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2	September 2020	M Gandy	General update
3	January 2023	P Smith	Review and minor edits
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Manchester YMCA Educational visits policy

LEGAL FRAMEWORK

This policy is based upon guidance from:

1. Health and Safety of Students on Educational visits (HASPEV) together with the 3 Part Supplement to Health and Safety of Students on Educational Visits: DfES publications.
2. Lancashire School Safety Manual.
3. RIDDOR 95: A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995: HSE Books (L73).
4. Health & Safety: Responsibilities & Powers: DfES publications.
5. Lancashire County Council's Health and Safety Policies.

ALL STAFF INVOLVED IN EDUCATIONAL VISITS ARE DIRECTED TO IMPLEMENT THE ARRANGEMENTS IN THIS DOCUMENT, AND TO COMPLY WITH THE POLICY.

1. INTRODUCTION

Education visits are planned educational experiences designed to enrich and enhance the taught curriculum. In addition to this they may help in developing confidence, self-esteem and life skills for our students.

2. APPROVAL AND REGULATION OF VISITS

All Educational visits require the prior consent and approval of the Head of TYS and education (Nicole Joseph), and in her absence CEO (Paul Smith).

Visits are categorised as Type A or Type B visits. These are decided as follows:

TYPE A

- Educational low risk off-sites visits, up to one-day duration.

TYPE B

- Educational off-sites visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
- Visits involving adventurous activities.
- Visits to farms and theme parks.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.

(Type B visits may include Outdoor Education, Physical Education and Duke of Edinburgh visits/ Activities)

3. CONTINGENCY PLANS (APPLIES TO TYPE A AND B VISITS)

An alternative programme must be planned in the event of unforeseen circumstances. This should be risk assessed alongside the main activity. If the alternative is that the visit is cancelled and the party returns to base, then this should be stated.

4. PARENTAL/CARER CONSENT FOR ALL EDUCATIONAL VISITS

It is a requirement that a signed parental consent/medical information form is obtained from the parents/carers of all young people participating in all educational visits/adventurous activities. Consent for Outdoor Education, PE and regular off-site activities are often sought on a student's admission to school and reviewed annually.

Additional activities/off site visits will require consent handed out to the student and to be returned completed by a parent/carer. This necessitates the exclusion from such activities of students/young people for whom the school have not obtained, for whatever reason, the consent for any necessary medical treatment. Staff responsible for supervision of the activity/visit should make themselves aware of the nearest accident and emergency hospital. The responsibility for implementing the emergency procedures is that of the Visit Leader. Staff should take with them copies of the risk assessment and student passport containing all relevant information in case of emergency.

5. PUBLIC LIABILITY INSURANCE

All activities will be covered under Manchester YMCA public liability insurance.

6. SUPERVISION

6.1. DUTIES AND RESPONSIBILITIES

6.1.1. Responsibilities Applicable to all Staff involved in Educational Visits

NOTE:

1. **All staff have a duty of care for the welfare and safety of all children/young people taking part in the educational visits.**
2. **Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.**
3. **Every adult accompanying the visit must have a role.**

All staff members should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the students and other staff. They should fully understand and be comfortable with their role before undertaking the visit. All staff must:

Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the students:

- Inform the Visit Leader if they are unsure of their ability to perform any supervisory function requested of them.

- Always recognise the limits of their responsibilities and act within these.
- Report to the Visit Leader any concerns they may have concerning student behaviour or well-being during the visit.

Greater levels of responsibility will normally be assigned to the Visit Leader and a higher standard of care is expected of them.

6.1.2. Responsibilities of ALL Staff who lead or instruct their own groups in

Adventurous Activities

External instructors will be used to lead adventurous activities where the member of staff leading the group does not have his/her approved qualification in the area of the specific activity.

6.1.3. Responsibilities of the Visit Leader

The Visit Leader must recognise that whilst leading the visit he/she is in effect representing Manchester YMCA. The Visit Leader must:

- Ensure the overall maintenance of good order and discipline during the visit;
- Ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff, and students, whilst on the visit. In respect of residential visits, adequate supervision must be provided 24/7.
- Ensure that all members of staff are fully briefed as to their roles and responsibilities.
- Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.

The Visit Leader is also responsible for ensuring that participants conduct themselves with due respect of the environment and the local community. Visit Leaders should be familiar and act in accordance with all relevant regulations and guidance contained in this document. Visit Leaders must inform the Headteacher or Deputy Headteacher (or senior staff) if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

The risk assessment process must be seen as 'on-going' and 'dynamic'. In other words, professional judgments and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient the activity must not proceed.

6.1.4. Responsibilities of Nominated Group Leaders

Group leaders, have a common law duty of care towards the students in their charge. Group leaders must recognise their responsibilities in:

- Maintaining good order and discipline;
- Ensuring the safety and well-being of the students in their care;
- Informing the Visit Leader of any accident involving the students in their care, which has implications for students' health and safety, general welfare or the good order of the visit as a whole.

6.1.5. Responsibilities of the 'Base Contact'

The Base Contact should make arrangements to be accessible throughout the duration of the visit and be very clear on communication links with the Visit Leader. If mobile

telephones are to be used, please ensure that there is a good reception and where possible, give landline telephone numbers.

The Base Contact should have full copies of Educational Visits Planning and Check List and approval; along with risk assessments and specific route maps/details and the telephone numbers of two designated senior members of staff. In addition he/she should have major emergency contact numbers, parent/carer's contact details and LEA to hand.

The Base Contact must not be part of the Educational visit/activity. The Base Contact should have a clearly defined and agreed 'Visit Closed Policy' with the Visit Leader. For Duke of Edinburgh Award groups, a 'Failed to Return Policy' is required.

6.2. RATIOS

The staffing required to run the visit safely needs to be identified through the risk assessment rather than by a simple numerical calculation of ratios. It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:

- Gender, age and ability of group;
- Students/young people with special educational or medical needs;
- Nature of activities;
- Experience of adults in off-site supervision;

NOTE: If adults are less experienced in the activity, then more of them may be required to ensure adequate supervision.

- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of students/young people;
- First aid cover.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources, as defined by the risk assessment.

The following are regarded as the minimum ratio acceptable on any visit:

- t. **1 adult for every 5 students/young people in school years 4 to 6;**
- t. **1 adult for the first 10 students/young people and then one additional adult for every 20 students/young people or part thereof, for students/young people in school year 7 and above.**

6.2.1. Other Persons (including Children)

It is known that, in some cases, arrangements are made for a member of staff or a volunteer to take with them other persons, including child/ren, who would not otherwise be one of the group taking part in the visit/activity. This situation would usually arise where an adult brings along his or her own child/ren, and possibly a friend. **Manchester YMCA does not endorse this practice and will not allow this to happen.**

Volunteers may attend the trip/activity but will be subject to DBS clearance and expected to have their own insurance arrangements.

Attached:

Sample Educational Visits Planning Checklist and Approval Form
Risk Assessment
Out of School/ Transport Form

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PLANNING CHECKLIST AND APPROVAL FORM

This pack has been designed to cover all types of trips. If your trip is an overnight trip or you are taking Voluntary Helpers, you should complete the Educational Visits Form.

THIS FORM MUST BE SUBMITTED, AT LEAST FIVE SCHOOL DAYS BEFORE DEPARTURE, TOGETHER WITH ALL RELEVANT INFORMATION TO Nicole Joseph . PLEASE DO NOT HESITATE TO ASK IF YOU HAVE ANY CONCERNS. A MEMBER OF THE SLT MUST AUTHORISE THE TRIP BEFORE DEPARTURE.

Brief details of proposed trip: (activity/dates/times)

Activity: _____

Date(s): ____ / ____ / ____ to ____ / ____ / ____

Time(s): ____ : ____ am/pm to ____ : ____ am/pm

Year Group(s) involved: _____ Number of students: _____

Group Leader:

Other Staff

attending: _____

PROPOSED STUDENTS (to be completed for approval):

STUDENTS (Please Insert Full Name)	Year Group	Attending (TO BE COMPLETED ON THE DAY)

ADDITIONAL STUDENTS (TO BE COMPLETED ON THE DAY)

STUDENTS (Please Insert Full Name)	Year Group	Attending (TO BE COMPLETED ON THE DAY)

YOUNG PEOPLE AND STAFFING RATIO: (TO BE COMPLETED ON THE DAY)

Year Group(s) Involved:		Number of Boys:		Number of Girls:	
Total Number of Students:		Total Number of Responsible Adults:		Staffing/Student Ratio:	

Ratio: Individual assessment according to group and activities, with a minimum of 1:4 for trips. For mixed groups male and female staff. Sufficient experience and expertise within the staff. Supervisory adults can attend but the group leader and teacher will have ultimate responsibility. For remote Supervision: ensure parents are fully aware of any periods of remote supervision and safety measures in place.

WHAT IS THE EDUCATIONAL PURPOSE OF YOUR TRIP/VISIT: *which is/are appropriate to the age and ability of the group(s)*

Group Leader:		Deputy:	
Names of all other staff/adults going:			
Amendments to staff going (TO BE COMPLETED ON THE DAY):			
Confirm staffing is adequate to meet the needs of individuals with medical/behavioural/special needs and that staff have appropriate experience, skills and qualifications:			YES/NO
Confirm staffing includes male and female supervision, when appropriate:			YES/NO
Confirm staffing is sufficient to cover emergency situations: <i>(normally a minimum of one teacher and at least one other responsible adult)</i>			YES/NO
Emergency contacts for all staff involved:			
Staff Member	Name of Emergency Contact	Telephone Number(s)	
Relevant experience, qualifications and specific responsibilities of each member of staff and accompanying adults <i>(e.g. first aid, Team Teach, etc)</i>			

STEP 3: PLACES, DATES AND CONTACTS

Full address and contact details of location				
<i>Consider the surrounding area (any hazards?). Ensure the location of the visit is suitable for the activity and manageable for the group and staff.</i>				
Trip Mobile Phone:		<i>Provide details of trip mobile phone or other contact numbers and who will hold them</i>		
Date(s) of Visit:	From:	To:	Departure Time:	Est. Time of Return:
Meeting Place for Departure:		Students Returned to:		
CONTACT NUMBERS: <i>Have you ensured all appropriate people have details of emergency contact number that you will be taking on the trip (i.e. Admin Office, SMT)</i>				YES/NO

STEP 4: ACTIVITIES AND ITINERARY

List full itinerary for trip:	
<p>Activity: <i>Details of any hazardous activity and the associated planning, organisation, responsibilities and staffing</i></p>	
Has the weather been considered?	YES/NO
Please confirm if any specialist clothing/equipment is to be provided (<i>include details of insurance cover of any hired items</i>). Consider weather conditions (e.g. hot & sunny – sun creams/hats/t-shirts or cold/wet – warm dry clothing, raincoat, boots). Please detail here	YES/NO
Please confirm any equipment provided by the school is safe and suitable and that you will undertake an inspection of all equipment to be used prior to departure.	YES/NO
Please confirm you will remind students that clothing/equipment they provide must allow for a range of weather conditions.	YES/NO

STEP 5: YOUNG PEOPLE AND STAFFING RATIO

Are the group members age, competence, fitness and temperament suitable for the activity?	YES/NO
Are any children taking part in the activity related to anyone acting in a supervisory role?	YES/NO
Please confirm you have an appointed First Aider on the trip and confirm their name	YES/NO
STUDENTS WITH SPECIAL/MEDICAL/BEHAVIOURAL NEEDS	YES/NO
Have you clearly identified these students?	YES/NO
Have you fully assessed their special needs and identified any necessary special provision required?	YES/NO
Have you ensured all responsible adults are aware of these measures and are happy to implement them?	YES/NO
Have you discussed any concerns with students, staff and parents?	YES/NO
Have you set out your expectations for student behaviour (your Code of Conduct)?	YES/NO
Please confirm you will take Student Passports on activity which detail emergency contacts	YES/NO
Please confirm you will undertake head counts before departure, at regular intervals and before return	YES/NO
If you have Sub-Groups please ensure adults know which students they are responsible for and hold relevant Student Passports and ensure students know who they are accountable to.	YES/NO
Please confirm you have pre-designated meeting points and times throughout the activity and all involved are aware of these points.	YES/NO
Please confirm toilet facilities are available and provided at regular intervals. Consideration must be given to appropriate supervision.	YES/NO

STEP 6: TRANSPORT (Consider transport issues according to number of students, supervision ratios, journey, special needs)

HOW WILL YOU TRAVEL?	TICK TO INDICATE [✓]	STATE DRIVER'S NAME	COMPANY DETAILS	VEHICLE REGISTRATION	ADEQUATE INSURANCE?
ON FOOT		ENSURE YOU CAREFULLY CONSIDER (AND RECORD) THE ROUTE AND ANY ASSOCIATED HAZARDS AND LEVEL OF RISK e.g. ROADS, WEATHER, ISOLATION, COMMUNICATION, SUPERVISION, USE RECOGNISED CROSSINGS, ETC.			
SCHOOL VEHICLE			KS Education Limited		School Insurance
PRIVATE CARS			Owner:		Ensure insurance covers transporting students
NOTE: For parents/staff transporting in their own vehicles a declaration must be completed. Whole school/trips & visits/private vehicle declaration.					
Please confirm the outline of your proposed route by attaching a route planner: <i>You must consider the safety of your route and identified any potential hazards. If you have to change your route, please advise Admin Office immediately.</i>					YES/NO
Do you have any planned refreshment stops: <i>Provide details if applicable.</i>					YES/NO
Has adequate supervision been arranged?					YES/NO
Have you read Roselyn House School Transport Risk Assessment?					YES/NO

STEP 7: STAFF AND STUDENT BRIEFINGS

<p>Please confirm details of STUDENT BRIEFING: How/when (and what information) will all accompanying students be briefed with? <i>Attach details as appropriate. The briefing may include appropriate clothing, remote supervision procedures, lost procedures, safety risks, groupings, a system for recall and action in emergencies, agreed code of behaviour, hazards, etc.</i></p>	
<p>ADULT BRIEFING: How/when (and what information) will all accompanying adults be briefed with? <i>Attach details as appropriate. The briefing may include hazards, programme, defining roles and responsibilities, supervision rotas/duties, behaviour, head counts, communication, names and contact details for sub groups, emergency procedures ➤ issue panic cards with emergency summary, etc.</i></p>	
<p>Have you discussed and agreed policies as appropriate e.g. student mobiles phones, smoking, etc and advised all concerned?</p>	<p>YES/NO</p>

STEP 8: FINANCE & INSURANCE

CASH required for activity: please confirm details (i.e. admission, car parking, refreshments, etc)	Students £	Staff £	Others £	TOTAL £
<p>State Arrangements for Collection and Keeping of Cash:</p>				
<p>INSURANCE: ALL authorised off-site education activities, which are organised by the school involving travel outside the designated school boundaries, are automatically covered by School Insurance. This cover applies to all students, teachers and <u>authorised accompanying adults</u> in the event of injury or loss. Full details and a copy policy are available from the Headteacher.</p>				

STEP 9: CONSIDER, PRACTICE AND REVIEW

IS YOUR RISK ASSESSMENT NOW COMPLETE?	YES/NO
HAVE YOU ASSESSED THE RISKS INVOLVED IN ALL ASPECTS OF THE VISIT AND RECORDED, SHARED AND ATTACHED THE SIGNIFICANT FINDINGS? e.g. have you fully assessed (and recorded) the risks associated with staffing/supervision, travel, students involved, activities, etc.....Seek advice from colleagues if required.	YES/NO

STEP 10: ADDITIONAL INFORMATION AND EVALUATION

Has everyone that needs to know about the trip been advised (Chef, Transport, etc)	YES/NO
Are Students permitted to take mobile phones and are they aware of your policy in regard to use of mobile phones whilst on activity? Please confirm here what your policy is on the use of mobile phones.	YES/NO
Have you clearly advised students on your policies on the use of alcohol, drugs and smoking? Please confirm here what your policy is	YES/NO
Group Leader to ensure school register is updated before departure and that the Admin Office are aware of all Students participating in activity.	YES/NO

'FIVE STEPS' TO RISK ASSESSMENT

There is a legal requirement to ensure a risk assessment is carried out before an educational trip takes place. However, while these **should be comprehensive they need not be complex**. The aim is to ensure pupils are not exposed to an unacceptable level of risk. **The Group Leader should complete the 'Approval Form' and carry out a fuller risk assessment if required.**

CONTINGENCY PLANS:

Consider how you will cope with unexpected hazards i.e. dealing with an accident or other emergencies.

- Continual monitoring and reviewing of hazards throughout the visit. Adapting plans and reassessing risks as necessary.
- Ensure adequate effective communication with all.
- Do not accept below standard accommodation or transport.
- Keep options open to cancel or re-arrange activities if necessary (weather changes, etc).
- In an emergency refer to the standard "Emergency Procedures of Group Leaders".
- What will you do if a pupil (or adult) becomes unwell or unwilling to continue?

Ensure staffing is adequate so that an appropriate adult can be released to care for the individual concerned, without compromising the supervision of the rest of the group.

Additional Comments:

Signed _____ by _____ Group Date: ____/____/____
Leader: _____

1 copy of RA to be retained in Admin Office whilst the trip is in progress and 1 copy to be taken on the trip by the Group Leader.

The Group Leader is responsible for evaluating the trip

Please note it is the Group Leader's responsibility to ensure that correct RA are in place for each and every trip and their safe storage thereafter.

EMERGENCY PROCEDURES FOR GROUP LEADERS

ASSESS THE SITUATION

Stay calm, Take charge.

MAKE SAFE

GET HELP – CONTACT EMERGENCY SERVICES

- ✓ **Care for and establish the name(s) of the injured/at risk**
and account for everyone in the group.
- ✓ **Advise other group adults**
of the incident and ensure adequate supervision for the rest of the group.
- ✓ **Ensure an adult group member stays with the casualty**
- ✓ **OPEN COMMUNICATION LINES BETWEEN INCIDENT AND SCHOOL:**
Contact school and provide full details of the incident and establish dedicated phone lines/email.
- ✓ **KEEP A RECORD OF EVENTS**
Collect in statements.
- ✓ **CONTACT PARENTS**
The school will be able to assist with this if appropriate.
- ✓ **DO NOT RELEASE NAMES OF PEOPLE INVOLVED**
Except to staff and individual parents.
- ✓ **DO NOT SPEAK TO THE MEDIA**
A member of the Leadership Group will oversee this.
- ✓ **ENSURE ACCIDENT IS CORRECTLY REPORTED**
- ✓ **FOLLOW SCHOOL SAFEGUARDING PROCEDURES**
- ✓ **DO NOT DISCUSS LEGAL LIABILITY**

EMERGENCY CONTACT DETAILS:

Ensure you have your out of hours emergency 'point of contact' if appropriate.

Group Leader's Signature:	Date: / /
SLT Signature:	Date: / /
Headteacher/Deputy Headteacher's Signature:	Date: / /

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