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REVIEWED EVERY 1/2/3 YEARS:	1 Year

NOTES:

The Cornerstone Academy

Educational Visits Management Plan

1. Introduction

- 1.1 The Cornerstone Academy provides many opportunities for its students to enrich and enhance their on—site learning through use of Outdoor Education and Off-site Educational visits. This encompasses residential activities, environmental studies, physical and cultural activities, business visits and adventurous activities. The school recognises that in addition to offering appropriate enrichment activities that support and enhance the learning that takes place within their normal school curriculum it has a role in offering its students access to experiences that may otherwise not be available to them. The desired educational outcomes for all activities form the foundation upon which all visits are considered and authorised by the school
- 1.2 The value of off-site educational visits is recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated clearly, and responsibilities recognised.
- 1.3 This document outlines the specific policies and procedures for the school. It supplements and follows the advice and guidance contained within the following significant publications.
 - United Learning educational visits policy
 - Outdoor Educational Advisors Panel National Guidance for Educational visits (OEAP)
- 1.4 All visits must be preceded by assessment of the risks involved and there must be written risk assessments for individual visits. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding. Before the visit leaves, the party leader must brief all staff accompanying the trip on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.
- 1.5 Final authorisation for each visit, including approval of the risk assessments/arrangements, must be made by the principal. Risk assessments etc must be signed off before the visit departs and signed copies must be taken by the group leader on the visit.
- 1.6 Consideration in completion of all risk assessments to include:
 1. The main activity
 2. Plan B Travel arrangements
 3. Emergency procedures
 4. Staff numbers, genders, and skill mixes
 5. Generic and site-specific hazards and risks
 6. Variable hazards
 7. What information will be provided for parents
 8. What consents will be sought

9. What opportunities will parents have to ask questions
10. What assurances are there of the leaders(s) competencies'
11. What are the communication arrangements?
12. What are the arrangements for supervision both during activities and free time – is there a Code of Conduct
13. What are the arrangements for monitoring and reviewing the visit?
14. Medical/Health/Emotional needs of individual pupils who might otherwise be vulnerable

2. Roles and responsibilities

- 2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential abroad, or hazardous, such as skiing need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.
- 2.2 The Principal is delegated by the Governing Body to approve all off-site educational visits of a perceived minimal risk, local, daily, or regular nature.
- 2.3 The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. The EVC will formally review own training on an annual basis and report to their line manager.
 1. Assess the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body.
 2. Ensure the training of leaders and other adults going on visits – training will commonly involve risk assessment and basic first aid and information will be based on risk assessments and other written arrangements – records are required.
 3. Ensure that Criminal Records Bureau disclosures are in place as necessary
 4. Assign competent people to lead or otherwise supervise a visit
 5. Organise thorough induction of leaders and other adults taking pupils on specific trips
 6. Work with group leaders to obtain consent/permission or refusal of parents/guardians and to provide the details of the visit beforehand so that parents can give or refuse consent/permission on a fully informed basis
 7. Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (Appendix A)
 8. Support the Principal and Governors with approval
 9. Keep records of individual visits including reports of accidents and “near misses” using ARMS (Accident Reporting and Management System).
- 2.4 The Group Leader is responsible for identifying the purpose of the visit and producing a risk assessment. Significant risks and their control measures will need to be recorded and filed with the EVC. This will take account of: -
 - Generic risks
 - Event specific risks as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the leader's competence, the group, and other factors such as transport.
 - On- going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff to be fully briefed on the purpose and the risk assessment control measure.

3. Guidance notes for Off-Site Educational Visits

- 3.1 All group leaders will familiarise themselves with this policy and any additional published advice and guidance. Training for group leaders will be organised.
- 3.2 To plan an off-site activity, the EVC should be involved in discussing plans at an early stage. No financial commitment should be agreed until all relevant approvals have been achieved.
- 3.3 Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit. A pupil must not be allowed to participate in a visit unless an appropriate consent form has been signed by his/her parent/carer and returned to school. (appendix B)
- 3.4 Risk Assessment forms should be completed and filed with the EVC. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities, a Learning outside the classroom (LOtC) Quality Badge is legally required. (See www.lotc.org.uk) if this is the case their licence number need only be quoted instead of requiring copies of their risk assessment documents.
- 3.5 Employees Accompanying Visits
 1. Wherever possible, leaders and employees accompanying the visit should be staff employed by the school.
 2. In general, there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils for visits in the country and 1:10 for visits abroad. Ratios will depend upon risk assessment and the Principal may make exceptions to the general rule.
 3. Ratios described are recommendations. The Principal must ensure that ratios are adequate. When considering the ratio necessary for any visit the following points will be considered:
 - The sex, ages and temperaments of the pupils involved
 - The length and purposes of the visit
 - The method of travel
 - The nature of the locality and the activities to be undertaken
 - The nature of the activities including any higher risk/adventurous activities
 - Any medical or special needs of any pupils taking part.
 4. Trip supervisors accompanied by their spouse/partner and /or children should be discouraged and must not be counted in the ratio. Research indicates that this has proven to compromise the interest of the group.
 5. If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.
 6. If female pupils are going on the trip a male employee should be accompanied by a female employee and vice-versa. However, if compliance would result in difficulties for small groups of pupils, the Principal has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.
- 3.6 Parent and Other Adult Helpers. Whilst it is accepted that other suitable adults may play a useful role in connection with accompanying school trips, they should not be considered in the calculation of the minimum number of employees required to supervise the group as set out above. The Principal may, however, make exceptions to this general rule for instance:
 - Groups of 20 or more pupils where there are at least two employees accompanying the group

- 3.7 Employees Conveying Pupils in Private Cars. The use of private cars, particularly pupils' private cars should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Principal must check and keep copies of the employee's
- Driving licence (employees must bring any endorsements to the attention of the Principal and the licence must be satisfactory to the Principal – six points is the usual cut off point)
 - MoT certificate
 - Comprehensive Insurance (which covers use for the purposes of his/her employers' business)
 - Risk assessments should include Driver Fatigue if employees are driving
- 3.8 Higher Risk/Adventurous Activities. When these are to be undertaken the Principal must ensure that appropriate employees accompanying the visit are qualified and competent and that all relevant equipment is provided to the appropriate safety standards and is properly maintained. It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff etc. are available. Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports, pony trekking etc.
4. Share Responsibilities – External Providers
- The Principal must be supplied with up-to-date copies of any providers health and safety policy and risk assessments and with written evidence that supervisors and instructors are qualified and competent, and that any relevant activity centre has a licence.
1. The Providers safety policy, risk assessments and other written evidence must be checked at the initial planning stage. One of the items to check is that all provider staff who will encounter pupils have been vetted in accordance with the safer recruitment policy
 2. Compliance with BS 8848 British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK is a good benchmark when relevant.
 3. There will be times when provider staff will be primarily responsible for the pupils. These times must be set out and agreed in writing prior to the start of the visit, including the circumstances.
 4. If as in the case on some field trips, the visit is unaccompanied then this must be made clear to parents and the Principal must be satisfied with all the safety procedures.
- 4.1 Joint Trips with other Schools – There should be one overall party leader and the Principal should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.
- 4.2 Remote Supervision – After careful risk assessment, guidelines must be laid down by the party leader and clearly understood by all members of the party.
1. The geographical area in which pupils must stay should be clearly defined.
 2. Pupils must be in groups – appropriate group sizes must be determined by the group leader.
 3. A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble
 4. If pupils can leave their residential accommodation, on leaving and returning pupils must register with employees

5. Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol, and illegal substances.
 6. Pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.
5. Residential Trips
1. the party leader should check the fire exits in all group overnight accommodations and must inform pupils of the locations of fire exits and of the fire procedures. If possible, a fire drill should be held on the first evening before bedtime.
 2. Exchange Visits usually involve groups of pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant
 - a. The Principal will expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee's telephone number or other contact arrangements and it must be made clear to pupils and host families when the employee will be available at an agreed location.
 - b. Parents must be fully informed of the arrangements and given all necessary details in connection with the host families
 - c. Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
 - d. Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
 - e. Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident etc to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away
 - f. If activities are planned with another school, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the 'other' school staff are in charge and how to contact their own if based at a location remote from the pupils.
 - g. The group leader will need to ensure that host families have been 'vetted' as suitable and that their household insurance cover is adequate. If the host school or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay pupils, the visit may need to be re-considered.
 - h. Check with parents for individual pupil's special and/or medical needs

6. Information Concerning Visits - Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Principal or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice. Written information should include the following as appropriate:
 1. Purpose of visit
 2. Accommodation type and meal arrangements
 3. Travel arrangements including time of return
 4. Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
 5. Insurance cover and name and address of insurers
 6. Health and hygiene requirements e.g., inoculations; safety or not of tap water
 7. Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
 8. A contact number for the pupil must be given (if pupil staying in family, it may not be possible to give this information immediately in which case further information will need to be given)
 9. Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
 10. Advice that the Principal reserves the right to exclude a pupil from a visit on behavioural or medical grounds
 - 11.** Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits, a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents. This may also jeopardise their chances of going on another school visit. Requirements in the code include a statement that pupils are under the authority of the school during the visit and therefore pupils must obey the instructions of group leader and supervisors. Pupils must not possess, use, or purchase cigarettes/alcohol/ illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately.
7. Risk Assessment - Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.
 1. On risks associated with the trip such as with the travel to be used
 2. On considerations concerning special and/or medical needs.
 3. On any local customs they may meet which might surprise them and the possibility of their giving offence
 4. That tap water abroad is not always safe to drink
 5. In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.

6. That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
7. That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes, and farm animals.
8. Always clean hands before eating.

8 Emergency Procedures

1. Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school and held by the party leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.
2. The designated member of staff and/or parents as appropriate must be contacted if there is "no show" by any pupil.
3. A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment
4. Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have enough funds available in appropriate form to provide for all anticipated needs plus an emergency fund.
5. Serious or Fatal Injury – Emergency Procedures - An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit. The party leader and only the party leader (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:
 - Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Principal, emergency 'contact' or another senior employee
 - Call whichever emergency services are required (UK 999, Europe 112, USA 911)
 - Where anyone is injured have first aid administered if possible
 - Make sure all other members of the party are accounted for and are safe
 - Establish the name(s) of the injured
 - Advise other party adults of the incident and that emergency procedures are in operation
 - If possible, arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
 - Ensure that the remainder of the party are supervised throughout - may be necessary to 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 members of the party are accounted for
 - Commit to writing full details of the incident:

- Name
- Nature, date, and time of incident
- Location of incident
- Details of injuries
- Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
- Action taken so far
- Telephone numbers for future communication

Note: Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret

6. Complete ARMS

9. Additional Guidance for PE trips and Fixtures

PE Trips and Fixtures follow the same trips and consent procedures as all other out of school trips. This applies for in school and out of school trips. Risk assessments are reviewed regularly to ensure they are appropriate for each event that takes place. Parents are required to give consent for all out of school fixtures and any in school fixture that goes beyond 4pm.