



WANSTEAD HIGH SCHOOL

Educational Visits Policy 2018-2020

This document sets out the School's Educational Visits Policy and the basic protocols for planning and managing educational visits

It is important that these are used in conjunction with the following additional documents that provide additional guidance which can be found electronically in here:
[Y:\General\Educational Visits](#)

Redbridge Guidance for Off-Site Visits and Related Activities

Redbridge Guidance for Overseas Visits

Redbridge Guidance School Visits Health and Safety

POLICY

At Wanstead High School, we welcome opportunities to enhance our curriculum through educational visits. Well-planned and organised visits can have a significant impact on students' learning, personal development and enjoyment. They can also give students a practical experience of what they have covered in class-based lessons. As such the school seeks as far as possible to ensure that every student will be able to take part in at least one educational activity out of school.

However, educational visits can have a negative impact on educational provision at the school due to the absence of staff taking part in visits and the number of lessons in other subjects that are missed. Therefore, visits will be kept under constant review to ensure that an appropriate balance is maintained between the benefits and costs of educational visits. However, the following restrictions apply:

1. No visit will be approved during school time that requires more than **5** teaching staff to participate.
2. No visit will be approved during school time where the total number of known absences of teaching staff absent from school on any one day has already reached **5**.
3. No visit will be approved during school time where the total number of known absences of teaching staff absent from school on any one day is less than **5** but where the number of teaching staff required for a visit would lead to more than **5** staff being absent on that day.
4. Visits will not usually take place during school between the first day of the summer term and the beginning of the May Half Term.

Residential visits will not be sanctioned to take place in school time. Trips of this kind will normally only be supported if they take place at weekends or during holiday periods. The exception is for residential trips in the following categories:

- those that form a compulsory part of an examination course or where they will have a significant and direct beneficiary impact on the learning of students, for example field trips;
- where the school is using facilities run by the local authority and where the dates are fixed by the local authority;
- exchange visits where students are expected to join in with the normal school curriculum as part of their learning experience.

On occasions it will be acceptable for either a Friday or Monday to be used to facilitate arrangements with residential visits, including weekend visits. This can never be assumed and will be subject to approval.

Equal Opportunities

All students, including those with disabilities SEN, have the right to participate in compulsory and voluntary educational visits. Reasonable adjustments must be made to avoid students being put at a disadvantage.

Students should only be prevented from taking part if a risk is posed to their own or other people's health and safety. In this situation no decision must be made regarding inclusion or exclusion from a trip without consultation with the SENCO and Head of Year. A final decision will be made by the Educational Visits Coordinator,

Trips must not be organised for single teaching group by an individual teacher or part year groups in any one subject area. This is because other students will not have been treated equally with the same opportunities as those going on the trip. If a trip is a valuable element of the curriculum it should be made available to all students in the year group or following the subject at KS4 and KS5. (This excludes trips for specially targeted groups e.g. G&T e.g. C/D borderline students.)

A full list of students attending the trip must be presented to the Head of Year(s) and Child Protection team before the names are confirmed.

Except in exceptional circumstances, a year group as a whole should not go out on one day.

Charging Policy

Visits in school time

For trips held in school time, no compulsory charge can be made for transport and tuition (such as entry fees).

School time is 8.40am to 3.25pm.

A voluntary contribution must be requested to cover the costs of the visit.

HOWEVER

A voluntary contribution must be supplied by **all** parents of **all** students going on the visit, with the exception of disadvantaged students. **If there are insufficient voluntary contributions, the visit may be cancelled.**

Therefore, for example: if an educational visit is put in place for a subject in Year 8, it should be offered to all students without discrimination. If then a number of parents out of the 240 students in a year group do not supply the voluntary contribution the trip must be cancelled.

This is because:

- The school does not have sufficient funds to pay for all educational visits during school time or for any participant who has not made a voluntary contribution, (except disadvantaged students).
- If the school were to permit those students for whom a voluntary contribution had been received to go on a visit but not those from whom there was no contribution, the school would not be making the same provision for all students. Under equal opportunities legislation this would be discriminatory.

It is strongly recommended

- that visits in school time which require a voluntary contribution are planned well in advance so that payments can be made in stages. In this way it is more likely that all participants will be able to make the voluntary contribution.
- That colleagues plan trips which have no cost or only minimal charges. Trips in London incur no cost for transport due to the provision of free public transport for children.

Residential visits in school time

On residential trips which form a compulsory part of the curriculum as in elements of the curriculum that would not otherwise be able to be delivered, a charge can be made for board and lodging. Disadvantaged students are entitled to a remission of charges by up to 50%. This must be made clear on all letters sent home regarding any trip for the cost of tuition where the trip is a compulsory part of an examination course. Help with such costs is normally subject to confirmation that a child is a Looked after Child and/or in receipt of Free School Meals in the last 6 years.

With respect to residential visits in school time which are **not** a compulsory part of the curriculum the same rules apply as for all other visits.

Visits outside of school time

- Out of school time is defined as in the evening after the end of school at 3.30pm, at weekends and during holiday breaks.
- Participants will be charged the full cost of the visit.
- Such visits must not be subsidised out of school funds or departmental capitation.

PROTOCOLS

Roles and Responsibilities

The Headteacher	The Headteacher must give final approval for all visits.
The Educational Visits Coordinator (EVC) / School Business Manager	The member of SLT who has oversight of all Educational Visits. Approval must be obtained for all visits from the EVC using the educational visits proposal form. Responsible for approving all financial arrangements for educational visits, and monitoring and advising on financial arrangements.
Responsible Team Leader	This is the person responsible for organising and leading any educational visit is the ' Responsible Team Leader '. This person must be clearly identified, and is accountable for: <ul style="list-style-type: none"> • Carrying out <u>all</u> stages of the applications process. • The management of the visit and student behaviour. • Ensuring that all risk assessments are completed. • Ensuring the safety and Well-being of students.
Visit Team Members	These are members of the school staff and additional adults accompanying students on any Educational Visit. All Visit Team members are accountable for: <ul style="list-style-type: none"> • The management of student behaviour. • The safety and Well-being of students.
EVOLVE	The online Redbridge site for advice and guidance on Educational Visits. EVOLVE approval is required for all adventurous activities, residential visits and overseas visits.

Financial Responsibilities & Arrangements

1. Voluntary visits must be fully costed financially by the Responsible Team Leader and costs made clear to parents.
2. In the case of expensive residential trips the Responsible Team Leader MUST:
 - a) Discuss financial arrangements with the school Business Manager **before the trip is offered to parents.**
 - b) Produce a detailed breakdown of the costs of the visit; for travel, accommodation, costs of entry fees, equipment and any sundry items and costs.
 - c) A small additional sum being a maximum of 10% of the total cost, to cover contingencies may be included in the costs but parents/guardians must be made aware of this. The amount must be discussed with the Business Manager. Any remaining balance in excess of £10 will be repaid in full.
 - d) All costs must have receipts and must be trip related. Any costs that are not covered by a receipt will **not** be repaid.
3. No charges for a travel and accommodation may be levied other than for those staff who directly named as part of the team taking part in the visit.
4. Under no circumstances are charges to be levied for travel and accommodation of any individual who is not officially part of the visit and has not been approved by the Headteacher.
5. No charges may be levied to cover staff costs such as for footwear or any other material item without the approval of the Headteacher.
6. Adequate time must be provided for students and families to pay. A staged payment scheme will be required for more expensive visits. Deposits must be substantial.

Organisation and Preparation

Staff who intend to take parties on any kind of journey or educational visits must make proper arrangements in advance.

7. Voluntary visits must be fully costed financially by the Responsible Team Leader. In the case of expensive residential trips adequate time must be provided for students and families to pay. A staged payment scheme will be required. Deposits must be substantial.
8. For any school visit, the Responsible Team Leader must complete an Educational Visits Application form. Residential and overseas visits need to be approved by the LA via the schools Educational Visits Co-ordinator.

9. Notification times are as follows:
 - Residential or foreign visits should be arranged at least **six months** in advance.
 - One day visits need at least **6 weeks** notice and **8 weeks** notice if the visit may be classified as 'adventurous, (see below).
10. It is essential that all stages in the planning process outlined in the documents within General/Educational Visits are carried out. Failure to do so may mean that your proposed trip is cancelled. A risk assessment must be carried out at least **1 week** before the visit / **4 weeks** before a residential or adventurous trip.
11. The Educational Visits Application Form needs to be forwarded to the Business Manager before being submitted to SLT for final approval. Students should not receive notification of the planned visit nor bookings made, until the visit has been agreed by the Business Manager (EVC).
12. A draft letter to parents **MUST** be submitted when an Educational Visits Application Form is approved by SLT. The letter **MUST** contain:
 - Exact itinerary including all activities.
 - Exact supervision arrangements including lunch time.
 - A permission (indemnity) slip to be completed by parents for students up to 18 years old or a slip to state that the contents have been noted for students who are 18 and over. This must be completed by the parents of those children taking part in the trip, collected and handed in to the trip organiser.
 - Exact cost of the visit.
13. Arrangements for visits abroad and those involving staying overnight whether for one night or more must be discussed with the Business Manager (EVC) at least 6 months in advance.
 - For residential trips the Responsible Team Leader must give a full itinerary and details of all transport providers and contact numbers throughout the journey.
 - The Business Manager (EVC) & the Headteacher must be given a list of contact details re foreign or residential trips.
 - Parents will also need to have this information which should be provided in a school journey booklet.
 - It is good practice to hold a meeting for parents before the visit to reinforce expectations and answer any queries.
 - Rest periods must be built in for staff. It is suggested that nominated people take it in turns to be on duty.

Care and Safety of Students on Trips

As students will be out of the safe environment of the school during visits it is important that all reasonable steps are taken to maintain their safety and well-being. In all cases it must be clearly shown that “reasonable care” has been taken in the organisation and conduct of the visit. All risks must be assessed (and be seen to have been). If the risk is too great the visit should not go ahead.

Consideration must be given to potential dangers of the trip taking into account the terrain, location and environment. ***This is covered in the risk assessment form which must be completed.***

Supervision of students.

In the case of Sixth Form: students need not be supervised at lunch and they may carry out unsupervised study providing

- rendezvous and emergency contact points are clearly communicated and attended by a member of staff;
- all students have the number for the trips mobile phone held by the responsible leader;
- at least one member of staff carries out a roving supervision.

Staff Duty of Care and Conduct

All members of staff taking students on trips have a duty of care in the same way as in school. As in school we are ‘in loco parents’ and are expected to be responsible professionals, this is set at a very high standard - greater than that of the average parent.

Teaching staff are covered automatically against litigation for negligence.

Staff must not smoke cigarettes in the presence of students and staff should not consume alcohol for the duration of any visit.

Medical and Dietary Issues

All due consideration must be given to students with medical and dietary needs.

- All staff need to know medical conditions of students and what action should be taken if necessary in relation to those needs. Staff MUST consult with the school’s Lead First Aider.
- Staff must ensure that Epi pens and any other specific equipment required are taken on the visit.
- The Responsible Team Leader must ensure that the medical information form for each visit is completed.
- Consideration must be given as to whether a member of staff trained in first aid will be needed to attend the trip in the case where a child has particular health issues.

Insurance and Protocols

- All staff are covered against litigation for negligence.
- Any trips such as skiing must have insurance against injury built in.
- Separate cover needs to be taken to insure staff and pupils against accident or loss of property and the cost included in the costing of the visit. If this is considered necessary, seek information from the School Business Manager.
- If you are using a private car for travel please complete an EV6 form.
- For foreign trips in the EEA (EU + Iceland, Lichtenstein, Norway and Switzerland all travellers must have an EHIC (European Health Insurance Card). Insurance claims may not be paid for treatment covered under the EHIC scheme. (EU = Sweden, Finland, Denmark, UK, Ireland, France, Belgium, Netherlands, Luxembourg, Germany, Poland, Latvia, Lithuania, Estonia, Austria, Czech Republic, Slovakia, Slovenia, Hungary, Spain, Portugal, Italy, Malta, Cyprus, Bulgaria, Romania & Greece.)
- All educational visit documents must be carried in a secure case. This must be collected from the EVC before travel and returned at the end of the visit.

Supervision Ratios and Personnel

There is no statutory student-teacher ratio requirement for educational visits. The following are the minimum adult/student ratios recommended. However, there may be a need to alter these ratios for particular groups or activities.

School visits at home or abroad (overnight):

- 2 adults for parties of 20 pupils or fewer, plus 1 additional adult for each additional 10 pupils or part thereof.
- This ratio can be less for 6th Form students.

School visits of 1 day or less (home or abroad):

- 1 member of staff per 20 students, usually 2 per visit, if possible of both sexes but this is not essential, if you feel there is a need for more see the EVC.
- 1:10 for a residential or adventurous trip.

Additional:

- Please seek the permission of the Headteacher if you wish for someone outside your department to go on the trip.
- Normally no more than 5 teaching staff will be allowed on any one trip.
- No more than 5 teaching staff will be allowed to take part in visits on any one day
- If TAs or other support staff are invited you must check first with their Line Manager.
- The responsible leader should notify the Cover Officer of any changes to staffing and no changes to be made after 48 hours prior to the trip except for illness or extreme circumstances. This must be approved by the Business Manager (EVC).

The School Minibus

The school minibus may only be driven by staff authorised to do so. Drivers are required to pass a test of competence administered by the London Borough of Redbridge. The mini bus can be booked through school reception.

Before each trip the driver must make a visual inspection of tyres and lights (including indicators), as well as completing the check-list provided. The driver is responsible for ensuring all doors are properly closed and that all passengers wear seat belts. There are to be no standing passengers and no more than one child per seat.

For journeys lasting longer than one hour or returning to school after 19.00 an additional relief driver is required. Detailed regulations will be found in the Health and Safety policy document.

The minibus must be cleared of all litter and any defects reported to the Site Supervisor.

All journeys must be registered in the log book provided.

Adventure Trips

Definition of an 'adventurous activity' - The following activities are regarded as 'adventurous' and require approval by the local authority through EVOLVE:

- All activities in 'open' country.
'Open country' is normally defined as land above 300m or more than 1km from vehicular access. However, this is a somewhat arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the Business Manger (EVC) if you think this might apply.
- Swimming (all forms, excluding UK public pools).
- Camping.
- Canoeing/kayaking.
- Sailing/windsurfing/kite surfing.
- Rafting or improvised rafting.
- Use of powered safety/rescue craft.
- All other forms of boating (excluding commercial transport).
- Water skiing.
- Snorkel and aqualung activities.
- Hill walking and Mountaineering.
- Rock climbing (including indoor climbing walls).

- Abseiling.
 - River/gorge walking or scrambling.
 - Coasteering/coastal scrambling/sea level traversing.
 - Underground exploration.
 - Shooting and archery.
 - Skiing, snowboarding and related activities (including dry slope).
 - Air activities (excluding commercial flights).
 - Horse riding.
 - Motor sport – all forms.
 - High level ropes courses.
 - ‘Extreme’ sports.
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above.
 - For the purposes of CSA approval, the following activities are **not** regarded as adventurous and therefore do not require CSA approval. **However**, these activities must be supervised by a member of staff who has previous relevant experience and who has been assessed by the EVC or Head of establishment as competent to supervise the activity:
 - Walking in parks or on non-remote country paths.
 - Field studies (unless in the environments stated above).
 - Swimming in UK public pools.
 - Theme parks.
 - Tourist attractions.
 - Pedal go-karts.
 - Ice skating (rink).
 - Farm visits.
 - Local traffic survey.
 - Museum, library etc.
 - Physical Education and sports fixtures.
 - Water-margin activities.

Please note: Paint-balling and trampolining is **not permitted** by the Local Authority.

The Provider Form

A Provider Form **MUST** be completed for all residential trips, foreign trips and adventurous trips.

Cancelled Trips

If a trip is cancelled please contact the Cover Officer and the Business Manager (EVC) immediately. Parents must be contacted ASAP.

WHS Calendar

Visits will automatically go into the school calendar once approved.
