



EUROPA SCHOOL UK

EDUCATIONAL VISITS POLICY AND PROCEDURE

Version and Date		Action/Notes
V1	1 June 2018	Incorporating Primary and Secondary
Review Date June 2019		

Introduction

School visits provide invaluable opportunities for learning through first-hand experience. They are part of the school curriculum. Europa School is committed to the safety and safeguarding of all its pupils on these visits. Staff planning visits should read the guidance of the Health and Safety Executive:

www.hse.gov.uk/services/education/school-trips.pdf

Planning a Visit

It is the duty of a teacher planning a visit to agree with the head of the Primary school or Secondary school:

- The trip's learning objectives
- The budget
- The major risks
- Seek agreement to plan the visit and budget from the Head of primary/secondary
- **Fill out a trip proposal form and get it signed off.**

The teacher should then:

- Fix the date
- Book the venue
- Book transport – a coach or minibus – with reception
- Liaise with head of Secondary and Finance manager concerning booking airline tickets and taking money cards.
- Notify the canteen coordinator re free school meal provision or reduction in canteen meals
- Discuss payment schedule for visits with Finance manager
- For secondary trips, discuss payment options for parent contributions.
- Request a site-specific risk assessment from the venue
- Compile the school's own risk assessment (teachers - located in the All Staff Drive)
- Send a letter to parents outlining the event and advising them to contact you if NO permission for the trip is given – see 'parental permission' below for trips within the UK. For trips abroad, parental permission must be obtained. For trips longer than one day request that students and their parents sign a code of conduct.



- If necessary, have a students and/or parents' meeting to discuss the proposed trip with information about what students should bring/ wear etc.
- Take particular care with planning hygiene and safety on farm visits, check with the centre on their procedures
- Agree the staff and helpers supporting the trip with the head of Primary/Secondary
- Appoint one of these adults as first aider, or experienced adult
- Submit the risk assessments and names to the Head to sign off before the trip
- Collect a list of the family contact details and medical records from reception, and stickers or fluorescent waistcoats for young children
- For trips abroad, ensure that students provide a copy of their passport and have a valid European Health card. They also need a school letter with a list of students and accompanying teachers.
- Liaise with head of Secondary and Finance manager concerning booking airline tickets and taking money cards.
- Ensure that supervising teacher has a school mobile. For trips where teacher may need to contact students via mobile arrange for a school mobile to be used. In this case, inform students of the school mobile number and collect mobile phone numbers of participating students. The numbers should be cleared from the phone following the trip.
- Take with you any individual medical supplies for particular pupils
- Collect a first aid kit (containing also Emergency contact list) from reception

The list below gives the information which should be given in writing to parents/guardians before any school trip.

- Dates
- Times of departure and return (and flight details if relevant)
- Method of travel including name of travel company, if any
- Destination, with full address and contact numbers (telephone/fax/e-mail)
- Emergency contact arrangements (e.g. if students are not all at one centre)
- Names of Party Leader and accompanying staff
- Names and status (e.g. parent) of other accompanying adults who will exercise some responsibility during the trip.
- Broad aim of trip and details of activities planned. Any activity involving special hazards must be clearly specified.
- Cost, and what it does and does not include
- Method of payment
- Advice on pocket money
- Personal items to be taken (clothing etc)
- Prohibited items
- **Code of Conduct:** State that normal school rules apply, and indicate any specific points relating to the standard of behaviour expected. These might include rules on length and use of free time, etc.



Party leaders will appreciate the benefits of inviting parents to a planning meeting, particularly where residential experience or visits abroad are involved, or when the activity represents a “new direction” for the group members or the school. This offers the opportunity for all involved to be fully informed and to raise issues which may be difficult to put down in writing.

Types of Visits

There are 6 types of visits/trips:

1. Educational Day Visits: The schools’ risk assessments and Cover note signed by the head must be completed for each of these.
2. Residential Visits: These visits require extremely careful planning. The process of risk assessment should be undertaken by the teacher in charge in close co-operation with the Head of Primary or Secondary - and in the full knowledge of the Governing body.
3. Activities which are considered an integral part of the school routine, such as Primary swimming lessons. Consult with the pool/workshop for your mutual risk assessment requirements.
4. Sports Fixtures: Transport will usually be provided by the school, but staff are also allowed to drive pupils in their cars under the school insurance policy.
5. Evening Theatre Visits: The school’s risk assessments and cover note signed by the head must be completed for each of these.
6. Trips abroad (including the S4 exchange trips and S6 cultural trips).

Parental Permission

Permission for pupils to attend school visits is given by parents in the school enrolment form when their child joins the school:

‘I give permission for my child to be taken on school trips in the UK (additional to the core curriculum), knowing I will always be informed of any school trip in advance and that I can withdraw my permission for a certain school trip by e-mail or in writing. This permission includes trips by bus for regular activities like swimming lessons.’

Levels of Supervision

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, considering the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

Inclusion

The teacher in charge will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support or an increased staff to pupil ratio.



Transport

Local approved coach companies are used to transport pupils. In the event of an accident:

- Attempt to park in a safe place
- Keep the passengers in the vehicle unless they are at risk by doing so.
- On a motorway, children should be taken away from the road and wait behind the roadside barriers.
- Note the precise location.
- Assess the situation and report the details to school as soon as possible.
- An adult must stay with the children at all times.
- If the return time is after 15:45, the teacher in charge and another member of staff must wait until every child is collected from school.

Delays

If delayed contact the school 01235 524060 at the earliest possible opportunity.

Injuries

- Assess the injured without injury to yourself.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help: dial 999 and give the following information:
the location, details of casualties – age / condition, phone number.

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FOREIGN TRAVEL

- Teachers must ensure that students have a valid passport or ID card. For some countries the passport must still be valid months after the date of return.
- Ensure that students have a European Health Insurance card which can be ordered online, free of charge (<https://www.ehic.org.uk/Internet/home.do>).
- Ensure that the names on air/train tickets are exactly the same as the ones used in the passports.
- Carry a school authorised list of the students' names and your position as group leader.
- Enforce strict deadlines for the receipt of documents from students.

Visas

If a pupil does not have an EU passport and they are travelling to another EU country on a school trip, they do not need a visa. The pupil must have a valid passport in their own name, and it must have 'right of residency in the UK' stamped in it (from the Home Office).

The teacher (or a secretary) must contact the British Council on 020 7389 4004 with the following information:

- Date of travel
- Country travelling to
- Total number of pupils



- Total number of non-EU passport holders
- Nationality/ies of these
- School contact details

This needs to be done **2 months** before the trip.

The British Council will then send a form which the party leader must take with them on the trip.

EMERGENCY PROCEDURES DURING SCHOOL TRIPS

The following notes for School Trip leaders are for guidance, and the procedures listed

may not be appropriate in all emergencies.

1. Find out the nature and extent of the emergency
2. If qualified, give first aid and attend to the casualty(ies).
3. Make sure that all other group members are accounted for, are safe from danger and are well looked after.
4. Call the emergency services as required. An adult from the party should accompany any casualties to hospital.
5. Collect the remainder of the group and arrange for their return to base (eg hotel).
6. Arrange for one adult to remain at the incident site to assist or liaise with emergency services if required.
7. Contact base (e.g. hotel).
8. **Contact School** (the Head or agreed management contact) and give the following information:
 - your name
 - nature, date and time of incident
 - location of incident
 - details of injuries
 - names and telephone numbers (if necessary) of individuals involved
 - action taken so far
 - telephone numbers for future contact
9. The Head will identify action required.
10. The Head will arrange to contact parents/guardians of those involved as quickly as possible. For a major incident the Head should contact the parents of all party members. The Head should also act as a link between the group involved in the incident and any other individuals or bodies (eg the press/parents' association).
11. The party leader and appropriate teachers should write down all relevant details whilst fresh in their memories. A record should be kept of the names and addresses of any witnesses.
12. Until the party leader has informed the Head and there has been sufficient time for them to contact the families involved, no other telephone contacts should be made.
13. Legal liability should not be discussed or admitted.
14. Requests from the media (for interviews etc) should be directed to the Head.
15. Relevant accident forms should be completed and insurers contacted.