

EDUCATIONAL VISITS POLICY

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Policy Aims and Ethos

The Trust believes that Educational Visits make an important contribution to the curriculum and to the development of our students.

Students in the Trust should be able to experience a wide range of activities off-site in order to support their learning and extend their experiences. Health and safety measures should help them to do this safely, not stop them.

This policy sets out the principles of how a school determines if an educational visit is purposeful, the requirements regarding the preparation of the visit and the steps necessary to ensure that the visit is undertaken with health and safety in mind.

Links to Legislation

Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014

The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act.

Details regarding other aspects of Health & Safety can be found in the Health & Safety Policy and other associated policies.

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Roles and Responsibilities

Duties as an employer

The employer, in this case the University Schools Trust, is responsible for health and safety, though tasks may be delegated to staff.

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks;
- and ensure that adequate training is given to employees on health and safety matters.

Schools must set out health and safety arrangements in a written health and safety policy. The HSE’s website contains useful information and a simple two-page template that any employer can use to create a health and safety policy.

Executive Headteacher / Headteacher

The Executive Headteacher / Headteacher will;

- Ensure that the procedures for educational visits at the school are in place and that they comply with this policy and the legislation.
- Ensure that all staff follow the guidance of this policy.
- Appoint an Educational Visits Coordinator (EVC) from among the senior staff.
- Ensure that the EVC receives appropriate training to carry out their role.

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Educational Visits Coordinator

Each School will have a designated EVC whose overall role is to coordinate and determine approval of all Educational Visits for the school.

The EVC will;

- Ensure that training for staff in the use of any educational visit software is available
- Give advice and guidance to staff as and when required relating to educational visits
- Ensure that details for educational visits are approved in good time
- Ensure that educational visit organisers have completed the appropriate checks and processes for each trip.
- Ensure that records of all educational visits are completed, including a post-visit evaluation by the educational visit organiser.
- Provide details of any overseas, residential and high risk educational visits to the Director of Education for the UST

Duties as an employee

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions;
- and inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the headteacher will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

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Parental consent to off-site activities

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents must be informed, usually through a letter, as to where their child will be at all times and of any extra safety measures required.

The Trust has prepared a “one-off” consent form which schools can use to ask parents to sign when a child enrolls at the school. This will cover a child’s participation in any educational visit that;

- takes place completely within the normal school day
- takes place (entirely or partially) after school, at weekends or during the holidays.
- is an off-site sporting fixtures either within or outside of the school day,
- is an off-site activity for a nursery school.

Written consent will be requested for activities that need a higher level of risk management as deemed by the EVC, other trips that take place, either fully or in part, outside school hours and overseas trips.

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular educational visit or off-site activity covered by the form.

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Appendix 1 – Key Members of Staff Referenced

School / Trust	Position	Member of Staff
Royal Greenwich Trust School	Headteacher	Dr Richard Marshall
	Educational Visits Coordinator	
St Paul’s Way Trust School	Executive Headteacher	Philip Akerman
	Headteacher (Trust)	Hannora Loveday
	Headteacher (Foundation)	Clare Lynam
	Educational Visits Coordinator	John Bradley
University Schools Trust	Director of Education	Gill Kemp

Appendix 2 – Links to Legislation and Guidance Documents

Health and Safety – Advice for Schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Health and Safety at Work Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

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Appendix 3 – Educational Visit Consent Form

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, *<name of the child>*, *<form group>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

This will cover a child’s participation in any educational visit that;

- takes place completely within the normal school day
- takes place (entirely or partially) after school, at weekends or during the holidays.
- is an off-site sporting fixtures either within or outside of the school day,
- is an off-site activity for a nursery school.

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above. If there is further information that the school is not aware of please contact the school and arrange a meeting with the Year Team Leader.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

Name _____

Relationship to student _____

Signed _____

Date _____

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Approval Signature

Signature of Chair _____

Date _____

Print name _____

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