



EDUCATIONAL VISITS POLICY

Date Agreed by the Governing Body	June 2018
Date to be reviewed	June 2021
Date of last review	June 2018
Governors Committee accountable for review	Education
Senior Leadership Team member accountable for review	HMF

1. Introduction

Educational visits at RGS play a hugely significant role in the education and development of our pupils. They can contribute significantly to the development of cross curricular skills and to personal and social education through the use of problem solving methods and approaches and through encouraging responsibility, self-confidence and self-reliance. This policy is designed to help teachers, Governors and other interested parties to ensure that pupils stay safe and healthy whilst on RGS visits.

This policy draws on information contained in:

1. Buckinghamshire 'Policy and Guidance for Educational visits'
2. Health and Safety: Advice for Schools, which is posted on the Gov.uk website (see link below):
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
3. Keeping Children Safe in Education: 2008, consultation ended 22/2/18
https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/supporting_documents/Keeping%20Children%20Safe%20in%20Education%20Proposed%20Revisionspdf
4. Various other publications and articles which give guidance on best practice for planning school trips
5. Advice form VWV (school lawyers).

2. Aims and Purposes of Educational Visits

The School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. We view school visits and journeys as a very important part of the rich provision of education both supplementing the academic programme and broadening the out of school activity provision. As far as possible the number of trips, both for pupils and staff, should be such that it affects their other work as little as possible.

Each year the School will arrange a number of activities that take place off the school site and/or out of school hours. These support the aims of the School to give opportunities to children to extend their learning beyond the classroom.

3. Approval Procedure and Consent

The Governing Body has approved the following types of activities:

- Out of hours clubs (music, drama, art, science, sport, homework, etc) and school sporting fixtures.

The Educational Visits Coordinator (EVC) has authority to approve the following:

- Regular nearby visits (village halls, libraries, shops, woodlands, places of worship, farms, schools, cinemas, theatres etc) and day visits for particular year groups.

The EVC will approve the following activities prior to final sign-off by the Trips and Expeditions Governor:

- Residential and Overseas visits.

The Headmaster has nominated a teacher as the Educational Visits Coordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration

and approval of educational visits and other offsite activities to the Headmaster and the EVC. It has also nominated two Governors as signatories for overseas and residential trips, as necessary, on behalf of the Governing Body. Nominated Governors will undergo external EVC training by an accredited provider.

Before a day or an overnight visit is advertised to parents, an Assistant Head and the EVC must approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit at a later date.

For out-of-hours clubs, school teams and fixtures, parents will be asked to sign a general letter of consent for participation in these activities when their son enters the School. Parents will be given the timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.

For all day trip visits, parents will be asked to complete and sign the School life time behavioural agreement and medical consent form, which consents to their sons taking part in any School approved day trip during their time at RGS. The School has model letters and forms, which can be used for this purpose.

For all overnight and overseas visits, parents will be asked to complete and sign a behavioural agreement and medical consent form, which consents to their sons taking part. This might be for each visit, termly or annually. The School has model letters and forms, which can be used for this purpose.

As part of the parents' consent, they will be fully informed of the activities and arrangements for the visit.

It is good practice to invite parents of pupils going on a visit, accompanied by the pupils themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. This applies to many longer visits and especially to overseas visits.

For trips that do not offer a briefing meeting (which includes all CCF & DofE trips, where self-reliance is an important aspect of the training) a fully informative letter will be given out with a clear indication for parents who have queries to contact individual staff at School.

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Together, information provided to parents in the initial letter and at the parents evening will be comprehensive in informing the parents of any expected risks associated with the trip, including the level of parental checks made on homestay arrangements abroad. These arrangements have been agreed by the County EVC. Initial letters and parents evening presentations will be held on Microsoft Teams until the trip has returned.

- Parental consent
Parental consent must be sought for all off-site visits. If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the

Headmaster and EVC will need to consider whether the pupil may be taken on the visit or not. The School will request blanket written permission from parents for their son to participate in all outings and workshops with visiting groups for the duration of their tenure at RGSHW. Parents are referred to the terms of the RGSHW Admission Form, Privacy Notice for Parents and Privacy Notice for Pupils. All personal data of pupils and parents supplied for the purposes of educational visits will be processed fairly and held securely in accordance with GDPR principles and data protection legislation as amended from time to time.

4. Charges and Remissions

The School's policy for charging and remissions will apply to all educational visits.

For trips that are solely within the school day, we cannot legally impose the cost of the trip on parents. We will tell parents the cost, and ask them to pay it, stating that the trip can only go ahead if enough contributions are made. If parents genuinely cannot pay for the whole cost of the trip, they will be invited to write to the Headmaster in confidence, and he will see what help the School may be able to offer.

For any further guidance on this issue the EVC should be consulted.

All money is banked with the School, and bills are paid by the Finance Office.

5. Tour Companies

It is recommended that staff use Learning Outside the Classroom (LOtC) Quality Badge providers, as they have been inspected for the standard of their provision (safety, equipment / infrastructure) and quality of delivery appropriate to the needs of the group. If they do not have this badge, they must complete our Provider Form, which is on the staff intranet. This fulfils our responsibility to have confirmed minimum standards and we keep the form as a record. Staff are made aware of the approved licensed providers on our trip planning system software "Evolve", which is used by BCC schools and over 100 other local authorities in England, Scotland and Wales.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the School on behalf of the pupils. All payments for the visit will be made through the School's accounts. RGS has a special support agreement with World Challenge and as a result the contract is made with the parent. However, the School is ready to intervene on behalf of that parent if the School deems there is an issue that needs resolving.

6. Insurance

The School's insurance policy provides group cover for all members of parties involved in non-hazardous trips. Details can be obtained from the Finance Manager.

Hazardous activities require separate insurance and this must be discussed with the Finance Manager. If a licensed provider is being used details of their insurance arrangements must be obtained and a copy of the policy schedule given to parents.

7. Staffing

The School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a School visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The School will ensure that DBS screening is available, where required, for volunteer adults assisting with educational activities and visits.

The School does not support people who are not members of the School or part of the agreed staff complement accompanying educational visits unless specific permission has been obtained from the Headmaster. This may include family members accompanying visits if the Headmaster is not satisfied that there is an educational or other benefit for the pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments

The School may vary the supervision ratios marginally depending on the nature of the trip, the experience of the staff and the maturity of the boys involved. Recommended ratios for trips are clearly stated on the initial trip planning forms. The RGSHW undertakes to make trips as accessible as possible to disabled students, and will adjust staffing ratios as appropriate.

8. Risk Assessment

A full Risk Assessment is required for all visits. All Risk Assessments must be visit-specific and must cover the full itinerary. They should also be reviewed and, if necessary, updated, even for visits / expeditions that occur regularly.

There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, Group Leaders and staff should always be prepared to make a dynamic risk assessment on site. Pupils must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

Any pupil who is deemed to be a risk to the safety of other pupils should not be allowed on a visit. Generic risk assessments are available from the EVC and on the School intranet and may be helpful (though they must be adapted to the specific visit).

It is important that pupils going on a visit are properly briefed before departure and given clear instructions as the visit progresses.

9. The Expectations of Pupils and Parents

The School has a clear code of conduct for School visits based on the School's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from School. The School should state by covering letter the implication for parents (associated costs, collection of child) as part of the signed agreement from parents.

10. Emergency Procedures

The School will appoint two members of the Senior Team as the emergency contacts for each overnight and out-of-hours visit. If the visit is in school hours, then the School Office should be contacted. All major incidents should immediately be related to the above, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take a copy of the School's Serious Incident Action Card with them. All Senior Team contact numbers are listed on this form.

The School will have emergency funding available to support the Group Leader in an emergency.

11. Incident Reporting

All incidents and accidents including "near misses" occurring on a visit will be reported, post management of issue, on the Medical Incident Form. It is a requirement that any accident or "near miss" on a visit should be reported immediately on return to the EVC, when the medical incident form is also handed over to the EVC. Incidents involving particular boys will be stored on their SIMS profile until they reach 25.

More serious incidents will, on judgement of the EVC, be passed to the Finance and Resources Director.

Any area of Health and Safety concern must be reported to the EVC immediately on return.

12. Evaluation

All visits will be evaluated by the Group Leader on Evolve. The exception will be local visits where the evaluation may be written or verbal to the respective HoD.

The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the School's procedures.