



**SMITHDON HIGH SCHOOL**

**POLICY AND PROCEDURES FOR  
EDUCATIONAL VISITS**

**Re-adopted by Local Governing Body  
March 2017**

## **CONTENTS**

1. Introduction
2. Categorised Visit Levels
3. Areas of Responsibility
4. Regulations and Good Practice
5. Block Approval
6. Use of Minibus
7. Emergency Procedures and Documentation
8. Financial Arrangements
9. Insurance
10. Visits defined under Standard Operating Procedures
11. Approval of a Level 2 Educational Visit (flow chart)
12. Approval of a Level 3 Educational Visit (flow chart)

### Appendices:

1. Preliminary Enquiry Form for Educational Visit
2. Medical Consent Form (LA Form)
3. Risk Assessment Form (LA Form)
4. Recommended Wording for Parental Consent Forms
5. Financial Summary (School Form)
6. List of Authorised Minibus Drivers
7. List of Staff with four day First Aid Qualification
8. Visits falling within Standard Operating Procedure

## **1. Introduction**

- 1.1 This document seeks to:
- Establish responsibilities for the authorisation, organisation and supervision of educational visits.
  - Promote good practice which supports safe activity.
  - Provide appropriate guidance to ensure consistency of approach.
- 1.2 This policy incorporates all necessary provisions of the Norfolk County Council Educational Visits and Journeys Guidance as revised in Autumn 2011 and the revised Guidance from the Department for Education (summer 2011).
- 1.3 This document supersedes the School Policy on Out of School Activities (March 2001) and the previous versions of this policy (May 2005 and December 2008).

## **2. Categorised Visit Levels**

- 2.1 NCC practice divides Educational Visits into three distinct categories:
- |         |  |
|---------|--|
| Level 1 | Standard Operating Procedures (SOPs) – Routine, non-residential, local visits and sporting fixtures which regularly form part of the school's activities and with which supervising staff are highly familiar.                                       |
| Level 2 | Visits which do not meet Category B criteria, but require individual authorisation and planning.   |
| Level 3 | Any visit which involves:<br><br>An overnight stay<br>Going abroad<br>Adventurous activities (eg abseiling, climbing)<br>Visiting a hazardous area (including coastal or tidal waters, but not where students are remaining away from the shoreline) |
- 2.2 The approval system for each category of visits is distinctly different (see Sections 10, 11 and 12).
- 2.3 For Level 3 visits the school is bound to follow all provisions of the NCC regulations and final approval can be granted only by the LA Educational Visits Advisor.

## **3. Areas of Responsibility**

- 3.1 The Governing Body:
- Maintains a general overview of policy and practice.
  - Receives notification of Level 3 visits which have been approved by the Local Authority.

3.2 The Headteacher:

- Approves all Level 3 visits prior to forwarding them to the Local Authority.
- Approves all Level 2 visits in conjunction with the Educational Visits Co-ordinator (EVC).

3.3 The Educational Visits Co-ordinator (EVC):

- Ensures all visits are subject to appropriate planning and have clear educational objectives.
- Approves staffing arrangements including the designated visit leader.
- Authorises Level 1 visits under SOPs and reviews Level 2 visits prior to final authorisation by the Headteacher.
- Authorises the preliminary planning of Level 3 visits in order that viability, etc may be established before formal approval is sought.
- Advises the Governing Body of Level 3 visits which have been approved by the Local Authority Advisor.
- Ensures appropriate arrangements are made for supply cover (where appropriate).
- The current EVC (as defined under DfE regulations) is Marc Starling, who has the appropriate LA accreditation.

3.4 The Visit Leader:

- Ensures that all necessary consent forms and medical questionnaires are held before the trip commences.
- Manages financial arrangements and ensures insurance cover is appropriate.
- Completes financial summary following the visit (Appendix 8)
- Ensures overall maintenance of good order and behaviour on the trip.
- Ensures that other staff understand delegated responsibilities and supervise appropriately when the group is sub-divided.
- Undertakes risk assessments and completes the appropriate online documentation via the EVOLVE system. A number of exemplar risk assessments are saved in the Educational Visits folder on the Q drive and can be used for guidance or, in many cases, simply adapted and used.
- Ensures that only activities for which consent has been obtained are undertaken.

3.5 Accompanying Staff:

- Assist the group leader in preparation for the trip, including planning and administrative arrangements as required.
- Safeguard the health, safety and well-being of participants.
- Assist the group leader in maintaining good order and behaviour.

#### **4. Regulations and Good Practice**

1. The educational objectives of the visit must be clearly defined.
2. Adequate staffing must be provided to ensure effective supervision at all times. Actual numbers will depend on the nature of the activity and the venue and should be discussed with the EVC. There are no longer set ratios.
3. Both male and female staff should be represented on residential or overseas trips. On day trips this is advisable, but not essential in all circumstances.
4. All residential trips in term time must provide supply cover costs for teaching staff involved. All day trips involving two or more teaching staff must provide supply costs for a proportion of the staff involved. Group leaders should agree these arrangements with the EVC in the early stages of planning.
5. Group leaders should ensure that any transport companies or tour companies used are reputable. In the case of tour companies these should be ABTA bonded.
6. For residential activities the detailed itinerary required by the LA should also be distributed to parents. Photocopies of passports should be made and carried when abroad in case of loss by any participant.
7. A list of participants should be left with the front office and a further list posted on the intranet at least 5 days prior to departure.
8. Participants on overseas trips should be provided with a laminated identity card containing a passport photograph, their name and the address of their accommodation abroad.
9. All participatory students must be on the current roll of the school. It is not appropriate to take former students, etc over whom the school has no formal duty of care.
10. Staffing, particularly for residential trips, must be agreed in advance with the EVC, who will consider the appropriate balance of experience, etc. It should be noted that regulations now refer to 'appropriate adults' and it is not always necessary for visit leaders to be teaching staff.
11. The case of any student volunteers as assistant supervisors or helpers MUST be discussed with the EVC in advance. Specific approval must be granted for individuals. It is likely that a CRB will be required and time will need to be allowed for this to be processed.
12. The presence of family members as either supervisor or participating student can raise questions of a possible conflict of interest in the minds of some parents. This is therefore not regarded as good practice, although may be permitted in certain circumstances, with appropriate safeguards.
13. Permission will normally only be granted for visits involving Years 11, 12 or 13 during the autumn term. The only visits permitted in the spring/summer terms will have the clearest possible impact on public examination performance. Care will also be exercised with regard to Year 10, who have modular examinations.
14. All visits start and end at the school. Students may not be dropped off en-route.
15. The participants in a visit should all be from one Key Stage. It is seldom appropriate to mix Main School and Sixth Form pupils, as this can blur acceptable boundaries.

## 5. Block Approval

The EVOLVE system permits block approval for a series of visits (eg field trips, sporting fixtures) to be sought. All dates should be recorded on the system.

For visits such as sports fixtures where dates may change at short notice, it is not necessary to re-apply for approval provided all parents are fully informed.

## 6. Use of Minibus

1. Only those who have passed the LA Minibus Assessment may drive the vehicle (appendix 6).
2. Under LA guidance drivers should not act as the supervisor of the group except in clearly defined circumstances. On all other journeys there should be two staff present, one to drive and one to supervise.
3. Driver supervision is permitted in the following circumstances:
  - On journeys within 30 minutes of the school.
  - Where the group of students (ie a school team) is well known to the driver and behaviour is unlikely to be an issue.
  - Where only Key Stage 5 students are involved.
  - Where in the event of an accident help may be summoned from the school if required (or by mutual agreement from another school, eg when visiting for a sporting fixture).
  - For the purpose of the above, those schools designated as local are:

Any school in the Smithdon cluster  
King's Lynn Academy  
King Edward VII Academy, King's Lynn  
Springwood High School, King's Lynn  
Fakenham Academy Norfolk  
The Nicholas Hamond Academy, Swaffham  
Litcham High School  
St Clements High School (Academy), Terrington St Clement  
Marshland High School  
Downham Market Academy  
College of West Anglia, King's Lynn

## 7. Emergency Procedure and Documentation

For Level 3 visits, all provisions of the LA policy documents must be adhered to and the visit planned using the online EVOLVE system. Visit leaders should discuss these with the EVC as part of the planning process.

For Level 1 and 2 visits, the following should be carried:

- List of participants with emergency contact numbers
- A mobile telephone
- The school switchboard number and the evening telephone number of a member of SLT in case of emergency.
- A basic first aid kit

## **8. Financial Procedures**

An account should be opened within the school fund for all monies collected and from which bills will be paid.

Care should be taken to ensure that the trip remains within budget. Deficits will be charged to departmental budgets in all cases.

Consent forms for parental signature should state that all deposits etc are non-refundable.

Students should be given a receipt for all money collected from them.

All bills should be paid by withdrawal from the school fund – not by cash received from student contributions.

At the end of the visit the financial summary (appendix 5) must be completed by the visit leader and returned to the Finance Administrator (LA Audit requirements).

## **9. Insurance**

The school journeys policy (purchased annually from the LA) provides adequate cover for most school trips.

Separate cover should be provided in the following cases:

- For residential trips at activity centres. Staff should ensure that centres are fully covered in the event of injury.
- For overseas trips full holiday insurance including comprehensive medical cover should be taken.
- Where students are to undertake potentially hazardous activity (eg abseiling, paragliding) group leaders should consult the Insurance Section at County Hall for advice (01603 222511).

## **10. Level 1 Visits (Standard Operating Procedures)**

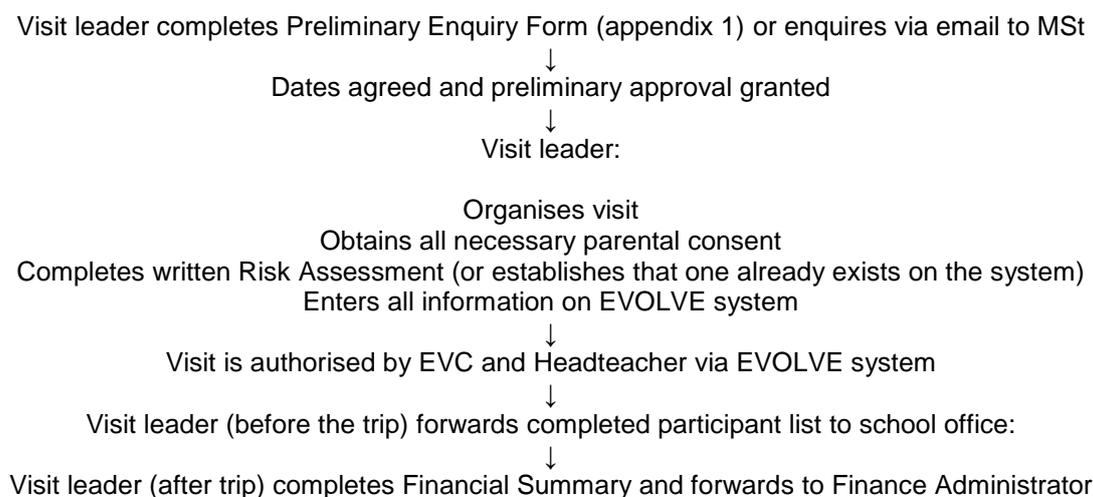
Where a visit routinely forms part of the school's activities and does not require individual planning, it may be considered part of Standard Operating Procedures. Only those visits listed in Appendix 8 may be planned and authorised under this concession.

In such circumstances it is only necessary to:

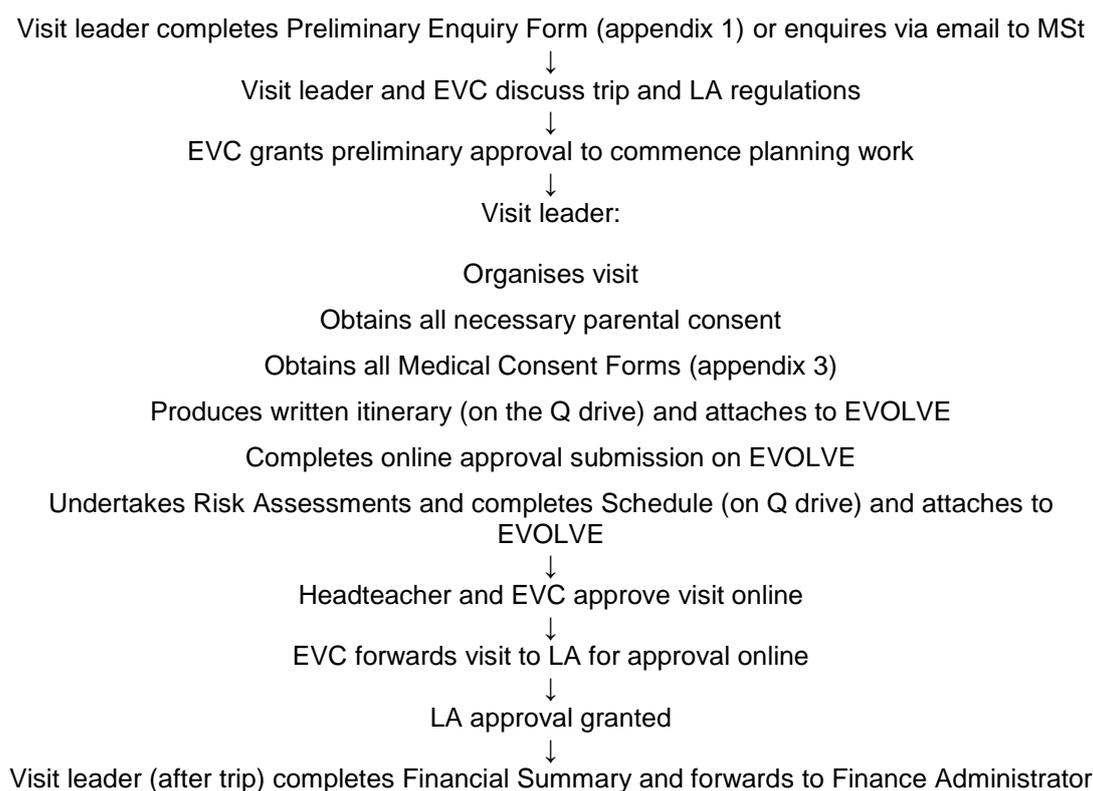
- Obtain written Parental Consent in the normal way.
- Agree staffing and date(s) with EVC.
- Ensure that an appropriate generic Risk Assessment is on the Q drive (and be familiar with its content.)
- Ensure that a participant list is notified to the admin team (and any teaching staff affected) in the usual way.
- Ensure that appropriate emergency support and first aid will be readily available.

There is no requirement to complete an EVOLVE submission.

## 11. Approval of a Level 2 Educational Visit



## 12. Approval of a Level 3 Educational Visit





**8.5 PRELIMINARY ENQUIRY FORM FOR EDUCATIONAL VISIT**

**Title of Visit:** \_\_\_\_\_

**Proposed Date(s):** \_\_\_\_\_

**Visit Leader:** \_\_\_\_\_

**Educational Objectives:** \_\_\_\_\_

**Venue(s):** \_\_\_\_\_  
\_\_\_\_\_

**Proposed Number Of Students:** \_\_\_\_\_ **Year Group(s):** \_\_\_\_\_

**Estimated cost of Visit (per person):** \_\_\_\_\_

TO BE FORWARDED TO MARC STARLING

\_\_\_\_\_

**AUTHORISATION**

**Date(s) available:** \_\_\_\_\_

**Preliminary Approval To Proceed:** \_\_\_\_\_  
(Mr M Starling)

**NB: YOU MUST NOW SUBMIT THIS VISIT FORMALLY VIA 'EVOLVE'.**

**UNTIL THIS IS DONE YOU DO NOT HAVE THE AUTHORITY TO TAKE STUDENTS OFF SITE.**

**Personal information and Parental Consent Form – Level 3 Visits****CONFIDENTIAL****To be completed by the Visit Leader:**

Please return to : \_\_\_\_\_ (Visit Leader) Tel No: \_\_\_\_\_

The Visit Leader who will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Group: \_\_\_\_\_ Place of visit: \_\_\_\_\_

Day &amp; date of departure: \_\_\_\_\_ Time: \_\_\_\_\_

Day &amp; date of return: \_\_\_\_\_ Time: \_\_\_\_\_

List of activities to be undertaken: \_\_\_\_\_  
\_\_\_\_\_

Method of travel: \_\_\_\_\_ (seat belts fitted as standard Yes/No)

**To be completed by Parent/Guardian (please use block capitals)**

Young person's full name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Main telephone no : \_\_\_\_\_

Name of parent(s)/guardian(s):

(i) \_\_\_\_\_ Relationship: \_\_\_\_\_

(ii) \_\_\_\_\_ Relationship: \_\_\_\_\_

Addresses of parent(s)/guardian(s) and/or other contact persons:

(i) \_\_\_\_\_

\_\_\_\_\_ Tel. no. \_\_\_\_\_

(ii) \_\_\_\_\_

\_\_\_\_\_ Tel. no. \_\_\_\_\_

Doctor's name : \_\_\_\_\_

Doctor's Tel. no: \_\_\_\_\_ National Health No.(if known): \_\_\_\_\_

Date of last known tetanus injection (if known): \_\_\_\_\_

Please give details of any recent illnesses:  
\_\_\_\_\_  
\_\_\_\_\_

Please give name and dosage of any medications currently being taken:

Please tell us about any allergies, e.g., medicines, food, bee stings, etc.

Please tell us about any food not eaten for religious or health reasons:

Please provide any other information which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, friendship problems, etc.

I am willing for my child to take part in the above visit/journey, and having read all the information provided, I agree to his/her taking part in the activities described.

I understand that the staff responsible for the activities will take all reasonable care of participants.

I give/do not give\* permission for my child/ward to receive pain relieving medication when appropriate (one dosage of paracetamol only).

\* please delete as appropriate

I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided.

Signature of Parent / Guardian: \_\_\_\_\_  
(if participant is under 18)

Signature of Participant: \_\_\_\_\_

Should there be any amendments to this form after it has been handed in, please contact the Visit Leader immediately.

This form must be completed for each member (including staff) of any group involved in any activity that includes absence from home overnight, visits abroad, and/or adventurous activities.

**Copies must be carried securely by the Visit Leader or group supervisor.**



**8.8 RISK ASSESSMENT FORM FOR EDUCATIONAL VISITS**

**Risk Assessment Form RA1**

*This form must accompany all forms required for LEA approval.*

**Establishment:** \_\_\_\_\_

**Assessment date:** \_\_\_\_\_

**Proposed Activity/environment:** \_\_\_\_\_

**Educational objectives:** \_\_\_\_\_

**Reviewed and approved by:** \_\_\_\_\_

**Name:** \_\_\_\_\_

If the trip involves proximity to water; ALL adults must be issued with 'Group Safety at Water Margins' (DfES/CCPR)

**Date:** \_\_\_\_\_

Hazards: List significant hazards that may result in serious harm or affect people in the party.	Who might be harmed? List groups of people who are especially at risk from the hazards identified.	Is the risk adequately controlled? List existing controls or note where information may be found, eg information, instruction training, systems or procedures.	What further actions are needed to control the risk? List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.	Outcome: H/M/L
	H/M/L risk			

**Recommended Wording for Consent Form**

(Appended to letter to parents and returned to school)

Name of Student: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Educational Visit: \_\_\_\_\_

I hereby consent to the above-named student participating in the above activity. I undertake to ensure that payments are made as detailed in the letter and accept that deposits are non-returnable.

Signed: \_\_\_\_\_

NB For residential trips for which insurance cover has been taken, the consent should include the following additional sentence:

I accept that in the event of any cancellation covered by the insurance policy. I will assist with claims procedures and may have to forfeit the loss of any excess fee.



**8.7 EDUCATIONAL VISIT FINANCIAL PRO-FORMA**

<b>Income received:</b>	£ _____	
<b>Expenditure (detail): (eg transport costs, entry fees, incidental)</b>	£ _____	£ _____
	£ _____	£ _____
	£ _____	£ _____
	£ _____	£ _____
		£ _____
<b>Total expenditure:</b>		
<b>Total income:</b>	£ _____	
<b>Total expenditure:</b>	£ _____	
<b>Balance:</b>	£ _____	

**Signature:** \_\_\_\_\_ **Visit Leader**      **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Finance Administrator**      **Date:** \_\_\_\_\_

**Notes:**

- 1. Balance in excess of £5 per participating student to be refunded to students.**
- 2. Balances up to and including £5 per student to be transferred to the General Account (School Fund) to offset any minor deficits on education visits at year end.**

### **8.9 LIST OF AUTHORISED MINIBUS DRIVERS**

With effect from 1st January 2004 only those who have passed the County Driver Assessment are permitted under insurance regulations to drive the minibus:-

Laura Barnham  
Mark Barrett  
Mark Birks  
Ron Caley  
Sandra Dixon  
Duncan Freeman  
Stephen Leys  
Sarah Robinson  
Mark Sexton  
Robert Smith  
Richard Stockdale  
Sonia Warnes

Any other member of staff wishing to take the assessment should see Marc Starling.

NB The school minibus seats 17 (16 plus the driver)

### **8.10 STAFF WITH 4 DAY HSE FIRST AID QUALIFICATION**

Jo Barnes  
Rachel Bazeley-Smith  
Susan Dean  
Sandra Dixon  
Jane Goodchild  
Shelley Horspole  
Jo Jackson  
Laurence Mann  
Aimee Petch  
Richard Rushton  
Lisa Taylor  
Nicky Wilson  
Heidi Wright

Visits forming part of the school's Standard Operating Procedure (Level 1):

- Sports Fixtures (football, rugby, hockey, netball, rounders, cricket, cross country, athletics, badminton, tennis, table tennis, volleyball, dodgeball, basketball) at the following venues:
  - Any school in the Smithdon cluster
  - King's Lynn Academy
  - King Edward VII Academy, King's Lynn
  - Springwood High School, King's Lynn
  - Fakenham Academy Norfolk
  - The Nicholas Hamond Academy, Swaffham
  - Litcham High School
  - St Clements High School (Academy), Terrington St Clement
  - Marshland High School
  - Downham Market Academy
  - College of West Anglia, King's Lynn
  - Lynnsport
  - Oasis Leisure Centre (excluding swimming)
- Driftwood Residential Home (coursework research)
- Bowlers, Hunstanton (PE lessons/reward visits)
- Hunstanton Tourist Information Centre (coursework research)
- Sea Life Centre, Hunstanton (within Science curriculum)
- Visits by Ambassadors, Senior Students, Sports Leaders, etc to any school in the Smithdon cluster in order to participate in assemblies, assist with activities, etc.
- Hunstanton Town Hall (mock interviews)
- Churches within cluster area (annual Carol Service)
- Sandringham Estate Visitors' Centre, House and Museum
- Princess Theatre, Hunstanton
- John Lewis, Norwich/Boots, King's Lynn (coursework research)
- School cross-country running route via Downs Farm Lane
- Searles Leisure Centre, Golf Course and Driving Range
- Associated Board of Royal Schools of Music examinations at local venues
- Hunstanton Recreation Ground (coursework research)