



EDUCATIONAL VISITS POLICY

Date adopted: 26th September 2023

Date for next adoption: Autumn Term 2024

Reviewed by: F&R Committee

We believe that safely managed educational visits should form an integral part of the school curriculum in every subject where they serve to enhance the learning experience. The purpose of each visit should be clearly stated so that pupils, parents and colleagues understand its importance and function.

Parents are expected to pay for all educational visits. In exceptional circumstances of extreme financial hardship, the Guild of Help may consider paying for a pupil to participate in a visit when it is considered that failure to do so would be to the educational detriment of the pupil, e.g. a field trip or theatre visit to see a set text.

The school adopts the guidance and procedures issued by BCP Council *Educational Visits Guidelines* and the DfES document *Health and Safety of Pupils on Educational Visits (HASPEV)*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits.

General guidance is available at:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) <https://oeapng.info>

The process of Educational Visits Coordination is overseen by the SLT and JSHM in particular

Broad Guidelines

1 SLT/JSHM responsibility:

- To support the Head and Governors with approval and other decisions, including assessing the competence of leaders and other adults proposed for the visit, and any staff training requirements.
- To provide adequate support to staff planning trips and visits.
- To ensure all off-site visits are thoroughly planned and risk assessed.
- To work with the visit leader to obtain the consent of parents and to provide full details of the visit beforehand so that parents can consent on a fully informed basis.
- To ensure visits have appropriate staff/pupil ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- Ensure that Disclosure and Barring Service disclosures are in place as necessary.
- To oversee the emergency arrangements and ensure there is an emergency contact for each visit.
- To arrange for the recording of accidents and the reporting of serious injuries as required.
- To review systems and monitor practice.

2 Visit Leader Responsibility:

The Visit Leader has full responsibility for the safe running of the activity including pre-planning and following guidance and ensuring all participants are aware of their roles.

- To ensure that the SLT/JSHM/Head of Faculty/Department Head of Faculty sanction the visit.
- To check that the date is agreed well in advance by Events Coordinator and JSHM (for both Senior and Junior School) and that the date is in the school diary (no firm booking is to be made at this point – SLT approval is still required)
- To liaise with the SLT/Events Coordinator regarding the organisation of the visit and to complete TV1 (trip proposal form)
- To follow the school procedures as laid out in **TV1-TV5**

This includes:

- To prepare a detailed risk assessment and if necessary to undertake inspection visit
- To discuss staffing requirements with the SLT/ Events Coordinator, as appropriate, ensuring that there is adequate pupil supervision on the visit (reference should be made to the BCP guidelines) and requirements for a First Aider.
- To give a detailed costing of the trip to the Finance Office.
- To arrange the transport.
- To Inform parents of the proposed visit in a timely fashion, ensuring that all pupils have equal opportunity of applying for a place on a non-compulsory trip.
- To ensure no pupil is taken on the visit if parental consent has not been received.
- To liaise with Boarding regarding any boarders who are going on the trip
- To liaise with the School Nurse regarding medical issues.
- To liaise with form /subject staff and the Catering Manager as appropriate.

3 Form Teacher Responsibility:

- As above, if organising the visit.
- To ensure pupils copy up work missed as the result of a visit.

4 Head of Faculty /Junior School Key Stage Co-ordinator's Responsibility:

- To monitor regularly that the guidance is being followed within the faculty.
- To ensure that trips have a curriculum focus

5 Pupil Responsibility:

- To dress appropriately for the visit and to comply with school rules for dress and behaviour.
- To behave in a responsible manner and obey instructions immediately.
- To inform a member of staff accompanying the visit if any medication is being taken or if they become unwell.
- To complete all catch-up work (from missed lessons) in a suitable time period following the trip

6 Parent Responsibility:

- Carefully read all information regarding the proposed visit before giving written consent.
- To ensure that parental consent google form is signed and all the appropriate information regarding their daughter is completed
- Provide up to date medical and emergency contact details, informing the school of any changes before the visit commences.
- Inform the school immediately if their child has to pull out the trip for any reason, honouring any outstanding commitments to further payments.
- Support the school in upholding the behavioural code for the visit.
- To deliver and collect the pupil promptly at the agreed departure/collection point if this is before/after normal school hours or other than at Talbot Heath

Conclusion

If the above policy is followed, all educational visits should proceed in a safe, orderly way and all concerned should benefit from them.

Appendices:

Appendix 1: Educational Visits Procedures

Appendix 2: TV1 Talbot Heath Trips and Visits Form (Junior Sch, Senior Sch & Swim Academy)

Appendix 3: TV2 Overseas and Residential

Appendix 4: TV3 Trip organiser checklist

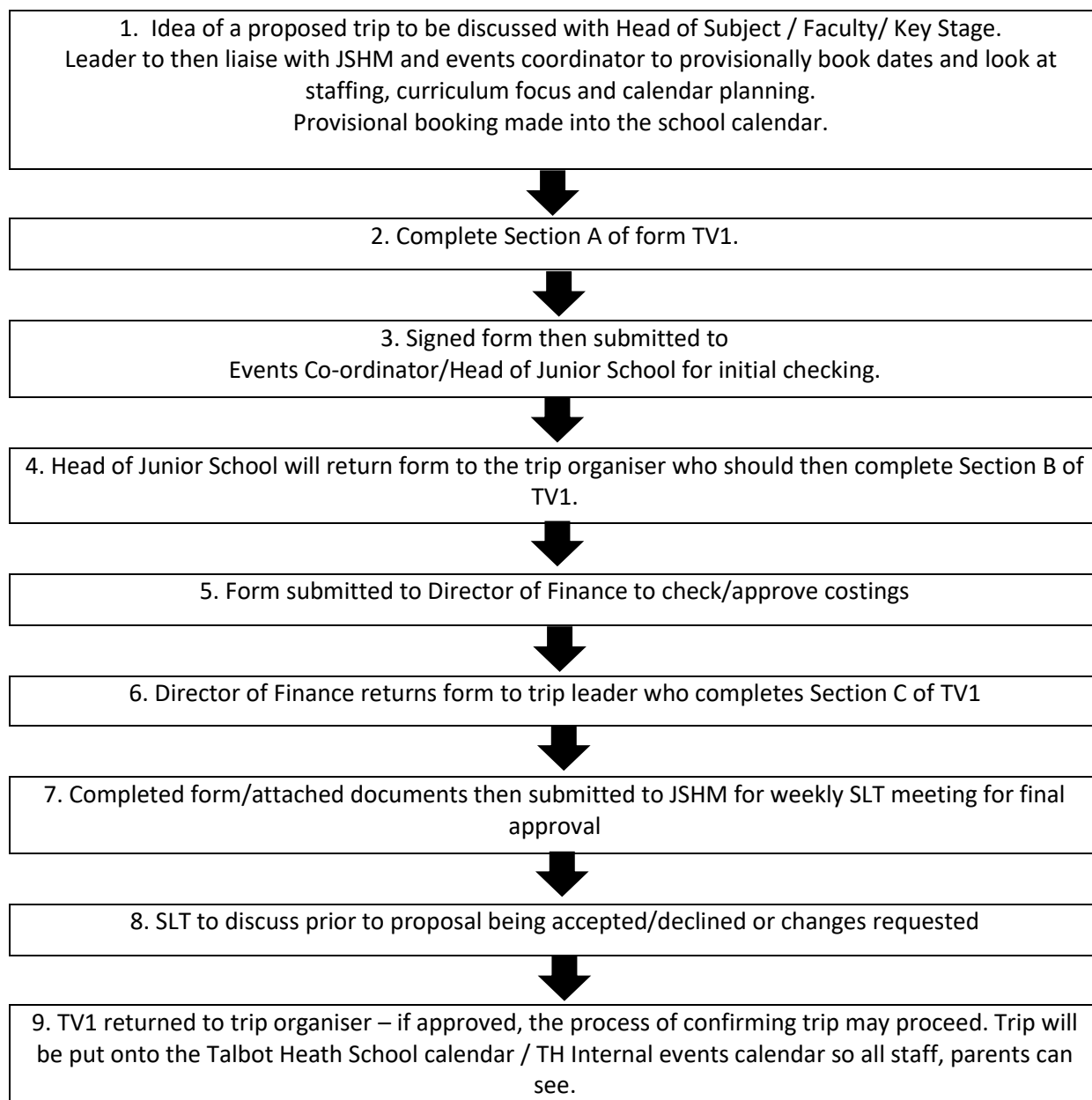
Appendix 5: TV4 Sports Fixtures procedures

Appendix 6: TV5 Off-Site incident report

Appendix 7: TV6 Risk Assessment

Appendix 1:

EDUCATIONAL VISITS PROCEDURES TO BE FOLLOWED BY TRIP LEADER



EVC:	SLT (in particular Head of Junior School)
Director of Finance:	Mr G Ives
Events Coordinator:	Mrs J Thorpe
Head:	Mrs T Harris
Head of Junior School:	Mrs E Pugh

Appendix 2:

TV1: TALBOT HEATH DAY TRIPS AND VISITS FORM

Ratio to be a minimum of: EYFS - 1 adult per 4 pupils
 KS1 - 1 adult per 8 pupils KS2 - 1 adult per 12 pupils
 KS3 / KS4 / KS5 – Ratios dependent on nature of activity/age

SECTION A: Proposal

Organiser		Curriculum Focus	
Destination			
Proposed dates			
Number of pupils		Year Group/age	
Number of staff		First aiders	
Proposed staff: lessons missed/unavailable to cover			
Time of departure		Time of return	
Trip organiser (signature)		Line manager (signature)	
Date		Date	
Events Coordinator / Head of Junior School approval	Yes/No	Date	

SECTION B: Finance

Method of transport			
Transport company			
Transport quotation	Yes/No	Attached	Yes/No
Driver tip required (£10)	Yes/No		
Entry fee			
Other costs			
Director of Finance approval	Yes/No	Recommendations / concerns	
Date:			

Section C: General Information

Risk Assessment attached	Yes/No	SLT review	Approved / changes required
Proposed timetable for trip attached	Yes/No	SLT review	Approved / changes required
Draft letter attached	Yes/No	SLT review	Approved / changes required
Trip approved	Yes/No /With changes	Changes required	
Booking may commence	Yes/No		
Events Coordinator informed	Yes/No		

TV1: TALBOT HEATH SWIMMING FIXTURE FORM

SECTION A: Proposal			
Organiser (Coach):		Organising Body of Fixture:	
Fixture Venue:		Date of Fixture:	
Number of Pupils:		Year Groups Included:	
Number of Staff Required*:		First Aider:	
Staff Names:		Staff: Pupil Ratio Agreed with Head of Junior School	Yes []
Method of Transport:			
Head of PE to Check Details and Approve			
Signed:		Date:	

*Ratio of Adults to Child is 1:8 for KS1, 1: 8 for KS2

SECTION B: Finance and Costing					
Transport Costs (Attach Quote)					£
Drivers Tip if Coach Company Used £10.00 Standard (Organisers Discretion)					£
Entry Fee (Fixed Fee- detail cost) or Per Pupil (complete next line)					£
Number of Pupils		Cost Per Pupil		Total:	£
Further Costs Details					£
Total Cost of Trip					£
Is this to be billed to pupils		Yes []	No []		
Amount to be Billed Per Pupil					£
Is a cash box required		Yes []	No []		
Reason for Cash Box and amount					£
Director of Finance to Check Costing and Approve					
Signed:			Date:		

SECTION C: General Information			
Time of Departure:		Time of Return:	
Risk Assessment Attached:	Yes []	Draft Letter to Parents attached:	Yes []
Head of Junior School to Finalise approval			
Signed:		Date:	
Head Approval			
Signed		Date:	

Appendix 3:

TV2: TALBOT HEATH OVERSEAS AND RESIDENTIAL TRIPS AND VISITS FORM

SECTION A Proposal

Organiser		Curriculum Focus	
Destination			
Proposed dates			
Number of pupils	Maximum: Minimum:	Year Group/age	
Number of staff		First aiders	
Proposed staff: lessons missed / unavailable to cover			
Date/Time of departure		Date/Time of return	
Trip organiser (signature)		Line manager (signature)	
Date		Date	
Events Coordinator / JSHM approval	Yes/No	Date	

SECTION B Finance

Method(s) of transport			
Transport providers			
Transport quotation	Yes/No	Attached	Yes/No
Driver tip required (£10)	Yes/No		
Entry fee			
Other costs			
Add 10% Finance Dept. Admin. charge			
Costing/pupil	Based on minimum number of pupils		
	Based on maximum number of pupils		
Director of Finance approval	Yes/No	Recommendations / concerns	
Date:			

Section C General Information

Risk Assessment attached	Yes/No	SLT review	Approved / changes required
Proposed timetable for trip attached	Yes/No	SLT review	Approved / changes required
Draft letter attached	Yes/No	SLT review	Approved / changes required
Trip approved	Yes/No /With changes	Changes required	
Booking may commence	Yes/No		
Events Coordinator informed	Yes/No		

Appendix 4:

TV3: TRIP ORGANISER CHECKLISTS FOR TALBOT HEATH

Procedure		Completed (Y/N)	Date
1	TV1 or TV2 Section A completed/approved by HOF and Events Coordinator/Head of Junior School		
2	TV1 or TV2 Section B completed/approved by Director of Finance.		
3	Risk Assessment completed		
4	Trip letter drafted		
5	TV1 or TV2 Section C completed and approved by SLT		
6	For residential and overseas trips hold an interest meeting for parents and / or pupils. (if applicable)		
7	SLT approved letter explaining details of the trip distributed to possible participants via Senior/Junior Office staff		
8	Replies collected via Google Form, checked, collated and given to trip coordinator by Office Staff.		
9	Any girls in year group or subject group not going on trip to be identified and DSL/pastoral Lead to be informed.		
10	Nurses have checked medical details of participants and Boarding Staff consulted regarding travel arrangements for boarders.		
11	Book First Aid kit (s) and AAls with nurses.		
12	Book mobile phone (s) with Tech Team		
13	Inform Holroyd Howe of any changes to lunch arrangements and TH Transport Dept. of the trip/year group, so they can assess impact on numbers expected for their services.		
14	Brief trip staff on arrangements and responsibilities including any medical problems and risk assessment.		
15	Ensure pupils understand what is expected of them.		
16	For overseas and residential trips, hold a final information evening.		

Trip requirements

The following should be taken on the trip. Please tick the box to confirm you have them. If the group is going to be split up, each adult leading a group should have all the documentation.

	Item	Check
1	First Aid Kit	
2	AAls (if required)	
3	Mobile Phone(S)	
4	Emergency contact details of pupils	
5	Emergency contact details of accompanying staff	
6	List of medical information (from Nurses)	
7	School contact details	
8	Contact information for member of SLT who is acting as emergency contact	
9	Copy of emergency action procedure/Incident report forms	

Before leaving on a trip, please tick to confirm the following are available in the relevant school office (Junior or Senior).

	Item	Check
1	Risk assessment	
2a	Transport/Coach company details	
2b	Coach lists (if more than one vehicle)	
3	Estimated time of return	
4	Programme of visit	
5	Pupil emergency contacts	
6	Staff emergency contacts	
7	Medical information for trip participants	
8	Contact (mobile) details for staff on trip	
9	Details of any pick-ups/drop-offs during journey	
10	Copy of this TV3	

Trip Organiser Signature and date

SLT Signature and date

Appendix 5:

TV4: SPORTS FIXTURES

Talbot Heath Physical Education Department Procedure

Staffing Ratio of 1:16 if travel is up to 45 minutes away (ideally 1 staff/umpire per team)

Minimum of 2 staff/supervising adults required if travel is over 45minutes (ideally a second minibus driver if travelling by school minibus)

	Procedure
1	Fixture added to PE fixture diary <ul style="list-style-type: none">• Date availability checked• PE minibus availability confirmed (or liaise with TH Transport Team/external hire)• PE staff drive (approx. 1 hour), then have a second driver/book a bus/driver (implications on budget).
2	Fixture published on Socs <ul style="list-style-type: none">• Parents and pupils able to view team sheet/fixture details.
3	Home fixtures <ul style="list-style-type: none">• Event form completed (to confirm catering arrangements for match teas – as required)
4	Liaison with Grounds Team <ul style="list-style-type: none">• For “home” fixtures e.g. hockey/football/tennis/ lacrosse pitches/lines ready and goals in place.
5	Team Sheet <ul style="list-style-type: none">• Emailed to staff/hard copy on Staff Room notice board (Seniors) and in Front Office copy (Seniors).
6a	Juniors <ul style="list-style-type: none">• Information communicated via email to parents (details/letter of fixture by staff)
6b	Seniors <ul style="list-style-type: none">• Team sheet email out to pupils to confirm attendance and parents if away fixture (Seniors).
7	Team sheet <ul style="list-style-type: none">• Put on PE notice board in Sports Hall (confirming team/ details where to meet/reminders etc.)
8	Generic PE risk assessment <ul style="list-style-type: none">• Reviewed by PE Dept. Accompanying staff use for reference.
9	Medical Information <ul style="list-style-type: none">• List created with medical information/emergency contact details for pupils.• Liaison with Nursing Team re:medical issues/extra first aid kits, e.g. Epi-pens/AAls• First Aid kit collected on morning of fixture
11	Missed lessons <ul style="list-style-type: none">• The expectation is that all pupils are expected to catch up on work missed. Seniors may use Core PE time to help catch up (with prior agreement of PE teacher).

Appendix 6

TV5: OFF-SITE INCIDENT REPORT FORM

OFF SITE VISIT INCIDENT REPORT

COMPLETE THIS FORM IN AS MUCH DETAIL AS POSSIBLE AND AS SOON AS POSSIBLE

DATE:	TIME:	TRIP DETAILS:
NOTIFIED BY		
NAME		
GROUP LEADER (if different)		
<u>PROCEDURES FOLLOWING AN INCIDENT ON A TRIP</u>		
<ol style="list-style-type: none">1. One member of staff to act as incident manager. They should:<ol style="list-style-type: none">a) Contact Emergency Services if necessaryb) Contact the emergency contact named on the trip risk assessmentc) Contact the Head, if she is not the emergency contact mentioned on the Risk Assessmentd) Complete information sheet asap so that details are not forgotten.e) Subsequent information should be added to the log as it happens.2. Gather all pupils in a place of safety together with the members of staff present. Take a register.3. Staff to reassure the group and keep them calm.4. No pupil should contact their parents / friends etc. using their mobile phone and nothing should be placed on social media.5. Wait for instructions on the next steps to be taken.6. Complete log of events so there is an accurate record.		

INCIDENT SHEET

WHAT has happened?

.....

.....

.....

WHERE did it happen?

.....

WHEN (time of incident)?

.....

Number of people affected

.....

Names of people affected

.....

.....

.....

.....

Damage to property / other effects

.....

.....

ANY OTHER IMPORTANT INFORMATION

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LOG	
TIME	RECORD OF SUBSEQUENT EVENTS/ACTIVITIES

Appendix 7:

TV7 RISK ASSESSMENT

TALBOT HEATH OFF SITE VISIT RISK ASSESSMENT
DEPARTMENT

TRIP		GROUP & No of pupils	
DATE		TIME	
Mode of transport			
Staff			
Emergency Contact(s)			
Pupils with Specific Needs			

	RISK	PROCEDURE TO MINIMISE RISK
TRAVEL Outward & Return		
VENUE ACTIVITY / PROGRAMME ENVIRONMENT		

**COMMUNICATION
& EMERGENCY
PLANNING**

Breakdown /
Accident /Delay
Problems with pupils
Late arrival at venue
- held up in traffic or
an emergency

Signed

Date