



Pocklington School Foundation Educational Visits Policy

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POCKLINGTON SCHOOL FOUNDATION
Educational Visits Policy

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Introduction

At Pocklington School Foundation we encourage successful learning through effective teaching and a commitment to a broad education. Educational visits are an integral part of this learning experience for pupils. They clarify and enhance the activities which take place in the classroom both socially and educationally, in a number of ways:

- They can provide a new physical and mental challenge to the pupils which develops their independence, leadership skills and their confidence. This is transferable to all forms of curriculum learning.
- They can provide an opportunity to pupils to clarify their understanding of areas of the curriculum by showing the material studied in a new context.
- Pupils enjoy the experience and have the opportunity, through it, to develop stronger and more positive relationships with fellow pupils and with staff.

In these ways educational visits support the *Aims; Values and Practice* of the Pocklington School Foundation.

Aims

Pocklington School Foundation seeks to encourage participation in educational visits in the contexts set out above. These should be done in a safe, consistent way so that pupils, parents and staff are aware of the procedures relating to school visits and so that the visits are executed safely and with due regard to duty of care to the pupils.

Legislation, Regulations & Guidance

This policy has been written with reference to the DfES (now the Department for Children Families and Schools (DCFS)) document, '*Health and Safety of Pupils on Educational Visits*' and other more recent and supplementary advice from the DCSF available on <http://www.teachernet.gov.uk/visits>. The relevant documents are:

- Health and Safety of Pupils on Educational Visits (HSPV2)
- Health and Safety - Responsibilities and Powers (statutory guidance note sent to schools in December 2001 as DfES/0803/2001)
- Standards for LEAs in Overseeing Educational Visits (DfES/0564/2002)
- Standards for Adventure (DfES/0565/2002)
- A Handbook for Group Leaders (DfES/0566/202)
- Group Safety at the Water Margin
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Education (Independent School Standards) Regulations 2014 (ISSR), as amended, made under section 94 of the Education and Skills Act 2008
- ISI Commentary on the Regulatory Requirements 2022
- Keeping Children Safe in Education 2022

Responsibilities

Pocklington School Foundation retains responsibility for pupils at all times during school visits. It acts *in loco parentis* and hence takes due regard for safety by exercising its duty of care to the pupils involved.

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Staff conducting trips should act as would a reasonably prudent parent in a similar situation. Planning and execution of the visit should ensure good health and safety practices and should comply with best practice as laid out in Government Legislation. Updated DCSF guidelines should be consulted. Staff should consult the procedures for planning off-site activities for a detailed checklist for planning visits and should carry out activities in accordance with training.

The Headmaster of Pocklington School and the Head of Pocklington Prep School have the responsibility for ensuring that there is appropriate supervision and proper planning. This responsibility is delegated to the Educational Visits Co-ordinator for each school - the Head of Co-curriculum at Pocklington School and the Director of Activities at Pocklington Prep School.

The Board of Governors will:

- Be briefed by the EVC regarding any proposals for visits abroad and visits to potentially hazardous locations
- Monitor the schools' practice in relation to educational visits

The Chairman of the Education Committee (on behalf of the Board) will:

- Provide final approval based on the recommendations of the Executive Management of the Foundation for visits abroad and visits to potentially hazardous locations

The Headmaster of Pocklington and the Head of Pocklington Prep will:

- Ensure that staff involved in educational visits have access to this policy and understand their personal responsibility to follow it closely.
- Direct responsibility for authorising all visits and ensuring that staff are aware of the correct procedures and that every visit is adequately planned and prepared for by the teachers concerned is delegated to the EVC.

The Educational Visits Coordinator (EVC) will ensure that:

- The visit has a sound educational objective
- The procedures laid out in this policy will be followed
- That checks have been completed of locations and providers
- School or visit specific risk assessments which take account of the school's generic risk assessments have been completed and appropriate safety measures are in place
- Suitable supervision has been arranged and the group leader and other leaders have the necessary skills and experience to lead the visit
- Sufficient time is made available for the induction and training of leaders before the visit
- All leaders are aware of their roles and who is in overall charge
- Charging regulations and financial procedures will be correctly followed
- For visits involving adventure activities or hazardous outdoor environments or visits abroad, the headmaster has given approval
- 24-hour emergency contact procedures will be in place for extended visits.
- School based Emergency Contacts will be given access to the digital trips folder prior to the trip departing, which will include the itinerary, accommodation and contact details.

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The EVC will also:

- Assist visit leaders with risk assessment
- Organise the training of leaders of visits. This might involve training such as first aid, hazard awareness etc.
- Organise, with the group leader, induction of leaders and other adults taking pupils on a specific visit
- Make sure that criminal records bureau disclosures are in place as necessary
- Work with the group leader to provide parents with full details of the visit beforehand and to obtain the parental consent
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses')
- Review systems and, on occasion, monitor practice

The Visit Leader will:

- Follow the policy and procedures contained in this document and relevant school policies and procedures
- Ensure all necessary planning and preparation before the visit, as detailed in this policy, including curriculum planning, risk assessment and briefing of other leaders, parents and pupils
- Ensure overall organisation during the visit, including leadership of staff, teaching and learning, supervision of pupils and overall health and safety of the whole group

Additionally, some other designated colleagues have authority to plan and approve educational visits:

Boarders Trips: Senior boarding trips and activities take place under the approval of the Senior Boarders' Activities coordinator. Junior boarding trips take place under the approval of the two junior boarding housemasters/mistresses.

- The Head of Boarding will collate Risk Assessments and EV form for the boarders' trips.
- For weekend activities, the EV form which contains lists of pupils' names, details of the activity and timings will be added to the Weekend Senior Manager Duty File.
- Supervising member of boarding staff must alert senior manager on duty if there are changes to pupils / staff on trip (by email / telephone) in advance.
- Organisers of trips at weekends should be aware of the SM on duty and they should have contact details.

Weekend SM Duty file: The duty file will contain details of any weekend trips / away fixtures. Supervising staff will be responsible for ensuring information is up to date on the Saturday morning. Head of Co-Curricular and Head of Boarding will copy other relevant information to the file.

Sporting Fixtures and Residential Tours: Sporting fixtures, activities and residential tours take place under the approval of the Director of Sport.

University Visits: Student visits to universities take place under the approval of 6th Form Housemasters and with written parental consent

CCF: CCF activities and residential trips take place under the approval of the OC CCF.

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- The OC CCF will submit an EV form to the EVC for all activities that take pupils away from the school site. This is for information purposes.
- For activities outside of the normal school day 08:45 – 17:00 and for residential trips or exercises an EV form will be submitted.
- The CCF are required to follow MOD protocols and to complete and submit the administrative proformas electronically, usually six weeks prior to the activity taking place. For these activities a hard copy of the MOD paperwork will be submitted to the EVC along with the EV form as a record.

Responsibility of Other Teachers and Other Adult Leaders

- Other leaders on a visit are responsible for assisting the visit leader in his/her responsibilities. One should be appointed as deputy leader, prepared to take full responsibility for the leader's role if the leader is unable to do so.
- Teaching staff normally have prime responsibility for supervision on a visit. When parties are separated, each group should be under the charge of a competent adult.
- Parents and other adult voluntary assistants can play an important role in providing extra supervision and/or undertaking other tasks. The visit leader must ensure they are competent to undertake their duties and understand their role. Volunteers and parents cannot normally be expected to take on the same level of responsibility as employed members of staff.

Staff Children on Trips and the Use of Parent Volunteers

It is the Foundation's policy that children who are not on the school's roll will not be able to attend any school trips. The exception to this would be boarding day trips where the Housemaster/mistress children may accompany although the parent/staff member responsible for those children will need to supervise and not be part of the overall ratios associated with the trip.

Staff children who are on roll should not attend school trips outside of their year group. Where a staff member (or parent volunteer) attends a trip where their child is legitimately on that trip, they must not be the trip leader. The trip leader should be aware that having a parent on the trip could potentially compromise the safety arrangements of the trip if their priorities are not those of the group. All parties should be made aware of the arrangements and their expected responsibilities.

All volunteers must undergo appropriate pre-engagement checks, induction and briefing.

Procedure

- All staff must use the school's system of risk assessment and approval for all visits. The school provides generic risk assessments and risk assessment proformas that must be completed for specific activities. The Educational Visit Form (EV) must be completed and approved by the Head of Co-Curriculum.
- The admissions process requires that parents/ guardians grant permission for all school trips defined as routine and local. Parental consent must be obtained for all other visits that require additional cost and/or not defined as routine and local.
- Parents will often be charged for educational visits on their school bill. However, the School cannot insist that any pupil attends a trip which incurs a cost, therefore trip organisers must include a sentence in the parental letter which explains that there will be a cost to cover travel/entry to attractions, and that all pupils are strongly encouraged to attend. If a child does



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not wish to go on a trip, the letter should be explicit that appropriate work will be set for the pupil to work under supervision in school.

- Where a charge is made, it is important to secure places on trips by collecting a non-refundable deposit, but it is also important to ensure that there are sufficient pupils to attend the trip and it is therefore viable. It is the Governors' policy not to allow pupils with fee arrears to attend expensive overseas trips. The acceptance of a deposit will lead both parent and pupil to think a place has been secured.

The procedure is as follows:

1. Letter to interested parties, outlining the trip. Registration of interest in the trip should be sent to the organising member of staff via email.
 2. Trip Organiser compiles a list of those interested in the trip and submits this to Deputy Bursar.
 3. The Bursar or Deputy Bursar to contact relevant parents within the week. This allows the parent the opportunity to withdraw from the trip without further action.
 4. Trip Organiser writes to the remaining interested parties asking for their non-refundable deposit to secure their place.
- Suitable ratios for the supervision of pupils are a matter of judgement for the EVC after consultation with the group leader and as part of the risk assessment. On day visits, at least one teacher should lead each class-sized group supported by other teachers/teaching assistants/adults as necessary. On residential visits, at least one teacher per ten pupils, supported by other teachers/adults as necessary, is a guideline. In certain circumstances and where other school staff are considered to have the necessary competences, there may be no teacher accompanying a group.

Age Group	Recommended adult: pupil ratios for a normal day or residential visit
Under 5s:	1 teacher or adult for every 4 pupils, additionally at least one person who has a current paediatric first aid certificate must accompany children on outings.
School years 1 to 2:	1 teacher or adult for every 6 pupils.
School years 3 to 6:	1 teacher or adult for every 6 - 10 Y3 pupils; 1 teacher or adult for every 10 - 15 Y4 - Y6 pupils on day visits; and 1:10 - 12 on residential visits.
School year 7 onwards:	1 teacher or adult for every 20 pupils on day visits; 1:10 on residential visits.
Visits abroad:	minimum of 2 teachers, 1 teacher or adult for every 10 pupils.
For trips which have a heightened risk of student injury (such as Water Sports trips or Sports' Tours) it may be necessary to work on a ratio of 1:8.	



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The above ratios are guidelines that should not normally be exceeded. Ratios will need to be increased for certain outdoor activities. Ratios may be reduced for short local routine visits. On residential visits it is usually necessary that both male and female adults accompany a mixed party though parties of younger pupils can often be adequately supervised by female adults. There should always be a male and female adult with any mixed group abroad. **There should always be a reserve member of staff in place for residential visits.**

Risk Assessment

Staff looking after children on a trip must sign to confirm that they understand the risks and control measures to be implemented to mitigate the risks. Staff should maintain a copy of the relevant activity specific risk assessments with them during the trip and diligently follow the control measures.

Data Risk Assessment and Risk Management

Trip leaders must ensure secure storage of pupils' and parents' personal data when on educational visits. It is expected that as part of trip planning, the trip leader will need to gain personal data including contact details and medical information, but when taking this information out of school it is advised that:

- Staff must keep all paper records looked after at all times i.e. not leaving a handbag/case unattended under any circumstances. Paper records are held securely by the trip leader and shredded on return to school.
- The trip leader will change the names of the student to the initials instead of full names on master documents taken out of school. For example, instead of John Smith has asthma, emergency contact is Jane Smith on 077xxxxxx. It would be John S or JS - Asthma. Emergency contact is mum on 077xxxxx
- It may be possible for staff to take data out of school in electronic format. This is potentially a more secure way of handling data. If this system is to be used, data should be stored electronically as a password protected PDF, stored on a suitably PIN protected iPad. (School has 30 iPad minis, one of these can be booked out for the duration of a trip.)
- Should a trip be based in a remote location, where access to electricity and internet is challenging, paper-based systems will be more practicable.
- The trip leader should complete a data risk assessment as part of the risk management process. A generic template will be provided by the Foundation; the risk assessment should identify what measures are to be put in place to keep data secure.

When completing a risk assessment, the trip leader should consider the following issues:

How sensitive is the data? Data Protection Act identifies certain data as being particularly sensitive and therefore high impact if disclosed e.g. information regarding health and race.

- To what extent can the data be anonymised?
- Can data holdings and/or exports be minimised?
- How long does the data really need to be held?
- Where is the data to be held?
- How is the data to be shared?
- Who is to have access to the data?
- How can access to the data be restricted to certain 'need to know' levels of users? (It is often the case that not everyone in a team needs to have access to the data)
- If third party contractors are to engage with the data being processed, have they signed undertakings with regard to privacy and security?

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- What measures are there for ensuring that any manual records are kept safely locked away and the transport of those records kept to an absolute minimum?
- Is any of the data being used off School premises? If so, why and what security measures can be put in place?
- Where data are being held electronically it should generally be held on the School's F Drive. Any exceptions to this general principle should be very carefully logged and fully risk-assessed
- Are people aware of restrictions on disclosure of data to third parties? (The default position should be that third parties are not entitled to disclosure of data).
 - Organisations which require personal data (eg. Beverley Park) should share their privacy statement with trip leaders. This document must be shown to the Data Protection Co-ordinator.
 - Any data sent to third parties must be sent securely. (eg. By hand; by password-secured document).
- When and how will data be securely destroyed after use.

Adventurous Activities

Using an external provider

The member of Staff leading the trip must check that external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the member of staff must check they are an appropriate organisation to use.

This will include checking:

- Their insurance
- They meet legal requirements
- Their health and safety and emergency policies
- Their risk assessments and control measures
- Their use of vehicles
- Staff competence
- Safeguarding
- Accommodation
- Any sub-contracting arrangements they have
- That they have a licence where needed.

Licensable activities include, amongst others, the following: caving, pot-holing, rock-climbing, abseiling, canoeing, sailing, windsurfing, hill walking, trekking, off-road cycling, off-piste skiing. A complete list of information is available on the AALA website at www.aala.org. If the activity is outside the AALA Regulations the visit leader must be satisfied that the standards of provision are adequately covered by risk assessments and operational procedures.

School-Led Activities

Staff must hold National Governing Body (NGB) qualifications. The visit leader must be competent in safety procedures and the planning of adventurous activities. There must be adequate first aid provision, expertise and equipment within the group. The equipment used must be appropriate, safe and in good condition and pupils must be properly prepared and equipped. Emergency procedures must include activity-specific measures and supervisors must be competent to carry them out.

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Remote Supervision During Adventurous Activities

Some adventurous activities (e.g. D of E expeditions) require pupils to work without direct supervision. The instructor must have the appropriate qualifications to provide training and the visit leader should be satisfied that the pupils have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision. Parents should be made aware that there will be remote supervision.

Safeguarding Children

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone should consider at all times, what is in the best interests of the child. Pocklington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff should take measures on all visits to protect all pupils, particularly those with special educational needs, from racial, physical or sexual abuse. Staff need to consider the possibility of abuse from someone within the group, or with access to the group, or from an intruder entering the accommodation or a pupil leaving the accommodation and should ensure adequate control measures are in place. All staff are trained regularly in safeguarding procedures, and these should be adhered to whether in school or on an educational visit. Staff and volunteers on educational visits should carry the latest 'Staff Guidelines for Safeguarding children' card.

Exchange Visits and Host Families

Where pupils stay with host families, for example in an exchange visit, the school will raise the issue of safeguarding with the host school in writing. The school will not undertake any vetting of parents; whilst the school will suggest possible exchange partners, it will be the responsibility of the two families to make contact and establish a private arrangement for the exchange to go ahead. This will include the families confirming that they have full responsibility for the behaviour of the people that their children are staying with. As the families have brokered the arrangement, the school does not have the power to terminate the host family arrangement and parents are to be made aware that the school has, therefore, not undertaken any checks on host parents. Nevertheless, as part of our duty of care, the list of possible contacts provided by the exchange organiser of potential host families will be given to the Designated Safeguarding Lead in case there are any serious safeguarding concerns. Information *may* be shared appropriately such that parents of exchange students can make alternative arrangements.

If pupils live in families, but a member of staff is present in the locality, it should be made clear to pupils and host families when the member of staff will be available at an agreed location. It is important to ensure that all pupils know how to contact a member of staff immediately if they have any unease about the family with whom they are staying. Pupils must therefore have a telephone number and address of the leader(s) whilst in the foreign country; regular contact should be maintained with the pupil by the leaders throughout the visit.

Procedures should be given to the host families to explain what action they should take in the case of illness/accident. A protocol should be established for host families to clarify expectations e.g. number of beds, meals, privacy.

Student Behaviour and Conduct on Educational Visits

As ambassadors for Pocklington School, we expect the highest standards of behaviour from all our students when on any trip or visit. Should a pupil's behaviour in the months leading up to a trip give significant cause for concern, their place on it may be put under review and potentially withdrawn.

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Whilst under the care and supervision of Pocklington School, all pupils must respect and follow the School Rules and its values. Before each trip, staff will clearly outline the expectations for conduct. This will include refraining from drinking alcohol and possessing or consuming banned substances. Pupils must respect and respond to staff instructions. Pupils must always be courteous and mindful of their own and other's safety at all times.

Should any student fall short of the School's expected standards of behaviour on a trip, the consequences may include:

- Remaining with a member of staff for the remainder of the trip and / or not being permitted to take part in certain activities or events.
- (For more serious breaches of the behaviour expectations) Being sent home from a trip at the expense of parents.
- Any appropriate sanctions in line with the school's Behaviour Policy (Rewards and Sanctions Policy).

Please refer to the School's Rewards and Sanctions Policy and its Policy on Pupil Involvement with Smoking, Alcohol Consumption and Dealing with illegal and Legal Substances.

Guidance for staff is available in the 'Organising Educational Visits-Staff Guidance', available on the extranet.

Oversight of the EV Policy is undertaken by the Governors' Education Committee each academic year.

Revisions

Compiled By: Lucy Hornby (Head of Co- Curriculum)

Reviewed and updated Staff: Student Ratios September 2019

Licensing of External Providers for Activities, October 2019

Updated July 2021 re staff children on trips

Reviewed and Updated Jan 2023

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