



The British School of Paris

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Version 3

Educational Visits Policy

and other off-site activities
Whole School including EYFS

Committee responsible: WS Management		Effective from: 12/01/2011 to: 12/01/2012
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Signature: 	Signature: 	Signature: 
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Distribution List

1. Board of Governors
2. Headmaster
3. Academic Team
4. Pastoral Team
5. Administrative Staff
6. Support Staff
7. Parents

1 Introduction and Policy

1.1

In keeping with the School's aims of embracing a wide range of extra-curricular activities and a high quality academic programme, an active and broad programme of educational visits is crucial to what we do. Group Leaders should read this document in conjunction with the School's Educational Visits Guidelines and Procedures document. This policy will be updated to take into account any pertinent issues to guidance on good practice that may result from changes in French legislation.

1.2

Currently the School runs approximately 100 educational visits in the course of an academic year. This number includes Duke of Edinburgh award scheme expeditions and sporting fixtures to other schools. All teaching departments organise educational visits and these are offered to all pupils throughout the school. Pupils from every year group will participate in a number of educational visits per academic year as either a compulsory part of the teaching and learning programme or as an optional extra. The emphasis here is on making educational visits as accessible to as many pupils as possible within the constraints imposed by **time, cost and acceptable risk**.

The types of visits included are:

- Whole year group visits organised by departments
- Bonding day visits organised by pastoral staff
- Conferences/Revision day course visits
- Outings to the Theatre, Concerts, Museums, Sporting events, etc.
- Tours, both domestic and overseas
- Foreign exchange trips
- Overseas cultural visits
- Annual Skiing trip

1.3

Head of Activities

The School appointed a Head of Activities in September 2010. He is responsible for the collection and checking of all documentation relating to educational visits from Group Leaders. He also provides support to staff organising visits. He meets weekly with and reports to the Deputy Head -Pastoral, under the authority of the Headmaster. The Head of Activities runs internal INSET to support staff with the running of visits.

1.4

Within departments the organisation and leading of visits will be shared and newly appointed teachers are encouraged to take as active a role as they feel comfortable with. Guidance and support is always available from department heads, the Head of Activities and members of the Senior Management Team. Educational visits are therefore seen as performing an important role in a staff member's ongoing professional development, as well as furthering the learning opportunities available to the pupils.

2 Outline of Procedures

2.0

Responsibility for Educational Visits in the School as a whole lies with the Head of Activities and the Deputy Head-Pastoral. Responsibility for the running of individual visits, and the behaviour of pupils on the visits, lies with the designated Group Leader as stated in the School's Educational Visits Guidelines and Procedures document and any of the risk assessment documents.

2.1

For all School journeys, whether a day visit or for longer, in France or abroad, the Group Leader shall ensure that all reasonable steps have been taken to establish safe conditions for the pupils and adults concerned and to create an environment where levels of risk can be seen as manageable and acceptable. For every visit, a checklist (Educational Visit checklist - Form 1 and page 14 of the Educational Visits Guidelines and Procedures document) showing planning arrangements, must be completed and passed to the Head of Activities at least one week in advance of a day visit, or at least three weeks in advance in the case of overnight stays or visits abroad. A risk assessment is also completed, either tailor made or adapted from the generic version available (Generic Risk Assessment - Form 4), according to the same time frame as above.

2.2

The Nurse and relevant Head of Year must also be consulted well in advance of any visit in order to ensure that special medical needs or pastoral needs of the individual pupils are factored in to the planning process.

2.3

Preparations and risk assessments for all visits are signed off by the Head of Activities in consultation with the Deputy Head-Pastoral.

3 Financial and insurance matters

3.1

All School visits must self-fund. A budget for all year group outings must be agreed with the Director of Finances and Administration in the previous academic year in order for the costs to be accounted for. All optional outings should be carefully costed. Many visits will involve simple budgeting: for example, trips to the theatre or conferences where parents are asked to pay for the exact cost of the admission. For trips of a more complex nature, and all residential outings, a budget outline should be agreed with the Finances and Administration Office before the visit is proposed to pupils and parents. The Finances and Administration Office should also be consulted on licensing and insurance. This consultation should take place after checking the date with the Deputy Head-Academic, and before finalising any letter to parents.

3.2

The fee schedule includes all compulsory trips and parents are invoiced with the main invoice. Major school trips are itemised on the invoice.

3.3.1

Passports and e¹.

Staff must be aware that the details of pupils' names on e¹ does not always correspond with the official names on passports. Staff should request from parents a copy of the passport details BEFORE booking flights, etc., and make this clear to parents in the initial letters.

3.3.2

Visas

Non EU passport holders must have in their possession the relevant visa documentation for French residency.

3.4

School visits are covered by the School's existing comprehensive insurance. The Director of Finances and Administration should be informed of any visit involving hazardous activities so that additional cover can be arranged.

3.5

Where the visit is a 'package' which includes insurance cover, this should be compared by the Director of Finances and Administration with the School's cover to ensure that it is adequate.

3.6

Prior to publishing arrangements for the visit to the parents, the Group Leader should liaise with the Finances and Administration Office and provide details of budget planning, licensing and insurance information via the Finance Department's Visit Planning Checklist.

4 Detail of Procedures when Planning an Educational Visit

4.1

Prior knowledge of the venue/activities: Group Leaders should, as far as possible, be familiar with the venue and the nature of the conditions likely to be encountered. They should ensure that adequate safety standards are met at the venue and on transport to and from the visit. If appropriate, they must check whether the centre is licensed for the activity concerned and that instructors are suitably qualified and are either CRB cleared or have had a Casier Judiciaire check – the Finances and Administration Office should be consulted regarding this.

4.1.1

For exchange visits, the Group Leader should, where practical, try to obtain from the host families as much information as possible about intended activities, so that the parents can be prepared and give consent where necessary, eg, for swimming activities.

4.2

Transport arrangements: where coaches and mini-buses are used, vehicles fitted with seatbelts should be booked where possible; if fitted, the seatbelts must be fastened when travelling. If a member of staff or volunteer is to use their own car to transport pupils, they must have the correct licence and insurance cover to enable them to do so and they must have written parental consent. They should not be in a position where they are alone in a vehicle with a pupil.

4.4.1

The date of the proposed visit should be checked with the Deputy Head - Academic; if the proposed visit is not included in advance within the termly calendar, then discussion with other colleagues teaching the pupils involved is required.

When planning visits, departments must consider the following constraints on the timings of visits as agreed by Heads of Faculties:

4.4.2

Once known, a list of pupils attending the visit should be passed to the School Office for the creation of a custom group in e¹.

4.5

Accommodation Arrangements

4.5.1

When booking accommodation, twin or single rooms should be requested where possible. In the event that only double room accommodation is available, and that pupils will therefore be required to share a bed, parents should be notified from the outset. In any eventuality, the

school should ensure that when pupils are sharing a room they are of the same gender and that there is no significant difference between them in age and maturity. There must be appropriate supervision by staff, and pupils must know how to contact staff in an emergency or if they feel uncomfortable with a situation. Where twin accommodation has been booked and double beds have been issued on arrival, the School should not book the same place of accommodation in future.

4.5.2

Accommodation should be checked to ensure that there are separate bathroom arrangements for pupils and adults.

5 Supervision of School Visits: accompanying staff & staff: pupil ratios

5.1

Leaders of visits should select and invite an appropriate number of other members of staff to assist on the visit. If required, other adults who are not members of staff may accompany the pupils; they should be suitably authorised to safeguard children (as confirmed through the Human Resources Manager and the DSSMS), and be able to undertake supervisory responsibilities. All accompanying adults should be checked against List 99 or the Casier Judiciaire, whether or not they are part of the official school party for the purposes of Adult to Pupil ratios. All accompanying adults must be fully briefed with the details of the visit and their general and specific responsibilities.

5.2

Ratios: the level of adult supervision must realistically reflect the purpose and nature of the visit, the age and maturity of the pupils, experience of accompanying adults and any special needs. There is no 'right' level of supervision and visits should be planned with sufficient adult supervision to allow for emergencies and the possibility that an adult may need to be detached from the main party. As a guide, the level of supervision should never be less than one member of staff to 15 pupils for a day visit, and one member of staff to 10 pupils for a residential visit. Staff should be aware that many transport providers and/or sites require more stringent ratios. Staff should ensure that these ratios are adhered to.

5.3

Safeguarding measures: any person on the visit designated to act in a supervisory role must have a Casier judiciaire or an enhanced CRB check which has been organised through the Human Resources Office. If it is intended to use volunteers or others not employed by the school in this capacity, Group Leaders should bear in mind when planning the visit that a Casier judiciaire can take up to three weeks and CRB check can take up to two months to complete. All teaching and support staff employed by the school have had Casier Judiciaire or enhanced CRB checks carried out by the Human Resources Office. Volunteers who accompany staff and pupils on overnight educational visits must undergo a CasierJudiciaire or CRB check, as the case may be.

6 Briefings and correspondence concerning Educational Visits

6.1

Parents must be notified in advance of all Educational visits by letter (example letter to parents - Form 5) setting out the following details, where appropriate (not all apply to every visit):

- name of Group Leader and other adults
- year group or tutor groups
- date(s)
- time(s)

- venue(s)
- Subject/curriculum relevance
- Detail of any unsupervised time (N.B. should be kept to a minimum)
- insurance arrangements/cover
- the level of supervision, including remote supervision
- accommodation and security, including details of host families
- mode(s) of transport
- clothing, food, money, equipment required, and anything that is not permitted
- cost (if not whole year group)
- purpose of visit
- reply slip for parental permission
- commencement and dispersal arrangements
- information on any parental briefing
- request for update on special educational, medical or dietary needs
- how assessed risks will be managed, including the name of the travel company

This applies to all School trips whether during the school day or evening, weekend or holiday activities, and to all age groups.

All letters should be submitted to the School Office and authorised by one of the Deputy Heads prior to them being sent. Final signed copies of all letters must be kept on file.

6.2

Parental consent must be obtained for any educational visit.

Residential visits and those outside the 40 kilometre radius of the School require additional parental consent and a letter must be sent to parents requesting their consent and providing information about price, timings, location, etc. Proformas (Parental consent - Form 6 and Medical Information and Parents emergency contact - Form 7) should be sent with the letter requesting up-to-date medical information, up-to-date contact details and permission for emergency medical treatment if the parents cannot be contacted. A code of conduct should also be sent which must be signed by the pupil and his/her parent/guardian.

6.3

Supplementary letters will be sent, as required, giving final travel details, changes of plan, names and addresses of exchange partners etc.

6.4

Before the visit, supervising staff and pupils must be fully briefed about the nature of the visit, all requirements and expectations of behaviour. Please give the Head of Activities a copy of any briefing documents.

6.5

For trips abroad there should be a briefing meeting with parents to explain the arrangements in detail. At this meeting, parents should be given details of the school's insurance policy. Copies are available from the office of the Director of Finances and Administration.

6.6

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major cause of accidents. Pupils should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Pupils should also be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity.

Health and safety issues must be considered for pupils with special educational needs. Any limitations or problems the pupil may have should be taken into account at the planning stage and when carrying out the risk assessment.

6.7

As of September 2009 letters to parents regarding trips abroad will contain a sentence reminding parents that the School cannot undertake to provide for individual, bespoke, arrangements for pupils to join or disperse from overseas visits individually. Such arrangements are not supported by the school's insurers where any pupil is under 18. This sentence will automatically be inserted by the School Office when the original letter to parents comes in for checking and typing. For pupils under 18, arrangements must be in a place for a parent, or adult designated in loco parentis, to meet with the group member of staff in charge to hand over responsibility. This arrangement must not compromise the group's activities. Such arrangements are fraught with difficulty, and agreements should not be entered into without consultation with the Head of Activities and the Deputy Head - Pastoral.

6.8

Staff must inform the Head of Activities via the planning checklist of the names of members of staff and other adults going on the visit and inform the Deputy Head in charge of cover of any cover requirements well in advance.

7 Preparing a Risk Assessment – Medical and Pastoral consultations

7.1

A list of pupils taking part in the educational visit should be passed to the School Nurse and the relevant Head of Year for initial comment as soon as possible. This is so that any serious issues affecting an individual's participation can be managed carefully from the outset, and that appropriate attention can be paid to special educational, pastoral or medical needs.

7.2.1

The Group Leader will receive details about the medical requirements of the pupils involved via the Head of Activities and discuss these and any more recent health issues with the School Nurse. The Head of Activities will produce contact lists for pupils based on information held on e1. The School Nurse will then need to be shown this list in advance by the Group Leader. In all cases, the Group Leader must arrange a meeting with the School Nurse to discuss the most up to date medical needs of the individuals taking part in the visit in the context of the activities being undertaken.

This is essential to ensure the implications of medical conditions are understood, and so that supervising staff can be deployed appropriately (eg members of staff who are epi-pen trained to supervise groups with pupils who are potential epi-pen users). It is vitally important that this procedure is followed as not all medical information relating to a pupil is necessarily stored on e1 and medical issues are evolving all the time. This meeting must take place shortly before the risk assessment and checklist are finalised and passed to the Head of Activities.

7.2.2

The Head of Activities will prepare a group list of pupils taking part in the activity on e1. This will enable smooth communication between school and parents, where necessary, for the duration of the visit. The Group Leader must ensure that this group list has been set up.

7.2.3

A pupil will not be able to participate in school visits abroad unless fully vaccinated against tetanus, polio and diphtheria. The revaxis booster is also a requirement for certain field trips and D of E expeditions.

7.3

Sometimes a supplementary meeting with the parents may be required in advance of a residential visit in order to make the best arrangements/care plan to meet the medical or pastoral needs of the pupil.

7.4

The Group Leader should ensure that host families, centres, hotels etc. are made aware confidentially of any special dietary or medical requirements. NB It should also be stressed that any list used for registration purposes and likely to be seen by pupils should not contain medical information.

7.5

Staff and volunteers should be aware that pupils must be responsible for their own medication; staff must not dispense any medication to the pupils, even aspirin or paracetamol – even if they are first aid trained.

7.6

The Group Leader should ensure that groupings and pairings are sympathetic to the medical or pastoral needs of pupils participating – especially if concerns are raised by the Head of Year.

7.7

There is no minimum level of first aid training required legally for educational visits. However, it is good practice that for all educational visits, at least one member of staff has basic first aid training. Staff who expect to run residential visits are recommended to attend the First Aid training offered in school.

8 Equipment taken on Educational Visits

8.1

At least one First Aid kit should be taken on the visit; these are available from the School Nurse and should be booked at least one week in advance. First Aid kits are not needed if pupils are met at a venue where such will be on hand. However, spare epi-pens must always be taken and are not included within this exception.

8.2

Mobile telephones may be taken for visits in France and abroad; these are available from the Office of Finances and Administration, and should be booked at least one week in advance. The school mobile phone number held by the Group Leader should be given to parents so that they have a contact number in an emergency. Staff should always use the school mobile phones for visits, and should never issue to pupils or parents personal mobile phone numbers.

9 Documentation - Risk Assessments and Notifications to colleagues

9.1

A risk assessment, Visits Checklist and list of pupils participating (together with information about emergency contact details and medical needs/allergies) must be prepared in advance of every educational visit.

9.2

A risk assessment must be completed for all visits out of school – day or residential. Generic risk assessments covering both day outings and residential/overseas visits can be obtained from the Educational Visits Guidelines and Procedures document. It is very important that forms are appropriately annotated so that the risk assessment is specifically adapted for the visit, taking into account the particular activities and capabilities/special needs/medical conditions of the pupils and staff participating.

9.3

Before booking a visit, a written assurance should be obtained from providers such as tour operators that they have assessed the risks and have appropriate measures in place. The Group Leader must check with the organisation that they have a licence for the type of activities undertaken. (NB. Staff are not experts at assessing specialist risk, and are not expected to evaluate external organisations' procedures themselves, but they can check that this has been done.) All tour operators must be asked for a copy of their safety management system.

9.4

Parents do not need to see copies of risk assessments. Please consult the Head of Activities should a parent request a copy. The Head of Activities will pass the information to the parent, with details of specific individual needs erased and references to individuals kept confidential, being for the eyes of supervising staff acting in loco parentis only.

9.5

The Group Leader will give a copy of the completed checklist, risk assessment, annotated list of pupils, briefing notes and letters sent home to the Head of Activities one week prior to departure for day visits and three weeks prior to departure for residential visits.

Emergency contacts

9.6

Emergency contacts for day outings during school hours

The School Office must be given the list of pupils who are away from school on educational visits. In the event of an emergency during the working day, the school Receptionist and Office will act as the emergency contact and liaise with parents where necessary.

9.7

Primary emergency contacts for all visits outside school hours

Every visit must have a named primary emergency contact. The Group Leader must ask an experienced member of staff to act as a link between the group and the parents/school in case of difficulty or emergency. This link person should be fully briefed with all details of the visit, including the list of pupils, and the contact telephone numbers and addresses for parents and the group. The Group Leader must take on the visit the contact details of the primary emergency contact. The primary emergency contact should be available at all times during the course of the visit, ie, if contactable by mobile phone, this must remain switched on at all times.

Secondary emergency contact for residential and overseas visits.

All residential and overseas visits must have a primary emergency contact in accordance with the above. In addition, in the case of a visit overnight or abroad, a secondary emergency contact also needs to be in place. The secondary contact will be assigned to the Group Leader prior to the visit taking place and will be a member of the Senior Management Team.

It should be emphasised that this contact is only to be used in cases of extreme emergency, such as serious injury, death, or any incident involving the attention of the Press. The secondary emergency contact should be available for the duration of the visit, within reason.

9.8

For day visits out of school, the Group Leader should place details of the date, venue and names of pupils, staff and other accompanying adults involved on the staff notice board at least one week before the visit.

9.9

For longer visits at weekends or in the school holidays, the above information will be given to the Activities Coordinator at the beginning of the weekend or the school holiday, together with emergency contact telephone numbers and addresses for the group, and the name of the nominated 'Emergency Contact' link person. This link person should also have copies of all relevant information.

9.10

The list of pupils and the checklist summarising all the necessary information for the visit should be given to the Head of Activities prior to departure.

10 Adventure holidays or Outward Bound Days

10.1

The process for Risk Assessment, documentation and notification is as above.

10.2

The need to establish the licensing and qualifications of those leading the activities requires particularly detailed attention, and liaison with the Office of Finances and Administration is essential to ensure that the right levels of insurance are in place.

10.3

Where qualified outside instructors are taking a supervisory role, and a teacher will not always be present, liaison with the Director of Finances and Administration to check that the school's safeguarding policy is being adhered to is essential. This may mean that copies of enhanced CRB checks and Casier Judiciaire extraits, where appropriate, are made available to the Finances and Administration office.

10.4

Depending on the nature of the visit, advice regarding relevant vaccinations should be given to parents from the outset. The school recommends tetanus injections for certain residential activities (Duke of Edinburgh's Award expeditions and major AdventureWorks Expeditions) so that minor first aid issues, cuts or grazes, can be treated without the need for medical intervention which may be difficult to obtain in a remote setting. Discussion and consultation with parents may be necessary where the family does not wish to follow the recommendation.

11 On the visit or journey

11.1

Each member of staff and any accompanying adult must have a list of the pupils participating, a reminder of any medical or dietary requirements, and emergency contact numbers. This information will be provided by the Head of Activities. These should be shredded at the end of the visit. For visits abroad or overnight, the relevant telephone number of the primary emergency contact and the secondary Senior Management Team emergency contact should be available to all accompanying staff.

11.2

On departure, for a day visit, the appropriate School Office will be informed of any absentees, and a list of pupils and staff involved left in the staff room.

11.3

A check will be made prior to departure that pupils have with them any special medical requirements (eg inhalers, epi-pens).

11.4

Every visit or journey must have a designated group leader; everyone should know who is in charge and take their instructions from them, regardless of their own seniority within the School.

11.5

Pupils must not leave the group without permission. Where appropriate, pupils should be encouraged to be in groups of two or three so that partners can report if one is missing or in difficulty. At the centre, hotel etc., pupils must be made aware of emergency procedures e.g. in case of fire.

11.6

With all pupils under 16, unless parents have given express permission in writing about dispersing from the visit independently, all pupils should be escorted back to school. Ad hoc changes to the arrangements already set out in letters to parents should not be made on the day.

11.7

The general level of direct supervision throughout the visit, including the evenings, must be appropriate. There must always be at least one adult on duty and the pupils must know who to contact at all times.

11.8

Bespoke arrangements for pupils leaving or joining visits individually must be negotiated with care and confirmed in writing by the parent. As a general guideline, pupils under 16 must be escorted back to School or met by a parent. For overseas visits, the School is not able to sanction a pupil leaving the group to join parents or relatives independently. For pupils under 18, arrangements must be in place for a parent, or adult designated in loco parentis to meet the group member of staff in charge to hand-over responsibility. This arrangement must not compromise the group's activities.

12 Emergency procedures in the event of illness or accident

12.1

Contingency plans should be made for the care and/or return of a pupil (or accompanying adult) in the event of illness or accident or for disciplinary reasons. In the event of illness, accident or a disciplinary problem, parents must be informed as quickly as possible. So, too, should the nominated link person, who, in turn, will inform either the secondary emergency contact if the nature of the incident or accident is severe.

12.2

If a visit involves an accident or hospitalisation this should be reported to the Head, Deputy Head -Pastoral, the Director of Finances and Administration and the School Nurse on return to School.

13 Post Visit

13.1

Any paperwork containing sensitive information must be shredded after the visit.

13.2

Upon request from the Head of Activities, the Group Leader should complete an Evaluation of a Visit Form - Form 15 handing one to the Head of Activities and retaining one in departments. This is to enable smooth hand-over of arrangements to other colleagues and to facilitate review of the visit, its impact and any issues arising regarding the venue or services used.

13.3

Feedback from visits will be given by Group Leaders at the weekly briefing meeting following the visit.

13 Other off-site activities

Sports Away fixtures

All procedures for visits should follow this school policy. Any staff wishing to take a visit, or day time fixture must first receive permission from the Deputy Head- Academic and check that it does not clash with any other visits and arrangements on the calendar. Staff should then send a letter home with the relevant medical/off site consent forms for parents to fill in and return. The chef may need to be informed if it results in pupils missing lunch or needing a packed lunch. Liaison with the School Office is needed to order packed lunches for day time events. A list of pupils must be put on the staffroom noticeboard so that colleagues know when pupils will be missing lessons.

When away fixtures are being played a list of pupils must be left with the Head of Activities along with an estimated return time and contact telephone number. If held up due to traffic or any other reason, the member of staff in charge must telephone the Head of Activities so that the School can inform parents if required.