Educational Visits and Activities Policy
Including EYFS

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1. Objectives

- To ensure that visits are well planned and significant risks are identified and managed
- That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable
- Those in charge of visits have the necessary competence to manage situations appropriately.

2. Guidance

The Educational Visits Coordinator (EVC) is Joe Morris and is responsible for the implementation of this policy.

EVC has training every 3 years, provided by Evolve.

The EVC will:

- support the Head in the process of approving visits
- ensure, as far as possible, they are spread through different age groups and the school year
- help staff involved with organising tours / trips
- check parental consent forms where required
- keep records of previous visits, including details of accidents and incidents using Evolve.

Tower House offers boys a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At Tower House School we seek to ensure that the Curriculum is delivered to all boys, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our boys, we also offer a range of educational visits and other activities that add to what they learn in school.

The safety of students and staff is always a priority of any policy relating to educational visits. It is the intention of Tower House School to provide a rich and varied range of high-quality learning experiences in a safe and secure environment.

This document MUST be read in conjunction with

- Tower House School Health & Safety Policy
- Tower House School Safeguarding Policy
- Tower House School Staff Code of Conduct

Within each class's programme of work the teachers plan educational visits and activities that support the boys' learning. We give details of these visits and activities to parents at the beginning of each school year in our School Calendar. We plan other activities as the school year progresses and inform parents of these in due course.

Visits and activities usually take place within the school day, and the Deputy/Head approves all such visits in advance. We follow strict guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

In addition to the above preparations' pupils should be fully briefed before a visit, especially in matters of conduct and safety.

Pupils should understand:

- Aims and objectives of the visit/activity
- Background information about the place to be visited
- Relevant foreign culture/customs
- How to avoid specific dangers
- Safety precautions
- Standards of behaviour expected
- Rules about phoning home (how to avoid causing concern or confusion at home)
- Emergency procedures
- Rendezvous procedures
- What to do if separated from the group

- Items banned from bringing on the trip and from purchasing during the trip, foods not allowed for allergy sufferers (including the no nut policy)
- Staff roles.

3. Notification to parents

- Parents will be notified in advance of:
- selection of a child for a sports team where they will be given a list of fixtures
- a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- planned trips and visits for year groups. Parents of pupils opting for trips will attend the school for a full briefing

Individual written consent will be obtained where pupils are taken on a trip or visit that:

- extends beyond the normal school day
- involves an overnight stay
- collection from a different venue
- overseas visit
- extra cost to a parent

The completed and signed consent form must be returned to the school via Evolve at least three days before the start of the trip. This is only for residential trips and sports tours that extend beyond the school day involving an overnight stay/overseas visit.

Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.

4. Discipline and group control

Make sure that your requirements are clearly explained and thoroughly understood by all supervising adults and pupils before the trip.

Make it clear where you devolve responsibility (e.g. to an instructor), ensure that the pupils know that the instructor is to be obeyed whilst they are in his/ her care.

On some major trips it may be sensible to produce a written code to be given to each member of the party covering, for example, some of the following:

- Daily timetable or itinerary
- Sleeping arrangements (keep a list to hand)
- Lights out/morning routine
- Room tidying and checks
- Items not to be carried or taken on the trip
- Food arrangements (no sweets/snacks unless instructed)
- Standards and type of dress
- Personal hygiene
- Arrangements for free time
- Emergency procedures, such as fire drill (precautions should be checked on arrival)
- No locking of rooms at night (fire!)
- Respect for hotel staff, drivers, instructors, other guests, etc.
- Safety precautions (sun cream/clothing on ski trips, for example)

- Pocket money kept centrally
- Security of all personal belongings, valuables and passport
- Respect for cultural norms of the host nation
- Be at pains to stress the danger inherent in visiting a country where the traffic drives on the right.

5. General staffing ratios

Staff pupil ratios recommend by the DfE for offsite activities are

1-6 for Years R, 1-3 inclusive (different ratios/regulations for EYFS may apply – please see EYFS policy)

1-10 for years 4-6

1-15/20 for Years 7 upwards (with a larger ratio permitted for overs 16's)

1-10 for all visits abroad

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad or residential visits.

6. Swimming activities, in the sea or other natural waters

Some LEAs advise their schools that a ratio of 1 adult to 10 pupils is a minimum (for any swimming activity). The group leader should assess the risks and consider an appropriate safe supervision level for their group before the activity takes place.

Boys who cannot swim (outlined in the parental declaration) will not be allowed to swim unless proper precautions are met involving use of safety equipment.

In sea or natural waters one member of staff must be in the water and one on land supervising the boys.

Swimming activities must be risk assessed and have prior approval from the Head or Educational Visits Coordinator beforehand.

7. For visits abroad and residential trips

Staffing ratios for visits abroad are difficult to prescribe as they will vary according to the activity, the pupils' age and sex, the location, and the efficient use of resources. A minimum ratio of 1 adult to 10 pupils is a general rule of thumb but at least two of the adults should be teachers. There should be enough adults in the group to cover an emergency.

8. Group Leader

The Group Leader, a teacher or regular Tower House School employee, will have overall responsibility for the supervision and conduct of the Visit and should have regard to the Health and Safety of the group. The Group Leader should be appointed or approved by the Head or Deputy Head.

The Group Leader should:

a. Obtain the Head's or Deputy Head's permission / agreement before any offsite visit takes place
b. Follow the School regulations, guidelines and policies
c. Clearly define each group supervisor's role and ensure that all tasks have been assigned
d. Be able to control and lead pupils of the relevant age
e. Be suitably competent to instruct pupils in an activity and be familiar with the location / centre where the activity will take place
f. Be aware of child safeguarding issues
g. Ensure that adequate First Aid provision will be available

h. Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
i. Undertake and complete a comprehensive Risk Assessment
j. Review regularly undertaken Visits / Activities and advise the Head where adjustments may be necessary
k. Ensure that teachers and other supervisors are fully aware of what the proposed Visit involves
l. Have enough information on the pupils proposed for the Visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
m. Ensure that the ratio of supervisors to pupils is appropriate to the needs and age of the group
n. Consider stopping the Visit if the risk to the health or safety of the pupils is unacceptable, and have in place procedures for such an eventuality
o. Ensure that the Group Supervisors have details of the School contact, have a copy of the agreed emergency procedures, and the names of all adults and pupils travelling with the group, contact details of parents and the teachers' and other supervisors' next of kin and medical details
p. Ensure that during the Visit regular and frequent head counts of pupils take place, rendezvous points are established, and pupils are briefed on what to do if they become separated from the group
q. Establish whether pupils are competent in remote supervision and ensure that parents have agreed to this if part of the aim of the trip is to encourage independence and investigative skills etc.; and ensure that pupils are briefed in the stages of establishing and managing remote supervision on part of the Visit.
r. Where a licensed provider is used to provide an adventurous activity, the Group Leader must check that the provider holds a licence (for example for activities such as caving, climbing, trekking, and water sports).
s. Ensure visiting provider has their own risk assessment and emergency procedures
t. Give all relevant risk assessments and itinerary to EVC
u. Ensure all medication and first aid kit is taken. Where possible this should be delegated to a trained member of staff.

9. Evolve

We use a centralised software system that documents all the above and more. All members of staff have a login to enable them to record the information accurately and fully. Each stage must be signed off by the Deputy Head (outline of the trip), the Director of Operations and Finance (for budgeting and insurance purposes), then back to the EVC for risk assessments and consent. Finally, the Head signs off the trip if it is held out of school hours/residentials/sports tour/overnight stays, otherwise local, trips within school hours can be signed off by the EVC.

All trips (non-local trips, residentials sports tours and overnight stays) must use Evolve.

10. Charging for school activities

All residential visits (Boys in Years 4,5,6,7 and 8 can take part in a residential visit. This activity is in school time and linked to their studies) all except for Sports Tours are included in the fees.

Most day visits will be included in the fees. On occasion, for example a particularly interesting but expensive visit, parents will be asked to contribute.

11. Curriculum links

All educational visits and activities support and enrich the work we do in school. There is also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our boys.

For each subject in the curriculum there is a corresponding programme of activities which may include visits by specialists.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches; visits to sporting environments;
- Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- Design and technology – visits to local factories/design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship.

12. Planning procedures for Residential Trips

All residential trips and sports tours must use Evolve for planning procedures, risk assessments and finance.

Group Leaders of Residential trips must observe the following:

a. The trip must be planned & agreed re personnel and finance by at least the term before.

b. A Trips Booklet must be made up which has to include the generic forms applicable to all residential trips. See Booklet Proforma. These should then be supplemented with pages applicable to your particular trip – photos, information etc. The Booklet should be of high quality and if possible have a laminated front cover.

c. The Trips Booklet with generic forms should be sent to parents at least half a term prior to the trip. This will contain cut off slips or forms that the parents have to return to you by a specified date. THIS BOOKLET MUST CONTAIN STAFF CONTACT NUMBERS AND CONTACT NUMBERS OF THE CENTRE/ HOTEL.

d. A parent meeting should be held approximately 2 or 3 weeks before the trip in order to finalise arrangements, answer questions, repeat important information PARTICULARLY CONCERNING MEDICAL CONDITIONS /FOOD ALLERGIES OR OTHER ALLERGIC CONDITIONS, and to ensure that incomplete forms are rectified, or unreturned forms are handed in.

e. Be sure to repeat several times, the time that you want boys to arrive at the beginning of the journey. Remind parents that the coach/train/ tube etc will not wait for late comers as the whole journey will be compromised.

f. Be sure that you have allocated one member of staff to act as key person back at base, whose mobile or contact number you have. You will alert this person if the party is to be delayed on the return journey as well as alerting parents via the school's iSAMS Call system. (The key member of staff will agree to do this for you if you are not able to, or you are abroad- usually SLT).

g. Every trip must include a member of staff who is a trained First Aider.

h. Trip leaders can use the Evolve App to send emails, contact information and consent forms.

13. **Planning for local trips**

For local and local repeated trips (for example, sports fixtures, visits to other schools, local park, forest school) staff do not have to use EVOLVE. These types of trips can be covered by a thorough Risk Assessment and signed off by the Head.

14. School minibus

The school does not charge children if they are transported in the school minibus to sporting fixtures.

Our minibus meets LEA guidelines and each seat has a belt. We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt. All parents taking other children (with permission) in their cars must supply a booster seat, if applicable.

Where a school minibus is used, the driver must have the appropriate qualifications. Other than for short journeys (e.g. under 60 minutes' duration) a second qualified driver should be present.

Please see guidance for transporting EYFS children with EYFS policy. School must adhere to the ratios and regulations set out in the EYFS policy.

15. Personal Liability

The Group Leader acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do."

The school as employer of the Group Leader will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

16. Insurance

The school has Employers Liability Insurance of £10m and Public Liability Insurance of £25m.

It also has a group travel policy that covers most visits in the UK but does not cover adventurous / hazardous activities such as climbing, skiing, yachting, scuba diving, white water rafting.

The Group Leader should check with the Bursar when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required.

The Group Leader should ensure that they have a copy of the school travel insurance with them on the trip.

Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy, whilst observing the schools usual Safeguarding practices.

17. Illness or minor accidents

If a pupil has a minor accident or becomes ill, the Group Leader, or another member of staff, will take him to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Group Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

18. Emergency procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

After ensuring that the rest of the group are safe and looked after, the Group Leader will:

a. inform the Head or on-call member of SLT of what happened.
b. where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head are maintained.
c. arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
d. a full record should be kept of the incident, the injuries and of the actions taken.
e. where appropriate the school communications plan will be implemented.
f. where possible, communication with the media should be left to the Head. The Group Leader will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

19. Other related policies

Safeguarding

Tower House School fully recognises the responsibility it has under the Education Act 2005 to ensure that arrangements are in place to safeguard and promote the welfare of children.

Risk Assessment Policy and Guidance

Tower House School aims to ensure that suitable and sufficient Risk Assessments are undertaken for activities where there is likely to be significant risk and that identified control measures are implemented to control risk so far as reasonably practicable

Restraint

Our policy on restraint by staff is set out in a separate document. We acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimum force necessary to prevent injury themselves, another person or property

Anti Bullying

Our policy on bullying is set out in a separate document. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

Health and Safety

Our Health and Safety policy, set out in a separate document. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

Children with Special Educational Needs

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children special educational needs or emotional and behavioural problems are particularly sensitive to signs of abuse.

Tower House School is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment

Appendix 1 Trip Form 1 Accommodation for out of school visits as a result of pre-visit (if required)

Residential trip pre-visit_Form 1.pdf (Teams/All Staff/Trips/Residential trips pre-visit)

Appendix 2: Health and Safety Record for Overseas Sports Tours
Medical Questionnaire

PUPIL DETAILS	DOCTOR
Name(as appears on passport)	NAME
Date of birth	ADDRESS
Has your son been vaccinated against tetanus? Yes / No Date of vaccination……. Date of booster…….	PHONE NO

Has your son ever had any of the following? Please delete as appropriate

Asthma or Bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches or migraine	Yes	No
Diabetes	Yes	No
Allergies to drugs or first aid products	Yes	No
Allergies to food, materials etc	Yes	No
Recent accident or injury	Yes	No
Has your child had a recent infection	Yes	No
Is your child at present under treatment for any condition	Yes	No
Is any medication required by your child	Yes	No
Does your child have any special dietary requirements	Yes	No

If the answer to any of the above is YES please give details below. Are there any other medical details we should know about? (Please continue on a separate sheet if necessary)

Does your son have good hearing?	Yes	No
Does your son have good eyesight?	Yes	No
Is your son a competent swimmer? (i.e.can swim 50 metres comfortably?	Yes	No

Please give details of any specific details / instructions pertaining to an over-night stay eg. retainers, sleep walking etc.

It is essential that this form is completed accurately and fully in the interest of your son's safety. This form will be treated in confidence.

Signature of parent …….

Date ……..

Appendix 3: Trips Proforma – Plan of Action

1. **Initial Planning**
    - Upload the initial trip plan to *Evolve* **one term in advance**.
    - For **residential trips**, upload the plan **one year in advance**.
2. **Outline Approval**
    - Submit initial trip details to the **Deputy Head** for outline approval.
3. **Finance Estimate**
    - Once outline approval is granted, complete the finance section to the best of your knowledge.
4. **Finance Approval**
    - Submit the form to the **Director of Operations (HA)** for financial approval.
    - This should also be done **one term in advance**.
5. **Complete Full Trip Details**
   - complete the remaining sections of the form, including:
    - Risk Assessments (RA), school insurance, visit insurance, visit RA.
    - Letters to parents/carers
    - Transport arrangements
    - Any additional documentation required
    - **This should be completed at least two weeks in advance of trip.**
6. **Final Approval**
    - Submit the completed form to the **EVC (JM)** for overall approval.
    - **Residential and overnight trips** will also require further approval from the **Head (NL)**.
7. **Trip Execution**
    - Run the trip as planned.
    - Ensure you take medical bags and first aid supplies.
8. **Post-Trip Evaluation**
    - Complete the evaluation form on *Evolve* within **3 days** of returning.

Each submission will automatically notify the appropriate person to approve the next stage.

Trips may only proceed once final approval has been confirmed.