the start of each season. Parents should be informed of where their children are competing two working days before a fixture.

Visits and journeys which involve hazardous/adventure activities require additional approval from the Governing Body. Definitions of hazardous/adventure activities are included later in the policy guidance. There are further special conditions regarding approval for such visits and journeys (see "Types of Visit").

Visits and journeys abroad require notification to be given to the Governing Body (see "Visits Abroad").

For visits within the European Community, the group leader should ensure that the form E111 (the transfer of medical insurance) is available for each participant, in case medical treatment is required.

When a collective passport is required, the group leader must make application in good time, usually six weeks prior to the departure.

When Identity cards are required, the group leader must ensure that these are completed accurately and in good time to allow the Principal time to verify these. The cards need to be sent to the Passport Office, together with the application for a Collective Passport.

Approval for hazardous/ adventure visits should be applied for using appropriate forms, as soon as a visit is planned and before any financial commitment is made. All information needed for final approval must be provided at least five working weeks before the departure date. Forms must be completed correctly, since incomplete or wrongly completed forms will delay approval and could jeopardise the planned activity. **Late submission will mean that permission is refused.**

Charges for academy visits and journeys must be in accordance with the academy's policy on charges and remission of charges established under Section 110 of the 1988 Education Reform Act.

Any incident giving rise to damage or a serious injury must be reported to the Principal, local point of contact, designated member of staff at the earliest possible opportunity (see Chapter 10, Emergency Procedures). A copy of the Field File containing Emergency Procedures must be taken with each group undertaking a visit or journey.



PLANNING

Before Group Leaders begin to make arrangements for a visit or journey, they should refer to the Planning Checklist (see Appendix A) and take the following steps:

- obtain approval from the Assistant Principal, Principal, (see Appendix B)
- obtain the approval, where required, of the Governing Body
- select the group and its supervisors.

The educational relevance of all visits and journeys must be clearly defined. The nature of the activities undertaken must be suited to the ages, abilities and aptitudes of the young people taking part in them.

There should be clear links between activities undertaken on visits and the normal work of the academy.

Educational Visits and Journeys organised or provided by establishments may fall within the scope of the Package Travel Regulations 1992 if they include at least two of the following:

- transport
- accommodation
- other tourist services.

All visits must be adequately led and supervised by members of the teaching staff and other adults with appropriate police clearance who have been invited or nominated by the principal. **No adult should accompany the group except as a designated supervisor with identified responsibilities.**

Familiarisation with places to be visited —preliminary visit

Where possible and feasible it is strongly advised that the Group Leader to make a preliminary visit to gain first hand knowledge of the places to be visited and the opportunities they will provide. This will help with completion of the risk assessment and Appendix F where necessary.

Where it is not feasible to undertake a preliminary visit, there are other things which Group Leaders should do to obtain information:

- Obtain whatever written information is available
- Contact experts in the locality who have specialist knowledge related to the context of the visit
- Obtain information from other academies, schools or youth clubs/projects from Bedfordshire who may have visited the area
- Contact the LA for the area to be visited — they may have helpful information.

Properly researched preparation will ensure that the Group Leader knows what is to happen during every stage of the visit. However, in the event of unexpected circumstances, a change in conditions or information being misleading, the Group Leader must be prepared to cancel or modify activities in the best interests of those taking part.



Risk Assessments

Safety must always be the prime consideration.

It is the responsibility of the Group Leader organising the visit to arrange for a risk assessment to be carried out before any educational visit or journey is authorised. This should be carried out by a competent person (competency is defined in terms of experience and training or knowledge of the process).

In addition to the above good practice in relation to Risk Assessment should include taking the following advice into consideration as part of your planning for a successful Educational Visit or Journey.

Group Leaders should consider particular factors involved for participants identified as having special educational needs, since the level of risk represented by a combination of activity and associated factors which is acceptable for many other individuals, may still be unacceptably high for them.

Supervisory staff must remain alert to potential problems and be prepared to intervene if a situation threatens to get out of control.

Activities cannot be entirely risk free, but young people must not be placed in situations that expose them to an unacceptable level of physical or psychological risk.

Where a hazardous/adventure activity is proposed a **risk assessment must be completed and submitted with form HAI to the Governing Body**. This must be done before any financial commitment is made and in any event at least five working weeks before the departure date. The Contract (Appendix F) must be sent to all activity providers prior to making a booking. The Governing Body(GB) will use this, together with form HAI and any licence of the provider, to determine whether approval will be given. The completed Contract must be submitted to the GB with form HAI and the Risk Assessment as early as possible in the planning process. If the Contract is received less than five working weeks prior to the date of departure, **approval for the visit will not be given**.

Once a Risk Assessment has been carried out, important decisions need to be taken:

- can control be implemented?
- Is the risk to an individual/member of staff too great?
- Should the visit go ahead?

Training is available from various providers for all staff who wish to be involved in educational visits.

1. FIRST AID

On all visits there must be an appointed person for first aid. The 'appointed person' knows what to do in an emergency but does not necessarily administer first aid. It would be best practice for the appointed person to have undertaken the "Emergency First Aid" training course lasting approximately 4 hours (known as the short course). Group Leaders should satisfy themselves, as part of their own risk assessment, that first aid cover will be provided throughout their visit or journey, both during transportation and at the destination. For trips involving Hazardous Activities and visits abroad at least one fully trained First Aider must accompany the group.

Where young people are split into smaller groups for particular activities, and are remote from any first aid or emergency services, all participants should be accompanied by someone with



emergency first aid training, or have the means of contacting a qualified first aider or the emergency services in the event of an emergency occurring.

An Appointed Person will be responsible for ensuring that a suitably stocked first aid kit is available and for monitoring the use of prescribed medication.

All supervisory staff must be aware of any allergies/illnesses suffered by participants. Group Leaders must make sure this information is recorded prior to the visit and is available to supervisory staff at all times including the journey

A properly maintained **first aid kit** must be available during journeys and activities. Supervisors should be aware of the contents and how these should be used.

The contents of a first aid kit will depend on what activities are planned. After the risk assessment is carried out, Group Leaders may decide to add to the recommended list or to increase quantities.

2 SUPERVISION

The largest number of participants for whom one group leader should be responsible. This number is defined as follows:

for academies: when a visit involves “whole class groups” a group leader (the teacher) would normally be responsible for his or her own class, irrespective of size. When a visit involves participants who are not all from the same class or year, the maximum number should not exceed 30.

Academies

The Group Leader has overall responsibility for the supervision and conduct of the visit or journey at all times and all supervisors must be aware of their responsibilities for the safety of the young people in their care at all times.

- Each young person must also know which supervisor is responsible for them or their group
- coach drivers and staff in museums, activity centres and at other destinations cannot be included in supervisory ratios.
- A teacher always holds the ‘duty of care’ and it cannot be dispensed to another person
- where hazardous/adventure activities are to take place during a day visit, it is normal practice for an academy to improve the ratios above the minimum requirement and to seek GB approval (see paragraphs 8.18—8.22 (Types of Visit —Hazardous/Adventure activities)).
- each Group must have an ‘additional’ supervisor to cover emergency or unforeseen circumstances.
- where possible, even on day trips, mixed gender groups should have male and female supervisors. Where this is not possible, the academy will carefully consider the implications.
- If parents or other volunteers are used to supplement the ratios, the academy will be guided by reference to paragraphs 73—79 in the DfES guidance.



3 RATIOS

It is important to have a high enough ratio of supervisors for young people for any visit.

There are many factors to take into consideration when deciding supervisory ratios. In particular, it is essential to maintain a complete programme of supervision, for example when the main group is split into sub-groups. Contingency plans must be available to cover withdrawal of one or more supervisors through illness or other reason and to cover unforeseen circumstances.

Day Visit Ratios in the UK

For all day visits where the element of risk to be encountered is similar to that normally encountered in daily life (for example, visits to historical sites, most field work, visits to places of local interest and local walks) the minimum supervisory ratio should be as follows:

For years 5 to 6 (young people aged 9—11yrs)

One supervisor for every 10—15 young people, depending on the nature of the activity, etc.

For Years 7 to 8 (young people aged 12 to 13 yrs) One supervisor for every 15 to 20 young people, depending on the nature of the activity.

Improved supervision or day and overnight visits in the UK

Where academy groups might encounter hazardous environments, for example busy car parks, motorway service stations, ferry terminals, airports, busy shopping centres, theme parks or lakes, rivers, canals and other stretches of water, ratios should be improved and extra vigilance employed with regular head counts taking place.

Overnight visits in the UK

In addition to the DfES's guidance, Group Leaders should ensure that:

- all young people have access to at least one supervisor who is well known to them
- all supervisors are aware of their responsibilities for the safety of the young people in their care at all times. This is especially important when the responsibility is divided between the academy and a residential centre. Each young person must also know which supervisor is responsible for them or their group
- mixed gender groups should have at least one male and one female teacher.

4 Preparing Pupils

The list below gives the minimum information that must be supplied in writing to group members and also to parents before obtaining their written consent for journeys abroad or residential visits in the UK. Day visits require a shorter list but, if the return is after academy hours and/or hazardous/adventure activities are included, most of the information below will be required.

1. Dates.
2. Times of departure and return.
3. Method of travel to be used, including name of any travel company.
4. Destination with full address and telephone number.



5. Emergency contact arrangements at home and away, if all young people are not at one centre. This enables parents to contact either the centre or the local point of contact in their home vicinity.
6. Agreed arrangements for young people to contact parents and parents to contact young people during the visit.
7. Emergency procedures for the group.
8. Procedures for group members who become ill.
9. Names of Group Leader and accompanying staff, and supervision arrangements.
10. Broad aim of visit and details of all proposed activities planned. Any hazardous/adventure activities must be clearly specified and the ways in which risks are to be managed must be identified.
11. Advice on customs and excise regulations and what items young people may not bring back from abroad.
12. Background information about the place to be visited.
13. Charges or voluntary contributions: what they cover and do not cover.
14. Methods of payment and cancellation arrangements.
15. Advice on pocket money and ways to carry money and valuables (eg moneybelts).
16. Insurance effected for the group members in respect of baggage, personal accident, cancellation and medical cover. Send a photocopy of the insurance summary to all parents or state that a copy of the summary may be obtained from the Group Leader. This school journeys insurance is compulsory for hazardous/adventure activities and visits abroad and is strongly recommended for visits involving an overnight stay. Whilst this insurance is desirable in other circumstances, where a decision not to provide this additional cover is taken, the statement in Appendix H should be given to parents.
17. Clothing/footwear and other items to be taken.
18. What items should not be taken on the visit.
19. Code of conduct: details relating to the standard of behaviour expected from the group during the visit, including, for example, rules on smoking, alcoholic drinks, drugs, sexual activity and general group discipline.
20. Whether parents must be expected to fund the early return of young people whose conduct gives cause for concern on a visit (a written agreement may be necessary).
21. Basic safety rules when using transport.
22. How to avoid specific dangers and why group members should follow rules.
23. Why safety precautions are in place.
24. What to do if approached by a stranger.
25. Parents should complete a Parental Consent Form whenever young people are to be conveyed by any form of transport on a visit or a journey (See Appendix J).
27. Parents should complete a Personal Information and Parental Consent Form (see Appendix K) for all visits which include absence from home overnight, for visits abroad and for visits involving hazardous/adventure activities.
28. The use of contact/identity cards and what to do if lost or parted from the group.
29. The information as required by the Package Holidays and Tour Regulations 1993 to be included.
30. Form EI 11 (visits abroad).
31. Vaccination requirements (visits abroad).
32. Passport and visa requirements (visits abroad).
33. Procedures in place for visits to residential centres abroad.
34. Advice on coping with language difficulties for visits abroad.



35. How to use telephones/mobiles abroad — money required, etc (a telephone charge card allows calls to be charged to the home number).
36. Advice on foreign culture and customs, including dress codes, attitudes to gender, body language, etc.
37. On exchange visits, the details of the host families, including addresses.



5 Communicating With Parents/Parental Consent

Many short visits occur during the course of the academy day, which are accepted as part of the establishment's routine activities. Local visits on foot, in academy time, to non-hazardous venues, do not need written parental consent providing that the academy **informs parents of this principle at the beginning of their children's academy career or in the handbook for parents.**

Parental consent should be obtained whenever young people are to be conveyed by any form of transport. This should be obtained through the completion of a Parental Consent Form (see Appendix J). In the case of visits and journeys involving overnight stays, visits abroad and/or hazardous/adventure activities, a Personal Information and Parental Consent Form (Appendix K) should be used.

6 Planning Transport

Group Leaders and drivers should make themselves familiar with the *Safety in Transport Operation Code of Practice* issued by the previous Bedfordshire Council, which is a useful reference. This document is a comprehensive guide to Safety in Transport Operation and most of the requirements for transport in various situations

Chapters 6 & 7 of the DfES Policy on Educational Visits sets out the regulations that need to be followed regarding transport and insurance cover when arranging travel for educational journeys.

7 TYPES of VISITS:

HAZARDOUS and ADVENTURE ACTIVITIES

The following definition may be useful in deciding whether an activity should be regarded as hazardous but it should not be regarded as definitive in an insurance context:

"Hazardous/adventure activities are defined as an aspect of out door education which could involve the participant in some degree of either physical or psychological risk, or which involves some degree of inescapable activity. In general, field sports and games can be stopped at a moment's notice, and the generated tension, competition or even risk eliminated. With hazardous/adventure activities, the participants cannot be suddenly isolated from risk on the blow of a whistle."

The following activities are considered to fall within the hazardous/adventure activities category

Land Based Activities

abseiling
aerial runways/zip wires
archery
assault courses
camping
caving, potholing and mine exploration
climbing on artificial walls
cycling — touring or off-road

Water Based Activities

angling
canoeing — kayaks/Canadian canoes
powered watersports (eg jet skiing)
and other powered craft.
rafting & raft-building
rowing
sailing
snorkelling



martial arts
mountain biking
go-karting
gorge or ghyll scrambling
high and low rope courses
horse riding and pony trekking
orienteering
paintball
problem solving (some activities)
quad biking
rock climbing, sea cliff traversing
self defence
skiing
walking — low level, high level, wild country

sub aqua activities
surfing
swimming
water skiing
windsurfing

Airborne Activities

balloon flights
gliding, helicopter flights
parachuting, paragliding,
parascending
other non-commercial flights.

The list in the previous paragraph should not be considered exhaustive and Group Leaders should bear in mind that activities which would not normally be considered hazardous might become so by reason of environmental conditions or the nature of the group undertaking them. Application for LEA approval should be sought for any visits or journeys which involve activities with an equivalent level of risk.

Good planning is essential in organising visits that involve hazardous/adventure activities. Consideration needs to be given to:

- risk assessment
- emergency procedures
- contingency plans
- skills and training required, especially by staff involved
- the appropriateness of the event
- the effectiveness and efficiency of any provider involved.

A planning checklist is provided in Appendix A.

Approval for visits and journeys involving hazardous/adventure activities, or hazardous areas, rests with the Governing Body and anyone intending to lead such activities must seek permission from the Governing Body in these cases, by completing form HAI (see Appendix D).

For visits abroad or visits which involve hazardous/adventure activities, either the Group Leader or the academy will take out academy journey insurance to effect appropriate cover in case of accident and other matters such as the necessity for medical treatment.

The Group Leader must check that the provider of any hazardous / adventure activity has appropriate public liability insurance.

The Governing Body of the Academy will not consider for approval educational visits that involve adventure activities in the United Kingdom (as broadly defined in the Adventure Activities Licensing Regulations) where an activity provider is unlicensed.

It is the responsibility of the Group Leader to check whether a centre requires a licence under the Activity Centres Act 1995. The Academy will ask a centre for a copy of its licence and schedule. If they cannot copy it they must provide its number, schedule information and expiry date. The



Academy will check its validity by telephoning the Adventure Activities Licensing Authority on (01222) 755715.

Only when this information is known, should a Group Leader make a firm booking and complete the declaration on the HAI.

Where a hazardous/adventure activity is proposed, a Risk Assessment must be completed and submitted with form HAI before any financial commitment is made and in any event at least five working weeks before the date. Activity Centres will have done a risk assessment on each activity. Group Leaders should ask to see a copy. The Contract (Appendix F) must be sent to all activity providers prior to making a booking. The Academy will use this, together with form HAI and any licence of the provider, to determine whether approval will be given. The completed Contract must be submitted to the Principal with form HAI and the Risk Assessment as early as possible in the planning process. If the Contract is received less than five working weeks prior to the date of departure, approval for the visit will not be given.

Group Leaders organising ski trips should be accredited with the SCO part I from the English Ski Council. Neither of the SCO Part I or Part 2 certificates automatically qualifies teachers to supervise their own young people undertaking "on piste" skiing. Leaders wishing to supervise their own young people while undertaking "on piste" skiing should contact the persons listed above for further advice.



7 FIELDWORK

Fieldwork is essential to many subjects, including Geography, Geology, History, Biology and Art. A teacher intending to take a group on fieldwork will have many things to consider before proceeding with the planning.

The Planning Checklist (Appendix A), the Sample Application Form (Appendix B) and the Field File (Appendix G) will assist the teacher/Group Leader in the general planning process and provide relevant information for obtaining the Principal's permission for the visit.

Working outside the classroom, which is statutory in geography in Key Stages 2, 3 is often likely to include fieldwork both on and off the academy site.

All fieldwork and educational visits in the UK, whether to mountain or museum, involve some form of pupil activity. Group leaders must consider the changing nature of the risks these may entail and complete a risk assessment form wherever necessary.

Before organising a fieldwork visit which involves hazardous or adventure activities, the Group Leader must read paragraphs 8.1—8.22, "Hazardous and Adventure Activities". Governing Body approval for such visits must be obtained, using form HAI.

Curriculum 2000 makes a requirement on academies to provide geography teaching "outside of the classroom" to all pupils in Key Stages 2 and 3. This may include fieldwork.

Geography "outside the classroom" provides a very significant opportunity for teachers to develop pupils' enquiry skills by using the whole of the academy site before pupils are given access to an educational visit.

The aim of visits for older group members may be to encourage independence and investigative skills and they may spend some time on fieldwork unsupervised. The Group Leader remains responsible for young people even when not in direct contact with them. The Group Leader must therefore establish clear ground rules and must ensure that young people are adequately equipped to be on their own in a group.

The training given to young people must be sound and should be assessed separately. The Group Leader should be satisfied that the young people have acquired the necessary skills and have the experience, confidence, physical ability and judgement they need to be left without direct supervision.

Withdrawal of direct supervision should be a gradual four-stage process of:

- accompanying the group
- shadowing the group
- checking regularly at agreed locations
- checking occasionally at agreed locations.

Young people should be familiar with all equipment used or taken on such activities and, in addition to training, an initial element of supervision in the use of equipment is required during the activity. Any equipment, particularly safety equipment, taken or used during these activities should be assessed separately.



Before Group Leaders decide to implement such a strategy, they should give serious consideration to the area under study. The Field Studies Council's policy on Group Work Away from Permanent Supervision (GAPS) is set out on page 44 of the Beds Policy. **Particular note should be drawn to the recommendation that unsupervised groups would normally be expected to be over 16 years of age.**

8 FIELD FILE

The Group Leader must take a copy of the Field File on Educational Visits and Journeys. It may be necessary to take further copies of the Field File where the group members divide into separate subgroups for particular activities during the visit.

A further copy of the field file is held by the local point of contact, eg Principal or Line Manager, who remains in Bedfordshire and can be contacted 24 hours a day by the Group Leader or LEA if necessary.

Contents of the Field File

Up to date copies of *Health and Safety of Pupils on Educational Visits* (DfES) and the Academy *Educational Visits and Journeys, Policy, Regulations and Guidance* (this document). These should be in the latest version, or the most recent version of any future replacements. Please note that *Educational Visits and Journeys, Policy Document Regulations and Guidance* contains the Emergency Procedures and contact nos should they be required.

Completed Parental Consent Forms (Appendix J) or Personal Information and Parental Consent Forms (Appendix K).

- Local point of contact details.

- Photograph of each member of the group, when necessary.

- The original vehicle/travel documents, certificates and driving licences.

- A copy of contracts with providers, eg transport, accommodation, activity.

- A copy of insurance details and telephone numbers, including medical emergency contacts.

- Incident/Accident/Near-miss forms.

- The itinerary for the visit.

- Any other documentation specific to the particular educational visit, journey or activity.

- The telephone number of the Centre to be used and any mobile phones to be used.

In the case of educational visits abroad, the file must also contain:

- copy of passport details page for each member of the group

- a copy of EHIC cards

- contact number for the British Consulate or Embassy

- details and contact numbers for all families in home to home exchange visits

- list of numbers of travel documents.



9 RESIDENTIAL VISITS

For many visits and journeys that involve absence overnight, it is desirable for the Group Leader to make a preliminary visit to gain first hand knowledge of the places to be visited, and the opportunities they will provide. This will help in assessing potential areas of risk. A risk assessment must always be carried out before a visit.

Educational Visits or journeys organised or provided by establishments may fall within the scope of The Package Travel Regulations 1992 if they include at least two of the following:

- transport
- accommodation
- other tourist services.

10 VISITS ABROAD

Visits to another country bring an additional dimension to the organisational requirements, whether for an exchange visit, a residential stay abroad or a day trip. Local conditions may be different and legislation may differ from that in the UK. There is no substitute for good planning and safe practice.

Organising and Approving a Visit

Approval of all visits abroad rests with the Principal and the Governing Body, in accordance with the Academy's own policy.

On some visits abroad, eg exchanges, young people may be transported on foreign vehicles and in countries where regulations differ from those in the UK, eg seat belt regulations. Organisers should make appropriate checks and advise parents of differing regulations.

Using a tour operator

There are a number of factors to be considered when organising a visit through a tour operator. These include Risk Assessment and Planning and Preparation.

Risk Assessment

Activities cannot be entirely risk free, but young people must not be placed in situations that expose them to an unacceptable level of physical or psychological risk. Safety must always be the prime consideration. If the risks cannot be contained, then the visit must not take place.

Planning and Preparation

The Group Leader should involve all accompanying staff from the outset and arrange team meetings to ensure that all are in agreement with the principles established and the information being given to parents. All accompanying staff should have a clear and specific role.

Young people should be adequately prepared for visits abroad. Group Leaders must give attention to the following factors:

- language — particularly common phrases



- culture — eg body language, rules of behaviour, dress codes, local customs, attitudes to gender etc.
- alcohol usage — particularly where the legal age for consumption is younger, eg host families may offer wine with meals.
- food and drink — in some countries group members will need to be advised of the dangers of drinking tap water. In some countries it is safer to drink bottled water and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish.
- money — how to carry money and valuables discreetly, eg money belts, zip armlets. If large amounts of money will be needed it might be advisable to take travellers' cheques. This is not a practical solution for adults taking an exchange group where the regular need for individuals to find a bank at opening times could seriously disrupt the organisation of group outings. In all circumstances, arrangements should be made to avoid carrying large sums of money at any one time.
- use of the telephone abroad — obtaining money or phone card, and knowing the correct code to ring home. (a charge card can be obtained from some phone companies allowing calls to be charged to the home number).
- emergency procedures — including how to contact emergency services in the countries to be visited.

Staffing the Visit

Staffing ratios will need to take into account the nature and type of visit as well as the age of the young people and the experience of the staff involved in the visit. A ratio of **one adult to 10 young** people with at least 2 teachers for any one group should be considered a minimum requirement. Staffing ratios must always be at a level adequate to deal with emergencies and unforeseen circumstances, for example one young person falling ill and requiring a teacher or supervisor to leave the main group of pupils.

All teachers and supervisors should meet all young people who will be in their care, together with their parents. Prior to departure, parents and young people should be introduced to all staff who will be responsible for the group throughout the visit abroad. **Attendance at this meeting should be considered a priority for all concerned.**

All parents, staff and participants should be provided with detailed written information about the visit. This will ensure that parents who do not attend briefing sessions will have an appropriate awareness. This should embrace such aspects as: insurance cover detailed itinerary other information such as contacts, supervision, staff details, travel company details, reciprocal health arrangements etc

Briefing Meeting for Accompanying Staff

Accompanying teachers and supervisors should be invited to a separate briefing/planning session to discuss their roles and responsibilities as a team whilst in charge of a group abroad. For a joint visit involving more than one establishment, such a meeting would allow staff from all academies or clubs involved to meet prior to departure and to organise the details of their joint supervision. A set of agreed protocols may have to be drawn up to ensure that all agree on a single code of conduct for all participants. Attendance at this meeting should be considered a priority for all concerned.



Areas to be considered might include:

- the specific roles and responsibilities of each accompanying adult.
- group management during travel.
- conduct on board coaches, ferries and aircraft.
- general procedures according to the type of visit to be undertaken.

Staying at a Residential Centre

Risk Assessment

Irrespective of the type of arrangements for a stay at a residential centre, it is essential that a risk assessment is carried out.

If the visit is arranged through a tour operator, the tour operator should undertake the risk assessment. It is essential that the establishment obtains a copy of the assessment prior to confirmation of booking. If the Tour Operator has not carried out an assessment, the Group Leader will need to do so.

If the visit is arranged by the academy or establishment directly with the Centre, then the responsibility for risk assessment lies either with the visiting establishment or the Centre itself. Confirmation that a risk assessment has been effected is required when completing the "Notification of Educational Visits Abroad" form.

A specimen risk assessment form is included in Appendix C. When using a residential centre the Group Leader must:

- conduct a fire practice as soon as possible after arrival
- check that security measures are satisfactory
- ensure all members of the party are aware of security procedures.



11 Emergency Procedures:

Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by leaders. These cannot be comprehensively defined. Less extreme examples could include minor injuries, food poisoning, or young people being temporarily lost, but at the other end of the scale are accidents involving serious injury or fatality.

- In the event of an emergency, follow the framework of procedures listed below:
- Establish the nature and extent of the emergency.
- Make sure all other members of the group are accounted for and are safe.
- If there are injuries, immediately establish their extent, as far as possible, and administer appropriate first aid.
- Establish the name(s) of the injured and call whichever emergency services are required.
- Advise other group staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the group accompanies the casualties to hospital.
- Ensure that the remainder of the group are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young persons are accounted for.
- Control access to telephones until contact is made with the Principal, local point of contact, designated senior member of staff and until he or she has had time to contact those directly involved.
- Contact off-site base (outdoor centre, hotel, youth hostel, etc).
- Contact local point of contact, Principal or designated senior member of staff.
- Notify the British Embassy or Consulate if an emergency occurs abroad
- Where serious injuries or fatalities occur, which would result in media involvement, the Group Leader, the local point of contact, Principal or designated senior member of staff must ensure that the Chair of Governors or her/his representative is contacted.
- Do not discuss or admit legal liability.
- Refer requests from the media to the designated individual and/or his representative. It is not for the Group Leader or other group members to discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.
- In addition, complete the Academy Incident / Accident/Report Form (See Appendix Q). This form should also be completed for less serious injuries and near misses).
- Write down all other relevant details of the incident while these are still fresh in the memory. Ask other supervisory staff to do the same. If practicable, take a photograph of the accident scene and any equipment, etc, involved.
- Keep any equipment involved in its original condition.
- Keep details of these emergency procedures to hand and ensure that you have the means to implement them.
- In cases where a notifiable accident or notifiable dangerous incident has occurred, make sure that the Health and Safety Executive are informed by telephone, within 24 hours of the incident occurring. (24-hour telephone line: (01582) 444200 or fax (01582) 444320). A report (on Form 2508) must then be submitted to the Health and Safety Executive within seven days. Where it is not possible for the Group Leader to contact the Health and Safety Executive directly, he/she must ensure that the local point of contact at the home establishment undertakes this responsibility. Copies of the report Form 2508 must also be sent to the Health Safety Officer in



County Hall (Refer to Circular H96/43 and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Contact telephone numbers for communicating an emergency

For serious incidents, situations where serious injuries or fatalities occur, or where the media are likely to become involved, the Academy emergency procedures must be activated by the Group Leader or the designated local point of contact through the Principal and /or the Chair of Governors.

It is important to maintain an adequate communications link with the local point of contact at the home establishment so that any changes in the situation or requests for back-up can be readily convened. Mobile phones carried by the accompanying staff could save valuable time in the event of a serious emergency, but should not be used on an aeroplane at any time.

Group Leaders on visits abroad should take with them the address and telephone number of the nearest British Consular Office which can be obtained from the Diplomatic Service List, found in most public libraries.

Local point of contact/principal responsibilities

The primary function of the local point of contact at the home establishment is to act as a communications link between the group, parents, Principal and Chair of Governors.

The Principal (or equivalent) will arrange to contact parents of those involved as soon as possible. For a serious incident the Principal must contact parents of *all* group members.

All media enquiries should be referred to the Principal. A designated person in the Academy should then act as the ongoing point of contact with the media, to whom everyone involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.

Centres should have their own emergency procedures. Organisers should request a copy of these in advance of the visit and compare them with the recommended framework detailed above. If the centre procedures are significantly different or appear deficient by comparison, organisers should agree with the Centre Management exactly what procedures will be followed, before the visit is confirmed. Academy staff supervising the group, and Centre staff, should be made fully aware of what is agreed.

If there is any doubt about the safety of the arrangements, the visit should not take place.