



WALLINGTON HIGH SCHOOL FOR GIRLS

VISITS POLICY

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REVIEW

Last Reviewed: January 2019

To be reviewed: January 2022

VISITS POLICY

1. INTRODUCTION

The school recognises the educational and social value of school visits. Such benefits will be realised only if a visit is properly organised, the purpose and aims of the visit are understood by all concerned and that the wider impact on students and staff in school is carefully assessed.

All school visits should have clear learning outcomes.

Staff leading visits must be well-organised, have ideally shadowed an experienced Visit Leader in previous visits and is deemed to be a suitable Visit Leader by their Line Manager.

Newly Qualified Teachers will not be permitted to act as a Visit Leader.

No visit should be launched without the prior consent from the Educational Visits Co-ordinator (EVC), the Governing Board (for residential visits)and / or the Headteacher.

2. DEFINITION OF A SCHOOL VISIT

A school visit is defined as any activity that takes place outside the school premises. It does not include work experience, community service placements or attendance for offsite games activities.

3. RATIONALE FOR SCHOOL VISITS

Priority will be given to visits that are:

- **Essential**
The visit is a requirement of an examination specification and students cannot access the qualification otherwise e.g. Geography fieldwork
- **Directly Relevant**
The visit is required in order for students to successfully complete a specific unit of work, directly related to the curriculum or exam syllabus.
- **Broadly Relevant**
The visit is designed to enhance cultural or subject awareness.
- **Recreational**
The visit is designed to develop students' social and physical development.

4. APPROVAL

- a) All day visits, whether formal and during the day or informal outside school hours, should seek the approval of the Educational Visits' Co-ordinator a minimum of six working weeks prior to the visit. (This has been delegated by the Governors)
- b) Approval for visits at short notice will generally be refused except in exceptional circumstances.
- c) All residential visits require the approval of the Local Governing Body (LGB). Visits are approved on a rolling termly basis. A calendar plan of all visits and events will be presented to the LGB for approval at least two terms in advance.

5. PLANNING

- a) For all visits, a 'Visits Form' must first be completed. 'Permission in principle' will then be granted by the EVC and / or Headteacher and planning may continue.
 - b) For all visits, a meeting with the Enrichment Officer must take place in order to agree the payment schedules, staffing and information to parents and carers.
 - c) Risk Assessment shows actions to be taken and how staff will respond to medical needs and in the event of an emergency. This must be completed for all visits and submitted at least one week before the visit.
 - d) For all residential visits, a Risk Assessment must be completed and submitted to the EVC at least two weeks prior to the visit. A meeting will then be held with the EVC and Visit Leader to ensure that all aspects of procedure have been correctly followed, all necessary arrangements are in place and to discuss the risk assessment and medical arrangements. The risk assessments and details of the visit will then be loaded onto EVOLVE so that they may be authorised by the Outdoor Education Co-ordinator at the Local Authority. After approval has been given, a Staff Governor's authorisation will also be required.
 - e) Any staff accompanying the visit must have the agreement of their Line-Manager.
 - f) A card with essential contact numbers in case of an emergency must be carried by all staff accompanying the visit.
 - g) A school mobile phone, where applicable, must be carried by a staff member accompanying the visit; the details of which must be entered on the details of the visit left in school. If the visit involves more than one coach, then a mobile phone must be carried on each coach by the teacher in charge of that coach.
 - h) If the number of students wanting to take part in a visit exceeds the number of places available, then these places will usually be allocated by random selection and a waiting list created using the same method. In some circumstances the visit leader may wish to give priority to some students e.g. pupil premium, students that have missed out on previous visits
 - i) If the minibus is to be used, the school's code of practice for use of the mini bus must be followed.
- N.B.** If a proposed visit cannot accommodate, or be modified to accommodate, students with special needs (to include those on the school's SEN register) or disabilities then the visit should be cancelled.

6. DISCIPLINE

- a) General guidelines on behaviour must be given verbally to all students before any visit by the Visit Leader. On all visits students are expected to adhere to the School's usual behaviour code and ensure that their behaviour reflects the fact that they are representing the school.
- c) Remote supervision of students requires that all students should have contact details of staff and know the location of each meeting place. Students should never be in a group of less than four, except for KS5 students to be in pairs, where appropriate.

7. EXCLUSION OF A STUDENT FROM A VISIT

- a) This may happen if a parent / carer refuses to accept the conditions laid down for a visit or previous behaviour of the student has given reason to believe that they may not be relied upon to follow instructions given by those in charge or may behave in a manner that would cause damage to the reputation of the school.
- b) No student will be able to participate in the visit if parent / carer permission for the student to participate has not been received prior to the visit taking place.

8. CHARGING

- a) Parents and carers will be informed of the cost of a visit. If not enough contributions are received, the visit will not go ahead.
- b)
- b) For all residential visits, parents are committing to the full cost of the visit upon payment of the deposit. In the event of a withdrawal every effort will be made to find an alternative replacement, however if this is unsuccessful and the final payment has been made to the tour operator, parents will not be able to receive a refund unless there is sufficient medical evidence to support an insurance claim.

9. REMISSION OF CONTRIBUTIONS

- a) If the parent of a student, who is in receipt of free school meals, requests assistance with the cost of a day visit, the cost may be met – refer to the Free School Meals & Bursary Policy.
- b) Any other request must be referred to the Free School Meals & Bursary Policy.

10. ACCOUNTING

- a) All payments for visits must be made using sQuid (our on-line service). Teachers must not use their personal accounts.
- b) All costs, payments and schedules must be approved and signed off by the EVC, then shared with finance. Costings must be saved within the visits file for immediate access by finance/EVC.

11. PARENTAL INVOLVEMENT

- a) Parents and carers must receive a letter, via email, giving full details of time, travel arrangements and activities on a visit.
- b) A contact telephone number to be used in an emergency during the visit, and any relevant medical information, will be taken from the school database SIMS. Parents and carers are asked to ensure that the information held by the school is up-to-date and accurate as part of the online permission request.
- c) For residential visits, a Medical Information Form must be completed by each participant and accompanying member of staff / adult.
- d) For residential visits, it is necessary to hold an information meeting with parents and carers at least two weeks before the visit takes place. Where necessary, passports and European Health Insurance cards may be collected at this meeting. For KS5 students, this can be a meeting with

students directly. Where students are taking part in swimming activities on the visit, parents must complete a swimming declaration form giving permission to swim as well as an indication of the students swimming ability.

12. INSURANCE

- a) All visits are covered by the school insurance for staff and students of the school.
- b) In the rare event of adults who are not employed by the school supporting the visit, the DFO must be informed – see also points 15f and 15g.
- c) Staff accompanying a visit cannot take a family member on the visit unless they are students at the school who are involved in the visit as part of their curriculum.
- d) In the case where the daughter of a member of staff accompanying the visit is participating in the visit, that member of staff should not be responsible for their daughter while on the visit.
- e) Visit Leaders are responsible for ensuring all students are safely collected or have written permission to find their own way home at the end of the visit.
- f) The schools medical form for residential visits outlines medical exclusions within the insurance policy. Parents must acknowledge these when submitting the online form and students with any pre-existing medical conditions may need to supply the school with their own insurance policy prior to the visit. This will be requested by the EVC upon declaration.

13. EMERGENCY CONTACT

- a) For all visits, a member of the SLG must be the Emergency Contact for the duration of the visit. The Visit Leader and SLG must use school mobiles to contact each other. At the end of a visit, the Visit Leader must inform the emergency contact that all students have been safely returned.
- b) The Emergency Contact will remain in receipt of the school phone and all numbers of students and staff until the visit has returned safely (this will be provided by the Enrichment Officer). All student contact details will be disposed of via confidential waste. If a visit is likely to incur a delay of more than 30 minutes, the SLG member will ensure that parents and carers are informed via text message.

14. SERIOUS ACCIDENT / FATALITY

- a) Incident / Accident Procedures must be followed.
- b) It is the responsibility of all staff accompanying the visit to keep all students calm and safe.
- c) It is the responsibility of the Visit Leader to ensure that the Emergency Contact is informed. It is the Emergency Contact's responsibility to ensure the Headteacher is informed at the earliest possible moment (if the Headteacher is not available the Chair of Governors should be informed).
- d) The use of mobile phones for anything other than calling the emergency services must be discouraged during an emergency which occurs on the visit until permitted by staff. Staff may wish to collect in mobiles phones in order to secure this.
- e) All members of staff accompanying the visit must have the necessary telephone numbers with them.
- f) No individual should speak to the press / media; all media enquiries must be referred to the Headteacher (or Chair of Governors).

- g) Upon agreement with the Headteacher (or Chair of Governors), parents and carers will be informed. At this point parents and carers will be asked not to speak with the press.
- h) The name(s) of any casualties must not be given to the media.
- i) The Visit Leader should submit a full report of the incident within two working days to the Headteacher upon return to school. The report may include reports from staff accompanying the visit.

15. RATIO OF STAFF TO STUDENTS

- a) Every visit must have an identified Visit Leader. Residential visits should also have a deputy visit leader.
- b) Where there is more than one coach, each coach must have a member of staff in charge. Each coach leader must have a copy of all the coach lists.
- c) In Britain – Day visits:
 - i) Years 7 – 11 1 adult : 20 students - Non-teaching staff must not exceed 50%.
 - ii) Years 12 – 13 Can be unaccompanied but parents / carers must be made aware of this in writing and sign consent for this.
- d) Inside Britain – Residential visits:
 - i) All Years 1 adult : 10 students.
- e) Outside Britain – Day and Residential visits
 - i) All Years 1 adult : 10 students plus 1 additional adult.
- f) Every effort should be made to ensure that all staff accompanying residential school visits are paid members of staff at the school.
- g) In the rare event of an adult who does not work for the school accompanying a residential visit, the Visit Leader is responsible for ensuring that a DBS check is carried out by the school prior to the visit – see H.R. Prior approval must be obtained from the Head.

16. NON-COMPLIANCE WITH PROCEDURES

- a) If the relevant procedures are not followed the Visit Leader may be putting themselves and the visit at risk and it may be necessary to cancel the visit.

17. ROLES AND RESPONSIBILITY

a) Governors

The responsibility for approval of a residential visit rests with the Local Governing Body as well as scrutiny of risk for residential visits and the scrutiny of the impact Education Visits have on the main school curriculum and day-to-day running of the school. In the event of an emergency, and if the Headteacher is unavailable, it is the Chair of Governors who will be the only point of contact for the press. Details will also be sent to the Advisor for Outdoor Education at the Local Authority.

b) Headteacher

The responsibility of range, relevancy and impact of educational visits on the day-to-day running of the school is the Headteacher's. It is also the Headteacher's responsibility to be the only point of contact for the press, should an emergency occur.

c) Educational Visits Co-ordinator

The role of the EVC is kept within the SLG team. The EVC is responsible to ensure the Visits' Policy and Procedure is strictly adhered to. Approval of day visits is the responsibility of the EVC. The visits must be risk assessed by the EVC (day and residential) and by a Governor as well as by LBS (residential).

d) Visit Leader

The Visit Leader is responsible for the preparation and organisation of a visit in accordance to the Visits Policy & Procedure. It is expected that the Visit Leader is a member of the teaching staff.

e) Staff Accompanying a Visit

It is the responsibility of all staff accompanying the visit to know who is on the visit and retain all emergency contact details. In the event of an emergency, it is accompanying staff's responsibility to inform the Visit Leader and keep all students calm and safe. Staff should ensure they remain able to respond at all times for the safety of all students

f) Emergency Contact

For all visits the Emergency Contact should be a member of SLG. It is the Emergency Contact's responsibility to know which students and staff are on the visit and to maintain and keep available the emergency phone at all times during the course of the visit. In case of any major incident or accident, it is the Emergency Contact's responsibility to inform the Headteacher or Chair of Governors.



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VISITS RISK ASSESSMENT

(Competitions, Day and Residential)

Please identify potential hazards & control measures which pertain to this visit. This form must be submitted to the EVC at least 1 week prior to departure for day visits and 2 weeks prior to departure for residential. Please email this form when completed to scollins@wallingtongirls.org.uk, you will then receive a printed copy to sign.

Visit Name:		Date(s) of Visit:		Departure Time:	
				Return Time:	
Activity Leader (+ Deputy for Residential)		Location:			
Accompanying Staff names:		No. of Participating Students:		Year Group (s):	
Designated School emergency contact (EVC or SLG outside normal school hours) and number:		Ratio of Staff to Students:			
Assigned school mobile (s) for this visit:		Student Names:	<i>Attached to this document...</i>		

	Potential Hazard/Risk	People at risk (please delete)	✓	Existing control measure (Please read carefully and only tick those that are applicable)	Risk Rating:
STAFF (ADULTS)	Staff experience, ratios and knowledge of the visit/group particulars	Students/Staff		Party leader is sufficiently experienced & has knowledge of the venue from experience or pre-visit (Please note NQTs are not permitted to be visit leaders)	Low
				Appropriate teacher to student ratios are in place	
				Adults have DBS checks	
				All staff briefed on responsibilities (pre-meeting with staff completed for residential visits)	
				Mobile phone numbers of visit staff and designated school emergency contact shared, but not available to parents	
				Sufficient adults know the group (see sections below for student particulars)	
				Staff briefed on what should happen in case of emergency	
				All relevant parties within school know details of the visit/students & staff involved (EVC, Line manager, cover co-ordinator, attendance officer)	
				Other:	