

**THE BRITISH INTERNATIONAL SCHOOL OF STAVANGER**  
*'Creating the role models of the future'*

**EDUCATIONAL VISITS POLICY & PROCEDURES**

**References**

This policy draws on the guidance set out in DfE Guidance 'Health and Safety of Students on Educational Visits' and the Handbook for group Leaders Parts 1, 2 and 3. A copy of these documents is available from the school office and can be viewed at [www.teachernet.gov.uk/visits/](http://www.teachernet.gov.uk/visits/)

**Procedures for Off-Site Activities**

**Introduction**

Off-site activities are those activities arranged by or under the support of the school that take place outside the boundaries of the school. The School Board believe that off-site activities can complement and enhance the curriculum of the school by providing experiences that would be impossible within the school boundaries.

Most importantly:

- Staff arranging or otherwise involved in off-site activities must make themselves familiar with the recommendations, advice and procedures published by the DfE.
- All off-site activities must take place under the terms of these recommendations, advice and procedures.
- All off-site activities must serve an educational purpose that is clearly related to the curriculum.

The Principal will nominate an educational visits group leader to be responsible for the overall control of these activities. This will normally be a teacher employed at the school. The group leader will advise and train teachers in the school's procedures and ensure that the schools expectations for managing educational visits are met in full.

**Definition**

Educational Visits are considered to be any activity that takes place off the school premises. This will include walks in the vicinity of school, visits to local farms, country parks, local museums, islands and places of interest within a 45 kilometre distance of the school. Proposed visits beyond this distance require school to inform the school's insurance company (Gjensidige) as additional premium costs *may* be payable.

**PROCEDURE**

***The forms and letters referred to can be collected from the School Office.***

**1. Approval**

Where a teacher is proposing to arrange an off-site activity the approval of the Principal/Deputy Headteacher(s) must be obtained in the first instance by completing Educational Visit Authorisation Form. Sufficiently detailed proposals must be provided by the member of staff to allow for an informed decision to be made. Where the off-site visit involves high-risk activities; the group being away for a period of more than 24 hours; an overnight stay; an activity on or near water or a journey by sea or air, the Principal/Deputy

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Headteacher(s) will seek the approval of the School Board before sanctioning the activity at least 4 weeks prior to the visit.

On no account should a commitment to a visit be made before authorisation has been given by the Principal.

### 2. Preliminary Visit

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age and aptitude of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available. A risk assessment using the school's official layout should be completed and discussed with the school's designated group leader and, or the Principal.

### Risk Assessments

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres will be the responsibility of the centre. However, it is the responsibility of the Group Leader to check that the risk assessments are in place.

School risk assessments should be reviewed after each visit to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments should be reviewed and altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and pupils are considered. **All supervising adults going on the visit should be made aware of, and understand, the control measures introduced as a result of the risk assessment. They should be asked to signify their understanding and acceptance of the control measures required.**

### 3. Visit Summary

Following the preliminary visit and drawing up of the risk assessment final details for the visit can be completed and a visit summary completed. The summary ensures that contact details and pupil issues are carefully considered and details are readily available in an emergency. Three copies of this document should be made. One copy remains with the group leader throughout the duration of the visit. One copy is left with the school office for reference on the day of the visit. The third copy is filed in the 'Educational Visits File' for reference and as an official log of the visit. To facilitate the completion of the summary the following should be taken into consideration:

### Student-Adult Ratios

An activity must have sufficient accompanying adults in order to provide the appropriate minimum ratio. There will always be at least two adults (one of whom must be a teacher) with the group.

Minimum 1:4 with a minimum of 2 adults (Foundation Stage)

\*Higher ratio for Nursery aged children

Minimum 1:6 with a minimum of 2 adults (PYP 1-3)

Minimum 1:15 with a minimum of 2 adults (PYP 4-6)

Minimum 1:20 with a minimum of 2 adults (MYP 1+)

Minimum 1:10 with a minimum of 3 adults for visits abroad

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**These are the basic requirements, and should not automatically be taken as providing appropriate supervision; they should be amended to suit the actual trip and the associated hazards.**

### **Transport**

Transport arrangements must provide a forward facing seat for each member of the group. It is the policy of the school to use coaches with seat/lap belts and for these to be worn where they are fitted.

The school does approve the use of private cars for transporting pupils, but on occasions and only with the approval of a senior member of staff the group leader may approve the use of a private car and, or the use of the school car. Ensuring adequate insurance and road tax is essential.

### **Parental Consent**

The parents of students taking part in an off-site activity should be provided with full and concise information about the activity their child is to be undertaking. Where the activity is taking place entirely within a normal school day it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements and what the visit will involve. Permission for local visits (within the Gausel, Stavanger, Sandnes area) will be sought at the beginning of each school year. Where the activity extends beyond the normal school day additional written permission from the parent must be obtained.

*Parents are required to sign that staff leading residential visits (Medical Consent Form) can give permission for the administration of anaesthesia and other medical procedures on behalf of an absent parent, or school not being able to contact the parent in advance.*

### **Costings**

Prior to organising an off-site activity staff should ensure that the total cost of the activity is determined. This will include costs such as transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and possible costs relating to adult helpers. Funding for off-site activities is provided mainly by parental contributions.

Only when a visit has been approved and full risk assessments completed should parents be notified and payments requested. No student should be excluded from an activity taking place within the school day because of the unwillingness, or inability of the parent to make a contribution towards the cost of transport, entrances etc. In the case of residential visits taking place during term time students will remain in school and complete work set by the class teacher under the direction of another member of staff.

### **Emergency Procedures**

The group leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number or delegated colleague who will liaise in the case of school closure. *Use Educational Visit Summary Form.*

Before a group leaves school the school office must be provided with a list of students participating in the visit and accompanying adults (with emergency contact numbers for each) together with a programme/timetable for the activity. *See Visit Summary Form.*

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The safety of the group, and especially the students, is of paramount importance. **During the activity the group leader must take whatever steps are necessary to ensure their safety, even if this means a last minute cancellation or change of activity.**

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Principal the possibility of excluding the child from the activity/visit.

### **First Aid**

First Aid supplies are taken on all educational visits.

### **Supervision - volunteers**

Volunteers may be used to assist on educational visits. Volunteers must be closely supervised by class teachers. For residential visits all volunteers **MUST** be police/DBS checked.

### **Residential Visits**

The suitability of instructors and other organisers must be guaranteed in advance of any visit taking place. Non-school personnel must be police checked and hold relevant qualifications for the activities they will be leading. Similarly, the institution **MUST** be able to satisfy school that all health & safety requirements are in place. **During residential visits a designated member of the senior management team is on call and can be contacted by the group leader 24 hours a day for advice and assistance in an emergency. Likewise parents can contact the group through the 'on call' member of staff.**

### **Insurance**

The school's insurance policy covers pupils and staff on education visits within the Stavanger vicinity. Educational visits to places which are outside this area, or abroad require the insurance company to be contacted and additional premiums may be payable. The insurance company (Gjensidige) is used by the school. Tele: 00 47 24 15 23 10.

### **Behaviour of students - expectations**

The school positive behaviour (discipline) policy applies when students are off site and on residential educational visits. Any child whose behaviour constitutes a risk to the health & safety and welfare of others will not be permitted to participate in residential visits and appropriate measures must be taken, such as increased supervision, for such students on day visits.

### **Educational Visit preparations**

Before any visit takes place (day visit or residential visit) pupils are taken through the risk assessment and prepared thoroughly. Clear expectations are set out, potential hazards discussed and they are informed about the adults in charge and their roles and responsibilities. As part of the PSHE (Personal, Social, Health Education) curriculum students are encouraged to consider what the risks might present on a particular visit and what they can do to minimise those risks and how to cope in an emergency.

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