



**Bosworth
Independent
College**

Educational Visits Policy

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| Reviewed | May 2020 |
| Next Review Date | May 2021 |
| Lead for Review | Educational Visits Coordinator |

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Introduction

It is the policy of Bosworth Independent College to ensure, as far as is reasonably practicable, the health and safety of all students, staff and other people who participate in educational/weekend/residential visits organised by the College. These visits help to endorse the Bosworth Values, seeking to encourage each student to grow in confidence and to cultivate a life-long curiosity for the world around them. Bosworth Independent College uses the Outdoor Education Advisers Panel (OEAP) website for guidance and advice regarding educational visits (oeapng.info). Links to OEAP are contained within this document. These links offer visit leaders additional advice and guidance as required, and leaders should use their own judgement in conversation with the Educational Visits Coordinator (EVC) as to whether they need to take measures additional to those covered in the College procedures as written.

Bosworth Independent College has a competent, trained Educational Visits Coordinator (EVC) for the College and provides appropriate information, instruction, training and guidance to staff leading and accompanying educational/weekend/residential visits.

Mrs Karen Inman is the Educational Visits Co-ordinator (EVC) for Day/Weekend and Residential trips for Bosworth Independent College.

Educational Visits Coordinator

The role of the Educational Visits Coordinator is to:

1. Support and advise the visit leader.
2. Support and advise the Vice Principal and Principal in their responsibilities regarding Educational visits.
3. Check and confirm the trip forms with the visit leader and in conjunction with the Vice Principal.
4. Check and confirm educational visit risk assessments with the visit leader, paying particular attention to safeguarding issues.
5. Assess the competence of the leader and other supervisors in conjunction with the Vice Principal or Principal.
6. Confirm the emergency contact procedures with the visit leader.
7. Assist in induction and training for educational visit leaders and supervisors.
8. Keep records, monitor and review the College's Educational Visit policy and educational visits and report to the College Vice Principal and Principal.

Refer to OEAP National guidelines: Educational Visits Coordinator Responsibilities

<https://oeapng.info/download/1122/> and [Educational Visits Coordinator check list](#)

<https://oeapng.info/download/1092/>

Planning Trips

Staff organising trips should liaise with the EVC and finance officer throughout planning stages. The EVC will also advise staff on any updates to recommendations from the DfE, about good practice on trips. All educational visits and other school trips should be planned using the

College paperwork and according to the advice in this policy. These documents can be found on the College Firefly via this link: <https://bosworth.fireflycloud.net/trips-and-procedures>

Staff organising trips should take care of their own and others' health and safety, co-operate with the College over safety matters, carry out activities in accordance with training and instructions, and inform the College of any serious risk. All visit supervisors have a common law duty to act as any reasonable prudent parent would do in the same circumstance.

Categories of Visits / Off-site Activities

College visits / off-site activities are divided into three categories:

A. These visits are close to the school, done on a regular basis involving environments known to the staff. It would include normal daily life activities. Examples include walks and exploring the area near to the school site, visits to the local church, library, school sporting fixtures and other regular non-complex activity. It can also include transport if needed.

B. These visits are to areas beyond the local area involving more complex environments and activity and will be a one off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activity.

C. Category C visits include residential visits and overseas visits, adventure activities and activities involving water. It is not possible to provide a completely definitive activities list. Examples of activities included would include Duke of Edinburgh expeditions, outdoor adventure activities including hills and mountains, adventures on water or field studies involving water and motor sports.

Requirements for All Categories of Trips and Off-Site Activities

1. All trips and educational activities must be approved by the EVC, by submitting the appropriate trip authorisation form.
2. Comprehensive Risk Assessments must be completed for all trips.
3. All members of staff, instructors and adult volunteers that accompany College trips or lead activities must be suitably qualified, competent, fit and well enough to do so and have been DBS checked at the appropriate level. Competence means an appropriate combination of personal qualities, knowledge, skills and experience e.g. organised, practical, positive, calm, experienced at the activities involved in the trip and managing age range of students, a good communicator, risk aware, willing and able to take responsibility and make decisions, aware of the potential problems that might arise during the trip and possible solutions, etc.
4. Leaders must have prior experience of being a chaperone on similar visits before leading a College party. The Leader must always be a member of staff employed by the College. Whilst the Leader would normally be a member of teaching staff, non-teaching staff may lead trips providing they have adequate experience, are competent for the type of trip being undertaken and have been approved by the Vice Principal.

6. Consent forms must be available for all day students. The Leader must have these consents in the trip paperwork. Annual consent from parents for overseas students is granted in the contract that they sign as the student commences their studies.

7. Supervision: Consideration of the appropriate adult: student ratio must be included in the risk assessment and take into account the nature, duration and location of the visit, the activities being undertaken, and any special needs of students.

The recommended Adult: Student ratios for lower risk activities are:

- 1: 20 maximum (senior students under 18)
- The EVC should use their discretion for Years 12-13.

Depending on the circumstances a higher ratio may be necessary. For example, additional staff may be required if e.g. if there are students with special needs are participating on the trip/activity or a venue requires greater staffing. Occasionally, a visit may be accompanied by a single member of staff but only with the express permission of the EVC in consultation with other senior colleagues.

Where the adult: student ratio requires more than one adult, at least 2 of these should be members of staff. Supervisors and other Bosworth Staff may make up any necessary numbers in addition to these.

Male members of staff should normally be accompanied by a female member of staff for residential visits. The EVC and Vice Principal will review the suggested staffing for all visits.

Remote supervision may be appropriate for certain activities or elements of a visit. The Leader should fully risk assess this including students' understanding of the arrangements and agree to them in advance. OEAP National Guidance – Ratios and effective supervision: <https://oeapng.info/download/1142/>

8. Staff organising a trip must follow trip procedure and complete the necessary paperwork. A checklist of trip procedure is on Firefly.

Visit leaders

Visit Leader One adult should have overall responsibility for the visit which includes the health and safety of the participants. The visit leader should:

1. Obtain the EVCs prior agreement before any educational visit takes place.
2. Follow the School's Educational visits policy.
3. Appoint a deputy
4. Define each additional chaperone's role and tasks and ensure they are fully aware of what the visit involves.
5. Be able to control and lead students of the relevant age range.
6. Be competent to instruct / supervise students in the activities.
7. Be familiar with the location where the visit is taking place.
8. Actively promote and champion safeguarding issues in accordance with the School's policies and procedures.
9. Ensure adequate first aid provision.
10. Undertake and complete the planning and preparation of the visit including the briefing of participants and parents.

11. Provide adequate information about the visit to allow parents to decide whether to send their child on the visit
12. Assess the suitability of the students for the visit.
13. Ensure that the supervision ratio is appropriate.
14. Ensure that a standard authorisation form is submitted.
15. Ensure that nominal rolls are accurate.
16. Ensure that risk assessments are complete, for example almost all trips will have generic risk assessments for travel, medical and weather, which the Visit Leader will need to tailor to the event. If the core activity is of a hazardous nature or has some hazardous elements to it, then specific risk assessments for each of its elements are required.
17. Ensure that all supervisors are aware of risk assessments and emergency procedures.
18. Ensure that all supervisors have details of all participants' special educational and medical needs.
19. Brief students on their responsibilities.
20. Be able to stop any activity or visit if deemed unsafe.
21. Ensure that any volunteers are DBS checked as per the School's safer recruitment policy and procedures.

Refer to OEAP National Guidance - Visit or Activity Leader:

<https://oeapng.info/download/1124/>

and Visit Leader Check List: <https://oeapng.info/download/1100/>

Visit Assistant Leaders and Chaperones

Visit Assistant Leaders and Chaperones should:

1. Be clear about their roles and responsibilities during the visit.
2. Be aware and follow School Educational visits policy.
3. Follow the instruction of the visit leader.
4. Speak to the visit leader if they are concerned about Health and Safety at any time during the visit.

Refer to OEAP National Guidance - Assistant Leaders and Chaperones:

<https://oeapng.info/download/1126/>

Parents and Residential trips

Parents should be able to make an informed decision on whether their child should go on the visit. For overnight/residential visits parents must sign the parental consent forms, provide up to date information about their child's emotional, psychological and physical health, and provide emergency contact numbers for the duration of the trip. Parents must agree the arrangements for sending a student home early and covering the associated costs.

OEAP National Guidance- Parent and Guardian Check List:

<https://oeapng.info/download/1098/>

First Aid

All visits should have first aid cover. The degree of cover depends on the nature of the visit. On any kind of visit the group leader or another member of the party should have a working knowledge of first aid. A first-aid kit does not need to be taken on all trips, but it would be deemed a sensible precaution to have one available as the lead member of staff should always

know where to access first aid kit. Therefore, staff should assess the risk and if appropriate take a first aid kit. Many low risk visits may well be visiting locations where first aid kits are readily available. For adventurous activities, visits abroad or residential visits it is sensible for at least one member of the party to be a first aid trained. All adults on a visit should know how to contact the emergency services.

OEAP National Guidance – First Aid: <https://oeapng.info/download/1148>

Medical Information

Medical information can be viewed on the P Drive and should be used to create the specific risk assessment. Further information and advice can be sought from the College Nurse. A list of students on a trip must always be emailed to the College Nurse for her to review and update the leader with any current medical issues. Students should be reminded and checked before they depart that they have their necessary medication and equipment (inhalers/EpiPens which are in date) or they will not be allowed to go on the trip. The group leader should take the medical information and contact details for the students on the trip and ensure that any member of staff taking sole responsibility for a small group during the trip has the appropriate information with them at all times. If necessary, a doctor's letter will be needed to confirm that a student is fit to go on the trip.

Staff accompanying the visit are strongly advised to ensure the Leader is aware of any allergies/medical conditions they suffer before they go on the trip in case they need specific assistance in an emergency. The Leader is strongly advised to give their own information to another adult in the party. This could be in the form of a written medical declaration. If the Leader or accompanying adults suffer from any allergies or medical conditions, these should be included in the trip's risk assessment.

OEAP National Guidance – Medication: <https://oeapng.info/download/1438/>

Behaviour of Students

The same standard of behaviour expected at school is required on school trips. Students are fully briefed, and the group leader will include this in the risk assessment. Students are encouraged to participate in the risk assessment, especially in terms of their responsibilities for the success of the trip. Specific advice about such matters as pedestrian/traffic hazards, behaviour in public places, meeting times and places will be given, and this depends on the nature of the trip. On residential trips students must sign a code of conduct.

The visit leader must make it clear to students that they must:

1. Not take unnecessary risks
2. Follow the instructions of the leader and other supervisors at all times during the visit.
3. Dress appropriately for the activity and behave according to College Rules
4. Be sensitive to local codes and customs especially when abroad
5. Be aware of Health and Safety and tell the leader or supervisor of any concerns.

Briefings for Students, Staff and Chaperones

These should include:

Students

- What to do if something goes wrong – gets lost, injured, feel ill etc.
- Rendezvous procedure for lost group members.
- A system of recall and action in emergencies.
- Expected standards of student behaviour
- Groupings for study or supervisory purposes.

Staff and other adults

- Careful supervision to cover the whole time away.
- Anticipation of hazards.
- Regular roll call of students.
- Standards of student behaviour expected.
- How much help to give to students in their tasks.
- A list of names of people in sub-groups.

OEAP National Guidance – Assistant Visit Leader: <https://oeapng.info/download/1126/>

Risk Assessments

The Leader will carry out a full risk assessment for each trip taking into account generic hazards, trip specific hazards associated with venue, transport, activities and participants and on-going hazards (dynamic risk assessment) most of the risk assessments can be found on Firefly and P drive. Any accidents or incidents which arise will be reported back as required to the EVC as part of the trip evaluation and so that any changes to procedures can be conveyed to staff by the EVC. Blank forms and templates for various modes of travel are available on Firefly. As all risk assessments should be seen as dynamic documents, the group leader has the responsibility for updating the document in order to indicate updates immediately prior to the visit and control measures agreed for issues that arise during the visit.

OEAP National Guidance – Risk Management an overview :

<https://oeapng.info/download/1144/> and Risk Management practical advice :

<https://oeapng.info/download/2681/> and Risk Management what to record and how:

<https://oeapng.info/download/2684/>

Emergency Procedures

Summary of procedures:

- All group leaders are supplied with 2 out of hours contact numbers of senior staff, provided in Trip Folder.
- All staff accompanying the trip also have immediate access to UK parents' emergency contact numbers (from Engage for day trips, and on parental consent form for residential trips) and students' medical information. Parents have already given consent for emergency medical treatment by signing College contract or the specific residential trip consent form. No student is allowed on high risk trips without a consent form. E.e Paintballing.
- All emergencies are dealt with according to the control measures written on the generic risk assessment relating to accident on the journey/during the trip. i.e. group leader to call and follow the instructions of the emergency services if necessary, reassuring students and other

staff, contacting SLT as soon as possible who will help contact parents and deal with press as necessary.

- Top priority is to care for those involved in the emergency and minimise further injury.
- All staff accompanying the group should be familiar with the procedures so that they are able to adapt them to the situation in which they find themselves.

Detailed procedures:

The Party Leader (or staff member in charge of small sub-group if out of contact with the Party Leader until Party Leader can be contacted) should: -

- establish the nature and extent of the emergency;
- if there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid;
- establish the name(s) of the injured and call whichever emergency services are required;
- make sure all other members of the party are accounted for and are safe;
- advise other party staff of the incident and that the emergency procedures are in operation;
- ensure that an adult from the party accompanies casualties to hospital;
- ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base;
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for;
- control access to telephones until contact is made with the Principal, emergency contact point or designated senior member of staff and until s/he has had time to contact those directly involved. Give full details of the incident, i.e.: -

✓ Name

✓ Nature, date and time of incident

✓ Location of incident.

✓ Details of injuries

✓ Names and telephone numbers of those involved

✓ Action taken so far.

✓ Telephone numbers for future communication.

For serious incidents where the media may be involved, try to identify alternative telephone numbers at "home" and "off-site base" as other lines will quickly become jammed. It is not for the Leader or other staff members to discuss matters with the media; procedures for this are given below.

- Under no circumstances should the name of any casualty be divulged to the media.
 - The Principal or designated senior staff member should alert the Chief Executive Officer of the College (or in his/her absence, the Chair of Governors), giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
 - The Principal should arrange to contact parents/carers of those involved. For a serious incident, the Principal should contact parents of all party members. It is also the Principal's responsibility to act as a link between the groups involved, the Chief Executive Officer and parents.
 - If it is necessary to talk to the media, the Principal should agree with the Chief Executive Officer who should make the initial statement. A designated person should then act as the
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ongoing point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.

- The Leader should write down as soon as practicable all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed, and insurers and the Health and Safety Executive should be contacted.

OEAP National guidance: Visit Leader Emergency Action Card :

<https://oeapng.info/download/1252/> and Off Site Visit Emergencies – Guidance for Leaders :
<https://oeapng.info/download/1136/> Avoiding Accidents and emergencies :
<https://oeapng.info/download/1761/>

Transport

The requirements for hiring coaches and driving minibuses can be found here.

Recommended Local Coach/Taxi Companies used by the College:

Country Lion (larger coaches, multiple coaches) 01604 754566

KIS Coaches (smaller coaches and mini coaches) 01604 675012

Amber Taxis (trips to train station/airports) 01604 232666

OEAP National Guidance – Transport General considerations:

<https://oeapng.info/download/1162/>

Hiring a Coach: <https://oeapng.info/download/2869/>

Private Transport

- Use of staff cars is not recommended, but where they are used to transport students, staff must have clean driving licenses, current comprehensive and business use insurance, an MOT if vehicle over 3 years old, and parental consent should be obtained. NB See the guidance on Insurance in the Finance office for details of the College's insurance policy when a vehicle is being used for an occasional trip or school business use. OEAP guidance -
- Use of parents' cars is not recommended, but where they are used to transport students, parents must have clean driving licenses and current comprehensive insurance, an MOT if vehicle over 3 years old and parental consent should be obtained. NB See the guidance on Insurance in the Finance Office for details of the College's insurance policy when a vehicle is being used for an occasional trip or school business use.
- Students' cars - College should normally arrange transport for all student participants to all events and activities. Careful judgment is required if sixth form students, who have passed their driving test and have their parent's permission, wish to use their own cars for travelling to off-site activities.
- Trips taking place outside of the normal College day – College will usually arrange transport for these activities, but occasionally parents may request to make own arrangements for transporting their son/daughter to the activity venue, e.g. the local theatre in evening, when near their place of residence.

- Walking and cycling to/from venues, or as part of the trip will be separately risk assessed.

OEAP National guidance – transport in private cars: <https://oeapng.info/download/1168/>

College Mini Bus (9 seater including driver)

Please refer to College Mini Bus Policy

The Driver's Responsibilities

The staff member who drives the College minibus is personally responsible for its roadworthiness. If any defects are found by the police, it is the staff member who will be fined, points on their licence, or even prosecuted. The staff member would also be responsible for any road traffic offences committed.

OEAP National Guidance – Transport in Minibuses: <https://oeapng.info/download/1164/>

Safeguarding

All adults who have contact with the students during the trip have been recruited according to the College Safeguarding Policy. This should be part of the risk assessment.

OEAP National Guidance – Safeguarding: <https://oeapng.info/download/1288/>

Mobile Phones

A mobile phone, preferably a College phone, must be taken on all educational visits. More than one College mobile may be required in situations where staff supervise groups at different locations. Whilst staff may want to take their own mobile phones for their own personal use they should avoid giving their own personal number to the students except in the event of an emergency.

As far as possible staff should only contact students using the College mobile phone. This is to ensure that both staff and students are protected, and that staff don't have access to student personal telephone numbers other than for the duration of the trip. In the event where any student or staff personal telephone numbers are used then it is imperative that these numbers are deleted at the end of the trip. Where lists of telephone numbers are provided for an educational visit then these lists should also be destroyed after the trip.

Where staff have used personal phones e.g. in the event of an emergency, then a member of SLT must always be informed.

Where staff use their own personal mobile phones on educational visits (rather than a College mobile) then the Principal must be aware of this and approve of this practice. Staff should be aware that no student telephone numbers should be stored on their personal phones.

Mobile phones are extremely useful during educational visits and particularly in the event of an accident, emergency or for contacting the emergency services. In addition, a mobile phone is very useful for keeping in touch with students particularly where remote supervision is occurring.

OEAP National Guidance – Safeguarding: <https://oeapng.info/download/1288/>

Inclusion

Bosworth Independent College is governed by The Equality Act 2010. As such we do not discriminate against, harass or victimise young people because of one of the protected characteristics (disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation) in the way that we provide (or not) a benefit, facility or service.

Activities and visits should be available and accessible to all, irrespective of special educational or medical needs. When a visit or activity is being planned, all reasonably practicable measures will be taken to include all young people. Every reasonable effort will be made to find venues and activities that are both suitable and accessible and that enable all students to participate fully and be actively involved. However, where it is not possible to balance the best outcomes for all students with the particular needs of individuals, the impact of this will be given due consideration and suitable alternative provision will be sought.

Further guidance is available from the Equality and Human Rights Commission

<http://www.equalityhumanrights.com/advice-and-guidance/guidance-for-education-providers-schools/>

and National OEAP guidance – inclusion: <https://oeapng.info/download/1086/>

Consent Forms

The College operates an Annual Consent Form for Day Trips, during the College day and weekend outings. The form is completed and signed by all parents upon acceptance of the student's place. The College Nurse will update the Medical Information Form upon the student's arrival and is stored on the P Drive. No further consent needs to be sought unless the trip is a high-risk activity such as water sports or paintball.

Activities

Activities such as Rock School, Music practices and concerts, games activities and clubs etc., which take place out of hours on the school site should be treated as a school visit. Parents of day students need to be fully informed by letter or email of the times and dates of these activities. Overseas parents are considered to have consented as per the contract that has been signed. Staff need to have access to emergency contact details and medical information of the in their care. This is usually available in reception at Bosworth Hall, although the College Nurse needs to be informed of these activities to enable her to provide staff with any specific medical information not routinely put on the medical information forms.

Refer to NG: Young People Check List