



KINGSWOOD HOUSE SCHOOL

Educational Visits Policy

This policy is reviewed annually to ensure compliance with current regulations.

Reviewed by	Thomas Laudy/Sally Witts
Date	October 2022
Review date	October 2023
Approved by	Ian Mitchell

This policy relates to the whole school including the Early Years Foundation Stage.

Covid 19

All educational visits, both day and residential, will need to take into account relevant COVID-19 guidance and regulations in place at that time. The school is following government guidance on educational visits as outlined on the GOV.UK website.

Introduction

At Kingswood House School, educational visits and outdoor learning are an important part of the school curriculum. Children in all years enjoy visits to a variety of places both near and far. All departments are encouraged to organise a wide variety of interesting and inspiring trips. The school was awarded Best School Trip for its 'Making of Modern Britain' residential trip by School Travel Organiser 2019-2020.

The school fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and provides them with valuable life skills. Kingswood House has been able to strike a balance between protecting pupils from risk and allowing them to learn from school trips.

For all school visits, whether residential or not, in the UK or abroad, we ensure that all reasonable steps have been taken to establish safe conditions for the students and adults concerned and that levels of risk are both manageable and acceptable. Any educational visit will involve an element of risk and in many cases; this will form a key part of the educational value of the visit. It is not the School's aim to eliminate all risk, but to assess and manage risk appropriately.

Tom Laudy is the Educational Visits Co-ordinator (EVC) and together with the Headmaster, they are responsible for ensuring that educational visits represent good value for money, that they are of significant academic or cultural interest and that matters of health and safety or other regulations are addressed.

The EVC and Headmaster do not approve any visit without having established that risks have been fully assessed, bearing in mind the age, gender and experience of the pupils. The EVC will also ensure that he is provided with transparent costings, an itinerary and details of the staffing at the earliest opportunity. Where appropriate the School Office, pastoral leaders and SENCOs are consulted during the planning process to ensure that special medical or welfare needs of participants are considered.

Equal Opportunities and Inclusion

Everyone concerned needs to ensure that every effort is made to include all pupils. The challenge is to make these activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, sex or religion. It needs to be remembered that this must be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. These are significant factors to be managed, which may over-ride other considerations. *See separate school policy for more details.*

Health and Safety Regulations -The Law

This policy is not definitive and should not be taken as an authoritative interpretation of the law. The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that act, in particular, the Management of Health and Safety at Work Regulations 1999 which have been considered in formulating this policy. The policy has been updated to take account of advice from the Department for Education, 'Health and Safety on educational visits' November 2018, 'Health and Safety: Advice on legal duties and powers – For local authorities, school leaders, school staff and governing bodies, June 2013 and the Health.

Adventure visits will need to take account of the Adventure Activities Licensing Regulations 2004, which require certain providers of facilities for adventure activities to be licensed. Staff will need to read other policies such as safeguarding, transport, equal opportunities etc. The Outdoor Education Advisers' Panel website provides valuable guidance for teachers

Whilst the School, the Governors and the Head have particular responsibilities, health and safety is a responsibility shared by everyone within the school.

- The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations, 1999 set out responsibilities. Legislation is enforced by the Health and Safety Executive.
- The employer is responsible for health and safety, though tasks may be delegated to staff.
- Employees have a duty to look after their own and other's health and safety.
- It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children.
- Employers, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would do so.
- Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

Outline of Procedures

All group visits require the specific approval of the Headmaster and EVC prior to any arrangements being made, except:

- Away games fixtures listed in the school diary
- Home fixtures at external facilities
- Years 9-11 walking into Epsom town centre every Friday lunchtime break

For visits abroad, a pre-trip meeting will be offered to parents and pupils to explain procedures and rules and to answer questions.

Parents are required to provide a signed Consent Form on admission for trips and emergency medical treatment (See Appendix 1).

A specific Consent Form and Health and Medical Information will be required for all residential visits or those involving overseas travel to be signed by all parents. (See Appendix 2)

Risk Assessments must be completed for all trips.

Full procedural information is available in 'Procedures for staff organising Educational Visits' which is available for staff in the Trips folder on the school curriculum section of the server.

Managing Risk

Visit leaders ensure that all accompanying staff know the itinerary and understand their responsibilities. Where visits are not covered by the School's generic risk assessments, staff will complete specific and detailed risk assessments for the visit. In all cases, staff must consider all the specific activities taking place during the visit. Inspection trips are strongly recommended for all new trips so group leaders have first-hand knowledge of all risks. A separate pre-trip briefing will be held for all accompanying members of staff. The purpose of these meetings is not necessarily to produce a written document but to ensure that all risks which may reasonably be anticipated have been considered and briefed to staff accordingly.

Where external organisations are providing hazardous activities, up to date risk assessments should be obtained from the organisation. Trip leaders using outside providers will also be asked to provide evidence of their licensing to provide these activities.

Tour operators should be asked to provide details of their risk management system.

Safeguarding

All children have the right to be protected from harm. An educational visit that is off-site and has residential activities, provides stimulating learning and, in many cases, a different and more relaxed or interactive environment.

The School is committed to ensuring that:-

- safeguarding procedures are initiated
- ensuring clear lines of communication and effective liaison between staff managing and supervising this work.
- ensuring clear lines of communication and effective liaison between all agencies responsible for the safety and welfare of children.

- enabling children to understand their rights and recognise and deal with unsafe situations.
- implementing the policy and procedures in the School's safeguarding Policy.
See separate policy for more details

The School will undertake the necessary safeguarding checks in accordance with guidance given in the DfE's Keeping Children Safe in Education (2018). Any accompanying adult on a residential visit must have an enhanced DBS check. This includes any person who is not a member of staff, such as a volunteer.

An enhanced DBS check may not be required if a volunteer (such as a parent helping as a one off) accompanies a non-residential visit and will be supervised by another member of staff and not left in sole charge of students. In any event, the EVC will confirm the requirements.

Supervision and a duty of care

Supervision is a key element in the success of any venture. It will determine not only the health and safety of the children and their leaders, but also the quality of the overall experience, enabling learning to take place as well as allowing all those concerned to enjoy the experience and derive satisfaction from it.

Good supervision requires everyone involved knowing what strategies are to be used and what their roles and responsibilities are, as well as having a clear picture of the expectations placed upon them. It is a team effort and shared responsibility, based on small manageable tasks and relationships building into a larger successful system and partnership.

Staff pupil ratios for school trips are not prescribed in law. Those planning trips will decide the ratios, taking into account the activity to be undertaken, staff experience, potential risks and the age and maturity of the pupils. Normal EYFS ratios need to be considered.

Where pupils on visits are not directly supervised, they are told where staff may be found and how to contact them by mobile phone should they be given free time, for example for shopping. Pupils are always to be kept in groups of two or more at all times during trips. The itinerary is published by the group leader in advance of the visit.

The group leader must take a school mobile telephone on all school visits (UK and abroad), and include the number as a contact number essential information given to parents. A school phone is located in the School Office. It should be booked in advance. Students should be given the group leader's mobile number in case they get lost. Students are not normally allowed mobile phones on school trips and must surrender them to staff.

Staff accompanying visits are responsible for students in the group according to a supervision ratio and risk assessment approved by the EVC. Therefore, a supervising member of staff will only separate from the main party in unforeseen circumstances such as injury or illness.

In the case of a visit involving an overnight stay, the staffing is approved by the EVC and Headmaster. Teachers are responsible for the students 24 hours a day and the responsibility is not lessened because the duty is undertaken voluntarily. The degree of care required will depend on the age of the pupil, their known behaviour record, and any health problems which ought to have been known by the teacher. In the event of an accident or injury, a teacher must be judged to have acted as a "prudent parent" would have done.

- The School may insist that a student does not travel where it is felt that the particular health needs of that student at the time of travel cannot be adequately met or guaranteed in a particular location.

Behaviour

Kingswood House pupils are expected to behave with high standards at all times, and especially when on a day or residential trip. Whilst on trips they are representing the school and must do nothing that will bring the school, or themselves, into disrepute.

The expectation is that - Students will:

- Follow the instructions of staff and supervising adults without delay or argument;
- Take responsibility for their actions and do nothing to endanger themselves or others;
- Report all accidents or damage to the group leader or a member of staff;
- Wear school uniform or other suitable clothing as directed by the visit organizer;
- Show respect and act with courtesy towards others, including the general public;
- Be helpful, co-operative and considerate to others, including the general public.

Students will not:

- Smoke;
- Consume alcohol;
- Take illegal substances;
- Have knives, or other weapons;
- Have fireworks;
- Any items banned by the School Rules (including electronic devices);
- Use inappropriate language;
- Leave their group and go off on their own;
- Take part in any activity, which has not been authorised by their parents or group leader;
- Drop litter or do anything that might damage the environment.

When using transport all students will:

- Stay seated and face forwards;
- Wear seat belts where provided;
- Follow instructions for the safe embarkation and disembarkation from the transport;
- Ensure that bags are safely stored and do not block emergency exits;
- Not eat or drink on the transport without the permission of the group leader;
- Clear any litter at the end of the journey.

During educational visits and residential trips, the school rules are enforced, and any significant misconduct will result in the student being sent home **at the expense of the parents/guardians**. The criteria for sending a student home align with the Behaviour and Sanctions Policy and the School Rules.

In the event that students exhibit poor behaviour prior to an educational visit or residential trip, the trip leader and relevant member of the Senior Leadership Team (SLT) may determine that the student cannot participate in the trip. **Consequently, any payment already made by the parent/guardian would be forfeited.** (Appendix 5 – Parental agreement to child's behavior and conduct on trips)

Contact for Residential Visits (including emergencies)

The EVC, Deputy Head or Bursar act as the School contact for all visits which take place during weekends and school holidays. They have access to details of the visit including contact telephone numbers for parents, appropriate medical details for students, and the risk assessments for the visit. As a minimum, the visit leader must text the School contact on arrival and return.

In the event of an accident or emergency, the priority of the visit leader and accompanying staff is to ensure the safety of pupils. The visit leader will liaise with local emergency services and staff will accompany any injured students to hospital and ensure that any other students are supervised.

The visit leader is also responsible for arranging that the EVC and/or Senior Deputy Head is notified as soon as possible, who will in turn arrange for the parents to be notified. Staff accompanying visits are advised not to speak to the media and any press enquiries are referred to the Headmaster.

Please see the Emergency Action Plan at Appendix 3.

Medical

On any outing, visit, or expedition, at least one member of staff should be responsible for welfare matters, including First Aid, the storage of pills or medication, etc. He/she may administer First Aid when appropriate, and oversee students administering their own prescribed drugs. Such prescribed drugs should be in their original container or packaging, along with written instructions from a parent/guardian, doctor or pharmacist. Teachers should avoid administering any drugs, including paracetamol, as they are then deemed to be prescribing medication. Teachers who accept First Aid responsibilities should be careful to avoid administering medical treatment beyond their training, skill and knowledge.

For residential trips, parents must complete the Health and Medical Information form (Appendix 2)

Parents should hand all medication to staff before the trip and staff will return back to the parents at the end of the trip.

All medication and injuries will be recorded in the 'Trips and Visits First Aid' forms which should be saved with the trip risk assessment on return. (See Appendix 4)

Accompanying members of staff will be confident in managing the needs of those students on the visit with special medical requirements e.g. those at risk of anaphylactic shock, epileptics, diabetics and so forth. The school nurse has trained all KHS staff at the beginning of each academic year in such matters. It may be necessary to hold a supplementary meeting with parents of a specific student in order to make the most appropriate arrangements to meet the medical or pastoral needs of the student. The party leader also ensures that centres, hostels, hotels etc are aware of any special dietary or medical requirements. The group leader is responsible for first-aid kits that are taken on all visits and parents are reminded that pupils need to have with them any special medical requirements (e.g. inhalers, EpiPens).

Tetanus injections. If a student receives a cut whilst on a school outing, a doctor may advise that a tetanus injection is required. Students up to the age of 14 should be covered already, provided the regular injections have been maintained. For students over 14, there is a

danger of a reaction if an extra injection is given. Staff are advised not to allow any students to be given a tetanus injection without contacting parents first.

Staff should ensure that they speak with the school matron to discuss the medical needs of each pupil at least a week prior to the start of a trip.

Finance and Insurance

We carefully cost all visits and clarify this to parents before they commit to their son's participation. The EVC and School Bursar advise colleagues about how to manage this, taking care to factor in all possible variables such as party size, exchange rates and so on.

The School has a comprehensive travel insurance policy covering medical, cancellation and curtailment for all staff and student participants. However the cover for personal items is generally low and students are advised not to take items such as expensive cameras or jewelry with them, or to arrange their own individual cover.

All payments for School visits are made electronically. Payments for day visits are added to fees while payments for residential trips are paid separately in instalments or as one final payment. Where an initial deposit is required this is deemed to be non-refundable unless the visit does not proceed or another student is found to take the place. If a student should withdraw from the visit at a later date, all non-recoverable monies will be due.

Individual Responsibilities for Educational Visits

The Headmaster

- This is the key role for ensuring that the management of visits and ventures meets the regulations and conforms to the School's health and safety policy. This management process needs to be in conjunction with a clear picture of expectations and standards that can be achieved by making the most of the positive learning opportunities presented.
- Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk assessments that are required.
- The Headmaster will ensure that there is adequate training for employees on health and safety matters.

The Educational Visits Coordinator

- The Educational Visits Coordinator is responsible for the overall programme of Educational Visits at Kingswood House School.
- He/she ensures that all trips have been organised correctly according to the school's educational visits policy and 'Procedures for staff organising Educational Visits'.
- He/she checks that all documentation including relevant risk assessments have been completed and signed off by the Headmaster and stored safely.
- He/she provides support and relevant training for staff

The Group Leader

- This is the person with overall responsibility for the administration, programme, supervision and conduct of the venture.
- They are therefore an important part of the health and safety and good practice support system, and should both understand their own responsibilities and those of the other people in the process who contribute to their support, success and confidence.

- They need to take reasonable care of their own health and safety and that of others who may be affected by their decisions.
- Group leaders have a common law duty to act as any “prudent parent” would do when in charge of pupils.

Members of the group with specific responsibilities

- These people will assist the Group Leader in all their tasks and activities and will need to demonstrate person specific, pastoral, technical and management expertise.
- The list of responsibilities and competencies for the members of the group will need to be supplemented according to circumstances.
- All members of the group with specific responsibilities have a common law duty to act as any “prudent parent” would do when in charge of pupils.

The Pupils

- It is essential that all groups are made as aware and active in the process of managing the visit or venture as they can be.
- Procedures, group and supervision strategies must be explained and understood.
- Individual and group responsibilities need to be clear, as well as the rewards and sanctions for ensuring they are kept to.
- A Code of Conduct, negotiated and agreed in an acceptable way, is a key component of educational visits e.g. communication, behaviour, dress, group supervision and “down time”.
- It may be necessary to have individual behaviour contracts with some young people, signed by themselves and their parents.
- Everyone should be as risk aware as is realistic.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

The Parents

The School relies on the support of parents to ensure that visits run smoothly and safely. The School therefore expects parents to:

- Provide accurate information regarding SEN and medical conditions, and associated treatment.
- Ensure students requiring Epi-Pens; inhalers and prescribed medication are carrying sufficient for the visit. A pupil may not be allowed to travel if medication is not present.
- Complete and return documentation provided by the school by the published deadlines.
- Ensure that passports are valid at the time of travel including validity as required by destination country.
- Obtain visa(s) if required – unless organised as a group via school.
- Make payments for the visit as and when requested and by published deadlines. The school reserves the right to withdraw a student from a visit if payment in full is not received by the final payment deadline.
- Drop off and collect their child(ren) at the publicised time. It may not be possible to delay a departure in order to accommodate late arrival. Any significant delays to return journeys will be communicated to parents.

Data Protection

Information about staff and participants, including recognisable photographs, is subject to data protection law. It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities, and in the event of an emergency. *See Separate School Policy*

Appendix 1

Parental consent on admission

PARENTAL CONSENT

I hereby give my consent to the attendance of my child on school visits on the understanding that the person in charge of the party of children will be a member of the teaching staff of Kingswood House. That member of staff will remain in loco parentis although, on certain visits, they may hand over the duty of care to a specialist instructor.

We further authorise the Headmaster, or an authorised deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist to our child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if you are unable to contact us in time.

Signature of Parent/Guardian

Date

Appendix 2

Below is a link to the residential consent form to be filled out by parents, prior to any residential trip. As the form is specific to each residential trip a different consent form will need to be completed for everyone.

If the below link does not automatically open, then please copy and paste it into the search bar of your browser.

https://docs.google.com/forms/d/1GFW3e_mE6Y4grqVO1DJu1YN1fs74jlyGsxAKDL-WsAA/edit

Appendix 3

Educational Visits Emergency Action Plan

Procedures to be followed in the event of an incident

The following suggestions are intended as a guide to enable leaders to follow a course of action covering the main basic priorities. Obviously no such list will ever be finite and other actions may be necessary depending on the situation. However, it is important that the relevant information is quickly and easily available, especially when groups are off-site and whatever the time of day or night.

1. The leaders in charge of any venture must have access to lists of names, telephone numbers and addresses for staff and pupils. Consideration should be given to carrying a mobile phone.
2. Similar lists to those above, along with relevant consent forms, must be readily available at the School and for the emergency contact; these must include last minute amendments.
3. Out of office hours, a professional contact person (emergency contact) should be nominated to act as the communication link with the party and therefore ensure they are in an appropriate state and capable of supporting the group if required. There should preferably be two persons if the overnight stay is for more than one night; those nominated should have a copy of lists including:
 - The names of all off-site participants, including adults, and details of their emergency contacts.
 - The distribution, (i.e. names of leader / young people) if in separate groups, vehicles or boats.
 - The planned itinerary, including base address and telephone number in case of emergency.
 - The names, telephone numbers and email of the travel and coach companies.
 - Details of the establishment emergency contacts, in the event of an emergency.

If a child goes missing/ an incident occurs, you must:

1. Alert staff at the venue / 999 if needed
2. Alert the lead teacher who will notify the EVC or Emergency Contact. They will then follow the critical incident procedures and notify the correct people at the School etc. If needed EVC / SLT will call Head teacher who will communicate with the Chair of Governors.
3. The Chair of Governors will alert the other Governors if required.

The School's Communication Team should be contacted on 01373 723590 in office hours and on the mobile of the emergency contact when out of hours. The lead teacher will make the decision (along with the critical incident team) about the next steps, but please follow the guide below until you are notified.

Please remember to take your children's health forms, any medication needed and a first aid kit. You must inform EVC of ANY "near misses" after the trip.

Action to be taken by the leader in the event of an incident

1. Assess the situation.
2. Protect the party from further injury or danger.
3. Inform all persons present that personal telephone communication is to be restricted.
4. Administer First Aid if required.
5. Call the emergency services (999), as appropriate.
6. State the nature of the emergency.
7. Give your name and address / location and telephone followed by:
 - The nature of the incident.
 - The number of individuals involved.
 - The condition of those involved and where they are located.
8. Ensure an adult accompanies any casualties to hospital.
9. Phone School emergency contact person.
10. It is probable that both staff and participants will be in a state of shock, therefore:
 - Remove the remainder of the party to secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media.
 - If necessary, request the police to assist.
 - Calm and comfort participants and arrange for their evacuation.
11. Do not make any statements to press/media or allow anyone else to make statements but refer to the School.

KINGSWOOD HOUSE SCHOOL



TRIPS AND VISITS FIRST AID

RECORD OF INCIDENTS AND MEDICATION ADMINSTERED

Name of Trip.....

Date.....

NAME	MEDICATION	DOSE	TIME	DATE	REASON GIVEN	STAFF INITIAL

ACCIDENT/INCIDENT/ILLNESS REPORT SLIP		Student's Name:		Date:
				Time:
Details of Accident/Incident/Illness:				
HEADACHE/HIGH TEMPERATURE		SPRAIN/TWIST	ASTHMA	NOSEBLEED
STOMACH PAIN/UPSET TUMMY NAUSEA/SICKNESS		GUT/GRAZE	HEAD INJURY	BUMP/BRUISE
OTHER:				
Parent Contacted:		Collected from School/Venue:	Well enough to remain on trip/in school after First Aid:	
Details of Treatment:			Signature:	
Advised to seek further medical advice:			YES/NO	

KHS EDUCATIONAL VISITS

Parental Agreement To Child's Behaviour and Conduct On Trips.

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I have read the information above and agree fully that(name of pupil)
must abide by its terms at all times.

Signed:

Relationship to child:

Name (print):

Date: