



Educational Visits Policy

(Secondary)

Persons responsible: Deputy Head teacher, Trips Coordinator
Date of ratification: 5th December 2016
Date of review: September 2017

1. Scope

The Park Lane International School Educational Visits Policy is intended to support the school's aims of enhancing student education (academic and non-academic), to provide access for all students and to support child safety and wellbeing.

2. Risk Evaluation

Student and staff safety and wellbeing remains a main priority for the school. Whilst we understand that it is impossible to reduce risk to zero in any aspect of life we are committed to doing our best to ensure that students and staff engaged in educational visits and related activities remain as safe as possible in all circumstances. The aim of the risk assessment process is to identify the real risks, assess them and record the significant findings. There is no need to assess every aspect of every school trip. Proportionate systems should be in place, so that trips that present lower risk are quick and easy to organise. Higher-risk activities should be properly planned and assessed.

As a result, only a certain type of external trips and activities require a risk assessment to be completed. All school trips are initially approved by the Secondary Leadership Team and checked by the Trips Coordinator.

External school trips and activities are classified in six categories:

1. Simple local visit during school time 08.00 – 18.00h.
2. Simple local visit after school hours or at a weekend.
3. Residential visit during school time or school holidays in the Czech Republic
4. Residential visit outside of the Czech Republic.
5. Visits involving 'Billeting' or 'homestay' arrangements with other families.
6. Adventure Activities with an outdoor pursuits element.

3. Approval Process

All off-site activities should firstly have approval from the Head/Deputy Head of School and the Trips Coordinator, who must be satisfied that the educational visit is planned effectively, staffed appropriately (see teacher-student ratios below) and purposeful in terms of enhancing learning and teaching. For further details and procedures please see section 6 below.

4. Insurance

All local trips and activities are covered under the School's insurance policy and this includes any employee, pupil or volunteer travelling on behalf of the school. Full details can be obtained from the office. International trips may require additional insurance provision. Staff should consult with the School Office to ascertain the level of insurance required.

5. General

5.1 Trip Leader and Trip/Activity Staff

The group leader must ensure that members of the group and members of SLT have been thoroughly briefed on the visit and are fully informed regarding the responsibilities of staff involved in the trip. This may include a risk assessment of the proposed activity.

5.2 Risk Assessment & Risk Management

The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. The school will take a common sense and proportionate approach to risk ensuring that the approach to risk assessment and risk management enables children to undertake activities safely, and not prevent activities from taking place.

Whilst the school requires risk to be assessed for every external educational visit, staff is not required to continue to produce risk assessments for trips that regularly occur as part of the school week, such as swimming. An initial risk assessment for such activities will be kept on file, and a regular check to make sure the precautions remain suitable.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

Risk Assessment (see Appendix 1) should be prepared by the organising teacher and must include the following information:

- Identified hazards
- Risks before control measures
- Risk reduction actions
- Comments and actions

5.3 Staffing Ratio Guidelines

The teacher student ratio varies according to the risks associated with the activity.

The ratios are as follows:

- 1:20 ratio – Trip/activity Category 1 and 2
- 1:15 ratio – Trip/activity Category 3 and 5
- 1:10 ratio – Trip/activity Category 4 and 6

- the guidelines indicate minimum required staffing ratios.
- the guidelines do not take account of additional staff that may be required for students with special needs
- ideally all educational visits should include a mix of male and female staff.
- at least one member of staff should be a qualified first aider.

6. Procedures for School Trips

The following procedures need to be followed for all educational visits:

- A school [Trip Proposal Form](#) should be submitted to the Trips Coordinator and Deputy Head of School at least 3 weeks prior to a day trip/ activity taking place. Proposals for residential trips should be submitted at least one term in advance of the trip taking place.

Once the planned trip/activity is approved, the trip leader must check the requirements for each trip category using this [guide](#) as well as the [Risk Assessment](#) requirements.

- Parent permission slips must be completed for all students involved in a Category 3-6 educational visit.

- If applicable, a [Risk Assessment form](#) must be completed for all aspects of an activity (from transport to individual activities) and signed by the Trips Coordinator at least 2 weeks prior to the trip date. Please see Appendix 1 for a list of main hazards.
- For extended educational visits (involving residential with overnight stay) a parent information afternoon/evening should be held at least 7 days prior to the trip.
- All arrangements for transport and accommodation etc. must be made through the school office and the Trip Coordinator must be kept informed of all bookings.
- It is the trip leader's responsibility to ensure that all information has been provided and sufficient notice given regarding the educational visit.
- An adequately and suitably supplied First Aid Box should be collected from the school nurse on the day of the trip.
- Each member of staff should have a mobile phone with all the necessary telephone numbers.
- When on the trip students should be supervised at all times. If there are any problems the School needs to be informed immediately. On residential trips the group organiser should keep regular contact with the school.

7. Parents

If the planned trip/activity is not covered by the Travel Permission Form signed by every parent at the beginning of each academic year, it is important that parents sign a document affirming that they have read and understood what the visit may involve, the activities which will be undertaken and the authority which the supervising teachers will have to deal with problems and emergencies.

The forms should cover such matters as emergency medical treatment, medical conditions, dietary requirements, home telephone number/address and other details. It is particularly important that the teachers supervising the trip know whether the child will need medication or other special attention whilst on the trip.

Parents should also be given full written details regarding the organisation of the visit, including those involving short trips during the day. Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of children; staffing; special clothing required; insurance cover; telephone numbers; and emergency procedures for contacting parents. A meeting might be planned to cover relevant issues and to give parents the opportunity to raise any issue of concern to them.

8. Preliminary Visits

Preliminary visits should be made where the site/destination is not known to accompanying staff. Such visits are strongly recommended but where this is not possible the group leader must obtain information of the places to be visited with particular regard to potential hazards. If there are identified hazards a risk assessment should be considered before hand.

9. Medical

9.1 First Aid

The group leader must ensure that adequate first aid arrangements are made and that the location and the nature of the activity are taken into account. A first aid box must be taken on all trips and

activities and this should be made up and distributed by the school nurse. At least one member of staff should be first aid trained.

9.2 Medicines and Medication

On school trips the trip leader will assume responsibility of prescribed medication and first aid. A medical risk assessment of all pupils will always be undertaken prior to any trip and all consent sought. (see Drugs and substance abuse policy).

Parents must inform the school of medicines, medication and any health issue relating to their son/daughter before going on the trip/activity. Medication should be clearly labelled for each student. This should be handed to the group leader and kept in a separate bag.

9.2.1 Alcohol, tobacco and drugs

Students and staff are not allowed to consume alcohol on school trips. For further details on tobacco and drugs use please see Drugs & Substance Abuse Policy.

9.3 Emergency Procedures

Students should be given appropriate information and guidance prior to the visit taking place so that they understand the standard of behaviour that is expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. A clearly defined safety code for the journey, including rules of conduct and behaviour standards and routine and emergency safety procedures, should therefore be laid down in advance and made known to all pupils, staff, helpers and parents. Insurance matters, medical insurance as well as liability cover for out-of-school activities, should be appropriately covered.

9.3.1 Guidance notes for immediate action after an incident

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures or other serious injuries
- Circumstances whereby a group member might be at serious risk or taken ill
- Any situation in which the press or media may become involved

Staff should ensure they:

- a) Have emergency numbers stored in at least one staff mobile phone (see Appendix 2)
- b) Have the Head of School and Trip Coordinator mobile phone number stored
- c) Make sure all staff members know the emergency procedures

10. Communication Protocol

If an incident occurs the trip leader or another designated member of staff should contact the Head of School or Trips Coordinator and provide full information including name of students/ staff, details of the incident, action taken plus any contact telephone numbers.

10.1 General Advice

- a) Do not let anybody (staff/students) telephone home until the facts are established and it has been cleared by the Trips Coordinator/Principal/Head of School
- b) Do not speak to the press or the media (enquiries should be referred to the local emergency services). The School will release an official statement as soon as possible
- c) Do not admit liability to anybody
- d) Do not allow anyone, apart from emergency services, to see any group member without an independent witness being present
- e) Make a written account of events as soon as possible.

Appendix 1

List of main hazards according to the type of activity (list is not exhaustive):

General

Exposure to weather
Pupil lost or separated from group, inadequate supervision
Illness or injury
Special needs of specific pupils – medical, behavioural, educational
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)
Leader's own children

Travel

Traffic accident, coach
Use of private vehicles
Minibus travel
Service station and other breaks in journey
On foot
Use of public transport: trains, trams, underground, bus, air travel

Residential visit - accommodation

Fire
Attack or disturbance by intruder
Safeguarding
Domestic hazards
Hygiene
Night time tendencies
Additional needs

Use of a provider/operator

Provision does not meet authority standards/best practice
Programme does not meet needs of group
Lack of clarity about split of responsibilities between school and provider

Ski trip

Hazards while skiing/ during snow activities
Cold injury, hypothermia, effects of sun

Hazards in ski resort

Hazards during après ski/evening activities

Walks and treks

Falls, drowning

Getting lost

Injury, illness or emergency away from immediate help

Exposure to extreme weather – cold, wet, heat and sun

Swimming

Use of swimming pools

Swimming in sea or other natural waters

Appendix 2

List of useful contacts:

School office at Prague 1:

+420 257 316 182

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