

GUIDELINES ON COLLEGE EDUCATIONAL VISITS

These guidelines contain checklists for staff who are organising or taking part in educational visits. It must be stressed that it is not a comprehensive guide and staff are strongly urged to seek advice from professional associations which have excellent guides on the subject. It is essential that all visits comply with DfE and Local Authority guidelines, copies of which are available on the DfE and Local Authority websites. All visits must have been notified to the Governing Body (via the Headteacher) and received Governors' approval. Residential visits and visits involving hazardous activities will also require Local Authority approval (via the Local Authority Outdoor Education Officer).

General Points

1. Staff planning visits should consult the DfE good practice guide, "Health and Safety of Pupils on Educational Visits" and the Local Authority document, "Educational Visits Health and Safety Policy Statement and Guidance". Staff planning self-organised visits take on the responsibilities of a tour operator. In the event of problems with hotels or flights the Group Leader is responsible for the accommodation and repatriation of the group until the end of the visit. The Group Leader should ensure that there is access to emergency funds and adequate insurance cover when planning a self-organised visit.
2. Careful planning and preparation for all visits is essential and a careful record of every stage of planning should be made. This would be most useful in the event of somebody else having to take over the organisation of the visit. It is essential that all visits conform to DfE and Local Authority guidelines. These can be viewed by all staff by accessing Ednet and:-
My Computer Staff on `notrecmis' (I) Educational Visits
3. It is important where information is given by telephone that travel companies et al are asked to put the details in writing which can be kept on our files.
4. In the first instance, an Educational Visits form (Green) should be completed and given to the Senior Leadership Line Manager who will present this, for approval, to the Headteacher and SLT. A risk assessment for the visit must be carried out by the Group Leader and approved by Mrs Harrison and the Education Visits Co-ordinator, Miss C Carson, in writing and then on-going negotiation carried out with a member of the Leadership Team according to the Department or Year Groups involved.
5. Residential visits or visits involving hazardous activities will also require Local Authority approval. The Authority uses the EVOLVE software programme to approve visits. This can be accessed using <http://evolve.edufocus.co.uk> and choosing School Improvement Liverpool from the 'choose' drop down box. See Miss Carson for your username and password. Please note: The Authority require at least a months' notice to approve visits.
6. The appropriate staff leave of absence forms must be completed and submitted to Mrs Harrison as early as possible.
7. Wherever possible it is advisable to make a preliminary visit to the site of the college visit and plans

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	5	CC/ July 2016	15.10.2015	20.10.2016	July 2017	Page 1 of 5

modified as a result of the findings made.

8. The pupils/staffing ratio must be within the Local Authority guidelines and should take into account the age, abilities and discipline of the pupils involved in the visit along with the type of activity being undertaken.
9. Full records of any money handled must be kept. Whenever monies are received, pupils must be given a receipt. Money should be paid to Mrs Forshaw, in the Finance Office, for collection within the college budget.
10. It is essential that all pupils are absolutely clear about expectations with regard to discipline during the visit.
11. No visit should go ahead unless there is adequate insurance in place. Details of insurance requirements can be found in the Local Authority policy documents or on the Curriculum Network.
12. Parental consent should be obtained for all pupils going on local visits. For visits outside of locality and residential, at home or abroad medical forms must be completed. Parents should be asked to agree to their child receiving emergency treatment where considered necessary by medical authorities and update medical information on their child.
13. Pupil and staff details, e.g. address, contact details and medical information should be filled in on Form 4. The completed form should be given to Miss Carson who will forward to the LA OEO. A copy will also be kept by the 'link' person.
14. For incidents of Drug/Misuse/Abuse. Please see Statement on Drugs in this Handbook and 'Drugs: A Guide for Teachers' – extra copies of which are available from Mrs Catherine Ross.
15. Contingency plans for an emergency must be in place and explained to all involved in the visit. A "link" person with the college and an emergency number must be established at the start of the planning stage. This would normally be the Headteacher or a member of the Senior Leadership Team.
16. Pupils must be supervised at all times during the visit and staff must ensure that under no circumstances are there opportunities for pupils to be irresponsible.
17. In the case of an emergency, or accident, the college must be contacted immediately and Mrs Harrison or a designated member of the Senior Leadership Team only must liaise with the media and the Local Authority.
18. The college mobile telephone should be taken on all visits by the lead member of staff and is available from the main office.

LOCAL VISITS DURING PART OF THE COLLEGE DAY PROCEDURE

(Visits involving hazardous activities will require Headteacher and Local Authority)

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	5	CC/ July 2016	15.10.2015	20.10.2016	July 2017	Page 2 of 5

approval)

- a) A letter should be prepared for Mrs Harrison's scrutiny, which informs parents of the visit, explains the aims, nature and circumstances of the visit and includes a consent form to be retained by the organiser. This should include a request to update pupils' medical information from that already on file. A risk assessment should be submitted to Miss Carson. Miss Carson will then check and submit to Mrs Harrison for approval. Once signed a copy of the risk assessment will be given to the group leader. Hazardous activities will also require Local Authority approval. All documentation should also be uploaded on to the EVOLVE system to gain Local Authority approval. The Authority require a month's notice for this procedure.
- b) Insurance checks should be made with the coach operator to ensure adequate coverage in the event of an accident.
- c) A check should be made on whether it is necessary to take out a specific insurance cover for the activity involved. All existing medical conditions should be declared to insurers.
- d) Details of all visits, including full list of staff and pupils and contact details (Form 4), must be left in the college office before departure with a clear indication of the time of return. If the visit requires Local Authority approval these details must be completed through EVOLVE.
- e) On the day of the visit, place a final list of pupils, teachers and other adults involved on the staffroom noticeboard and in the college office.
- f) The earlier the notice given of visits, the better it is for everybody's planning, so a visit should be announced in the bulletin as soon as arrangements are finalised.
- g) The Group Leader must make sure that there is at least one member of teaching staff accompanying the students and that adequate first aid provision is available including a suitably trained First Aider.
- h) No pupil should be allowed to separate themselves from the rest of the group and all colleagues should make clear their expectations about pupil behaviour on the visit and any particular aspect of health and safety which appertain to the visit.

RESIDENTIAL VISITS

(All residential visits will require Headteacher and Local Authority approval- via EVOLVE)

All the above points should be covered, as should the following:

- a) As much notice as possible should be given to pupils, parents and other staff in order to facilitate planning. In particular, the college cook should be informed if the pupils are not having college dinners. A draft letter for parents should be given to Mrs Harrison informing her of the proposed visit. This should include the aims of the visit, the dates and times of departure and return, any

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	5	CC/ July 2016	15.10.2015	20.10.2016	July 2017	Page 3 of 5

requirements for clothing or equipment, warnings of any special conditions, details of cost, methods of payment which are consistent with the college's Charging Policy, a contact telephone number and address at destination, a returnable consent form which must be signed and which should include parents' address and contact number at the time of the visit, as well as a completed Pupil Medical Form.

- b) The organiser should consider the need for a meeting to give information to parents.
- c) Ensure that all pupils going on the visit have clear expectations about behaviour and any particular health and safety issues.
- d) All pupils who have to take medicines with them must have these clearly labelled and due consideration should be given as to whether these medicines should be kept by the visit's leader, who will dispense according to the prescription.
- e) For incidents of Drug Misuse/Abuse. Please see Statement on Drugs in this Handbook and 'Drugs: A Guide for Teachers'.
- f) Details of the visit with a list of addresses of all party members should be left in the college office and with the contact person for the college.
- g) Fire regulations should be made very clear on arrival at the centre, as should all health and safety regulations.
- h) No pupil should be allowed to separate themselves from the rest of the group and all pupils should have very clear expectations about pupil behaviour on the visit and any particular aspects of health and safety which appertain to the visit.
- i) The college mobile telephone should be taken and is available from the main office.

COLLEGE VISITS – "TICK LIST"

- ❖ Pay careful attention to the above guidelines. Read DfE and Local Authority guidelines
- ❖ Obtain adequate information regarding feasibility and costs of any proposed visit.
- ❖ Submit a request to the Governors via the Headteacher and Local Authority via EVOLVE if appropriate for permission to run the visit. Complete the on line documentation.
- ❖ Read and digest the Charging Policy regarding types of visit.
- ❖ Use/produce the appropriate letter to Parents. Collect in and retain the appropriate Reply Slips.
- ❖ Check costs accurately; bank money daily via Mrs Forshaw; keep accurate records of your own and for the pupils.
- ❖ Make sure you have the correct number of staff to accompany the pupils; 1:15 and 1:10 for a residential or trip abroad.
- ❖ Make sure you have accurate, detailed lists of pupils who will be with you. Allocate responsibility for named pupils to named members of Staff.
- ❖ Make sure that expectations regarding dress, behaviour, money, equipment required and reporting

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	5	CC/ July 2016	15.10.2015	20.10.2016	July 2017	Page 4 of 5

at given times are made clear and specific.

- ❖ Make sure that there is a means by which the College can contact you and vice-versa.
- ❖ Ensure there is adequate First Aid provision including a suitably qualified First Aider.
- ❖ **NO REPLY SLIP AND MEDICAL FORM – NO VISIT!**
- ❖ **INADEQUATE FUNDS – NO VISIT!**

GUIDELINES FOR BEHAVIOUR EXPECTED ON COLLEGE VISITS

- ❖ Staff are expected to accompany pupils at all times.
- ❖ Pupils are expected to behave impeccably. Pupils will be briefed with regard to appropriate behaviour.
- ❖ On hired buses/coaches, pupils are expected to sit still on the seats and wear seat belts. In the interests of safety, they may not kneel up or walk around. They may sing but only if they ask permission and the Staff agree to it and control it!
- ❖ On Public Transport, pupils should sit where the teacher indicates and must always be quietly spoken, courteous and polite to everyone.
- ❖ In a Theatre/Museum/Gallery etc., pupils must ask permission of the teacher before going to the toilet/café/drinks machine etc.
- ❖ Pupils are expected to report on time, never to go off alone and to be courteous to adults and to other members of the public.
- ❖ On the street, groups of pupils should not take up the whole of a path or pavement, should walk in twos, speak quietly and always wait for the teacher to direct them to cross any road.

Appendix

Staff may find the following contacts useful when planning educational visits:

- (i) Miss C Carson (Quality Assurance Manager)
- (ii) www.education.gov.uk (for DFE guidelines on educational visits)
- (iii) Mr Derek Stanley (for Local Authority guidelines on educational visits)
Toxteth Annexe, Liverpool, L17
E-mail address – derek.stanley@liverpool.gov.uk
- iv) EVOLVE – <http://evolve.edufocus.co.uk> For gaining on line approval for a residential educational visit or one involving a hazardous activity.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	5	CC/ July 2016	15.10.2015	20.10.2016	July 2017	Page 5 of 5