

## Myddelton College – Educational Visits Policy 3.0

### Introduction

Myddelton College Staff, Associates and Students regularly go offsite to participate in adventurous activities, sporting activities, cultural visits and tourist attractions, among others.

Offsite refers to anytime a student leaves the Myddelton College grounds as part of Curriculum Enrichment Days, Extra-curricular activities, Boarding House Trips, Summer school trips and visits.

Pupils' physical and emotional safety on trips is of paramount importance. The school accepts that trips, visits and outdoor activities cannot be completely without risk. It requires all staff to take reasonable precautions and to manage the risks to protect staff and student's health, safety and welfare. Myddelton College has adopted the advice and guidance of the OEAP National Guidance documents, and in particular "3.1b – Requirements and recommendations for establishments" and accompanying documents as examples of best practice.

Myddelton College places high value on enrichment activities outside the classroom. Many of the opportunities enable our students to develop life skills, interests and enhance their academic learning. Our 'Learning Through the Outdoors'(LTTO) programme, frequently takes students offsite to participate in outdoor and adventurous activities for personal and social development. Year 9 and upwards are able to participate in the Duke of Edinburgh Award.

**Aim:** To comply with the Myddelton College Policies & Training we will ensure that all staff adhere to the same standard and expectations.

**Purpose:** To clearly layout a procedure for taking young people offsite of Myddelton College property. **Scope:** All staff delivering offsite activities will be subject to the requirements laid down in this Standard and any procedures detailed within.

### Roles and Responsibilities

In addition to the responsibilities determined in the College Staff Structure, the following additions apply:

- 1.1. The **Headteacher** has overall responsibility for authorising a trip has all documentation and appropriately qualified staff are in place. The **Headteacher** must always give final authorization, to all offsite activities once the recommendation for approval has been provided by the **EVC**.
- 1.2. The **Educational Visits Coordinator (EVC)** will guide leaders to ensure correct documentation is in place and advise the **Headteacher** on trip approval. They would have attended the RGS Offsite Management Training.
- 1.3. The **Senior On-Duty** is the College contact. They are responsible for checking groups in and out of college. They are the person to call in emergencies. This will mainly be the college secretary or the onsite duty contact.
- 1.4. **Trip Leader** is a group Leader who has been appointed as the Senior for the excursion who has previous experience of leading groups offsite. They are the main contact with the base contact. They would have attended in house Offsite Training for Excursion Leaders.
- 1.5. **Group Leaders** – person in responsible for a group of students. They would be familiar with the offsite procedures and risk assessment and met with the EVC with any questions.
- 1.6. **Additional Adults** – this would include parents, drivers and chaperones accompanying the group.

### Qualifications

- Staff should have an appropriate level of first aid training relating to the activity offsite activity they are leading. As a minimum, there should be a staff member present with a 1 day First Aid certificate.

- Specific activities require Instructors to be trained accordingly with the Training Plan for that activity. Please refer to the Activities policy for further details.

Staff members must only be allocated to duties for which they have received training as indicated by the staff report. Therefore, it is extremely important that supervisors use this as a reference resource when allocating staff to duties. Staff who are not indicated on the staffing matrix as being trained for a particular duty, MUST NOT undertake those duties.

The staffing matrix can be accessed from the College Secretary

The Outdoor Learning Staff Qualification Matrix can be accessed from the Director of Sport and Outdoor Learning or the College Secretary as this indicates what staff can deliver specific adventurous activities.

### Consent

As stated in the terms and conditions when students enroll in Myddelton college:

5.13 Educational visits: A variety of educational visits will be provided for the Pupil. By signing the Acceptance Form or agreeing to be bound by these terms and conditions the Parents' consent to the Pupil taking part in any educational visit, including CCF and Duke of Edinburgh Award activities and activities that take place as part of the 'Learning Through The Outdoors' curriculum.

Educational visits which:

5.13.1 cost more than £30; or

5.13.2 require overseas travel; or

5.13.3 involve an overnight stay of more than one night away from the College; or

5.13.4 occur during a College vacation; or

5.13.5 involve some element of high risk or adventure activity (other than normal Learning Through the Outdoors, CCF or Duke of Edinburgh Award activities)

will be subject to a separate agreement and consent by parents or guardians. The cost of such a visit will be payable in advance. The Pupil shall be subject to College discipline in all respects whilst engaged in an educational visit. All additional costs (such as medical costs, taxis, air fares, or professional advice) incurred to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the fees invoice. The College reserves the right to prevent the Pupil from taking part in an educational visit while overdue fees remain unpaid.

Enrichment Day trips occur regularly as part of curriculum. These usually take place once per half term on one of the LTTO days for years 5–10. The costs of admission and transport on these days are additional to any college fees. The college will aim to inform parents of these trips in advance with the cost.

### Supervision and Ratios

Supervision of the students is the responsibility of the group leader legally they are in loco-parentis. However, they may use **Additional Adults** to support the management of students. Please use in conjunction with activity specific ratios and refer to 4.3b <http://oeapng.info/downloads/good-practice/> Whichever gives the greater supervision ratio should be upheld.

Key stage 2 – Year 5&6 (7-11year old's) 1 Adult to 10 participants. At all times, there must be 2 Adults when students are off-site. Remote supervision is NOT permitted.

Key stage 3 Year 7&8 (11-13year old's) 1 Adult to 15 participants. At all times, there must be 2 Adults when students are off-site. Remote supervision is permitted at appropriate times during offsite visits. Remote supervision for students for year 7&8 should check in at least every 30minutes and limited boundaries (within 150m) and a staff member must be at a central point at all times.

Key stage 3&4 - Year 9,10&11 (13-15 year olds) 1 Adult to 15 participants. At all times, there must be 2 Adults when students are off-site. Remote supervision is permitted at appropriate times during offsite visits. Remote supervision for students for year 9,10&11 should check in at least every 90 minutes and limited boundaries and a staff member must be at a central point at all times.

Key stage 5 (16-17 year olds) 1 Adult to 15 participants. At all times, there must be 2 Adults when students are off-site. Remote supervision is permitted at appropriate times during offsite visits but they must be in at least pairs, the exception being walking to Denbigh town centre, they are allowed alone. Remote supervision for student's year 12 or above should have regular check ins, at least every 3 hours.

When there is a specific IDP in place for a student due to behaviour or learning needs, this should be given consideration on trips. For instance if they require 1:1 supervision. This would need to be over and above the activity ratios.

\*For overnight trips and trips abroad, ratios are 1:10 with at least 2 Adults.

Direct Supervision - Students are in sight and sound, at all-times.

Remote Supervision - Students are NOT directly supervised, a staff member should ALWAYS be at a central meet point.

Remote Supervision is permitted for year 7 and upwards. However, the level of supervision should be appropriate and the following considered:

- Age of Students
- Length of time between check ins
- Experience of students
- Location
- Members of the public
- Any safeguarding risks
- Weather

The reasoning for 2 Adults for Offsite Trips is if there is an emergency, 1 member of staff can always remain with majority of the group.

For visits abroad,

All groups of young people should be accompanied by at least 2 members of staff. When selecting staff for overnight trips including abroad, consideration in the following priority order should be given to:

- Experience leading trips abroad or overnight
- Activity Specific qualifications and first aid training
- Familiarity with the location or terrain
- Knowledge and rapport with the students  Additional and medical needs of students and staff   
Gender of students.

## Head-counts

Regular head counts by group leaders should take place through-out the excursion and should at least include head counts when:

- embarking and dis-embarking any form of transport
- arriving or departing any venue
- before and after toilet usage
- lunch times, separating groups that have mixed  meeting points after remote supervision.

## Planning Offsite Visits and Trips

## Submitting Trip Proposal

When planning a trip offsite, the Staff member should email a proposal to the **EVC, Head Teacher** and their Head of Department including the following information:

- Dates and times
- Staffing needs and qualifications
- Purpose of the trip
- Number of students (minimum and maximum)
- Which year groups or subjects it is open to
- Total cost to students and cost breakdown
- Overview of the Itinerary
- Activity or venue specific risk assessments for the trip
- Transport needs
- Food requirements
- Any specialist needs

## Trip Approval Process

The **EVC** will print and place the Trip Proposal in the EVC folder in the college secretary's office. The EVC folder has 3 sections:

- Trips awaiting approval
- Trips approved but yet to be taken place
- Trips that have taken place

The following procedure will take place:

- **DATE** - Director of Studies will approve the date and sign the top sheet and enter this into the whole school calendar. Where the date is not amenable, the Trip Leader should be asked to select an alternative date.
- **SAFETY RECOMMENDATION** - The EVC will review all information (risk assessments, staffing, ratios, transport, itinerary etc) and make a recommendation to the Headteacher whether the trip should go ahead based on risk management. They will advise the Headteacher if this is a 'Routine Trip'(A) or 'Trips that need a risk assessment and extra planning' (B) They will also advise on costs and charges to ensure 12-15% admin fee is included, staff places and a contingency budget or float where needed.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safetyon-educational-visits>

### A) Routine visits

These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

### B) Trips that need a risk assessment and extra planning

These are trips not covered by current policies. This could be due to things like:

- the distance from school
  - the type of activity
  - the location
  - needing staff with specialist skills
- **APPROVAL** - The Headteacher, if approves the trip, will sign the sheet in the EVC folder. The EVC will inform the trip leader. If the trip is not approved it does not go ahead and the Trip Leader will be informed and the trip removed from the calendar.

## Organising the Trip

### For Trip A - Routine visits:

Once approved, the Trip leader should go ahead and organize the following

- Letter to parents drafted with relevant information and cost. Advise with a cut-off date for consent forms.
- Confirmation of students and staff with a sign out sheet prepared
- Identify any student issues
- Payment for any venues or activities
- Confirm Transport arrangements including times, drop off and pick up points
- Arrange packed lunches or alternative meals
- Weather forecast should be checked for the duration of the trip or as far in advance as possible and adjustments made to equipment / clothing or alternative plan put in action
- Alternative plans should be discussed

### For Trip B - Trips that need a risk assessment and extra planning

Once approved, the Trip Leader should meet with the **EVC** to establish the above in Trip A Routine visits and plan the following:

- Detailed itinerary
- Further Risk Assessments
- Insurance policy review (if it covers the activities)  If needed route cards should be signed by the **EVC**
- Payment schedules
- Contracts with any companies or individuals

### For Trip's abroad and Overnight Trips:

- Letter to parents drafted with relevant information with a cut-off date for consent forms
- For international trips, it might be appropriate to hold a parents / guardian meeting to inform them of the itinerary and answer any questions they may have. For international parents, contact should be made giving them opportunity to ask any questions.
- For European Trips use the British Council list of traveller's (EVC will assist in this process).
- Establish call in time windows if appropriate (away overnight or more) at least every 24hours.
- Updated Medical form (Abroad trips only) in appendix
- A trip overview sheet including staff and student's names, dates of birth, passport number (abroad only), emergency contact details (including emails) and medical information. There should also be a detailed itinerary with accommodation details, transport companies, and any places used.

When they have confirmed plans with the **EVC** the **Trip Leader** should meet the **Group Leaders** to clarify roles responsibilities and any changes. Safety Equipment should be distributed and all **Group Leaders** should have the appropriate documents.

## Prior to Leaving the College

Prior to trip departure staff should ensure:

### A) Checklist and Preparation

Staff should ensure they have the following documents with them:

- Activity Sign Out Sheet with Medical Details
- Offsite Procedure Standards (this document)
- Offsite Risk Assessment
- Call List

- Emergency Response System
- Specific External Venue Risk Assessment
- Activity Specific Risk Assessment if needed
- External Venue Report (EVR) with relevant contact details and emergency numbers where needed
- Any records of payments paid prior to arrival at venue or money should be given to pay during excursion

#### B) Communication

- Pick up and sign out an off-site mobile phone ensuring the number is on the base information sheet
- Establish locations of pay phones if in poor reception areas
- Group leaders should have access to a mobile phone
- Base Contact person should be available by phone for the whole duration of the excursion 24hours a day
- Heir-achy of phone numbers in case of emergency
- Excursion Leader should sign students in and inform the **Senior On-Duty** when the group have returned to College.
- Any contact with parents of children should be made either by Teacher or **Senior On-Duty**.  In the case of serious incidents, the **Trip Leader** will inform the **Senior On-Duty** as soon as possible who will initiate the company Emergency Action Plan.

#### C) Equipment and Clothing

- Footwear and clothing should be appropriate for weather and activity
- Spare warm clothing should be carried
- First Aid kits to be checked and carried at all-times.
- Consider sick bags if travelling and sunscreen if UV index deems appropriate
- Additional equipment needed in relation to activity specific risk assessment (hot flasks, divvy shelters. • Collect lunches if taking from the College.

#### D) Travel and Transport

- Students to be briefed in appropriate behaviour whilst traveling
- Staff to manage behavior whilst journeying to ensure it is safe for the driver's concentration  Everyone to wear seat belts
- When on Coaches, Staff should be spread throughout the vehicle with the **Trip Leader** at the front  If at any time staff feel that the driving of the vehicle is compromising the safety of those onboard, the excursion leader should ensure they ask the driver to alter their behaviour. If this continues the **Trip Leader** should call the **Senior On-Duty** for advice or ask the driver to stop the vehicle.
- Staff will only transport students from the college with permission of the Head Teacher and they are appropriately insured to do so. Insurance documentation must be on file.
- Staff will use designated crossings whenever possible to cross roads. Where there is no crossing available, staff should cross where view of vehicles approaching and signal to students to cross.
- Foot Travel and crossing roads staff should be managed by staff either single file or pairs depending on the pathway.

#### Authorisation to drive Myddelton College Vehicles

- Only staff that are authorized by the Transport Manager may drive Myddelton College vehicles.
- The Transport Manager must see the original document and take a copy for filing.
- The Transport Manager must notify the insurance company of the additional driver.
- Only drivers that have passed the additional D1 minibus license test (PCV) are allowed to drive the 17seater minibuses.
- Anyone who gained a driving licence before 1.1.1997 will have had a restricted licence entitlement for category D1 and D1E. The restriction is shown as code (101) and means that the licence holder cannot drive 17seater minibuses at Myddelton College. This is commonly referred to as 'granny rights.'

#### E) Group Briefing

At the beginning of the day students should be briefed on:

- Appropriate behaviour
- Overview of the excursion, times of departure, where they are going, when they will be back
- What they need for the excursion (clothing, footwear, equipment, money)
- What to do if they get lost, brief a meet point, issue duty phone number or college phone number. □  
Students should stay with the **Group Leader** at all-times, unless otherwise specified. Consider Buddy systems.
- Students should not talk to third parties (strangers) and should be aware of their belongings in public place.
- Students should not carry large sums of money on them where possible. Where unavoidable, they should be briefed on having a ‘working wallet’ and a ‘storage wallet’ that is hidden away from members of the public.

At times, through-out the excursion it will be appropriate to brief the students about:

- Meet Points in case they become separated from the group
- If they are in overnight accommodation how to contact staff and where the fire exits are located.
- Remote Supervision, boundaries, times to meet back, what to do if they need to contact someone.

#### F) Overnight trips and trips Abroad

- Parents and Students should be made fully aware of the behaviour expectations of the trip in-line with Myddelton College Behaviour Policy. Any action by a student that is deemed detrimental to the safety of the group or themselves, illegal in the UK or visiting country, the parents will be informed immediately and the student removed from the trip at the parent’s expense. This may involve asking the parents to fly to the visiting country to collect them.
- Parents and students should be made aware of what our insurance covers, and what it does not over. They can-not claim for lost or delayed baggage or delayed departures. It is advisable that they purchase their own insurance for these specifics.
- Systems should be created for passports and valuables appropriate to the age of the student. Where possible, safes should be used. Copies of passports and visas should be scanned and saved on a One Note folder, shared with the **Head Teacher, EVC** and trip staff. Paper copies should be carried.
- Students should be advised on appropriate amounts of cash to carry in foreign currency and if possible taking a debit / credit card. This should be appropriate to the location of travel. They should be briefed on
- Where possible, staff should check the suitability of accommodation before the trip begins. They should also do their best to become familiar with the terrain and the places to be visited during a tour. In many instances, this may not be possible. In the event of an overseas tour for instance, a second option is the employment of a reputable agency who will take responsibility for checking the suitability of host families, hostels etc.
- Students should have a briefing every 24 hours about the day ahead.
- Staff should register students officially throughout the day. The minimum standard is:
  - o Breakfast o Lunch o Dinner
  - o Bedtime

### Emergency Procedures

If any of the following incidents occur the following steps should be implemented and an Incident Report Form should be completed

#### a) Lost and alone

If a student is missing take the following action:

- Gather all students and ask all staff to individually quickly conduct a head count to verify if and who is missing. Students should be asked where they last saw the student missing.
- Keep student’s stationary together with an appropriate number of staff
- All other staff should conduct a sweep search of the surrounding area including meet point, toilets etc
- Call 999 if the student is still missing
- Call the **Senior On-Duty** and inform them of all appropriate details

- Ensure the rest of the students are moved to a suitable location
- **Trip Leader** at a central location to coordinate search and speak to police upon arrival
- Ensure other staff continue to search for the missing student and assist police.

#### b) Third Party Interactions

Groups offsite will inevitably come across members of the public. If these interactions compromise the physical, emotional or psychological safety of clients or staff, if possible:

- Remove the group from the situation
- Explain that their actions are not welcome if safe to do so
- Request assistance from the external venue staff
- Consider calling 999 if harassment continues
- Call **Senior On-Duty** to inform them of the situation and request assistance if needed

#### c) Cancelled Bookings

In the event that upon arrival at a venue / accommodation the provider either has no record of the booking or it has been cancelled the excursion leader should take the following action:

- Ensure other staff are supervising students away from the bookings desk but close enough to see
- Request that they look again ensure they have the correct booking name
- Ensure you have all booking confirmation documents and check to ensure you are in the correct place
- Politely produce documents showing them this is their error

If this does not solve the problem:

- Ask if they have room for you
- Ask to speak to the manager and explain the issue and the need / young people
- Demand that they uphold their agreement (use other staff if needed)
- If possible contact **Senior On-Duty** and ask them to verify bookings and if needed ask them to call the Venue. Further support can be implemented from the College.
- Do not accept no solution. They must provide you with the booking or a suitable alternative provided at their cost. Do not leave, do not remove students from area.

#### d) Delayed return to College or accommodation

Numerous situations can delay groups offsite returning to college or accommodation. The **Trip Leader** should ensure that they call the college to inform if possible. If the delay will cause students to return later than when the school day finishes, the **Senior on Duty** should ensure parents are informed. In activities such as Mountain Walking when staff do not have mobile phone connection, they should inform the college by any means at the soonest possible time.

#### e) Late Transport

At times traffic can cause transport to arrive late on the way to a venue or on the way back to the College. If this happens take the following steps:

- Call the transport company to find out what is happening and when they are likely to arrive
- Ensure the group are in an appropriate location to wait
- Call the **Senior On-Duty** to update of any changes and estimated time of arrival. If this goes beyond the agreed times with parents, the parents should be informed.
- If the delay significantly effects plans consider either not leaving College or arranging alternative transport / accommodation.

#### f) Illness

At times staff and students may become ill whilst offsite, if a student becomes ill:

- Gather the group in one place stationary if possible with another member of staff
- Give assistance / first aid to the student. If life threatening call 999
- Request assistance from other staff and preferably the **Trip Leader**.



- If possible, move student to a comfortable location and seek medical support if needed
- If possible, activities can continue with **Group Leader**
- Excursion Leader should assess the needs of the student and make a plan
- Call **Senior On-Duty** to inform and support if student needs evacuating from excursion
- Activities may need to be altered to allow for correct staffing ratios or return to the College if appropriate

If Staff becomes ill:

- Ensure the group are supervised or activities are suspended
- Assistance should be offered to the staff member
- Excursion Leader should assess the needs and ability of staff to continue
- Excursion leader to call **Senior On-Duty** with a plan of action
- This may mean adjusting activities or another staff member joining the excursion

#### g) Injury

- Ensure the rest of the group are not in danger from what has caused the injury \*Follow the actions for Illness Emergency Procedures.

#### h) Road Traffic Accident

In the event of a road traffic accident involving the vehicle you are travelling in the following steps should be taken:

- Ensure your own personal safety
- If there are multiple injuries / trauma call 999 immediately
- Ensure you and accompanying staff are all accounted for and not in any further risk
- If possible a staff member should call the **Senior On-Duty** whilst others are:
- Ensure the student

\*\*Please note that if an accident happens not involving the vehicle you are travelling in, your priority is the STUDENTS AND STAFF safety

### Record Keeping

The College will maintain records in the following format;

- Trip Proposal forms within the EVC folder in the College Secretary's office.
- The Activity Sign Out Sheets which includes all staffing
- Incidents Report, Behavioural Incidents forms occurring
- Training and Assessment records for staff
- Certificates of Qualifications
- Where appropriate, a trip report that reviews logistics, staffing and programme. This helps with ongoing risk assessment and planning of future trips.

### List of Appendices:

Appendix 1 Call List

Appendix 2 Emergency Response System

Appendix 3 Risk Assessment - Generic Offsite Trips and Visits Risk Assessment

Appendix 4 Trip Proposal form

Appendix 5 Trips Medical Questionnaire

### Associated Reading List:

Venue Specific Risk Assessment and local information

Activity Specific Risk Assessment

Training Records