



# Cromwell High School

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## **VISITS OUT OF SCHOOL POLICY**

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Governor Leadership: Health and Safety

Executive Leadership: Andrew Foord

Key Manager: Janet Smith, Educational Visits Co-ordinator

Consultation/signing group: H and S committee

Policy reviewed and revised: February 2021

### **Aims**

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School trips and visits are an essential supplement to classroom-based activities to maximise progress for pupils with significant difficulties in their learning and stimulate the development of the whole child.

The purpose of school trips is to:

- Maximise educational progress in line with the aims of the school;
- Stimulate the mental, spiritual and physical development of the pupil;
- Enable the pupil to spend time intelligently and happily, sharing experiences with others;
- Enable the pupil to acquire resourcefulness, initiative and a degree of self-reliance;
- Enable the pupil to cultivate friendship and mutual support amongst their peers;
- Fulfil requirements of the National Curriculum and accredited courses;
- Develop an awareness of the pupil in the community;
- Familiarise the pupil with activities/facilities within their own community and immediate environs.

### **Types of school trip**

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The following are some of the types of visit that would form part of Cromwell's off site curricular activities.

- enrichment curricular opportunities working with training providers;
- short visit close to school (shop, library, local factory, field study);
- visiting places of educational interest some distance from school (farm, museum, sites of historical or geographical interest);
- visits to other schools (for sports or drama events; to look round as preparation for next phase of education);
- charity walks and sponsored events;

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- day/evening visits to theatre or cinema;
  - visits to outdoor activity centres;
  - camping
  - adventure holidays
  - visits to residential centres and study centres
  - holidays and exchange visits abroad

All the above are acceptable for the majority of the pupils, but the type of activity associated with the venue would vary according to the interests, needs and abilities of a particular group. Some pupils may require a high level of support to enable them to access activities - whether for physical or behavioural reasons. Whilst these issues are important considerations they should not, in usual circumstances, debar any pupil from participating fully in an off site curricular programme. ALL visits other than routine visits e.g. weekly visit to the swimming pool, require parental consent.

#### **What the pupils need to know:**

We will:-

- Help you learn by taking you on visits that support your learning.
- Keep you safe when you are out on visits.

#### **What every other member of staff needs to know:**

We will:-

- Risk assess all activities that are off site.
- Require risk assessments in 2 week prior to trips out.
- Risk assessments will be checked by the EVC and Head of School.
- Make sure all trips should have a first aider present.
- All Risk assessments show trained staff are present and named for medical purposes.
- Make sure trips are relevant to the curriculum.
- Share risk assessments with everyone on the trip.
- Ensure outside providers supply their own risk assessment to supplement our own.

#### **What every adult (including parents) needs to know:**

We will:-

- Risk assess every activity that takes place out of school.
- Staff on trips will have the necessary training for the pupils they are accompanying.
- Pupils will be kept safe on trips.
- All trips will be focused on pupils learning and will enhance the curriculum.



## Going out of School

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### Legal Responsibilities

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***Before undertaking any school trip you are legally required to carry out a written risk assessment. Schools have a duty of care towards pupils and in an activity where there is an element of risk, you will need to show that you have considered, and as a result taken "all reasonable precautions". As part of your legal Health and Safety duties, your school will need to show that there is effective communication at all levels.***

### Key Responsibilities

The Headteacher designates an experienced senior member of staff to act as the Educational Visits Coordinator (EVC).

The EVC reads all requests for out of school visits and decides if the visit should go ahead with Headteacher approval. The EVOLVE forms will be approved by the EVC. The headteacher will also read EVOLVE forms.

A group leader has to be named for all out of school visits. Group leaders will be approved by the Headteacher on the recommendation of the EVC. Group leaders are responsible for completing all paperwork and risk assessments prior to the visit and for the health and safety of the pupils while on the visit.

Group leaders can be teachers, TA4s/3s or external leaders from outside providers, for example Sports Development.

If an external leader is leading an adventure activity the Headteacher/Governing Body/LA must ensure that they are suitably qualified.

TA2s may lead a group of no more than two pupils when going to the local shops or supporting pupils on work experience but the paperwork, including the risk assessments should be completed with an experienced leader, **with the TA2 providing input.**

All school outings require meticulous planning and organisation to ensure successful, enjoyable and stress-free trips and activities. All staff must comply with the following procedures. Full details of the requirements in planning and managing a school visit are in the school guidance on **The Health and Safety of Pupils on Educational Visits**. It is the responsibility of all **leaders** to read and become familiar with this document **BEFORE** contemplating any school visit.

**Before leaving the school premises for any visit – however short the duration – the outings booklet at reception must be completed. This is essential for fire regulations as all personnel, staff and pupils have to be accounted for.**





**NOTICE** must be given to the Educational Visits co-ordinator of all visits off the school premises. The guidelines are:

- For local visits– **TWO weeks notice**
- For visits further afield or to new venues – **TWO weeks notice**
- For visits requiring packed lunches – **TWO weeks notice**
- For visits that require parental pick-up **TWO** weeks notice
- Wherever possible the school mini-buses should be booked at least **ONE** week in advance – preferably longer notice to avoid disappointment.

### **Required Forms**

**Group Leaders should complete the online paperwork on **EVOLVE** and send it in to the EVC within the notice period outlined above.**

- An Educational Visits Form on **Evolve** must be completed for **ALL** visits. The **AIMS AND OBJECTIVES** of the visit must be stated on this form.
- A **RISK ASSESSMENT** must be completed for all visits. This may be one of School's generic risk assessment for frequently visited venues - adjusted for a particular group, or a specific risk assessment for a specific visit.
- **ALL** pupils in the group for the proposed visit **MUST** be included. If it is agreed with the Headteacher/EVC that a particular visit is not suitable for an individual pupil it is the responsibility of the trip organiser to make alternative arrangements for that pupil – i.e. supervision whilst others are on trip and, offer alternative experience to ensure the pupil does not miss out on valued 'out of school' curriculum provision.

### **Code of Conduct:**

#### **Pupils:**

Pupils are expected to follow the 'Cromwell Code'\* (this forms part of the Cromwell Home School Agreement document available on request – see also Cromwell School's Promoting Positive Behaviour Policy). The same standards of behaviours that are demanded in school are expected from the pupils when off-site.

#### **Staff: Teachers/Lead Staff (Qualified at Level 3, 4 or above)/External Leaders**

- have a common law duty to act as a "reasonable parent";
- must ensure the meticulous planning and preparation of the school trip including a risk assessment of all activities;
- must ensure that all other staff, volunteers and pupils, who can understand, are informed of the risk assessment and any control measures necessitated by them.
- are responsible for all pupils in their care throughout the entire trip;



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- must safeguard the health and safety of pupils both on the school premises and in authorised activities elsewhere;
  - must maintain good order and discipline at all times.

### **Support Staff/Volunteers**

- must accept the normal common law duty of care to act as a "responsible parent" towards the pupils;
- must understand their roles and responsibilities as informed by the group leader.
- are not held as accountable as teachers.

### **Smoking Policy**

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Staff must not smoke in the vicinity of the pupils, where they may be seen by the pupils or where they will pollute the atmosphere for pupils or colleagues. Smoking in the school mini-bus is strictly forbidden.

### **Consultation Requirements:**

**School:** All proposed visits must be notified in advance and an Educational Visits Request form completed on EVOLVE. The curriculum aims and objectives must be in line with the school curriculum policies and relevant to the subject. Visits, as part of a curriculum module should be clearly identified in the Scheme of Work. The planning and risk assessment of a visit is the responsibility of the group leader. It is expected that the Subject Curriculum Manager will be involved with the overall planning of subject specific activities/visits or in the case of the Enrichment Curriculum, the Key Stage 4 Co-ordinator.

For all visits other than routine or subject based ½ or full day, an outline proposal must be given to the Educational Visits Co-ordinator at least **2 weeks** before the planned date of the excursion.

It is the responsibility of the Head Teacher and/or the EVC to ascertain that the person planning the visit/group leader is competent to do so and has the necessary experience.

**Parents:** Parents should be informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter. Seeking annual consent for such routine visits may be appropriate. Parents should be provided with enough detail of a proposed visit in order to make an informed choice as to whether their child participates. If a parent refuses permission the pupil must NOT be taken on the visit. In these circumstances the school will make alternative arrangements for the pupil whilst the remainder of her/his group are off-site.

**Pupils:** Wherever possible, pupils should be involved in the planning and organisation of a visit. Pupils who are well prepared will make informed decisions and will be less at risk. Pupils should clearly understand what is expected of them and what the visit will entail. This will necessitate the use of symbols and schedules for pupils who use these methods of



communication in school. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. Pupils should also be informed of any potential risks. Pupils should be involved in planning, implementing and evaluating the visit activity into the wider context of the particular curriculum area/module that the activity is a component of.

### **Authorisation of School Visits:**

**Approval for any visit must be given by Educational Visits Co-ordinator/Head Teacher.** Authorisation by the Educational Visits Co-ordinator/Head Teacher **AND** the Governing Body **AND** the LA is required for all visits or journeys which involve

- Absence for one night or more
- Travel by air or sea
- Potentially hazardous environments or pursuits, for example watersports.

The responsibility for giving Governing Body approval may be delegated to a committee or to the Chair of Governors, but such delegated authority must be approved by the full Governing Body and duly recorded in Governing Body minutes. All authorisations given by one of the above must be reported to each Governing Body meeting.

Before authorising a visit, the Head Teacher/EVC and /or Governing Body should be satisfied that:

- The activity will be effectively organised and supervised
- The visit is educationally appropriate
- Have significant value for the development of the pupils taking part in the visit
- Be suitable for all the pupils concerned, having regard to their age and abilities
- Not interfere unduly with the work of other pupils at the school

Where a visit is planned during term time, the Governing Body should satisfy itself that there are valid educational reasons for the visit taking place.

### **Risk Assessment:**

**COVID-19 Government Guidelines to be followed whilst in the Pandemic and any risks associated must be added to the risk assessment.**

The group leader must ensure in the advance of the visit that the venue and activity are fit and safe for the learning purpose and that any external providers are suitably competent.

A preliminary visit should be undertaken wherever possible by the visit leader unless they or other staff have had recent experience of the site/venue.

### **The risk assessment should be based on the following considerations**

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?

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- Can the group leader put the safety measures in place?
  - What steps will be taken in an emergency?

Individual pupil risk assessments should also be consulted and the outcome recorded on the risk assessment.

The person carrying out the risk assessment should record it and give copies to all teachers/staff/volunteers on the visit, with details of the measures they should take to avoid or reduce risks. Copies also go to the EVC and the Head Teacher/governing body if approval being sought.

### **First Aid and Medical Needs**

All staff accompanying pupils on school visits should be familiar with pupils' care plans and medical needs. Group leaders should refer to The Health and Safety of Pupils on Educational Visits document for guidance about what needs to be taken out on visits.

There should be at least one person in the group who is first aid trained, unless there is a trained person on the site to be visited. The first aider should be named on the risk assessment.

### **Payment:**

Parents may be asked for voluntary contributions towards an educational visit. No charge can be requested for activities that take place within the school day. Educational activities outside school hours, which do not fall into the 'no charge' categories may be charged for. Residential: The cost of accommodation on a residential visit can be charged to the parents but must not exceed the actual cost to the pupil. The Head Teacher should ensure that there are proper procedures in place for the collection and safe keeping of any money related to a visit, and that amounts collected are recorded and receipts issued.

\*see Charging and Remissions Policy Statement for full details.

### **Insurance requirements:**

The public liability insurance policy held by Tameside MBC covers the legal liability of the Council and its employees against third party claims for negligence in respect of pupils taking part in all recognised school activities, including school visits. This includes loss or injury sustained by pupils or caused by pupils or other members of the party. Cromwell High School has additional insurance cover which is sufficient enough to provide a reasonable level of compensation in the event of accidental injury, loss of personal effects etc. \*

\*(See DfES guidance document 'Insurance – A Guide for School' for further advice – available from the EVC).

### **Use of Outside Agencies:**

Address: Yew Tree Lane, Dukinfield, SK16 5BJ      Tel: 0161 338 9730      Email: [admin@cromwell.tameside.sch.uk](mailto:admin@cromwell.tameside.sch.uk)  
*Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.*





When the school is making use of any 'outside agencies' it MUST check thoroughly their credentials and suitability before allowing pupils to take part in any of their activities. If the outside provider has a risk assessment it should be **attached to the EVOLVE** form.

Full details are in the school guidance on **The Health and Safety of Pupils on Educational Visits**.

### **Evaluation:**

Evaluation of educational visits is expected to be part of the general evaluation of a scheme of work/module of which the visit has been an integral part. However, other evaluations other than academic are a useful resource for all teachers i.e. the venue, unexpected risks, near misses, type of activities offered, level of expertise etc. gives invaluable information to colleagues anticipating using that, or a similar venue in the future.



## PLANNING AND ORGANISATION PROCEDURES

The following table outlines the stages and responsibilities in planning a visit.

