



SCHOOL JOURNEY AND OFFSITE VISITS POLICY

Document control table

Document title:	School Journey And Offsite Visits Policy
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Version number:	1
Date approved:	
Approved by:	Management Committee
Date of review:	March 2019

Document History

Version	Date	Author	Note of revisions
1	(date)	AT	

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Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning, improve attainment and build social skills for the specific types of student; therefore form a key part of what makes Aspire a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased curiosity and resilience.
- Opportunities for increased meaning, making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects.
- Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' learning in context and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application for New Visits

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Offsite Visits Policy, Rotherham Aspire:

1. Adopts the Local Authority's (LA) document: 'Educational Visits Policy and Guidance (Circular 146)' (All staff have access to this via EVOLVE).
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document) and the Local Authority policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits (see Appendix 1), and for entering these on EVOLVE. They should obtain outline permission for a visit from the SLT or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is designated within centre as follows;

Rawmarsh	Kay Harrison
Hutton Park	Sam Armitage
Herringthorpe	Craig Emptage
Catcliffe	Becky Sheard

The role is there to support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits, which she has delegated to Mark Hepple and Adam Taylor, and for submitting all, residential or adventurous activity visits to the LA for advice, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for making recommendations to the school on the level of risk (via EVOLVE) of all visits that are either residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- A trainee system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Extending learning locality' policy.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 7 days in advance, and then forwarded to the Head for approval.
3. Visits that are residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for advice and guidance prior to approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2, Emergency Procedures). All staff on visits are familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Rotherham Aspire's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Rotherham Aspires Visits Checklist may be downloaded from Admin server file 'School Journeys' and the online EVOLVE Resources.

Parental Consent

Specific (i.e. one-off), parental consent must be obtained for all visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc.), so that consent is given on a 'fully informed' basis.

Inclusion

Rotherham Aspire is an inclusive school and meets the requirements of the Equality Act 2010.

Charging / funding for visits

Where necessary further charges are to be made for trips and visits the following standard paragraph below is to be used in letters sent home to parents regarding educational visits during term time, which states:

"The Government's Education Reform Act of 1988 no longer permits our school to make a mandatory charge for this venture as it takes place mainly during school hours. However, we are seeking a voluntary contribution of £? to cover our costs. Your son/daughter will still be entitled to participate, even if you do not wish to make this contribution. All parents must be aware that if contributions are not sufficient to meet our costs, we will have no alternative but to cancel the venture."

Staff Contributions / Reimbursements

When in supervision of students offsite for extended periods and where meals are provided or feature as part of the offsite visit staff are entitled to reimbursement of costs upto a limit of £3.95. This should be done in communication with the Head of centre and Admin via the production of appropriate evidence to support costs (e.g. Printed or written/stamped Cash receipt) .

Transport

Drivers are responsible for making sure vehicles are road worthy in all respects before leaving the school site.

Staff may use their own vehicles for school visits. However, they need to make sure their vehicle is roadworthy. Staff using their own vehicles for educational visits are to be covered by specified business use insurance and the school ensures those staff who do transport students in their own vehicles have a valid and current driving licence.

Insurance

All Rotherham Aspire ventures are covered through the Local Authority School Journeys insurance (appendix 3); AIG Europe Ltd.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval before a group leaves. Only staff judged competent to supervise groups in this environment are approved.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- The Visit leader will sign students offsite and log the school journey within the insurance file on the blue form (see appendix 4) ensuring that the office has a list of all pupils attending the visit.
- Staff, a proposed route, and an estimated time of return is submitted on Evolve.
- Where remote supervision is required, a school mobile is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Appendix 1 – Application for New Visit



Offsite Pre-Approval Request form

1. Visit Leader & Name of Visit
2. Date of form Submission: Planned date of Visit:
3. Is this a Residential visit/activity? Y / N 4. Will the visit include Adventurous activities Y / N
5. Will this visit/activity be led by an External Provider of Aspire? Y / N
Will the specific activity being led by an External Provider be in a potentially dangerous environment e.g. in or around water? Y / N
6. Will this visit/activity include an Adventurous Activity led by a member of Aspire staff or where a specific activity will be led by Aspire staff in a potentially dangerous Environment e.g. in or around water? Y / N
7. Purpose of trip give at least 2 intended outcomes and Attendee detail (id. Gender / No.):

i.	
ii.	
Male:	Female:
8. Day & Date of Visit: (please refer to 2nd page)
9. Departure time: Return time:
10. Name and address of External provider:

Postcode	
11. Provider Contact & Telephone number(s)

13. List of Activities on visit:

1.	5.
2.	6.
3.	7.
14. If using an external provider has there been a FORM C requested where applicable? Y / N
15. Travel arrangements to and from destination:

Mode:	Driver or Company Detail:	
Mini Bus		
Galaxy		
Taxi		

Other (Please state) _____
16.

First Aider:	Type (Course attended):		Expiry date:
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NOTE: The following must be available for inspection on all visits:

Provider Assurance FORM C, Risk Assessment(s), Letters to parents and Consent re-visit, Programme notes and itinerary and any other relevant information.



Form revision November 2017

Visit Approval and Actions for Day of Visit (provide a copy for admin)

Please give brief details of the following:

Staffing / Cover -

Student Details (Ensure specific names and consents available)

Activity Cost -

Transport Cost -

Head of Centre (signature):

date:

EVC Approval/Evolve Input (signature):

date:

Week Prior to Visit: (Tick as completed)

NB. Rotherham LA checklist available if required in Centre admin

1. Centre Diary updated with Information/ Timings for the Visit / Students attending:
2. Reception aware of Departure dates, time, travel arrangements and venue:
3. Written Parental Consent for all students with Visit Leader:
4. Emergency contacts for Visit leader and First Aid provided:

Day of Visit – checklist (Tick as completed)

1. No. and Name of students attending and Staff Emergency contact details to Reception after am Register
2. Student's lunches and equipment for visit organised
3. Centre staff aware of attendance and non-attendance at morning briefing

On departure:

4. Student register and sign-out form complete at Centre Reception
5. Blue form (travel and visit insurance) signed and complete prior to leaving Centre Reception

On return:

6. Student sign-in at Centre Reception
7. EVC / Centre debrief as required

Appendix 2 - Emergency Procedure

General

1. Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

2. Emergency procedures are an essential part of planning a school visit.

3. If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

1. The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

2. Pre-arranged school home contact. The school contact's main responsibility is to link the group with the school, the parents and the LEA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit.

Emergency procedures framework

All those involved in the school trip, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency procedures framework during the visit

If an emergency occurs on a school visit, the school's emergency response will be based on the following key factors:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the Police if necessary;

- inform the school contact. The school contact number should be accessible at all times during the visit;

Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);

- notify insurers, especially if medical assistance is required (this may be done by the school contact);
- notify the provider/tour operator (this may be done by the school contact);
- ascertain telephone numbers for future calls.
-

Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures;

- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate;
- no-one in the group should speak to the media.

Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area, no-one in the group should discuss legal liability with other parties.

Emergency procedures framework for school base

1. Prior to the visit, the name and school and home telephone numbers of a school contact should be identified. It is advisable to arrange a second school contact as a reserve. Head teachers and group leader should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

2. The main factors for the school contact to consider include:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- liaison with LA and/or governing body. The school contact should act as a link between the group and LA and/or chair of governors and arrange for the group to receive assistance, if necessary;

- liaison with media contact. If a serious incident occurs, the school contact should liaise with the designated media contact as soon as possible;
- the reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Media contact

LAs usually have a designated person to deal with media enquiries for schools. The media contact should liaise with the school contact, the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.

After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases, reactions do not surface immediately. Schools in this situation have sometimes found it helpful to contact local community support services and to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

Appendix 3 – Local Authority Insurance document



Personal Accident & Travel Insurance

Policy Summary



The purpose of this policy summary is to help you understand the insurance by setting out the significant features, benefits, limitations and what is not covered in the group policy. You should read the policy document for a full description of the terms of the insurance, including the policy definitions and refer to the policy schedule for the specific policy benefits, sums insured, the operative times and operative policy sections, which is available from the group policyholder or the insurance intermediary who arranged this insurance. This policy summary does not form part of the policy document.

Insurance provider This insurance is provided by AIG Europe Limited	Group policyholder Rotherham Metropolitan Borough Council and/or The Commissioners for the time being of Rotherham Metropolitan Borough Council	Group policy no. 0010627233
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Purpose of the insurance

Off-Site Activities Insurance

The insurance is designed to provide protection for insured persons (pupils, teaching and support staff, adult volunteers, helpers, assistants and other authorised children) of participating establishments when they are on authorised and organised trips outside the designated school boundaries, including trips undertaken solely by employees for the purpose of their business. This insurance provides cover as detailed under Section A and Section B in the group policy for accidental bodily injury resulting in death, loss of limbs and eyes, hearing and speech, a permanent partial disability, temporary disability (adults only), emergency medical, dental treatment or hospitalisation; legal expenses; personal liability; cancellation, curtailment or rearrangement of your trip; damage to personal possessions and loss of your money during the trip.

On-Site Insurance extension *(Operative only if the required premium has been paid by the participating establishment)*

This extension to the policy is designed to provide protection for specified insured persons (pupils) of the participating school when they are within the school boundaries and whilst travelling directly to and from home. This insurance provides cover as detailed under Section A in the group policy for bodily injury resulting in death, loss of limbs and eyes, hearing and speech, a permanent partial disability, hospitalisation, and dental treatment.

Operative time of cover

Off-Site Activities Insurance

Cover for cancellation under Section B4 of the policy starts as soon as the policy comes into force or when a trip is booked, whichever is later. Cover under the other sections starts from the time of leaving home or school, whichever is left last, at the start of the trip until return to home or school, whichever is reached first, at the end of the trip.

On-Site Insurance extension *(Operative only if the required premium has been paid by the participating establishment)*

Cover is provided during the period of insurance whilst insured persons are within the designated school boundaries with the permission of the participating establishment and involved in activities in relation to their studies, and also whilst travelling directly between home and school. Cover extends to include authorised adult volunteers, assistants and helpers whilst they are supervising organised groups of pupils travelling directly between home or point of assembly and school.

Significant product features, benefits, limitations and what is not covered

The cover provided is subject to certain provisions, conditions and limitations. The table below sets out the significant features of the cover and the provisions, conditions and limitations that apply. To ensure the group policy is suitable, you are advised to read the group policy wording which sets out all of the features, provisions, conditions, limitations and what is not covered. The amount payable will be dependent on the cover and what the claim is for. The amounts shown in the following table are the maximum amounts available.

Significant covers	Significant features & benefits	Significant policy limitations	Policy reference
Section A Personal Accident		<p>A child is any person under the age of 18 years and an adult is any person age 18 years or over.</p> <p>There is no cover for any insured person over the age of 80 years.</p> <p>We will not pay any claim which is directly or indirectly caused by or arising from:</p> <p>War; intentional self-injury; suicide or attempted suicide; any criminal/illegal act; flying as a pilot; gradually operating cause, chronic fatigue syndrome, post-traumatic stress disorder, or other anxiety disorder, any mental disorder or any disease of the nervous system.</p>	<p>Page 8 - Cover details</p> <p>Page 5 - Policy definitions</p> <p>Page 8 - Definitions applicable to Section A</p> <p>Page 11 - What is not covered under Section A</p>

AHSU0287 (Council Policy Summary 1016) OCT 16

Appendix 4 – School Journey Travel Insurance Log ‘Blue form’

Rotherham Metropolitan Borough Council
School Journey Travel Policy

SCHEDULE OF VISITS WITHIN THE UNITED KINGDOM

Name of School	Full Address of Destination	Term				Number of		For Office Use Only	
		Type of Visit code	Work Experience? Yes/No?	Date of Departure dd/mm/yy	Date of Return dd/mm/yy	Pupils	Adults		
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
Term Total *									0.00

* To be recharged against the school cost centre

Return to: insurance@rotherham.gov.uk

Visit Codes: 1 Basic Cover
2 Soccer/Rugby Tours
2 Dry Ski Slopes
2 Rock Climbing
2 Caving
6 Winter Sports

Signature of Head/Deputy Head Teach _____
Date _____