



Educational Visits and Off-site Activities Policy

Legal Status:

- *Health and Safety Department of Education (DfE) Advice on Legal Duties and Powers for Local Authorities, Principal, teachers, Staff and Governing Bodies* (DfE July 2011)
- Health and Safety Executive (HSE) School trips and outdoor learning activities - tackling the health and safety myths (HSE July 2011)

This policy replaces the guidance given in *Health and Safety: Responsibilities and Powers (2001)* and *Health and Safety of Pupils on Educational Visits* (HASPEV 1998).

Applies to: This policy applies to the whole school including all staff (teaching and non-teaching), local governing body, Christleton Learning Trust trustees and members and volunteers working in the school.

Related Documents:

- Action to be taken by the Group Leader in the event of a serious accident
- Learning Outside the Classroom Manual
- Behaviour Management on Outdoor and Off-site Activities
- Behaviour Discipline and Sanctions Policy
- Health and Safety Policy, Procedures and Working Practices

Availability:

- The Educational Visits and Off-site Activities Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Christleton International Studio. They are required to state that they have read and understood such documents and confirm this by signing the *Policies Register*.
- This Policy is also made available on the School website: www.christletoninternationalstudio.co.uk and a copy can be requested from the school office, during the school day, or by e-mail: enquiries@christletoninternationalstudio.co.uk

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: 18th May 2017

Kate Ryan
Principal

Dr. Neil Jones
Chair of the Local Governing Body

Christleton International Studio is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential

Recognising the benefit of learning away from Christleton International Studio

Christleton International Studio (also known as 'CIS' within this document) aims to give all students every opportunity to experience trips and visits outside of the school environment.

We encourage teachers to undertake educationally valuable visits to sites within the United Kingdom and overseas, providing these do not unduly hinder the normal operation of the school, whilst ensuring that the Health and Safety and welfare of students is paramount at all times.

Before the school decides to arrange an educational visit, we consider educational objectives and how they are to be achieved.

In striking the right balance between protecting students from risk and allowing them to learn from educational visits we:

- provide learning opportunities for all our students;
- focus on real risks when planning educational visits and manage these risks during the off-site activities and
- ensure those running the activity understand their roles, are supported and are competent to lead or take part

The purpose of this policy is to ensure that trips are planned in an organised and responsible fashion, and that the health, safety, and welfare of students and staff are maintained.

The school has developed an "*Educational Visits and Learning Outside the Classroom Manual*".

We ensure that CIS fulfils its responsibilities for visits, including students' behaviour.

Integral to this process, CIS:

- plans all visits to include risk assessments and first aid;
- ensures appropriate supervision including ratios and vetting checks;
- prepares students for visits including those with special and medical needs;
- communicates with parents;
- plans transport;
- has insurance in place;
- makes appropriate arrangements for the range and types of visit;
- has clear procedures with reference to visits abroad and
- has emergency procedures, including contact details and permission for emergency medical treatment if a parent cannot be contacted.

The school ensures that we follow both DfE and Health and Safety at Work guidance and regulations (including those issued by the CWAC) along with the Principal's criteria concerning activities that take place off school premises.

Although not a requirement, the school has appointed Kate Ryan who is the Principal as the Educational Visits Co-ordinator (EVC).

Additionally, the school has developed an *Educational Visits and Off-site Activities Manual* which complies with best practice guidelines and is also able to draw on specialist advice from 'The Educational Partnership'.

Equal Opportunities and Inclusion

We are an inclusive school. The challenge is to make activities available and accessible to all who wish to participate or are required to take part.

This is to be achieved whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture.

CIS recognises that there are significant factors to be managed that may override other considerations.

Our risk assessments are within the context of the school's Equality and Diversity Policy.

Category A: Offsite visits within the local community

This category includes any visits for which there is an element of risk, similar to that encountered in daily life.

It includes visits to sports complexes such as University of Chester, Sports fixtures, Theatre visits, Local Field Study work and visits to other local sites of educational interest.

Category B: Outdoor and Adventurous Activities within the local area

These are activities that have a perceived extended risk to include such things as sailing, canoeing/kayaking including activities at the Watersports Hub, climbing/abseiling, open water swimming etc.

Leaders would also be expected to provide a site/group specific risk assessment for the activity.

Where the Party Leader does not possess the approved NGB qualification but is visiting an authorised centre where the instructors are fully qualified, consent in writing must be given by the EVC and designated person responsible for outdoor activities at CIS, before such activities are authorised thereby ensuring all insurance and Health and Safety requirements are fully operational.

Category C: All foreign visits or visits outside of the immediate geographical area

For all activities in this category, the relevant forms must be completed, together with the visit risk assessment and these must be lodged with the EVC at least **four weeks** prior to the planned departure.

For all non-residential sports fixtures outside of the immediate area (5 mile radius), the above documentation must be lodged with the EVC at least **two weeks** prior to the planned activity.

Where there are any 'Adventurous Activities' planned, prior consultation must take place with the EVC before financial arrangements are entered into and the relevant paperwork must be completed and lodged with the school's EVC **12 weeks** prior to the planned visit.

What our staff should expect from Christleton International Studio

'Teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy.'

Our school ensures that the precautions proposed are proportionate to the risks involved, and that our paperwork is easy to use.

We also take account of assessments and procedures of any other organisations involved, and ensure that communications with others are clear. Our arrangements also ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more;
- Staff are given the training they need to keep themselves and students safe and manage the risks effectively.

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What our school, students and parents should expect from the staff

'Those running school trips need to focus on the risks and the benefits to people – not the paperwork.'

Our staff running school trips should clearly communicate information about the planned activities to colleagues and students (and parents where appropriate).

We explain what the precautions are and why they are necessary.

Those running school trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

Training

The Principal ensures that staff are given the health and safety training they need for their job.

This certainly doesn't mean that all employees have to attend a training course.

It may simply mean providing them with basic instructions or information about health and safety in the school.

Staff who undertake work that involves a greater element of risk, such as using woodworking machines, will need more training.

There is more information available at <http://www.hse.gov.uk/simple-health-safety/provide.htm>

Duties and Responsibilities of the Proprietor (Employer)

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety.

This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take.

For example, the Management of Health and Safety at Work Regulations 1999 require CIS to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks and
- ensure that adequate training is given to employees on health and safety matters.

Our School sets out health and safety arrangements in a written health and safety policy.

Both the Principal and the Local Governing Body must be made aware of all off-campus visits.

It is for the Principal to arrange for the most appropriate method of the communication for this.

It is also the responsibility of the Principal to ensure that:

- the off-campus activity or visit is appropriate and relevant;
- the establishment can be run efficiently in the absence of staff engaged in the activity or visit.

Responsibilities of the EVC

This is the key role for ensuring that the management of visits and ventures meets the regulations and guidance offered by the LA, DfE and others, as well as conforming to the CIS Health and Safety policy.

This management process is in conjunction with the expectations and standards that are to be achieved by making the most of the positive learning opportunities presented.

Our delegation of responsibilities is done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk assessments they require.

We delegate some tasks to the EVC.

Duty as an employee

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, all staff at CIS have a common-law duty to act as any prudent parent would do when in charge of students.

Employees should follow any health and safety procedures put in place by their employer.

However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed.

The Principal will work with the Local Governing Body to ensure that the procedures at CIS are proportionate, effective and appropriate.

Our teachers on school-led visits act as employees of CIS, whether the visit takes place within normal working hours or outside those hours, by agreement with the Principal.

Our teachers will do their best to ensure the health and safety of everyone in the group and act as any prudent and reasonable parent would do in the same circumstances.

They will:

- follow the instructions of the Group Leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the students in their charge is unacceptable;
- be aware of potential conflicts of interest if their own students are members of the group and discuss beforehand with the Group Leader.

The Educational Visits Coordinator (EVC)

Although not a legal requirement, our school continues to have a member of staff, specifically trained in the conduct of off-site visits. This takes the form of EVC training.

Our EVC is experienced in leading and managing a range of educational visits and is of sufficient status to be able to influence change.

Responsibility within our school for the approval of visits, however, remains with the Principal.

The CIS EVC will ensure that all necessary actions have been completed before the visit begins.

This includes:

- that a pre-trip visit has taken place,
- risk assessments and appropriate safety measures are in place,
- suitably competent instruction is available for the activity,
- the ratio of supervisors to students is appropriate,
- that arrangements have been made for the medical needs and special educational needs of the students.

It is good practice for our member of staff leading a group to visit the site beforehand to gain first-hand knowledge of the area and route.

This knowledge will then inform the risk assessment and pre-planning.

The EVC's key functions include:

- producing an annual plan of educational visits with an agreed rationale for the 'when and how they occur' as well as the implication for the curriculum and management of the school diary;
- being involved in educational visits management in order to ensure that the guidance and regulations are followed and
- working with Group Leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment.

The EVC is:

- to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers;
- to confirm that adequate risk assessments have been carried out;
- to recommend and organise the training of Group Leaders and help organise the induction of staff new to the venture and volunteers;
- to ensure that the establishment's management of behaviour and other relevant policies are able to be transferred off site successfully and are consistently used and
- to ensure that liaison with parents and obtaining consent are effective.

The Group Leader

The Group Leader is the person with overall responsibility for the administration, programme, supervision and conduct of the venture, and is an important part of the health and safety and good practice support system.

Our Group Leaders should demonstrate the ability to undertake a comprehensive review of the needs of the venture and in particular be able to risk assess the locations, groups travelling and leader competencies, in order to put good risk management procedures in place, that they can monitor and use.

Relevant experience is essential along with accepting the need to:

- agree specific roles, responsibilities and communications systems;
- agree incident and emergency procedures, the who, where and what of such situations;
- agree what will happen if the practicalities of the day require a major adaptation of the programme (ongoing risk assessment) and
- have high expectations of what the students, young people and the venture can achieve.

Responsibilities of Students

The Group Leader will make it clear to students that they must:

- not take unnecessary risks;
- follow the instructions of the Group Leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly, using safety equipment as instructed;
- be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

Reasonable adjustments will be made for disabled students.

Parents

The Group Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions, so that they are able to make an informed decision on whether their student should go on the visit.

This should include proposals for alternative activities in case, for example, adverse weather conditions prevent the intended activity from taking place.

Reasonable adjustments will be made for disabled students.

The Group Leader will also tell parents how they can help prepare their son/daughter for the visit by, for example:

- reinforcing the visit's code of conduct;
- understanding the clothing and footwear that will be required and ensuring that this is provided and
- parents will be informed of the arrangements for sending a student home early and will normally be required to meet the costs of such arrangements;

Parental consent to offsite activities

Written consent from parents is not required for students to take part in the majority of off-site activities organised by our school, as most of these activities take place during school hours and are a normal part of a student's education at CIS. However, parents should be told where their student will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. We have adapted the DfE "one-off" consent form that we ask parents to sign when a student enrolls at our school. This will cover a student's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities which take place at any time (including during school holidays or at the weekend). The form is available at:

<http://www.education.gov.uk/schools/adminandfinance/healthandsafety>

Our parents are told in advance of each activity and must be given the opportunity to withdraw their student from any particular school trip or activity covered by the form. Parents contribute to the success of the visit by:

- understanding the objectives of the visit;
- giving written consent to transport arrangements;
- giving written consent to all emergency and other medical or dental treatment necessary for the safety and well-being of the student;
- giving clear information where relevant on their son/daughter's ability or inability to swim;
- providing clear information on their son/daughter's health and any special needs;
- giving permission for medical attention or medication if required and
- ensuring that there are clear contact arrangements.

Our School has a written policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises. A parent who has been banned from entering school premises is trespassing if he or she does so without permission.

Volunteers and other Responsible Adults

Parents may be used as a supplement to the staff but will not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above.

Parents or other responsible adults will only be allowed to accompany a residential educational visit if enhanced Criminal Record Bureau (CRB) checks have been made.

Parents, other voluntary staff or helpers including non-teaching staff must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information, along with their role, duties and responsibilities.

Non-school employed adults acting as supervisors must:

- follow the instructions of the Group Leader and employed staff and help with control and discipline;
- speak to the Group Leader or employed staff if concerned about the health or safety of young people at any time during the visit;
- never be in sole charge of the young persons or remote from the support of the Group Leader or other supervisors.

Students and Young People

An essential aspect for the school policy is that all groups are made aware of and active in the process of managing the visit or venture as they can be.

Procedures, group and supervision strategies must be explained and understood. Individual and group responsibilities need to be clear, as well as the rewards and sanctions for ensuring they are kept to.

A code of conduct, negotiated and agreed in an acceptable way, is a key component of educational visits; e.g. communication, behaviour, dress, group supervision and 'down time'.

It may be necessary to have individual behaviour contracts with some young people, signed by themselves and their parents.

Everyone should be as risk aware as is realistic.

Children Accompanying Staff

All staff must be aware of the problems that can arise when their own children accompany a particular visit or activity. In these situations, a conflict of role may occur.

Where our staff do take their own children on a visit or activity the member of staff should not be included in the staffing ratios unless they are supervising at all times a group which does not include their own children.

Information collected and distributed prior to trips and visits

Parents/guardians will be fully informed in writing about the trip or visit well in advance.

Where appropriate (particularly in the case of any trip to last longer than one day) parents/guardians and students will be invited to the school to discuss details with the trip organisers.

Care will be taken to ensure that those accompanying the trip are fully informed about the special or medical needs of any students participating.

Consent forms for emergency medical treatment and emergency contact numbers will be provided.

Parents/guardians will always be given the code of conduct and details relating to standards of behaviour expected from students during the visit.

Parents/guardians should also be advised that the school reserves the right to exclude a pupil from a visit on behavioural grounds.

Trip organisers will ensure that all students involved in the excursion have been properly prepared and briefed.

Insurance

The employer has, as required by law, appropriate insurance in place.

Full insurance information is available, on request, from Nigel Follis at Christleton Learning Trust.

Transport

We only hire taxis, minibuses and coaches that are approved by the relevant authorities, where drivers are CRB checked and each seat has either a seatbelt or a booster seat as is applicable.

In advance of the trip, students will be given clear safety instructions based on the risks associated with the particular type of travel.

Students must sit only two to a double seat.

Seat belts must be worn and where appropriate, booster car seats should be used.

All drivers of a school mini-bus must have undertaken an appropriate training course.

In cases of long journeys, students will be given the opportunity to exercise after reasonable intervals.

First-aid material must be carried and be readily available throughout the visit.

Drivers

Those authorised to drive any students in the party should normally:

- be at least of the minimum age required by the Cheshire local authority and its outdoor education adviser in relation to each vehicle (and under 71); and
- have a minimum of two years' driving experience; and
- have acquired some experience in handling the size or type of vehicle that will be used and is MIDAS trained;
- hold a current driving licence valid in the country of use; and
- never have been disqualified.

Each driver must be personally satisfied that:

- the driver is covered by insurance in respect of liability to passengers and others; and
- the driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health; and
- the vehicle is roadworthy; and
- the driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle;
- the driver carries evidence of insurance.

Criteria for Selecting Tour Operators

Our EVC requires a copy of the tour operator's safety management system.

The safety management system must define how the tour operator manages safety for the component parts of the visit and show how they are diligent in checking the safety of hotels and transport.

The tour operator must provide details of independent checks made by appropriate external organisations on their safety management system along with:

- certificates of bonding the company to registered bodies,
- list of staff in charge of our students showing qualifications and competences,
- motor insurance,
- legal and public liability insurance.

All documents are to be made available to the school and are to be available for parents at Reception if they wish.

It is the school's policy to travel only with a company or use an activity centre that has an external verified management system.

It is likely that supervision will be by a combination of teachers, support staff and parents.

The staffing ratio will vary according to:

- The activity concerned;
- students' age and sex;
- location;
- efficient use of resources.

There will be sufficient adults in the group to cover an emergency.

Responsibilities and the Health and Safety at Work Legislation

Legislation is enforced by the Health and Safety Executive, which has set out to clarify the position in its Health and Safety: Responsibilities and Powers (2001) document.

Overall responsibility is with the Proprietor to ensure the health and safety of:

- teachers, non-teaching staff and other leaders;
- students and young people, both in their establishments and when undertaking off-site visits and ventures;
- visitors to the educational establishments and volunteers involved in approved activity.

Tackling myths about legal action

We understand that some schools and teachers worry about being prosecuted if an accident occurs.

The HSE *policy statement School trips and outdoor learning activities: Tackling the health and safety myths* explains that HSE's main interest is in real risks arising from serious breaches of the law, such as a trip leader taking students canoeing but not ensuring they were all wearing buoyancy equipment.

The Statement makes clear that HSE wants to encourage all schools and local authorities to remove wasteful bureaucracy – so that they focus only on real risks and not on paperwork.

It also explains what HSE takes into account when deciding whether to prosecute following an accident.

This might include the severity of the injury, how far good practice was followed, the seriousness of the breach of the law and whether it is in the public interest to prosecute.

More details can be found at <http://www.hse.gov.uk/enforce/enforcepolicy.htm>.

Criminal cases relating to accidents in schools are very rare.

Sometimes civil proceedings in negligence can be taken against an employer or an individual member of staff.

However, legal action for negligence against schools is only likely to be successful if:

- the school has not taken care of a student in a way that a prudent parent would have done;
- as a result, the student has been injured; and
- the injury was a foreseeable consequence.

What does assessing and managing risks mean?

Health and safety law often refers to risk assessment and risk management.

These are terms used to describe the process of thinking about the risks of any activities and taking steps to counter them.

A written assessment is not required for every activity.

Where a risk assessment is carried out, the Principal must record the significant findings of the assessment.

Some activities, especially those happening away from school such as mountaineering, canoeing sailing, involve higher levels of risk.

In these cases, an assessment of significant risks should be carried out.

Our Principal ensures that the person assessing the risks understands the risks and is familiar with the activity that is planned.

However, a risk assessment is certainly not needed every time our school takes students to a local venue such as a swimming pool, parks or museums.

CIS will always take a commonsense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help students to undertake activities safely, not to prevent activities from taking place.

We cannot remove risk altogether and we do not require needless or unhelpful paperwork.

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Risk Assessments

Risk assessment and risk management are legal requirements.

For educational visits, they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done.

The aim is to make sure no one gets hurt or becomes ill.

The control measures should be understood by those involved.

Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed.

The programme of a visit should include details of contingency measures.

The Group Leader in consultation with the Education Visits Coordinator (EVC) assesses potential risks of a proposed visit, and concludes the necessary safety measures that need to be put in place to minimise these risks.

Risk assessment/s will be drawn up before the activity, and if relevant, adapted from a generic model agreed with the EVC, and signed off by the Principal and copies given to all staff involved.

Risk assessment for educational visits can be usefully considered as having three levels:

- **generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place;
- **visit/site specific risk assessments** which will differ from place to place and group to group; and
- **ongoing risk assessments** that take account of, for example, illness of staff or students, changes of weather, availability of preferred activity.

The risk assessment should take into account:

- appropriateness,
- the type of visit / activity and the level of expertise required,
- location, travel routes and means of transport,
- the competence, experience and qualifications of the supervisors,
- number of students,
- staff ratios required,
- competence and first aid experience of participating staff,
- required level of first aid equipment,
- the medical, emotional and educational needs of the students,
- the quality of the equipment;
- the ages, competence and fitness levels of the students involved ,
- possible weather conditions,
- participation of students with particular medical requirements,
- emergency procedures in the case of a student requiring medical treatment,
- insurance for the visit,
- insurance cover of any external providers and
- operators involved in transport – ensuring that all transport providers have the required Public Service Vehicle operators' licence.
- the ongoing monitoring of the risks of the activity

For all trips a pre-visit will be undertaken to enable the Group Leader to identify any potential hazards.

Issues identified by exploratory visits must be satisfactorily resolved within the risk assessment.

The following questions need to be addressed:

- What are the hazards?
- Who is affected by any hazards?
- What safety measures do you need to take to reduce risks to an acceptable level?
- Can you put measures in place to reduce risks to appropriate levels?
- What steps do you need to take in an emergency?
- Have you ensured that all teachers/helpers involved with the visit have been given a copy of the Risk Assessment document?
- If the visit is to a regular location have you reviewed the provision at frequent intervals?

Exploratory visit:

This is to be undertaken if the venue is not familiar to ensure it is suitable in all respects;

- Contact other schools who have used the venue to get feedback and identify any risks they have found;
- Get advice from the centre or location manager to identify any possible risks and the levels of those risks;
- Ensure that the venue can appropriately cater for the needs of the group.

Other considerations:

- What equipment needs to be taken on the trip?
- Is staff training necessary for the activity in question?
- Who is the designated person to record details of the trip in progress and take responsibility for accident forms and procedures?
- Is the First Aid box fully equipped with the materials required for the trip?

Supervision including staff/student-ratios:

We ensure supervision is appropriate for the sex, age, ability, specific needs of students and nature of activities for the group.

We also review the experience of teachers and supervisors relating to offsite supervision experience, particularly with regard to the duration, accommodation, competence of the students and First Aid cover.

The ratio of school students to adults varies according to the age of the students, the nature of the activity and the special educational needs.

The school will err to the side of caution on this matter.

There are no circumstances under which the staffing ratios are less generous than those to be found in school.

The decision on the ratio and additional requirements to meet the need of the students, will involve discussion with others including the students, parents, Group Leader, other supervisors, the manager of the venue to be visited and the tour operator.

The Principal would expect that as an absolute minimum, supervision for school trips outside of the immediate vicinity of the school would be on a ratio of at least 1 adult to every 8 students.

In many cases such as foreign travel or activities of a hazardous nature, the ratio would be significantly lower.

For example, the staffing ratio in the case of local fieldwork would be different compared with field work on a residential activity and in a different environment.

Guidance should be sought from the EVC.

- Whenever a mixed group of students is involved in a trip there must be at least one male and one female teacher or adult helper who has been vetted in compliance with guidelines in force at the time.
- There should be regular headcounts of students throughout the duration of the activity/trip and all adult supervisors must carry a list of students involved in the activity.

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Preparation for a trip or activity:

Students should, as far as possible, be involved in the planning of the activity, undertake appropriate roles whilst it is in progress and be involved in identifying Health and Safety issues that may arise.

They should know the expectations of the Leader and have a full understanding of the parameters covering all aspects of the trip or activity.

Students should be given a check list of what to do in various situations and should be given the mobile number of the Leader so that contact can be made should the need arise over transport issues or in the case of an incident.

In the case of an emergency:

Assess the situation; safeguard all students; attend to any casualties; contact the Emergency services; ensure everyone knows who is in charge; alert the school contact.

The school emergency contact will:

Ensure the Leader or designated person is fully in control; contact the parents; inform the Local Governing Body; liaise with the media if and as appropriate; report the incident to the relevant authorities as required by legislation.

Special Educational Needs, Disability and Learning Outside the Classroom

Where students are identified as having particular special needs this is reflected in a higher staffing ratio, which is never less than that which applies in the school and in most cases, is higher.

Our three-year Accessibility Plan takes into consideration the environment, the curriculum and the provision of information.

We do not discriminate against disabled students either intentionally or unintentionally where such discrimination can be prevented by taking "reasonable measures".

All our students are included in all off-campus visits.

Where their inclusion appears to require special adjustments, a risk assessment is undertaken.

This is in two parts: firstly, in terms of a whole visit or activity and then secondly, in relation to the inclusion of the individual students.

The risk assessment includes details of any special aids and equipment that the students may need and, in particular, details of any such items to be brought from home or obtained prior to the visit.

This will usually entail discussion with the students, parents, Group Leader and other supervisors, the manager of the venue to be visited, the tour operator etc.

Where a student has a statement of special educational needs that requires support in school for access to the curriculum, this is taken into account.

The above are examples only and Group Leaders should assess the risks and consider an appropriate safe supervision level for their particular group.

Adventurous Activities

Where adventurous activities are involved it is important that those leading and instructing the activities are appropriately qualified and competent.

Such activities will usually be undertaken at a licensed and approved centre.

Parents/guardians will be informed in writing of any adventurous activities that may be undertaken such as caving, abseiling, high ropes, climbing, etc.

First Aid

All employees will as a minimum hold the 'Appointed Person' one-day course of emergency first aid.

Ideally a 'Full First Aider' who holds the full (3-day) course with a training establishment approved by the Health and Safety Executive will be in attendance.

Critical Incident/Emergency Procedures

The Group Leader and other members of staff have a duty of care to ensure that all students are safe and healthy. They also have a common-law duty to act as a reasonably prudent parent would.

In an emergency, there should be no hesitation to act and to take life-saving action if necessary.

All necessary steps should be taken in advance of any visit to assess all risks and take necessary precautions.

Day Trips

A copy of the risk assessment (often generic), including students' details and Group Leader contact details will be held at Reception which will act as a contact point.

The Group Leader will have a mobile phone.

Residential Trips

Every group will have a named contact in the UK, and this will normally be the Principal or CEO, with whom they will have exchanged telephone numbers and all relevant information about the trip.

The School should also have a number where the party can be reached while away from home.

Complaints

Where complaints are received, these should follow the school's Complaints procedure.

Where complaints are made by the school concerning provision made on behalf of the school these should be in writing from the Principal to the supplier of the service. All complaints are best dealt with as and when they arise.

Accounting for Individual Students

The Group Leader will ensure that each student who is not under visual supervision is accounted for.

This means the Group Leader will know the identity, whereabouts and expected time and place of return of the students.

Mobile Phones/Students' Property

Mobile phones can be very useful in emergencies. However, there are reasons why their use by students should be restricted on educational visits, for example:

- mobile phones can act as distractions, preventing students from making full use of the educational opportunities offered by the visit;
- carrying such phones can expose students to the risk of mugging and street violence;
- loss or theft of phones can involve Group Leaders in time consuming reporting procedures;
- homesickness may be made worse by frequent use of mobile phones.

For each visit, the Group Leader will formulate a clear policy on the use of mobile phones that will be circulated to parents and students well in advance of the visit.

Such a policy may vary depending on the type of visit, from a total ban on students' phones to a system of phones being left with adults during the day, to be used for a restricted time in the evening.

The Group Leader and at least one other adult supervisor will carry a fully charged mobile phone at all times and will ensure that an emergency contact at the school has the relevant numbers.

Similar rules will apply to all items of personal property including for example, cameras.

Parents are requested not to send students on visits carrying expensive equipment that may attract thieves or be lost or broken. In any event, students will be responsible for all items of personal property taken on the visit.

Safeguarding: Child Protection

The CIS Safeguarding: Child Protection Policy and Procedures will apply during educational visits. The Group Leader will carry out the duties of the Designated Person or will name an appropriate adult supervisor to do so.

Any incident amounting to an allegation or suspicion of abuse that occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Principal immediately on return.

Illness When Abroad

For the remainder of the UK's membership of the European Union, the European Health Insurance Card (EHIC) can be obtained free of charge.

This can be applied for on-line, by phone or by post. See www.ehic.org.uk.

This card allows reduced price or free medical treatment whilst visiting a European Union (EU) country, Iceland, Liechtenstein, Norway or Switzerland.

Procedure for all visits not held in the immediate vicinity of the school

Trip Proposal Form: Prior to any bookings, deposits or discussions with students and parents, the trip leader must have the approval of the Principal. The PROPOSAL must include as a minimum:

- Destination/Activity
- Dates of the proposed visit
- Proposed cost of the visit/activity
- Year groups and ages of the students involved
- Members of staff or other approved adults to be involved

Once the Trip Proposal Form is completed, email it to the EVC for checking.

If approved, a printed hard copy will be placed for the Leader to sign and return.

Bookings must not be made or deposits taken at this point of the process as a letter will now be prepared by the administrative staff, signed by the Principal or Vice Principal for distribution to parents based on the approved activity.

Chistleton International Studio is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all our students fulfil their potential

The relevant **FOUR** forms seeking 'Parental Consent' for their student's participation in the visit, the 'Risk Assessment' form, the 'Emergency Contact' and 'Final Travel Arrangements' documentation must be submitted to the EVC as early as possible and at least four weeks prior to the planned departure date.

Communication: A list of names, dates and times of any approved visit will be posted on the VLE by the EVC and also on the staff shared area of the school's administrative systems at least 2 weeks prior to departure.

For all trips approved during curriculum time, the information will be passed to the member of staff overseeing staff cover (Katrina Brown) for appropriate supervision to be arranged.

Emergency Contact forms must be given to the Principal or Vice Principal and the other nominated emergency contact person as far in advance as possible of the departure date of the visit.

Once this has been done, all the pre-trip procedures have been followed and completed and the documentation relating to the trip will be held centrally by the EVC.

Trip Evaluation Form:

Upon return to school a review and evaluation should be carried out as soon as possible.

A copy of the Trip Evaluation Form must be given to the EVC within three working days.

This will ensure that improvements in accommodation, travel, activities for similar trips, the educational value of the trip, value for money and any perceived hazards are identified and rectified before a similar trip is proposed or approved.

Upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, etc. is kept for at least three years.

This information would be required in the event of any future claim arising from any incident that may occur on the visit.

Timings of trips:

All Educational visits off the premises should be proposed to the EVC at least one term in advance so that they can be discussed with relevant staff.

Best practice should see educational visits proposed one year in advance so that they are seen as planned parts of the curriculum or extra-curricular programme and can be entered into the Annual Calendar distributed to parents and staff and published on the school's website.

Staff will be given the opportunity to raise concerns about an Educational visit if it is proposed less than one term in advance and is likely to impact on effective curriculum delivery.

Communication with staff if less than one term's notice is given of a planned activity:

- Once a trip Proposal has been received it will be entered onto the school's website calendar as a 'Proposed Educational Visit' so that staff can judge the impact on curriculum delivery.
- At the Proposal stage staff will also be informed by the EVC via e-mail if a visit has been requested off the premises other than at week-ends **if there is less than one term's notice.**
- Once a trip has been approved it will be amended on the calendar to read 'Educational Visit'.