

### Educational Visits Policy

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## 1. Introduction

- 1.1.** Devon Studio School recognises and advocates that learning that takes place out of the classroom is a valuable tool in every one of its students' education if conducted within a safe and healthy environment. It is the intention of Devon Studio School that all appropriate step will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on Studio visits.
- 1.2.** The overall high quality of planning and leadership of Devon Studio School off-site activities will be evident from the contribution these activities will make to the all-round ethos of the School, the interaction between students and staff, and the quality of the learning experience.
- 1.3.** All employees and volunteers have a duty to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. This policy can only be successfully implemented with the full co-operation of everyone concerned.

## 2. Inclusion

- 2.1.** As a fully inclusive school, the entitlement to participate on trips is open to all learners and realistic adaptations or modifications will be undertaken to ensure full access.

## 3. Roles and Responsibility

### 3.1. The Educational Visit Co-ordinator (EVC)

- 3.1.1.** The EVC will agree all LOtC (Learning Outside the Classroom) and will be responsible for checking that adequate planning and preparation has gone into ensuring that the risk will be as low a risk as possible and meet its educational objectives.
- 3.1.2.** If the trip is agreed, it will be the responsibility of the visit leader to complete the appropriate forms. The EVC will be responsible for checking that paperwork has been completed fully and accurately and will sign off the visit, before copying the information access to the Principal for final clearance.
- 3.1.3.** On higher risk visits, the Principal will share the contents of the paperwork with the Chair of Governors.



### **3.2. The Visit Leader**

**3.2.1.** The Visit Leader is responsible for completing the necessary paperwork, including budgetary arrangements, which must be signed and agreed by the Finance Director. On completion of paperwork, the necessary documents need to be passed to the EVC for sign off.

**3.2.2.** The following forms require completion;

- Parental Letter;
- Education Visit Planner;
- Risk Assessment;
- Budget Checklist;
- Events Card (to take on trip, including up-to-date contact numbers, medical and access needs).

**3.2.3.** Preliminary visits to the proposed destination may be needed if insufficient reassurance is provided.

**3.2.4.** Following a visit, the team leader will be expected to review the experience and report back on its values to the EVC. This will help to decide the value of potential future visits. The leader will also need to report back on any contingency arrangements which were applied, as such areas often provide the best evidence for future planning.

## **4. Consent**

**4.1.** Devon Studio School seek consent for Offsite Activities at the commencement of each academic year. Once a trip has been organised, information must be made available to each participant and their parent/carer regarding the venue, itineraries, transport arrangements and duration. A specific consent form requiring a signature must be issued to ensure parents have given permission for all aspects of the visit. Where a consent form has not been completed and returned by a parent, a student will not be allowed to undertake the educational visit. Verbal consent cannot be taken, however consent via email or text is acceptable for low risk trips. In this instance the message should be sent from a parent's personal phone or email which matches with school records to a Devon Studio School account.



## 5. Staffing Ratios and Supervision Guidelines

### 5.1. Supervision

**5.1.1.** All adult supervisors must understand their roles and responsibilities at all times. In particular, supervisors should be aware of any students who may require closer supervision; those with specific medical/physical needs or behavioural problems. Supervisors retain responsibility for the group at all times. Remember there is no such thing as “no supervision” even during free time.

**5.1.2.** Volunteer helpers may accompany visits but their role must be clearly understood with training provided if necessary. All volunteers must be over 19 years of age and an enhanced DBS check must be conducted and individuals must have completed the Devon Studio School Volunteer Induction (see Safer Recruitment Policy).

### 5.2. Guidelines

**5.2.1.** Supervision works best when:

- Visit aims and objectives are clearly understood by all parties;
- Visits and activities have been carefully and thoughtfully planned;
- All have been involved in visit planning and identifying potential hazards;
- Clear guidelines for standards of behaviour have been agreed.

**5.2.2.** For all supervision, the supervisor:

- Will normally be a Learning or Personal Coach;
- Is responsible for the safety of their group at all times;
- Will have a clear plan of the activity to be undertaken and its educational objectives;
- Needs to anticipate potential hazards and act when necessary;
- Continuously monitors the appropriateness of the activity, the physical and mental condition of the group members and the suitability of the prevailing conditions;
- Needs to exercise appropriate control of the group;
- Will have a clear understanding of the emergency procedures and be equipped to carry them out.

**5.2.3.** For all supervision, the participant will:

- Know who their supervisor is at any given time and how to contact them;



- Have a “buddy”;
- Have been given clear, understandable and appropriate instructions;
- Nor normally be on their own;
- Alert the supervisor if someone is missing or in difficulties;
- Have a meeting place to return to, or an instruction to remain where they are, if separated;
- Understand the expected standards of behaviour.

#### 5.2.4. Common practice for close supervision.

Supervisors:

- Will have prior knowledge of the group;
- Will carry a list of all group members;
- Will have a prior knowledge of the venue;
- Will not normally be on their own;
- Will have appropriate access to first aid;
- Will keep the School and/or other interested parties informed of progress as previously agreed.

### 5.3. Staff : Student Ratios

**5.3.1.** The group size and staff : student ratio is dependent on the duration and nature of the journey and activity, environment, age, temperament, needs of the group, individual needs including medical etc. and, of course, risk assessment of potential hazards.

**5.3.2.** A ratio of one tutor to 15 students for UK based trips and one tutor to 10 students for residential visits and trips abroad must not be exceeded unless a formal risk assessment is carried out which indicates that a higher ratio is adequate to provide the level of supervision and safety cover. The risk assessment may indicate that the visit can be adequately covered by one member of staff, provided appropriate emergency procedures have been set up. The Trip Leader must ensure that the staff : student ratio is indicated on all documents.

## 6. Emergency Report and Incident Reporting

### 6.1. Emergency Contact

**6.1.1.** For every visit the organiser must appoint a designated emergency contact



person in the school and ensure that their duties, which will include strategic emergency plans, are agreed and understood.

**6.1.2.** The designated contact person (usually the EVC) will:

- a) Provide the link between the visit party and the home community.
- b) Hold and have available 24 hours a day, all relevant information including a full list of all people involved in the event.

## **6.2. Guidelines**

**6.2.1.** It is important that the group can reach the school or other members of the group in an emergency. The only way this can be guaranteed is if at least one member of the group is in possession of a mobile phone.

**6.2.2.** The group leader must carry with them an information card outlining the procedures to be followed in an emergency. It is good practice to ensure all students on the trip also carry a card containing relevant useful information.

## **7. Monitoring and Review**

**7.1.** The Principal will monitor the implementation of this policy and will report annually on off-site activities and educational visits to the Board of Governors.

**7.2.** Devon Studio School will review the policy at least every year, and assess its implementation and effectiveness, taking into account the views expressed.

