



Durham School

EDUCATIONAL VISITS POLICY

1. POLICY AIM

- 1.1. Durham School recognises the value to pupils of Educational Visits. This policy aims to ensure Educational Visits enrich and develop the individual, foster leadership, collaboration and teamwork; creating positive experiences for pupils thereby enhancing the curriculum.
- 1.2. The Governors also recognise and accept that such Educational Visits may present challenges to the health and welfare of pupils. Educational Visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside the classroom.
- 1.3. The Policy will ensure that all Educational Visits are appropriate to the age, maturity and capability of the pupils involved and that they are compatible with the ethos of Durham School.
- 1.4. This policy adheres to the philosophy underlying the Equalities Act 2010. The School commits to observing its principles and does not discriminate on any grounds.

2. RELATIONSHIP TO GUIDELINES, PROCEDURES, OTHER POLICIES AND LEGAL REQUIREMENTS

- 2.1. This policy aims to comply with the Education (Independent Schools Standards) Regulations (England) 2010 (paragraph 12 of Schedule 1), Keeping Children Safe in Education (2018), The HSE School Trips and Outdoor Learning activities guidance 2011, DfE Health and Safety on Educational Visits 2018, the Health and Safety at Work Act 1974 and subsequent regulations and guidance including the Management of Health and Safety at Work Regulations 1999 and the approved Codes of Practice; The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 2.2. In relation to Licensable Activities, it complies with the Activity Centres (Young Persons' Safety) Act 1995 and subsequent Adventure Activities Licensing Regulations 2004 and Approved Code of Practice.
- 2.3. For any Educational Visit, this Policy will be applied in conjunction with all school policies but in particular the Safeguarding Policy, Curriculum Policy, the Behaviour Policy, the Health and Safety Policy, IT Policy, Staff IT Terms and Conditions of use Policy and Code of Conduct for Staff Policy.

3. DEFINITIONS

- 3.1. **"Educational Visit"** includes but is not restricted to the following activities:
- Curriculum related visits (e.g. theatre, art gallery, museum or historic site)
 - Extra Curricular activities (e.g. debating competition, business magnates)
 - Sports related trips and tours (e.g. hockey / rugby match, ski trip, cricket tour)
 - Adventurous activities (e.g. Duke of Edinburgh Expedition, World Challenge, Outdoor activities)
- 3.2. **"External Provider"** means any person or organisation other than the School or Employee of the School who provides a service and or facilitates an activity under a contract during the Educational Visit.
- 3.3. **"Group Leader"** means an Employee who has overall responsibility for the supervision and conduct of the Educational Visit.
- 3.4. **"Hazardous Activities"** include but are not restricted to activities such as winter sports, rock climbing, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking and water sports or activities in or around water. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.
- 3.5. **"Licensed Activities"** means only those activities which are licensable under the Activity Act (Young Persons Safety) Act 1995 and Adventure Activity Licensing Regulations 2004 and include caving, climbing, trekking and water sports.
- 3.6. **"Parent" or "Guardian"** means those having Parental responsibility for a child.
- 3.7. **"Plan B"** means an alternative activity in the event the planned activity on an Educational Visit cannot be undertaken safely.
- 3.8. **"School"** means Durham School and Bow School.
- 3.9. **"Supervisor"** means any competent adult, aged 18 or over who has responsibilities and duties assigned to him/her during an Educational Visit (to include but not restricted to volunteers, helpers, Parents, and host Parents).
- 3.10. **"Educational Visits Co-ordinator (EVC)"** is currently the Head of Co-Curricular and is delegated by the Headmaster to oversee the safe delivery of the Durham School programme of Educational Visits. The EVC at Bow is the Head.

4. ROLES AND RESPONSIBILITIES

- 4.1 **Governors:** as Employer will satisfy themselves that risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed for Educational Visits.
- 4.10 The Governors will also:
- ensure that the Headmaster and / or EVC and / or Group Leader show how their plans comply with Legislation, Regulations and guidance, including the School's Health and Safety Policy.
 - ensure they are informed about and assess less routine visits well in advance, and in particular Hazardous Activities and those visits which involve an overnight stay outside of the UK.

4.2 Headmaster: will ensure that Educational Visits comply with legislation, regulations and guidance provided by the Governors and the School's Health and Safety Policy.

- The Headmaster delegates operational responsibility to the EVC (Head of Co-Curricular) Durham School and Head of Bow Durham School.
- The Headmaster will be informed of any non-compliance with the terms of this policy and with general Health and Safety and Safeguarding responsibilities. Non-compliance will be taken very seriously and may result in disciplinary action.

4.3 Educational Visits Co-ordinator: will ensure each Educational Visit meets the School's requirements through all stages of planning, undertaking and supervising of the visit.

The EVC will:

- ensure that every Educational Visit will have a Group Leader who has been appointed or approved by the Senior Management Team.
- support the Headmaster, Governors' and Senior Management Team with approval and other decisions relating to Educational Visits.
- ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor the risks throughout the Educational Visit.
- assist the Group Leader in generating a suitable and sufficient risk assessment for every Educational Visit.
- ensure that the Group Leader reports back to the EVC after the visit.
- ensure that risk assessment(s) for the planned Educational Visit and any Plan B have been completed and appropriate health and safety measures are in place.
- liaise with the Bursar to ensure that there is adequate insurance cover for the Educational Visit.
- ensure that full details of the visit including emergency contacts, venue and itinerary are submitted prior to the visit taking place.
- Complete the British Council List of Travellers documentation required for International pupils travelling to Europe.
- ensure there are contingency plans and emergency arrangements for each Educational Visit and assess the efficacy of those arrangements.
- monitor and retain records of Educational Visits, including reports of accidents, near misses and safety concerns.
- undertake a final review of applications, risk assessments and emergency plans.
- review systems, proactively monitor practice and address non-compliance with the Headmaster.

4.4 Group Leader: is the teacher / member of staff responsible for planning, undertaking and supervision of the Educational Visit.

The Group Leader has:

- responsibility for the planning of the Educational Visit including the preparation of a detailed risk assessment in consultation with the EVC.
- responsibility for the supervision and conduct of the Educational Visit.
- responsibility for the health, safety and welfare of the group.
- responsibility for the behaviour and discipline of students during the Educational Visit.

The Group Leader will:

- follow legislation, regulations, guidance and school policies.
- be appropriately qualified and will produce first-hand evidence of such qualifications where relevant.

- undertake to ensure the completion of comprehensive risk assessment for both the Educational Visit and any Plan B in the event that the primary activity is undeliverable.
- prepare an appropriate emergency plan and ensure that everyone involved with the Educational Visit is aware of the arrangements in the event of an emergency.
- provide adequate information to Parents or Guardians regarding the Educational Visit in order to obtain informed parental consent and ensure consent has been received prior to the visit.
- at the end of the visit, ensure that all pupils are handed over in person to their parents if day pupils or House Master / Mistress if a boarder.
- liaise with the EVC and Bursar to ensure appropriate insurance cover is in place.
- complete all the Educational Visits forms and follow the Educational Visits Procedures process and timeline (Appendix EV flowchart)
- save all information, communication and details regarding the Visit in the *DS Trips and Visits* file on the Common drive on the School network.
- be responsible for confirming all adults who will attend the Educational Visit are properly vetted, DBS checked and assessed in accordance with the Durham School Safeguarding Policy.
- obtain relevant medical information from the Durham School Medical Centre records for pupils wishing to attend an Educational Visit.
- inform the staff accompanying the Educational Visit of any special educational or medical needs which are relevant to the visit and liaise with other staff and parents to ensure arrangements to meet these needs are appropriate.
- ensure that sufficient first aid provision is provided for the Educational Visit by a qualified First Aider and be aware of the School's First Aid Policy.
- obtain and carry emergency contact details at all times on the Educational Visit. Ensure the designated Emergency Contact at school for the trip has these details alongside Educational Visit details.
- ensure that all pupils and parents are aware of the standard of behaviour expected on all Educational Visits and the consequences of breaching those standards.
- review the completed visit with the EVC and report any 'near misses' or incidents that have occurred on the trip. Submit a written report and photographs (where appropriate) to the Editor of the Dunelmian Magazine.

The Group Leader has the full authority of the Headmaster on the visit and has the right to return any pupil home, if after consideration of all relevant matters, s/he is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent(s).

The Group Leader must raise any concerns about individual pupil's behaviour or health issues well in advance of the trip. The EVC will discuss this with the Deputy Head (Pastoral) and the Headmaster and if after consideration of all relevant matters and the Risk Assessment, it is deemed that a pupil should be removed from the trip, parents will be informed. Extra costs arising out of any such event will be payable by the parent(s).

4.5 Teachers and Employees of the School accompanying Educational Visits are ambassadors of Durham School and will:

- ensure the health and safety of everyone in the group and comply with the instructions of the Group Leader and help with control, behaviour and discipline.
- report any concerns regarding health, safety and welfare of anyone attending the Educational Visit to the Group Leader or EVC.
- support the Group Leader during the Educational Visit and undertake any duties reasonably requested by the Group Leader or EVC.
- make a written formal request to the Headmaster if they wish their spouse / partner or own children to attend the trip and be aware of potential conflicts of interest that may arise from this. Permission may or may not be granted.

4.6 Volunteers: non-teaching adults acting as supervisors will:

- be DBS checked and assessed in accordance with the School's Safeguarding Policy and their attendance agreed by the EVC.
- not be left solely in charge of pupils except where it has been previously agreed as part of the risk assessment.
- do their best to ensure the health, safety and welfare of everyone in the group and should raise any concerns with the Group Leader.
- follow instructions of the Group Leader and teachers and help with control, behaviour and discipline when required.
- be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

4.7 Pupils: The Group Leader will make it clear to pupils that they must:

- not put themselves or others at risk.
- follow the instructions of the Group Leader, Teachers and Supervisors.
- adhere to the Durham School Code of Conduct and ensure acceptable standards of behaviour at all times during the Educational Visit.
- dress and behave sensibly, using safety equipment as instructed.
- bring clothing and equipment appropriate to all anticipated temperature and weather conditions as advised by the Group Leader.
- wear School Uniform or School sports kit unless permission has been given for other clothing.
- be sensitive to local codes and customs, if abroad.

4.8 Parents: will contribute to the success of the visit by:

- nominating a Guardian or other family member to act as an Emergency Contact should they not be available to fulfil their duties in case of an emergency or accident.
- Agreeing to act under the instruction of the School should an emergency or accident occurs in which their child is involved.
- understanding and reinforcing the objectives and educational aims of the Educational Visit.
- reinforcing the standard of behaviour and conduct expected of their child on the Educational Visit.
- providing clear information on their child's health and any special needs, including the need for medical attention or medication.
- ensuring that they provide their up to date contact details or other appropriate contact details in the event they will be unavailable.

Parents may request copies of the risk assessment and other planning documents from the EVC.

ADMINISTRATION AND PLANNING OF EDUCATIONAL VISITS:

5 Initial Approval for an Educational Visit:

- The Group Leader will follow the procedure as set out in the **Educational Visits Flow Chart** in Appendix 1
- **Initial approval in principle must be obtained from the EVC for all visits, well in advance of the visit.** The EVC will liaise with the Deputy Head (Curriculum) for all Senior School visits and advise the Strategy Group about residential visits and other non-routine visits which may affect the delivery of the curriculum.

6 Risk Assessment:

- The Group Leader will carry out a full and detailed Risk Assessment of hazards posed by the Educational Visit using the Durham School Risk Assessment forms.
- The Risk Assessment for each Educational visit must include:
 - ✓ All planned activities.
 - ✓ Other general considerations including transport, the venue, accommodation and free time.
 - ✓ Dynamic assessments undertaken in the course of the Educational Visit by the Group Leader.
- If the Group Leader is concerned about the hazards or risk factors identified through the Risk Assessment, the EVC should be consulted.
- If the EVC considered that the hazards or risk factors identified by the Risk Assessment are unacceptable, then the Educational Visit or the identified element of the Visit will not go ahead.

7 Emergency Plans:

- The Group Leader will complete an Emergency Plan for the Educational Visit.
- In case of incapacity or injury to the Group Leader, the Emergency Plan shall make provision in the event of an emergency or incident for a teacher or member of staff accompanying the group to:
 - ✓ Deal with any emergency of or incident.
 - ✓ Seek emergency and / or medical assistance and communicate with the Emergency Contact at Durham School.
 - ✓ Supervise the remainder of the party.

8 Supervision:

- Supervision must be considered as part of the Risk Assessment and there shall be an adequate ratio of adults to pupils. The more hazardous or complex the Educational Visit, the ratio of staff to pupils will be greater.
- In event of the incapacity of or injury to the Group Leader and / or any Supervisors the Group Leader will liaise with the EVC to make arrangements for another suitably qualified person to join the party and take over the responsibilities.
- **Overnight stays, residential visits or visits outside of the UK:** at least two members of staff will accompany the group. Mixed gender groups should have at least one male and one female Supervisor.
- **Unsupervised pupils:** Where pupils are working unsupervised, for example on a Duke of Edinburgh Award expedition, the risk assessment must reflect the aptitude and experience of the pupils.
- Pupils must be handed over to a parent, House Master / Mistress or other designated adult at the end of the Visit and not be left alone for collection either on the School site or elsewhere.
- Where outings involve children from the Early Years and Foundation Stage, staff, volunteers or students who are under the age of 18 do not count towards the ratio of staff to children.

For local low risk visits in normal circumstances, the following ratios are appropriate:

Year Group	Ratio of staff (adult supervisors) to pupils
Early Years: Badgers Nursery and Reception	1:4
Years 1 – 2 (PrePrep)	1:6
Years 3-6 (Prep)	1:12
Years 7 – 13 (Senior School)	1: 15-20
All foreign travel	1:10
Hazardous or activities where the risk is deemed higher than normal	Please discuss the level of supervision with the EVC.

NB. Please note for sporting fixtures, this may vary depending on the number of pupils in a sports squad.

9 Consent:

- Written consent must be obtained from at least one Parent / Guardian (this may be the Senior Housemaster / mistress for non-residential day visits)
- Parents sign an Activities Permission Form when their children are admitted to the school which covers attendance at Sports Fixtures and other short local activities and events. Parents will be informed of all other Educational Visits and their associated costs via communication from the Group Leader.
- The Group Leader will ensure that Parents are given sufficient information in writing to give them a true and accurate understanding of the Educational Visit in order for them to provide informed consent.
- If consent is refused by one or both Parents, the pupil shall not take part in the Educational Visit.
- The Group Leader must collect Consent forms prior to the Educational Visit taking place and take these on the Visit.
- The Group Leader must ensure International pupils with parents residing abroad have an appropriate Guardian to assume the responsibility of Emergency Contact and that they are fully aware of their responsibilities should an accident or emergency occur.

10 Charging:

- Durham School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other related costs.
- The costs shall be payable upfront for all Educational Visits for day pupils and weekly boarders. Full boarders, will at the discretion of the Bursar be able to add the costs for UK trips occurring in the School Term to the end of term bill.
- Educational Visits fees may be paid by cash, cheque or credit / debit card.
- The Group Leader will inform parents of the cost of the Educational Visit and for Residential and Overseas visits, an instalment schedule will be provided.
- Costs of Vaccinations and Visas for foreign travel will not be included in the cost of an Educational Visit and is the responsibility of the Parent.
- If payment is not received Durham School reserves the right to exclude pupils from Educational Visits.

- In the event of a pupil withdrawing prior to the Educational Visit, the non-refundable deposit will not be returned and depending on the agreements made with the Travel Company and timescales, other costs may be incurred by the Parent.
- If the Educational Visit is cancelled by Durham School, the non-refundable deposit will be returned.
- If a pupil is sent home early from the visit due to illness or behaviour contravening the Code of Conduct, Parents will be required to meet the costs of such arrangements. Durham School will not be obliged to refund the cost of the remainder of the visit.
- In circumstances where:
 - School Fees are not up to date, for the pupil or siblings
 - A payment plan is in place that has not been adhered to, or
 - A payment plan is in place which includes a significant future payment

Then consideration will be given to the eligibility of the pupil to participate in School Trips or Tours. The decision on eligibility will be taken by the Bursar, in conjunction with the Head, the decision may be either to allow participation, subject to specific payment amount(s) and date(s) being met, or not to allow participation

In both cases the decision will be communicated to the parent by the Bursar. The Bursar will inform the member of staff responsible for the trip or tour that the pupil cannot participate, or that a place should be reserved for the pupil and the date when this will be confirmed. Where specific payment amount(s) and dates(s) are agreed then the

Bursar will maintain contact with the parent to monitor that the payments are being made as required and when the criteria are satisfied will confirm to the member of staff responsible for the trip that the reserved place can be confirmed as an actual place on the tour / trip.

11 Insurance:

- The School has a group travel policy that covers most visits in the UK and overseas, including certain adventurous/hazardous activities.
- If hazardous or high risk activities are planned, the Group Leader will check with the EVC and Bursar to ensure appropriate cover is in place.
- Parents shall be informed of the insurance arrangements made by the School in clear terms. Parents should be told if additional cover for specific events is recommended. Eg cover for pupil's valuable personal possessions and advised to make their own arrangements.
- The Group Leader should ensure that they have a copy of the School travel insurance with them on the trip, which can be obtained from the Assistant Bursar or EVC.
- Parents should be informed that Durham School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

12 Hazardous Activities and External Providers:

- Where the main activity of the Educational Visit is a Hazardous Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate up to date DCSF guidance available at that time. This should include but is not restricted to *A Handbook for Group Leaders (2002)*, *Standards for Adventure (2002)* and *Group Safety at Water Margins (2002)*.
- Anyone who leads a Hazardous Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the

sport or activity concerned. The level of qualification required should be appropriate for the leadership of that activity. The EVC and Headmaster should be satisfied with the qualification and experience of the Activity Leader.

- The Group Leader shall check if External Providers are required to have a licence to provide Licenced Activities and, if so, that they hold a current licence at www.aals.org.uk
- If an External Provider is leading the activity, the Group Leader must agree respective roles and in particular who is going to be responsible for pupils during the activity and for what period of time. The Group Leader, teachers and Supervisors retain the responsibility for the moral and emotional well-being of pupils during activities and will withdraw a pupil from an activity if they judge it to be unsafe or causing distress.
- Prior to the commencement of any Hazardous Activity, the Group Leader should be fully satisfied with arrangements for health and safety. In the event that he / she is not satisfied, he /she will consider whether it is appropriate to abort the activity. The Group Leader should consult the EVC, however if this is not possible and the dynamic risk assessment highlights an unacceptable level of risk, the activity must be aborted.
- Ideally all trips providers should hold the Learning Outside the Classroom Quality Badge as advised by the DfE however if they do not, the Group Leader should check that the provider has Public Liability Insurance and adequate risk assessments for the visit.

13 Residential Accommodation including Educational Visits abroad:

- Durham School will ensure that all off-site residential accommodation used for Educational Visits is satisfactory and, where possible has been assessed by the School prior to use.
- Where it is not possible to check accommodation, eg. on tours and expeditions arranged by external tour operators, School will seek assurances that the accommodation is satisfactory.
- Homestays or foreign exchanges where individual pupils stay with a family in their private home, which are organised by the School are no longer accepted.
- The Group Leader will ensure the accommodation (including field trips, outdoor exercises and camping) provides:
 - ✓ Separate sleeping provision for each gender.
 - ✓ Sufficient access to toilet and washing facilities appropriate to the nature of the activity.
 - ✓ Ability to contact medical services.
 - ✓ Regular provision of sufficient and appropriate food and drink.
 - ✓ Adjustment of activities and accommodation for any special needs of individual pupils and safe storage and provision for the administration of medicines.
- The School's Child Welfare Policy will apply at all times on all residential, overnight visits and trips abroad.
- The Group Leader will ensure that pupils have their or the designated point of contact details, who will be contactable at all times.

14 Transport:

- The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit. The Group Leader should ensure that journeys are properly planned with adequate rest breaks.
- A contingency plan should be in place including arrangements for cancellation, delay or breakdown of the transport arrangements.
- Where the School Minibus is used, the Group Leader and driver will comply with the **School's Minibus Policy** and **Guidelines for Safe Minibus Use** (Appendix 4)
- The Group Leader and other Educational Visit staff must ensure all passengers in a Minibus or Coach wear seatbelts.
- The Group Leader will ensure all pupils are sufficiently advised regarding any hazards in relation to the journey and alighting or descending a mode of transport.

15 First Aid:

- The Group Leader will ensure that there is adequate First Aid provision on each Educational Visit and they are familiar with the School's First Aid Policy.
- There must be at least one appointed person to take charge of First Aid arrangements. Depending on the nature of the activity, availability of medical assistance and the number of pupils, the Risk Assessment may demand that more than one qualified First Aider is required. The level of qualification of the First Aider will also be determined by the nature and location of the trip. Eg. Outdoor First Aid may be demanded by World Challenge in a remote location.
- In the Early Years setting a First Aider with paediatric First Aid must accompany the pupils.

16 Accidents and Emergencies:

- The Group Leader must have an agreed Emergency Contact who is a member of staff, who is on the School site or can access the School site quickly in case of emergency.
- The Group Leader must have a list of pupil and staff emergency contacts with them on residential visits.
- The Group Leader will take a copy of the appropriate Emergency Plan on every visit.
- The Group Leader will brief all members of staff in the action they should take in the event of an emergency.
- In the event of an emergency all members of the group should:
 - ✓ take immediate action to safeguard themselves and other members of the group.
 - ✓ Remain calm.
- The Group Leader should:
 - ✓ summon emergency assistance and/or medical assistance and/or inform the police, if appropriate.
 - ✓ ensure casualties are accompanied if required to go to hospital and that the remainder of the group is adequately supervised.
 - ✓ Seek assistance from the Emergency Contact at School and EVC where appropriate, ensuring the Headmaster is informed.

17 Reporting Procedures Following an Incident:

- The Group Leader should ensure that any incident is properly recorded and is reported to the Emergency Contact and EVC as soon as reasonably practicable.
- The Group Leader shall consult and liaise with the Emergency Contact and EVC in the event of an incident and follow the Emergency Plan and guidance provided by the School.
- Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice.
- Any death or incident where a pupil is taken from the accident site to hospital should be reported to EVC who will report the incident to the Health and Safety Executive as required.
- The School Health and Safety Policy must be adhered to at all times.
- An accident or near miss must be reported to the EVC within 24 hours of the trip ending.

18 Information

- All Educational Visits information is stored in the DS Trips and Visits file on the Common drive on the School network. This includes all archived Visits information.
- All Group Leaders must have a paper copy of the EV3, Risk Assessment, itinerary and pupil emergency contact details with them on a visit as a minimum.

- The Group Leader must leave visit details with Reception and EVC for a day visit prior to departure and also with the Headmaster's Secretary for a Residential visit.
- The Group Leader must clearly inform all teaching staff and Housemasters /mistresses of the visit and of pupils not being present on a School day.

19 Oversight

This policy is overseen by the Health and Safety Committee. The policy will be reviewed at least annually.

Policy written by K Rochester (Head of Co-Curriculum) 30/09/2015

Policy Reviewed by K Rochester 15/11/2016

Policy Reviewed by K Rochester 02/02/17

Policy Reviewed by K Rochester 17/09/2018

Policy Reviewed by K Rochester 21/05/19