
MAGDALEN COLLEGE SCHOOL

Policy for educational visits

Date next due for review	Reviewed	Any Changes YES/NO	Approved by SLT
	Jan18	Yes	17 th April 2018
April 2019			

Purpose

The purpose of this policy is to provide a framework of safe working practices for the leadership and management of all educational visits; specifically, to:

- Ensure the safety and welfare of every student and member of staff participating in an off-site visit or activity organized by the school
- Detail the procedures that must be followed in the planning and conduct of any off-site visit, to comply with both statutory regulations and the requirements of Magdalen College School.

This policy covers any journey or activity organised by or for Magdalen College School for a group of its pupils, which takes place away from the school premises. In planning and conducting such educational visits, the most important considerations are the safety of students and the promotion of their welfare.

For more detailed explanation of the leadership and management of sports fixtures, please see appendix 1.

Roles and responsibilities

The role of the Headteacher is to:

- Ensure the leadership and management of all educational visits comply with current regulations and guidelines.
- Ensure that the Educational visits coordinator is competent to oversee the coordination of all off-site educational visits.
- Alongside the senior leadership team, approve or reject initial applications for any high risk, foreign, or residential visits, or for trips that take students out of lessons.
- Complete the final submission of Evolve documentation to NCC for any high risk, foreign or residential visits.
- Act as secondary base contact for all educational visits.

The role of the AHT - curriculum Manager is to:

- Manage the timing of all educational visits and how they integrate into other whole school events.
- Ensure appropriate provision for each year group, ensuring equality of opportunity in accordance with the school aims and objectives.
- Provide annual trip-training for potential visit leaders and for staff supervisors.
- Alongside the senior leadership team, approve or reject initial applications for any local, low risk educational visits that take place out of school hours.
- Complete the final approval of Evolve documentation for any local, low risk educational visits
- Complete the initial submission of Evolve documentation to the Headteacher for any high risk, foreign or residential visits.
- Act as primary base contact for high risk, foreign or residential visits or where the EVC is undertaking a trip.
- Provide model generic risk assessments and procedure forms for staff.

The role of the Educational Visits Coordinator is to:

- Support trip leaders in each stage of the planning for any trip for which initial approval has been given.

- Ensure that all educational visits are planned meticulously using standardised forms which are uploaded onto Evolve at least 2 weeks prior to the event for local, low risk visits; 4 weeks for high risk, foreign or residential visits.
- Ensure that all members of staff involved in the planning and execution of educational visits are aware of the support and guidelines available.
- Ensure that educational visits have appropriate staff student ratios and cover for health and safety, first aid, medication and behaviour management.
- Work with the group leader to provide full and timely details of the visit to parents, to obtain their consent or refusal, and to ensure that all relevant documentation and financial payments are received prior to the trip going ahead.
- Act as primary base contact for low risk, local visits.
- Ensure that the visit evaluation is completed within Evolve and is used to inform future visits and staff training needs.

The role of the trip leader is to:

- Ensure adequate planning and safe conduct of the visit in accordance with this policy, and for ensuring that all staff and students are aware of their roles. Other supervising adults will also have a duty of care, but the trip leader retains overall responsibility.
- Submit a detailed educational visits proposal form to the AHT to identify the clear purpose, objectives, details and costs of the visit prior to speaking with pupils.
- Once approval has been obtained, inform parents of the visit details, including its nature, purpose and costs, and obtain written permission for their child to participate in the form of the medical consent form.
- Ensure that for any trip involving Outdoor or Adventurous activities, the provider holds the necessary licences and insurances.
- Ensure that parents are fully informed of the schedule for the collection of payments and the deadline for final payment. Additionally, ensure that for curriculum visits parents are also informed of the support offered to those facing financial hardship if appropriate.
- Plan the itinerary in sufficient detail to identify every period of the visit including meals, rest and recreational time.
- Carry out and upload to Evolve a comprehensive assessments of risk for all activities identified in the itinerary.
- Identify medical needs for all participants from their Medical consent forms, and complete a comprehensive medical risk assessment as appropriate, uploaded to Evolve.
- Ensure adequate levels of first aid, bearing in mind the nature of the visit, as part of the assessment of risk.
- For high-risk, foreign or residential visits, arrange a parents' information evening.
- Assess where possible the suitability and safety of any accommodation to be used. In addition, the policy for locking rooms and for staff supervision should be established and communicated with parents.
- Allocate supervisory responsibility to each adult accompanying the visit for named students, and ensure the adults understand they are responsible directly to the trip leader. Trip leaders should either have no group responsibility, allowing them to focus on the visit as a whole, or should have a small group.
- It is the Trip leader's responsibility to upload all details and documents to Evolve.

- Ensure that all students and adults are fully aware of risk assessments, emergency plans and the expected standards of behaviour. Teachers need to be in possession of written risk assessment during the visit; students need to be made aware of specific risks.
- During the visit, continuously monitor and re-assesses risks to the group whilst the trip is taking place and as the need arises. Records should be maintained of any on-going risk assessments.
- Ensure that on return from a visit, all students are delivered, where appropriate, into the care of a parent / carer or their representative.
- Upload a review of the visit to Evolve on return, evaluating the extent to which its objectives were met, and reporting any 'near misses' to the Curriculum Manager.
- Support where necessary any insurance claims made by trip participants.

The role of supervising adults is to:

- Adults accompanying students are 'in loco parentis' and are responsible for their safety and well-being at all times. All adults taking part in off-site visits must therefore act in a professional and safe manner throughout.
- Ensure full awareness of the risks pertinent to the educational visit they are accompanying and the medical and dietary needs of their allocated group; actively monitor and reassess risks to the group whilst trip is taking place and inform group leader of any developments.
- Take responsibility for the safety and well-being of the students allocated to them specifically, and for the group as a whole.
- Monitor the behaviour of the students allocated to them specifically, and for the group as a whole, and intervene to support as necessary.
- Perform any extra supervisory duties as allocated by visit leader.

The role of parents and carers is to:

- Carefully read all information regarding the proposed visit before giving consent.
- Provide up to date medical and emergency contact details for the duration of the visit, by completing an off-site medical consent form before the visit commences.
- Ensure all payments are made by the deadlines given, taking note of when payments are non-refundable.
- Inform the school immediately if their child has to withdraw for a visit for any reason.
- Arrange, where appropriate, for the prompt collection of their child on return from the visit.

Procedures

Planning

1. All educational visits should have clear learning objectives, and where possible should be proposed during the preceding academic year so that they can be placed on the school calendar.
2. Overall responsibility for curriculum visits is undertaken at Faculty level; Heads of faculties should retain an overview of progress, and support where necessary.
3. Visit leaders are responsible for the safe and effective organization and administration of the off-site activity. Admin support will be provided by the administration team such as booking transport & venues, printing letters and the use of Parentmail messages, recording receipt of consent forms, and photocopying paperwork in preparation for the activity itself. It is the Trip leader's responsibility to upload details and documents to Evolve.

4. Residential visits organised during the school holidays should be arranged to allow staff & students time for rest and recuperation. It is recommended that staff attend no more than one residential visit per academic year. Expensive foreign residential visits should, in order to reduce parental expense and staff commitment, be run on a 2-year cycle and where possible, visits from different faculties may be combined.
5. Any proposed off-site activity should be discussed first with the EVC and an educational visits proposal form completed. Estimates of costs must be completed and disadvantaged students identified before the visit can be sanctioned. No discussion of the proposed visit should take place with pupils or parents before a visit is sanctioned.
6. The visit financial statement, showing estimates of payments and costs, should be reviewed by the Bursar who should confirm its accuracy.
7. Members of staff wishing to lead an educational visit must have completed the visit Training Course including use of Evolve, and should have participated in other similar visits.
8. Risk assessments must be carried out by the activity leader for all activities including 'down-time' and remote supervision and shared with all supervising adults prior to the visit; a specific RA must be included for known medical conditions. These must be shared with all accompanying staff and specific risks highlighted to students prior to the trip commencing.
9. For new visits, or to new venues, activity leaders should wherever possible visit the location in advance. Please note that the cost of investigatory visits must be borne by students through their total visit cost.
10. When organising visits, care must be taken to ensure enough supervising staff are familiar with the venue and experienced with leading visits, according to the risk assessment. For enrichment visits, with the exception of the visit and deputy visit leaders and any specialized staff, all other supervising staff should be selected through open ballot at an appointed time, while ensuring a balance between experienced staff and new staff gaining experience, potential leaders & subject specialists where necessary.
11. Once the visit has been sanctioned by SLT, a letter informing parents about the visit must be sent home prior to the activity. Activities are either curriculum based / take place during school time, in which case voluntary contributions are requested, or they are enrichment / take place outside of school time, in which case parents are required to pay. Examples of wording for letters are in the appendix.
12. The following paragraph must be included for all visits with limited places:

“In the event that this visit is oversubscribed all applications will be placed into a draw at 3.20pm (insert date). At that time applications will be drawn and allocated. **Please do not send payments until you have been notified that your child has secured a place on the visit.**”
13. All letters must be passed to EVC or member of SLT for checking. Letters should be accompanied by a parental consent form.
14. “Consent/ contact forms are required from all participants, students and staff, prior to participation in the off-site activity. Electronic copies of consent / contact forms for all participants are to be uploaded to Evolve for access during the visit by the trip leader and / or delegated staff via web-based devices, and saved to a password protected device carried by the trip leader. For longer,

more remote visits, this device is to be used ONLY to access consent / contact forms. Paper copies are NOT to be carried during visits. Medical information forms are NOT required for visits that take place during school time within walking distance of Magdalen; written consent is still required.” A privacy notice relating to trips to non-EEA countries is to be included within paperwork shared with parents (a copy is on the school web-site).

15. Admin staff are to ensure all visit documents uploaded to Evolve are also saved onto the password protected device for use by the trip leader.
16. Following the visit, all paper of medical consent / contact forms and other confidential documents are to be disposed in the confidential waste. Electronic documents pertaining to the visit are to be deleted following final evaluation of the visit in accordance with GDPR protocols (Details outlined on privacy notice on school website).
17. In the event that one consent /contact form is used for multiple visits, such as for sports fixtures, written consent must be obtained for each participant for each visit.
18. Regular school sports fixtures should only be arranged for outside of normal school lessons. Single events for Y7-9 may be authorised if they provide outstanding opportunities for students; Y10 and Y11 students are not to be taken on school fixtures during school lesson time. Elite athletes may attend specific competitions as part of their performance pathway, at the discretion of the EVC and LOL.
19. Visit leaders must ensure that the guidelines for relevant staff: student ratios are adhered to:
 - a. 1:15 where risk level is low, similar to normal life e.g. visits to historic houses, local fieldwork.
 - b. 1:10 or less for all high risk, foreign or residential visits. High risk activities include OAA or activities based around water, for example.
 - c. A lower ratio eg. 1:6 might apply if the party comprises mainly children with special educational needs.
 - d. For High risk activities, lower ratios may be necessary depending on the risk assessment.
 - e. 2 adults are required for minibus journeys irrespective of the number of students – one driver and one supervisor.
20. These ratios are intended for general activities and are issued for guidance purposes. It must be remembered that it is the duty of the party leader to ensure adequate supervision for particular groups and activities depending on the risk assessment; further guidance is available from the school EVC or from NCC EVC. In many cases it is advantageous for two staff to supervise a visit.
21. The Magdalen behaviour policy and procedures apply equally during educational visits as for misbehaviour in lessons. Regarding student participation in educational visits including sports fixtures, the following provisions apply:
 - a. Students on internal or external exclusion or channelled on day of visit – cannot participate.
 - b. Students externally excluded during the week before a visit – cannot participate.
 - c. Students on report to FT, LOL, or SLT – participation at discretion of the reported-to teacher.

RISK MANAGEMENT

22. An essential element of many educational visits is that they challenge students’ sense of adventure but this must not be achieved by putting students at physical or psychological risk. Visits cannot be entirely risk free, but risks must be reduced to the lowest level as is reasonably practical.

23. Comprehensive risk assessments must be conducted for every element of an educational visit, and reviewed regularly throughout the visit or whenever prevailing conditions or circumstances change unexpectedly. Risk assessments at Magdalen fall into three categories:
- a. Generic – permanent risk assessments which exist within the school for a particular activity ie use of minibus
 - b. Visit or site specific – a risk assessment for any off-site visit. Additionally, a medical risk assessment will have to be written for each visit with a new group of students.
 - c. Ongoing – the visit leader regularly re-assesses risks to the group whilst the trip is taking place and as the need arises. Records should be maintained of any on-going risk assessments.
24. Group leaders are to follow a 5 stage process to conduct risk assessments:
- a. Identify hazards and dangers for each visit activity to cover the duration of the visit.
 - b. Decide who might be harmed and how.
 - c. Evaluate risks and measures that will be implemented to reduce the level of risk to LOW.
 - d. Record their decisions on a risk assessment form, upload to Evolve and share with staff.
 - e. Following the visit, review the assessments and revise them as necessary.
25. Examples of factors that visit leaders should consider when conducting a risk assessment include:
- a. The type of activities and the level to which they are undertaken.
 - b. Travel arrangements.
 - c. Location, venue, accommodation factors; students must be able to communicate with supervising staff at all times.
 - d. The competence, and experience of the visit leader and supervisory staff.
 - e. First aid cover available at location.
 - f. The students' age, competence, fitness and temperament.
 - g. Students' medical or dietary issues.
 - h. The ratio of competent, experienced staff to students.
 - i. The supervisory arrangements for the duration of the trip, including structured and unstructured periods and for remote supervision.
 - j. Seasonal conditions including weather and timing.
 - k. Any emergencies that may occur – actions in the event of likely serious incidents including terrorist activity in major cities as appropriate and procedures for obtaining assistance should be planned before the trip commences.

FINANCE

26. A detailed analysis of all visit costs should be presented with the visit proposal form. Care should be taken to ensure visits are financially viable with fewer than expected students attending, without leaving excessive monies to refund.
27. When planning visits, consideration should be given to the final cost. The time and complexity of visits, costs including visit amount and essential equipment, and visit expenses, should be kept to the minimum necessary to achieve the visit intentions, in order to minimize costs to parents.

28. Where reduced or increased numbers may influence the final cost of the visit, initial costs to parents should be written "in the region of £xx." Once final numbers can be ascertained, the final cost can be shared with parents as the visit is confirmed.
29. The cost of visits may be subsidised for students who are disadvantaged. It is the responsibility of the visit leader to identify those students attending their visit, to liaise with the inclusion coordinator about the amount of support offered and final costs, and to confirm level of support to FAS team and LOL. For low income families, application for financial support may be considered.
30. It is the **responsibility of the visit leader** to ensure that all instalment payments are made at appropriate times. This includes checking that payments meet deadlines, and that all monies are paid prior to departure. Additionally, visit leaders need to check the visit cancellation policy, the deadline for confirming final numbers with penalty, and also deadline for non-refundable deposits, to ensure that these dates are met with no penalty to students.
31. Losses are borne by the organising Faculty from their capitation.
- 32. An additional administration charge of £1 per student for Parentpay costs should be added to the cost of any visit involving payments.**
33. In the event that an insurance claim needs to be made, the visit leader should contact the EVC for the forms and pass these to the family making the claim. It is the visit leaders' responsibility to ensure the forms are completed and the appropriate paperwork attached. Copies of completed forms should be passed to the EVC prior to posting.
34. All school visits are covered by school insurance. There is no need for parents to take out insurance with the tour company, except in exceptional circumstances. Please speak with the finance office or EVC for further guidance.

DURING THE VISIT

35. All supervising adults must be clear which students they are responsible for, their medical, DSEN & dietary needs and how they're to be managed.
36. Visit leaders must ensure that all supervising staff fully understand procedures outlined in the visit risk assessments and fully understand their roles. RA's are to be followed. In the event that unforeseen circumstances arise, on-going risk assessments must be performed in situ. Written evidence may be needed in this instance.
37. Photographs of students are not to be taken on staff' personal phones / cameras. In the event that a teacher wishes to use their own photographic equipment, a school memory card should be used.
38. All employees using their own vehicle to transport students on educational visits are covered by the school's travel activities including transporting students between sites and home. Parents are also insured (please check they have appropriate car insurance) to transport students to and from a school event, however students are not insured to transport other students. Staff must ensure that their cars are roadworthy, they must not exceed the capacity of the car, and parents should be informed that this is the mode of transport.
39. Students are unable to transport other students to and from school activities or associated school events.

40. No transport should leave a venue without a count of students being performed, and all students being accounted for and present.
41. Staff should not consume alcohol during any school visits, including residential visits.
42. During trips, the EVC must be regularly informed about the progress of the trip.

ACTIONS FOLLOWING TRIP

43. At the conclusion of any visit/trip involving payments the final budget statement should be completed and passed via the EVC to the Bursar. In addition, a financial viability summary needs to be produced following the return of each trip for checking by external financial auditors as required.”
44. For all activities, intended learning outcomes should be evaluated on Evolve, for audit by relevant Governing body.
45. Admin staff are to delete any files and contact details pertaining to the previous trip from the school mobile phones in accordance with GDPR guidelines, in preparation for the next trip.

Date agreed: 19th April 2018 at SLT meeting

Review date: April 2019

APPENDIX-1

Sport fixtures

When organising and leading sports fixtures, the following principles must be applied.

Staff pupil ratios:

Staff-pupil ratios for sports fixtures must take into consideration the following factors:

- The experience of the member of staffing leading the visit. Sports where there is an increased likelihood of injury to students must be managed by experienced staff.
- If a member of staff is required to officiate at a fixture adequate supervision within the usual staff: student ratios must be in place for the remaining pupils.
- If it is anticipated that a large number of parents are likely to spectate, staffing ratios are to be increased – effectively one member of staff supervises students, another supports more generally.

First aid cover:

As leaders of visits / sports fixtures, we have a duty of care to our students which cannot be delegated to others. Therefore:

- Staff accompanying students on sports fixtures should be first aid trained, carry a complete first aid kit, and take responsibility for any necessary first aid for Magdalen students.
- First aid cover for home fixtures taking place at Magdalen can be arranged via school first aiders if available, or by staff supervising the fixture.

APPENDIX-2

WORDING FOR LETTERS:

If a visit takes place during school time we ask for voluntary contributions:

“...In order to facilitate these off-site visits, we must ask for a voluntary contribution which will be in the region of £60.00 per student. In the event that insufficient contributions are received the trip will be cancelled. Please contact Mrs J Creasey, School Business Manager, immediately, or if you are unable to make this voluntary contribution. All payments must be received prior to departure.

If a visit takes place outside of school time, even if it is related to the curriculum ie a theatre visit to see a play being studied, it is therefore optional,

“...The cost of the trip will be in the region of £60.”

Example of wording for payments:

Payments for the trip may be made by cash or cheque and deposited in the payment box in Waynflete reception or payments can be made using ParentPay (Please see over for Terms and conditions). All cheques should be made payable to MCS.

Example of wording for payment over time:

Please find below details of the payment plan, which we hope you'll find supportive:

- A deposit of £10 to be paid by Friday XXth January. The deposit becomes non-refundable once it is submitted to the activity provider.
- Balance to be paid by Friday XXth March
- The final cost will be confirmed at the beginning of XXX, when parental consent and medical forms will be collected.
- Up to Friday XXth XXX staged payments may be made of any amount via ParentPay. You may also pay in full at any point up to XXth March if you wish to do so.”