



## Stockport School

### Educational Visits Policy

**Stockport School Educational Visits Policy operates under the current operating Stockport LA 'Visits and Journey Guidance'.**

The LA guidelines are accepted as the required minimum operating procedures for any educational, offsite visit. All members of Stockport School staff accept and adhere to these minimum operating guidelines and always seek best practice.

**ALL educational visits require the permission of the Headteacher.  
This permission must be in writing.**

The Headteacher and Educational Visits Co-ordinator **MUST** know of **ALL** proposed visits and may make alterations to any visit arrangements as they deem necessary.

#### General information

**All staff intending to organise an offsite visit MUST follow the school policy and should make themselves familiar with the policy and procedures. This includes a full understanding of roles and responsibilities of staff involved in offsite visits, in particular the EVC and Visit Leader.**

- ALL documentation including a full copy of LA guidelines can be found on the 'Y' drive under 'Educational Visits'. If unsure, seek advice from the EVC.
- Always keep your completed documents in your own work area.
- Use the 'Save As' facility so that the original documents are left blank at all times.
- All ORIGINAL paperwork, with original signatures, is to be given by the visit leader to the EVC. This should be done within the timeframes outlined in the policy to allow for checking and possible alterations.
- ALL paperwork will be kept securely in school by the EVC - the OSVF and monitoring forms for 7 years and ALL risk assessments for 10 years.
- All contact with the LA regarding educational visits is made only by the EVC or Headteacher.
- At Stockport School visit leaders must have QTS and the visit leader should have a deputy in case of emergency / plans changing. Special circumstances will be given to experienced members of staff whom the Headteacher feels are suitable for the role of the Visit Leader.
- ALL visit leaders for sports fixtures MUST complete risk assessments and monitoring forms.
- There should be a minimum of 2 adults accompanying any visit.
- Visit leaders CANNOT delegate DUTY OF CARE to external providers – you are responsible for your group for the full duration of the visit.
- Parental consent must be obtained for ALL offsite visits.
- The LA holds a list of all non-LA providers who have completed the non-LA providers' questionnaire. If they are not listed then providers MUST complete the questionnaire and it must be submitted along with the rest of the paperwork to the EVC/LA.
- It is good practice to seek the details of the safety management systems of the provider. If the EVC does not feel competent to assess the risk of contractors' safety systems he/she will seek advice from the LA adviser.
- Centres used for outdoor activities in the UK may be licensed by AALA. This means they can be considered safe for the activities as they will have undergone rigorous inspections. The AALA licence number should be included in the risk assessment.
- Exploratory visits should be made for any visit which involves any outdoor adventurous activity, an unfamiliar location, is residential and/or abroad.

## **The definition of the word 'visit' used in this policy document**

'Any occasion when students are taken off site no matter how few the number of students or how short the distance away from the school site.'

## **Roles and Responsibilities**

**Headteacher – Mr Ian Irwin**

**EVC – Miss Cat O'Gara**

**Deputy EVC – Ms Belinda Schofield**

**Senior Deputy Head – Mr John Warren**

Once the Headteacher has given permission in principle:

- the EVC can sign the OSVF form for category 1 and 2 visits.
- the Headteacher (or senior deputy in the extended absence of the Headteacher) will sign the OSV form for category 3 and 4 visits. The EVC will forward necessary documents to the LA.

The deputy EVC will assume responsibility for the role of EVC **ONLY** in the extended absence of the EVC.

## **The Governing Body**

It is strongly recommended that governors read the DfE document, 'Health and Safety on educational visits, for local authorities, school leaders, school staff and governing bodies, November 2018. This document gives a clear outline of the scope and extent of their role in supporting the Headteacher and school staff in the safe management of off-site visits.

To undertake its responsibilities for the health and safety of young people on off-site visits the Governing Body should:

- Review and approve the school's policy on off-site visits which should detail the scope and range of visits conducted, and the internal procedures by which visits are proposed and approved;
- Agree on the types of visit it should be informed about and the procedures for this to happen;
- Help to ensure that early planning and preliminary visits can take place and that it is informed about less routine visits well in advance - some complex or costly visits require a lead-in time of up to 12 months.
- Establish that each visit has a clear purpose and objectives appropriate for the age, needs and experience of the target group;
- Ensure that the Headteacher and the EVC are supported in matters relating to off-site visits and that they have the time and expertise to meet their responsibilities;
- Ensure that a suitable and sufficient risk assessment is completed for each off-site visit.

## **The Headteacher**

Responsibility within the school for the approval of visits remains with the Headteacher and Governors, but, with the approval of the Governing Body, the Headteacher may delegate some of these tasks to the EVC.

The Headteacher will:

- Be aware of relevant regulations and guidelines including Health and Safety responsibilities
- Be clear about which types of visit require prior notification to, or approval of the local authority. The procedures must be efficient and completed within the designated time scale.
- Ensure that the aims of the visit are commensurate with the needs and abilities of the young people. A visit must have a clearly defined off-site purpose that takes account of the age, needs and experience of the pupils.
- Report on visits to governors.
- Delegate tasks to the EVC.
- Countersign approval for all visits.
- Ensure visits are inclusive.
- Be aware of the need to obtain best value.
- Ensure that adequate measures are in place to protect staff and students from identified risks.

- Ensure that contingency plans are in place to cover for staff illness.
- Allocate time for the EVC to attend training.
- Ensure that a deputy EVC is in place who can act in the absence of the EVC.
- Ensure that incidents / accident reports are accurately reported and recorded.
- Ensure that teachers are aware of and understand LA guidance on emergency procedures.
- Ensure that the school contact person has the necessary authority to make significant decisions.
- Make use of the LA's public relations unit when dealing with the media.

## Inclusion

The school will make every effort to include students with special educational/behavioural or medical needs. In line with the Equality Act 2010 (Disability Discrimination Act 2002) the inclusion assessment will include:

1. Is the student capable of taking part in and benefiting from the activity?
2. Can the activity be adapted to enable the student to participate at a suitable level?
3. Will different/additional resources be necessary?
4. Will additional supervision be necessary?
5. Will the inclusion of the student put an unreasonable additional risk on the safety and wellbeing of the group as a whole?

If a student is a particular concern it is important to meet with parents and set realistic objectives for change. Should the agreed objectives not be met in the time frame then it is possible to prevent that student from taking part in the visit. A final decision would be made based on whether or not change had taken place and whether the activity can be carried out safely for all concerned.

## Educational Visits Co-ordinator (EVC)

The EVC is appointed by and acts on behalf of the Headteacher, who retains ultimate responsibility for any educational visits.

**'The EVC will advise in the planning and management of all off-site visits. The EVC will support visit leaders, the Headteacher and governors by ensuring that the LA's guidelines for leading off-site visits are followed. This person should have experience in leading and managing a range of off-site visits, in particular, those which are common to the establishment and be of sufficient status to be able to influence change in colleagues. This may be the Headteacher, but if not, must have the active support of the senior management team and the EVC may be delegated many of the tasks assigned to the Headteacher.'**

The EVC will delegate activities in connection with organised visits to members of staff deemed 'competent' but will retain an overall supervisory role for every educational visit from the school.

The functions of the EVC:

- To attend annual EVC training when delivered by SMBC.
- To ensure that a deputy is in place to act in the absence of the EVC.
- To be responsible for liaising with the LA in all matters - specifically for groups 3 and 4 visits and for general/specialist advice as and when required. (To inform the VL of visit reference number and when LA approval is given).
- To support the headteacher and governors in their decision making.
- To inform visit leaders whether the visit is permitted to take place following completion of all necessary documentation.
- To ensure that all LA policy documents and relevant forms are available in school and are the most up to date.
- To ensure that venues meet the employers 'Health and Safety at Work' requirements.
- To ensure that competent people lead/supervise a visit and hold a DBS disclosure as necessary.
- To assess the competence of leaders.
- To organise any specific training of leaders and others accompanying a visit (for example - first aid, hazard awareness, specific leader training such as for ski trip leaders) and keep records of such training.
- To organise visit leader training and keep an up to date record of VL trained staff.

- To make available high-quality exemplar materials to assist visit leaders when completing the paperwork for visits.
- To hold the original copies of all educational visit documentation and records of any accidents and near misses.
- To check staffing ratios and amend where necessary in keeping with school policy of best practice.
- To ensure that all relevant paperwork is completed in sufficient detail and signed appropriately by the visit leader.
- To inform visit leaders and parents/carers of any extraordinary events which may, affect the visit.
- To ensure that risk assessments show evidence that the visit leader has considered all possible risks and management strategies and to amend any risk assessments which fall short of best practice.
- To ensure parental consent is given on a fully informed basis.
- To ensure that there are emergency arrangements in place and that there is an emergency contact for each visit.
- To ensure that student contact details are carried on all visits.
- To ensure that visit leaders take copies of the appropriate documentation relating to the visit (for example – the emergency procedures). Original copies to remain with the EVC.
- Liaise with the Headteacher on all matters where necessary and the cover manager to ensure trips are viable and staffing ratios met.
- To give final permission – written or verbal for a trip to take place. This is directly from the EVC for groups 1 and 2 visits and via the EVC from Stockport SYPD for groups 3 and 4.
- To prevent any trip from taking place that does not follow school policy and procedures.
- To review and monitor practice regularly.
- Ensure the correct insurance is arranged.

### **The Visit Leader (VL)**

At Stockport School Visit Leaders should have qualified teacher status or be employees of the school who the EVC considers to be a suitable visit leader. For group 3 and 4 visits they should also have had visit leader training. Best practice would also suggest that they should have acted as deputy leader and taken a fully involved role in the organisation of a previous visit of a similar nature. Visit leader training does not automatically give the right to lead a trip – experience and qualifications for example will be considered when agreeing the position of visit leader.

The visit leader will:

- Ensure that he/she clearly understands the requirements of the role of visit leader.
- Plan and arrange the visit in accordance with school procedures and timing guidelines.
- Plan and arrange a visit well in advance to ensure that the necessary paperwork can be completed and passed on the EVC for checking before the trip is due to take place (see guidance procedures/timing).
- Consult the EVC well in advance for advice and guidance on any issue pertaining to the visit.
- Allow sufficient time for EVC to seek further guidance if necessary.
- Ensure completion of ALL required documentation to meet the legal obligations for the visit.
- Ensure the EVC has all originally signed copies to be retained.
- Ensure the venue is suitable to meet the aims and objectives of the visit.
- Make a preliminary visit to any new off-site venue to assist in pre-planning and risk assessment. Where this is not possible show in the risk assessment that information has been sought as to the appropriateness of the venue for the visit, (this could be information obtained from the venue or from other schools for example).
- Appoint a deputy leader who could assume responsibility for the visit should the visit leader be unable to fulfil his/her role on the day. He/she should be closely involved in the planning in order to fully understand the visit in its entirety.
- Ensure that all accompanying adults are aware of their responsibilities during the visit and aware of any safeguarding issues.
- Ensure adequate first aid provision is available and accessible.
- Seek details of safety management systems of the provider. Acquire details of providers risk assessments for activities, venues etc.
- Acquire parent/carers consent for all activities related to the visit. These MUST include:

Student name, Address, DOB, Emergency contact name and contact number(s), medical conditions AND a parent/carer signature. The VL should keep a copy of these details at all times during the visit and distribute any necessary information to all adults on the trip.

- For any visit which takes place out of normal school hours (9.00am – 3.25pm) - ensure that the details of the group members and emergency contact details for students and staff are left with staff at the home base - with either the Headteacher, Senior Deputy and/or EVC.
- Consider a contingency plan in case the original visit cannot take place as arranged – this should be considered at the planning stage and be included in the risk assessment to show due consideration of the risk.
- Understand the LA emergency procedures.
- Inform the EVC of cancellation / re-arrangement of any visit for which consent has been given.
- Record and report any accidents or near misses to the EVC and complete a SAIR 102 form to be submitted to the LA. This is a legal requirement.
- Collect the school mobile so that the VL is contactable at all times.
- Consider stopping the visit or activity if the risk to the health and safety of party members becomes unacceptable and have in place procedures for such an eventuality.

### The Deputy Visit Leader

- Should be able to take over responsibility for the visit in the absence of the VL to enable the visit to continue.
- Should be closely involved in the planning of the visit.
- Should have QTS as he/she would replace the VL who has QTS – particularly on group 3 and 4 visits.

### The Health and Safety Team

The team's role is to offer health and safety support and guidance for those trips that fall into Category 3 and 4. Approval for all trips lies with the Headteacher and Governing Body.

The health and safety team will:

- review the risk assessment to ensure all hazards have been considered and appropriate control measures are included;
- provide additional health and safety advice and guidance as required and liaise with the visit leaders
- provide a standard simple risk assessment template;
- maintain a SharePoint site of planned trips and visits;
- advise the schools on areas of good practice and any new legislation or Codes of Practice.
- Provide an e-learning package for EVCs and visit leaders.

### Staff: Student ratios

A ratio of 1:15 is accepted for group 1 and 2 visits. **All visits no matter how few the students must have at least 2 accompanying adults.** For group 3 and 4 visits this ratio will be ideally nearer to 1:10 or 1:8 depending on the nature of the activity. The EVC may alter the staffing needs of the group – this could for example be dependent on numbers, the nature of the group/individuals, transport arrangements, times of day of the visit etc.

The VL should discuss staffing ratios with the EVC at the planning stage of the visit.

With regards to MALE: FEMALE staffing of visits:

If the visit is to a school specific event and venue where ONLY other education professionals are present, who we can confidently know have CRB clearance, then it is possible to have single sex staffing. This relies on the fact that CRB cleared staff at the venue would help in the event of an emergency and would be appropriate to do so.

Otherwise any visit from Stockport School must have both male and female staffing unless the student group is single sex.

It is necessary to check this with the EVC at the planning stage so that staffing decisions can be made as early as possible and included on the EVPR form and subsequent paperwork.

## **Accompanying Adults / Voluntary Help**

Voluntary help may be used to increase supervision on activities but the volunteers must act under the direction of the group leader at all times. Any adult on the visit counts as staff.

Any adult who is not a member of Stockport School staff accompanying a visit counts as a member of staff and MUST be CRB checked. His/her role must be clearly defined by the visit leader.

Volunteers who are taking part in a residential setting or one to one basis must have CRB clearance. Governors of Stockport School who are willing to act as volunteer helpers on trips and have enhanced CRB clearance.

Exceptional circumstances will be considered and risk assessed by the Headteacher, who will inform the EVC. The vast majority of visits do not come under the notion of 'exceptional circumstances'.

## **Staff children**

Members of staff wishing to take their own children on a visit, and where those children are not members of the school, MUST consult the Headteacher at the early planning stage. The children should be of similar age to those from the school going on the trip and they should have an additional carer on the visit. This adult will then have responsibility ONLY for those children and none of the school party. This allows all staff on the trip to focus on their duty of care to the students of Stockport School for whom they have responsibility.

## **ONE to ONE working with lone students**

Where staff work with young people on a one to one basis on day visits the visit leader must ensure inclusion in the risk assessment.

## **Remote supervision**

For all activities involving remote supervision of young people, it is strongly recommended that all staff, including teachers attend visit leader training. Parents must be made aware that their child will be remotely supervised when requesting their consent. The VL must make it clear to students what the procedure is for contacting staff if and when they are needed to support the group during the activity/visit.

## **Arranging a visit**

All educational visits, no matter how short, carry considerable responsibility and duty of care.

Visits MUST be planned and arranged well in advance in order that the necessary paperwork can be checked and signed off to the acceptable standard by the EVC.

## Stockport School Educational Visits Procedure

All visit leaders must familiarise themselves with the school policy and LA guidelines for educational visits procedures.

### 1. Before starting to organise any visit

- Check proposed date with Cover Manager – the visit will be pencilled in at this stage to provisionally book the time (note that this does NOT mean the visit can go ahead).
- Discuss any issues with EVC.

### 1. Complete an 'Educational Visit Permission Request form' - ALL visits

#### **Document 1 in Educational Visits folder**

The VL **MUST** complete in full and submit it to the Headteacher via their PA.

**It is COMPULSORY to complete information about staffing and times of arrival and departure. PLEASE NOTE – this is regardless of whether the trip is in your own lesson time, school holidays or after school, as well as during the normal school day.**

The Headteacher will consider the visit, make any amendments as deemed necessary and he/she will sign it to give permission for the visit to be organised - note that this gives permission in principle only.

The Head's PA will photocopy the form twice:

- The original copy will be forwarded to the EVC to inform of a planned visit. The EVC now knows to expect visit documentation from the visit leader and he/she can ensure that ALL visit documentation is completed appropriately. When the paper work has been checked, amended if necessary and signed off by the EVC the visit can take place.
- One copy goes to the Cover Manager so that the trip can be entered into the school diary and cover implications planned.
- A second copy is returned to the visit leader so that they can begin organisation of the visit.

**This requires forward planning on behalf of the visit leader.**

Once the visit leader and EVC receive the permission form from the Headteacher, the visit planning and organisation can go ahead.

**The VL can plan the visit. The visit will only be allowed to proceed, once all the paperwork is completed in sufficient time to allow the EVC to check and amend/approve and forward to the LA if necessary.**

### 3. Visit organisation

- Consider the category of visit (refer to school definitions)
- Prepare a communication to parents outlining full details of the visit to include:
  - the purpose of the visit
  - location
  - transport arrangements
  - times of departure and return
  - any cost and payment arrangements
  - consent forms with medical details
  - information regarding accompanying staff
- Confirm booking of the trip either provisionally or firmly when numbers are known.
- Inform Finance Office staff so that a trip account can be set up and outline details of the trip and requirements, for example if places are limited and offered on a first come first served basis.
- Collect in all paperwork relevant to the trip from students.
- Ask provider to complete an external providers' questionnaire if not on the LA database (copy in educational visits folder).

- For visits abroad – organise a passport, parents’ meeting etc. and seek guidance from EVC if needed.
- Check / organise first aid provision.
- VL complete further necessary documentation and forward for checking, editing/approval
  - the OSVF (**document 2 in Educational Visits folder**) - to EVC
  - Complete the monitoring form (**document 3a or 3b in Educational Visits folder**) - to EVC
  - Complete Risk Assessment (**document 4 in Educational Visits folder**) - to EVC
  - Contact details – On any occasion when students from the school are offsite outside of school hours (groups 2-4 visits) an **emergency contact list (document 6 in Educational Visits folder)- NOT copies of each individual consent form** - for the staff and students MUST be given to one of these members of staff
  - Headteacher/EVC / Senior Deputy/. Group 1 visits would be within the times of the school day and the office would be open.

EVC will check the documentation. Should alterations be necessary the EVC will consult with / advise the VL. Once altered the EVC can accept the paperwork and give approval for the visit.

**In order for this process to work smoothly it is the responsibility of the visit leader to ensure that the planning of any visit is given due consideration and plenty of time.**

In circumstances where ‘last minute opportunities’ arise the VL MUST consult **personally** with both the Headteacher and EVC to check viability of the visit and the practicality of completion of all paperwork in acceptable detail.

**Last minute production of paperwork may mean that a visit will not be approved by the EVC.**

**Any paperwork submitted on the day of the trip will not be accepted and the trip not approved and the visit leader MUST not take the students off site.**

## **Documentation**

### **Step 1- Educational Visit Permission Request Form**

At Stockport School the visit leader MUST submit this form to the Headteacher via the Head’s PA at the very earliest stage of planning a visit.

The purpose of this form is to ensure:

- That the Headteacher knows and is able to approve (or not) any visit whereby his/her students will be taken off site.
- That the EVC is informed of the proposed visits and is aware of the nature of the organisation and documentation to be expected, together with the time scale required. It also ensures that the EVC knows that the Headteacher has given permission in principle for the visit to take place.
- That the cover manager is aware of a proposed visit and that the Headteacher has given permission for the visit and that he/she can liaise with the EVC.

### **Step 2 - Detailed Planning and Risk Assessment**

The visit leader, with other staff where appropriate, should carry out the detailed planning, including a daily itinerary of events, OSVF and carry out a risk assessment for the visit. The risk assessment should be recorded. Information about the support requirements of people with additional needs is useful at this stage, but it is recognised that this may not be available until the trip is advertised to the students.

This form must be submitted in the early stages of planning, amended and resubmitted once details are finalised, if different from those from the early planning stages.



### **Step 3- Authorisation**

See the table of timescales to check when the appropriate paperwork must be submitted to the EVC. The EVC checks all of the paper work.

For Category 1 and 2 Visits: Detailed plans along with the written risk assessment are given to the Head of Establishment or EVC, who authorises the visit once he/she is satisfied that all proper measures are in place.

For Category 3 Visits: Detailed plans are submitted to the Head of Establishment 4 months prior to the visit. The Headteacher/EVC will submit to the Governing Body for authorisation.

When satisfied that proper measures are in place and the arrangements conform to the school's health and safety policy, the visit leader along with other staff should complete a detailed risk assessment.

For Category 4 Visits: As for Category 3 but detailed plans will usually require to be submitted much earlier, at least 6 months prior to the trip.

### **Risk Assessment**

**This is a legal requirement for ALL visits.**

Risk assessment is a careful and comprehensive examination of the factors that could cause harm to students, teachers and other accompanying adults. It should form part of the planning process and can include students if appropriate. It is the responsibility of the school leaders and those organising the trip/visit to ensure that all health and safety risks associated with the trip or visit are assessed and appropriate management controls put in place.

A clear and concise risk assessment should be carried out before notifying the LA of the intention to take a trip.

Risk assessment is about the **process** which is then evidenced on the paperwork. The VL needs to show evidence that he/she and accompanying staff have **taken all reasonable steps to reduce exposure to undue risks to all participants**.

HAZARD – potential to cause harm

RISK – the likelihood of the hazard actually occurring

CONTROL – measures in place to manage the risk

Risk assessment is also an ongoing process and the VL should always be aware of any alterations which may be needed as the visit progresses. Any alterations must be noted in writing.

Risk Assessments fall into 3 categories:

- 1) **Generic risk assessments** which are likely to apply to the activity wherever and whenever it takes place.
- 2) **Visit/site specific risk assessment** which will differ from place to place and group to group.
- 3) **Ongoing (dynamic) risk assessments** that take account of changes such as weather, illness of staff/young people or the unavailability of a preferred activity.

Seek help and advice about completion of risk assessments from the EVC.

Completed risk assessments must be kept in school by the Headteacher or EVC for 10 years for ALL visits. They can be used to inform future visits.

**Examples of risk assessments which show excellent practice are in the educational visits folder.**

**These are examples of what to consider for the risk assessment.**

**The Group**– this includes - the student and adult makeup of the party, consideration of any behavioural and/or medical issues, male/female numbers, staffing ratios, individual responsibilities, experience.

**Transport**– type of transport, insurance, getting on and off points, supervision, seat belts, travel sickness, any safety issues.

**Activity Arrangements**– types of activity, specific risk assessments for activities from external providers, venue, supervision of activities.

**Environment**– location of the visit, accommodation arrangements, refreshment breaks, surrounding area, awareness of fire evacuation procedures, first aid.

**Alternative plans (Plan 'B'/Plan 'C')**– this is consideration of what the VL and staff might do should the visit not go as intended or planned - (for example – cancellation of activities, alternative activities being offered not known about before, an accident, visit leader falls ill etc.).

### **Risk Assessment Help List of Considerations**

#### **1. The Group**

- a) the students
  - i. Are there students with special needs/medical considerations?
  - ii. Are there any individual student needs?
  - iii. Do we have to consider particular knowledge of medical background?
  - iv. Are there particular behavioural issues?
  - v. Are there students who suffer from travel sickness?
  - vi. Are clear behaviour standards established?
  - vii. Do students know which members of staff are responsible for them?
- b) the adults
  - i. Do members of staff have the confidence and expertise?
  - ii. Do members of staff have necessary qualifications?
  - iii. Do members of staff fully understand roles and responsibilities?
  - iv. Do members of staff know which students they are responsible for and when specifically?
  - v. The judgement as to the final staffing ratio is part of the risk assessment process.
- c) other
  - i. What are the roles of non-teacher support, volunteer helpers such as parents or governors or older students?
  - ii. Do the activities meet the LA guidelines for staff: student ratios?
  - iii. What is it necessary to inform the venue of?

#### **2. The Journey**

- i. Are there sufficient seats?
- ii. Ensuring seat belts are worn at all times?
- iii. Are driver regulations/legislation met?
- iv. Length of journey
- v. How will students be occupied?
- vi. Organisation for transport stops – and agreement with driver(s)?
- vii. Organisation for embarking/disembarking the transport?
- viii. Organisation for points at which modes of transport change – e.g. coach to ferry?
- ix. Procedures on ferries, at airports etc.?
- x. Organisation for large groups walking on/crossing roads?
- xi. How will students be made aware of procedures?
- xii. What are acceptable standards of behaviour?
- xiii. Small sub groups for monitoring when large numbers of students are involved?
- xiv. How will the group be registered?
- xv. Head counts/buddy systems?
- xvi. Assembly/dispersal points and times? Safety of locations?

- xvii. Seating arrangements?
- xviii. Head counts?
- xix. First Aid Kit?
- xx. Identification of potential hazards – staff and students forewarned

### 3. The Accommodation

- i. Is the venue a suitable location?
- ii. Any site specific considerations to be made?
- iii. Has a preliminary visit been made / consultation with other schools who may have been?
- iv. Fire evacuation procedures? Is a fire practice held?
- v. Other adults/groups at the venue?

#### If residential

- vi. How is accommodation allocated?
- vii. How much freedom of use?
- viii. What about security of accommodation?
- ix. Where is staff accommodation? How do students know?
- x. Arrangements for patrolling?
- xi. Security arrangements at venue?
- xii. Any balconies to consider?

### 4. The Activity organisation

- i. What considerations have been given to groupings of students?
- ii. How are sub groups created?
- iii. Responsible adults identified for each sub group?
- iv. Is the equipment appropriate for the activity being undertaken?
- v. Are safety procedures in place?
- vi. Are members of staff confident to question and maybe even stop an activity if there is any concern about its safety?
- vii. Is the equipment appropriate for the group?
- viii. Is the clothing appropriate?
- ix. Have weather forecasts been taken into account?
- x. Is the duration of the event suitable?
- xi. Is there any need to amend the programme?
- xii. Is there a backup plan in place?
- xiii. Is there a need to amend the staffing ratio?
- xiv. Is there sufficient space in working areas?
- xv. Are members of staff familiar with the spaces?
- xvi. Are limits to working areas defined clearly to students and staff?
- xvii. Are potential hazards identified and students forewarned?

### 5. Other

- i. Is a first aid kit carried? Who is the designated first aider if one is required?
- ii. Who are the emergency contact details to be left with?
- iii. Are emergency procedures known?
- iv. What procedures are there in case of injury?
- v. How will accidents be recorded?
- vi. How is administered first aid recorded?
- vii. What 'free' time is available and what care and thought has been given to its' use?
- viii. How do parents know what activities are being undertaken?
- ix. Does the provider have appropriate qualifications? Are the providers known to the LA (on the database) or do they need to complete an external providers' questionnaire?
- x. What procedure is in place for any illness?
- xi. Are staff (especially the VL) fully aware of emergency procedures?
- xii. Are the VL and other staff aware of the details of the risk assessment?

- xiii. Who holds the emergency contact details? Are they accessible to all responsible staff? (not volunteers)
- xiv. Have external providers supplied in depth risk assessments for the activities they are providing?
- xv. What considerations have been made regarding proximity and mixing with non-DBS checked others?

**Specifically – registration and headcount – the following MUST be part of risk assessment for ALL visits**

- 1) A register must be taken on the coach/minibus before departure and a staff must be made aware of the exact number of students on the visit
- 2) Absences must be notified to the school office / emergency contacts when the school office is not open
- 3) The VL must have accurate lists and emergency contact details
- 4) Clear instructions to students must be given about how to disembark and where to congregate
- 5) Students must be accompanied when moving from one point to another with staff dispersed among the group
- 6) Regular headcount must take place – at each change of location and break in transport  
- in particular when students reconvene in a group
- 7) Students must not be allowed to wander alone – and in moving from one place to another they should be told to inform members of staff
- 8) If/when an issue is raised an immediate call to the emergency home base should be made for appropriate action to be taken.

### **Safe Travel**

Students on a visit must abide by basic safety rules, which may have been touched on elsewhere in this policy.

- Wait safely and sensibly for transport to arrive.
- Do not run towards transport when it arrives.
- Remain seated at all times and ALWAYS wear the seatbelt.
- Never tamper with any part of the vehicle.
- Remain seated and belted until the vehicle stops and the VL or delegated responsible adult tells the group it is safe to remove the seat belt.
- Do not disturb or distract the driver in any way.
- Pay particular attention when leaving the vehicle.
- Inform staff if anyone feels unwell so that appropriate action can be taken.

### **First Aid**

First Aid should be an integral consideration in the risk assessment. The visit leader should assess what level of first aid might be needed and carry at least one first aid kit.

- The first aid kit(s) will be available from school first aider who ensures that they are kept fully equipped and stocked.
- At least one person should have first aid competency and be equipped with a first aid kit on all trips.
- All documentation relating to the medical needs of students will be carried by the VL.
- On extended activities students should be required to take adequate liquid and rest.
- In hot weather students will be advised of the dangers of over exertion / heat exhaustion.
- VL and staff will ensure drivers on long journeys adhere to legal driving guidelines and have adequate rest breaks.
- Students and all adults are advised of Emergency evacuation procedures / fire drills etc.
- For adventure activities, residential visits and visits abroad one of the accompanying staff MUST be a fully trained first aider.
- Parental permission MUST be gained for additional medication to be administered – for example paracetamol and travel sickness tablets.

## **Emergency Procedures**

The visit leader for a visit which takes place out of school hours MUST take home base emergency contact details of senior member of staff who can be contacted in the event of an emergency.

If an emergency occurs the VISIT LEADER must maintain or resume control of the group.

The home base emergency contact should be one of either

- The Headteacher
- Senior Deputy Head
- EVC

The visit leader must ensure that he/she has the contact details of at least one of these members of staff and check that he/she is available to act as emergency contact at the time required.

In the case of a residential visit, the visit leader must have at least 2 emergency contacts, who are available at the time of the visit. At least one of these contacts must be a member of the SLT. In a situation where members of SLT are not available, the Chair of Governors will act as an emergency contact.

The emergency contact(s) must be provided with a full copy of the trip documentation (OSVF, monitoring form, Risk Assessment and contact list – not each individual consent form - and a copy of the emergency procedures from the LA guidelines)

## **Vehicle Emergency Procedures Card**

### **Guidance for drivers and visit leaders in the event of any roadside emergency**

- Pull off the road, switch off the engine, activate the fuel isolation switch (if there is one), and turn on the hazard lights; (plus side lights in poor visibility or darkness).
- Apply the hand brake and put the vehicle into a high gear if appropriate.
- Drivers should wear a high visibility vest/ jacket whenever operating the vehicle; so, they can be seen by other drivers when leaving the vehicle and passengers know who is in charge in an emergency.
- Drivers must never put themselves between the vehicle and oncoming traffic as it may prevent other motorists seeing the vehicle warning lights.
- Keep passengers up to date, reassure them, and do not panic.
- In all instances contact Stockport School Reception and let them know what is happening.
- Keep them up to date and ask them to inform carers, family, or friends about such events.

### **Additional guidance for drivers in the event of a road traffic accident**

- Being responsible for the wellbeing of the passengers; the driver should decide whether to evacuate them or if they are safer in the vehicle. Factors that should form part of this decision must be; the danger of a further collision, fire breaking out or the vehicle being on the motorway\*.
- Check passengers for injuries and/or shock. If trained to do so, provide first aid otherwise call the emergency services, keep the patient comfortable, and nominate a third party to look after the other passengers in the vehicle.
- Call school to inform them of the accident and impact on times for students getting to a venue or back to school. School to notify parents/carers if relevant.
- See whether any assistance is available from Stockport School.
- If necessary (i.e. passenger injured, or third party not willing to give details) call the emergency services on 999. If using a mobile phone call 112, as it has a wider receiving range.
- Do not admit liability to anyone.
- Make a written record of the following: third party vehicle registration, third party insurance details, and witness details.
- Where a phone with a camera is carried, take photographs as appropriate.

### **Additional guidance for drivers in the event of a fire**

- Call the emergency services on 999 or 112 if using a mobile phone.
- Evacuate the passengers in a calm manner without putting yourself at risk.
- Walking passengers should be helped to leave the vehicle and assemble as far away from it as possible in case of explosion. If access to the front steps is blocked, set up the passenger lift so it is halfway between vehicle and ground level and can be used as a step.
- Check that all passengers are out of the vehicle, especially if there is dense smoke.
- Although all vehicles carry at least one fire extinguisher, only tackle the fire if it is small, containable and you are confident to do so.
- Do not attempt to tackle an under-bonnet fire, release the catch to assist the fire brigade but do not open the bonnet.

### **Additional guidance for drivers in the event of a vehicle breakdown**

- Call the breakdown service and provide the membership number, location, details of problem if known, number of passengers and levels of disability.
- Call Stockport School reception and see if they can be of assistance.
- Use a warning triangle if safe to do so, but never on the motorway\*. Place it at least 45metres (147 feet) behind the vehicle on the same side of the road. Take care when placing or retrieving it.
- Do not put yourself, colleagues, passengers, other road users, or the public in danger by trying to solve the problem yourself.
- Additional guidance for drivers in the event of a puncture;  
If carrying disabled passengers, it may be safer to obtain help to change the wheel.  
Call both the breakdown service and the branch contact to see if they can assist.  
If the driver decides to change the wheel, find a safe well-lit spot with a hard surface.  
Ensure there is room for all passengers including wheelchair users to congregate safely as the vehicle must be evacuated before the wheel can be changed.

### **Additional guidance for drivers on a motorway**

- In all roadside emergencies pull off the motorway if feasible.
- Alternatively stop on the hard shoulder, as far over to the left as possible, turning the wheels in towards the barrier.
- Try to stop as near as possible to an emergency telephone or location marker. Use your mobile or use the emergency roadside phone, pick up the receiver; give the operator the name of the breakdown service, the membership number, the name of the organisation, the vehicle location including the marker identification on the emergency telephone box, and details of the problem if known.
- In this situation, it is usually safer for walking passengers to leave the vehicle and assemble behind the crash barrier. This might not be possible for wheelchair users, and it may be safer for them to stay in the vehicle with their seatbelt fastened.
- Remember: This document provides guidance on how to act in a range of roadside emergencies and should not replace formal training (covered by MIDAS)
- On each occasion, the driver will need to assess the situation, and take the action they think is best for the safety of themselves, their passengers, other road users, and the public.
- Drivers should ensure they always carry details of the school and the breakdown service including the membership number (check clipboard).

#### **Step 4 – Notify the Health and Safety Team**

For categories 3 and 4, the visit leader or EVC should complete the on-line form to notify the health and safety team of the intended trip. The health and safety team will contact the school's EVC or visit leader to discuss and will require a copy of the detailed risk assessment for review.

Once the health and safety team have reviewed the risk assessment the visit leader or EVC will be informed.

#### **Step 5 – Final Planning and the Monitoring Form**

Final checks and planning are carried out before the visit can go ahead. This may include obtaining information from parents and carers. Providing information back to parents and carers and/or carrying out an information evening.

At this stage all staff and pupils should be briefed about the trip and any final consent forms and payments should be collected.

#### **The Monitoring Form is a requirement for ALL visits and must be completed by the VL.**

It shows that due consideration has been given to some of the more specific aspects of any visit.

For groups 1 and 2 visits complete monitoring form 3a.

For groups 3 and 4 visits complete monitoring form 3b.

#### **Travelling to the EU**

Travel to the EU changed from 1<sup>st</sup> January 2021.

#### **Passports and Healthcare**

If the students are not travelling on the group passport need to make sure that there is at least 6 months left on their passport and that it is less than 10 years old. All members of staff supervising on the trip need to make sure of this also.

The trip should be covered with appropriate insurance. All details should be taken with the Visit Leader for all parts of the trip in case of the need for a hospital visit. These details should be shared with all members of staff.

#### **Visas**

Tourists will not need a visa for short trips to most EU countries, Ireland, Liechtenstein, Norway and Switzerland. There is an allowance of 90 days in any 180-day period. Please check with students that they have not travelled to the EU in this period before the school trip. Different rules apply to Bulgaria, Croatia, Cyprus and Romania.

#### **Food and Drink**

There is a ban on taking meat, milk or products containing them into EU countries from 1<sup>st</sup> January 2021. Please ensure that all members of the trip are aware of these rules.

#### **Duke of Edinburgh Award Scheme**

Stockport School staff will follow guidelines of the LA and refer via the EVC, to the LA adviser with responsibility for the DofE if/when necessary. The generic guidance for visits are supplemented with specific guidance for the Duke of Edinburgh's Award requirements in the DofE's Award 'Expedition Handbook' and the SMBC 'Operating Authority Guidelines'. These are available from the Award Centre.

If needed, if members of staff at Stockport School haven't the required qualifications and outdoor experience and log book hours it will be necessary to engage external expertise and support for the practice and 'real' expeditions.

## Stockport School designated Categories of Visits

The term, 'off-site visits', encompasses a wide range of activities which can vary enormously in their duration and complexity. This policy takes account of that diversity by stipulating quite different levels of planning and supervision for each type of activity.

The following table gives an indication of the types of visit deemed to be in each group at Stockport School.

Category	Type of visit	Approval Process and Notification
1	Curricular-related local visits or activities (usually on foot) which take place entirely within the school day. Examples include but not limited to - visits to a local park, wood, pond, swimming pool or high school.	Approval for the visit by the Head Teacher or Educational Visits Coordinator (EVC)  Notification to the LA not required.
2	Simple curricular or extra-curricular visits, NOT involving anything in Category 3 or 4 (may or may not use transport). Examples include but not limited to - Theatre visits, zoo visits, historical visits, sporting visits, interschool sports, after school clubs (away from base), cinema visits	Approval for the visit by the Head Teacher or Educational Visits Coordinator.  Notification to the LA not required.
3	Visits entirely within the UK that involve any or all of the following: <ul style="list-style-type: none"><li>• Residential stays</li><li>• Visits to remote locations</li><li>• Adventurous or outdoor activities</li><li>• Outdoor Centres, hotels, hostels, camping</li><li>• Coastal visits, remote forests or moorland</li><li>• Canoeing, rock climbing, biking, orienteering, skiing, etc.</li><li>• A visit/field study involving water or within close proximity to open water*</li></ul>	Approval by Headteacher or EVC and Governing body.  Guidance may be required – Completion of the online form to notify the H&S team and we will contact you to discuss. The form must be sent at least 3 months in advance of the planned activity.
4	Visits outside the UK	Approval by Headteacher or EVC and Governing body.  Guidance will be required – Completion of online form will to notify the H&S team and we will contact you to discuss. The form must be sent at least 5 months in advance of the planned activity.

**\* WATER – if water presents a significant risk – 'proximity to open water' then the visit is a group 3. If water is deemed to be no significant risk it will be a group 1 or 2 visit. Consideration must also be given to the nature of the students on the visit in relation to proximity to water.**

If the VL is in any doubt as to the category of visit he/she must consult with the EVC. The EVC will seek clarity from the LA adviser if necessary.

**Date Reviewed: May 2021**



**Stockport School Approval Process Summary with time frame for submission of documents**  
**Numbers in brackets refer to the document number in the educational visits folder**

Group of visit	Educational Visit Permission Request Form	5. Consent form	2. OSVF	3. Monitoring form	4. Risk Assessment	6. Emergency contacts list
1	<p><b>Yes</b> Original signature of VL VL complete 'details of visit' section and give to Heads PA Signed by Headteacher Head's PA forwards original to the EVC, copies to the VL and cover manager Original held at establishment by EVC</p>	<p><b>Yes</b> Can be completed on paper or via Microsoft forms</p>	<p><b>Yes</b> Original signature of Visit leader Submitted to EVC 5 working days before the date of the visit Can be countersigned by EVC Held at establishment</p>	<p><b>Yes</b> Monitoring form 3a Original signature of Visit leader Submitted to EVC 5 working days before the date of the visit Can be countersigned by EVC Held at establishment</p>	<p><b>Yes</b> Original signature of Visit leader Submitted to EVC 5 working days before the date of the visit to allow time for documentation to be checked by EVC Original held at establishment by EVC</p>	<p><b>Yes</b> Held by visit leader and at Establishment</p>
2	<p><b>Yes</b> Original signature of VL VL complete 'details of visit' section and give to Heads PA Signed by Headteacher Head's PA forwards original to the EVC, copies to the VL and cover manager Original held at establishment by EVC</p>	<p><b>Yes</b> Can be completed on paper or via Microsoft forms</p>	<p><b>Yes</b> Original signature of Visit leader Submitted to EVC 5 working days before the date of the visit Can be countersigned by EVC Held at establishment</p>	<p><b>Yes</b> Monitoring form 3a Original signature of Visit leader Submitted to EVC 5 working days before the date of the visit  Can be countersigned by EVC Held at Establishment</p>	<p><b>Yes Form 4</b> Original signature of Visit leader (not typed) Submitted to EVC 5 working days before the date of the visit to allow time for documentation to be checked by EVC Original held at establishment by EVC</p>	<p><b>Yes</b> Held by visit leader and at Establishment by EVC and designated emergency contact in school (SLT) if any part of trip is outside of school hours</p>
3	<p><b>Yes</b> Original signature of VL VL complete 'details of visit' section and give to Heads PA Signed by Headteacher Head's PA forwards original to the EVC, copies to the VL and cover manager Original held at establishment by EVC</p>	<p><b>Yes</b> Can be completed on paper or via Microsoft forms</p>	<p><b>Yes</b> To enable Headteacher to consider any issues which might have arisen since the EVPR was completed Submit to EVC for checking – EVC forward to Head for signature Sent to LA by EVC at planning stage – minimum 2 months ahead of visit an updated OSVF</p>	<p><b>Yes</b> Monitoring form 3b Original signature of Visit leader Countersigned by Headteacher Submitted to EVC for checking Sent to the LA by EVC 28 days before visit departure date Original held at Establishment by EVC</p>	<p><b>Yes Form 4</b> Original VL signature Submitted to EVC for checking Sent to the LA by EVC 28 days before visit departure date (if visit in school holidays–see EVC) LA informs EVC of approval or alterations/omissions – EVC liaises with VL Original held at establishment by EVC</p>	<p><b>Yes</b> Copy carried by VL &amp; deputy VL on visit Other staff to have access to information Original held at establishment by EVC – copies to designated emergency contacts (SLT)</p>

			sent to the LA by EVC 28 days before visit			Sent to LA by EVC 28 days before visit
4	<p><b>Yes</b></p> <p>Original signature of VL VL complete 'details of visit' section and give to Heads PA Signed by Headteacher Head's PA forwards original to the EVC, copies to the VL and cover manager Original held at establishment by EVC Submit to Headteacher at least 4 months (UK visit) or 7 months (visit abroad)</p>	<p><b>Yes</b></p> <p>Can be completed on paper or via Microsoft forms</p>	<p><b>Yes</b></p> <p>To enable Headteacher to consider any issues which might have arisen since the EVPR was completed Submit to EVC for checking – EVC forward to Head for signature Sent to LA by EVC at planning stage at least - 3 months before visit in the UK 6 months before visit abroad An updated OSVF sent to the LA by EVC 28 days before visit</p>	<p><b>Yes</b></p> <p>Monitoring form 3b Original signature of Visit leader Countersigned by Headteacher Original held at Establishment by EVC Submitted to EVC for checking Sent to the LA by EVC 28 days before visit Original held at Establishment by EVC</p>	<p><b>Yes Form 4</b></p> <p>Original VL signature Submitted to EVC for checking at least 6 weeks in advance EVC to submit to Chair of Governors for signature Sent to the LA by EVC 28 days before visit departure date LA informs EVC of approval or alterations/omissions – EVC liaises with VL Original held at establishment by EVC</p>	<p><b>Yes</b></p> <p>Copy carried by VL &amp; deputy VL on visit Other staff to have access to information Original held at establishment by EVC –copies to designated emergency contacts (SLT) Sent to LA by EVC 28 days before visit</p>