

**-Policy Title: Visits
Policy**



Eastbourne Technology College believes that Visits are an enrichment to the curriculum. All visits should follow health and safety procedures to ensure that all participants are able to gain the maximum benefit from the visit.

Initiated: September 2004

Groups consulted: Governors
Staff

Reviewed: October 2008

Audience: Staff
Governors

Policy located: Staff Handbook
Shared Drive

Policy format: Full

Policy relates to : Off-site Activities and Educational Visits: Regulations and Guidelines (ESCC)

It is important that all visits to be made out of school be properly organised and documented in order that all eventualities may be dealt with in a quick and efficient manner. County guidelines state that an activity should:-

- * have significant value for the development of the students
- * relate to National Curriculum targets.

For ALL VISITS you should:-

1. Check arrangements and details of visit against the recommendations in the "**Off-site Activities and Educational Visits: Regulations and Guidelines**" published by County (H&S Officer holds a copy of this and it is available on czone)

2. **USE OF OUTSIDE AGENCIES**

County guidelines provide a useful checklist to evaluate the suitability of outside agencies for outdoor activities and other pursuits. **NOTE – Paint balling is not permitted by County and therefore must not be undertaken.**

HIGH RISK ACTIVITIES

These require further guidance. Such activities include:-

Mountain walking, Rock Climbing and abseiling', Canoeing, Sailing and board sailing, Surfing, Rowing, Waterskiing, Sub aqua and snorkelling, Horse riding, Caving and potholing, Skiing, Flying, gliding and parascending.

LOW RISK ACTIVITIES

These require further guidance - see County guidelines. Such activities include:-

Angling, Camping, Bathing, Swimming Pools, Orienteering, Pony Trekking, Cycling and Mountain Biking, Farm visits and Rural Science

3. Ensure that all visits are led by an experienced qualified teacher and at least one other adult of the opposite gender if the group of students is of mixed gender.
4. Check the staff/student ratio (Usually 1-15/20 for non-residential trips). The ratio of staff to students may vary according to the type of activity.
5. A recognised first aider must be in attendance on the trip.
6. Fill out a **Visits Proposal Form (Appendix 1)** and pass to WJN (Educational Visits Co-ordinator) **before** arranging the trip.
7. The form will be returned to you stating whether or not the trip has been approved.
8. If your trip is approved complete a Risk Assessment and submit it to LHA (Health and Safety Officer) for checking. If you require help with completing Risk Assessments, or School Visit documentation, please contact LHA or see the East Sussex Offsite Activities document on czone. Risk assessments should be completed a week before the trip.
9. The County Education Officer must be notified of all residential visits using the form contained in "**Off-site Activities and Educational Visits: Regulations and Guidelines**".

10. See JGA about insurance for the trip. The public liability insurance policy protects the Council, School employees and governors against their legal liability for accidental bodily injury, illness or disease to members of the public and pupils or accidental loss of or damage to their property arising out of the Council's/School usual activities. The Personal Accident insurance policy provides compensation should teachers sustain accidental bodily injury as a result of voluntarily organising or supervising official out of school activities, including direct journeys to and from home to the place of activity. The School is covered for all School trips in the U.K. and abroad, including Hazardous activities. Policy No. SJ17AC01-0026 (Please see the czone or BWI/JGA for the full insurance cover).

See BWI, JGA or H&S Officer for guidance. Read all small print - know details thoroughly particularly the exclusions. Any known complaint not previously notified to the Company will invalidate insurance. **NOTE – insurance covers against personal injury only. Students and Staff are not covered for loss or damage to personal possessions or property. Should you need to make a claim, evidence of the trip (i.e. documentation) and the policy number (see above), will be required by the insurers.**

Use of personal car to carry students:

- * your insurance must cover you for business.
- * you must be the policy holder.
- * The Head must authorise you to use your car for official business and you must sign a statement stating that you have business cover and provide a copy of your insurance - see BWI

If you are a named driver then you must clarify in writing with the insurance company. You might not be automatically covered for business even if your spouse is.

If your car insurance is social, domestic or pleasure you are committing a criminal offence if you take students.

11. See "**Off-site Activities and Educational Visits: Regulations and Guidelines**" about the completion of Health Forms and consent from parents for you to act on their behalf if unable to contact Parent or representative.
12. Leaders should ensure when booking coaches, that **coaches hired to them are fitted with seat belts** and that coach companies will not substitute buses for coaches as these do not have seat belts fitted.
13. The school minibus is booked through Joyce Gates.
14. Decide whether or not school uniform should be worn and communicate this in the letter to parents (see below)
15. Compile a letter to parents with details of the visit and include a slip that parents sign granting permission to allow their child to take part. This should be sent to the office for proof reading (examples are in APPENDIX 2).
16. Complete a *Leave of Absence* form and submit it to WJN.
17. Cheques and money should be in a clearly marked envelope and passed to the Finance Office. These will be locked in the school safe and receipted when banked.

18. Compile a list of emergency contact details for the students on the trip.
19. Ensure that a mobile contact number has been left with the office.
20. If the trip is to take place partly or wholly outside school hours, ensure that there is a nominated SLT member as a contact.
21. E-mail the list of students involved to all staff and post a hard copy in the staff room. Ensure that the office and attendance office have copies
22. Arrange free school meal packed lunches with the canteen
23. Check that there is a First Aid box on the vehicle or is being carried by a group member.
24. Check that water is available for students on the trips
25. The day before the trip, see WJN to check that all the above arrangements have been complied with and complete a **VISITS OUT OF SCHOOL CHECKLIST** (APPENDIX 3)
26. Prepare the students by briefing them on aims and expectations - Clothing, Emergency Procedures, Equipment. **NO STUDENT SHOULD EVER BE ON HIS/HER OWN.** Always let it be known where students can find the group leaders.
27. Read and carry with you a copy of the County Guidance for Party Leaders in the Event of Serious Accident or Incident - (Appendix 24 in Safety Guidelines for School Visits.) Accompanying teachers have a duty of care with respect to the students. A test of reasonableness would be applied by a court in deciding whether or not that duty of care had been adequately discharged. One test of reasonable care would be the extent to which County guidelines had been followed.

Residential Visits and Trips Abroad

1. Hold a meeting with parents to go through the schedule and expectations Explain what will happen in the event of a child needing to be sent home.
2. Complete Group Passports early. There can be problems for children or parents born outside U.K.
3. Obtain E111 medical forms for groups visiting EEC countries.
4. If staying in a hotel check Hotel rooms and list damage before occupation.
5. Hold a Fire Drill. You may have to insist on this in some Hotels
6. Customs. Receive lists of each students purchases. Check the odd bag or case. Make sure the children are aware of the law.

School Trip organised through a Tour Operator

Visits Policy

In order that the Tour Operator can produce a V.A.T. invoice the trip must meet the following criteria:-

- the trip must be enjoyed wholly in the UK (therefore excludes foreign trips) The school must provide a written statement to show the trip is part of the National Curriculum and therefore non-business. The wording for the statement approved by HM Revenue and Customs is shown below.

If you intended applying to your Tour Operator for such an invoice YOU MUST use the exact wording of the following written statement as this has been agreed with the V.A.T. Inspector. If you intended applying to your Tour Operator for such an invoice YOU MUST use the exact wording of the following written statement as this has been agreed with the V.A.T. Inspector

For guidance on saving VAT on any school trip please see either JGA or BWI. If you wish to account for your trip through school fund then please continue to do so in the usual way. Remember that no VAT can be accounted for on both expenditure and income

Eastbourne Technology College, Brodrick Road, EASTBOURNE, East Sussex, BN22 9RQ	
V.A.T. Registration Number	Date:
<u>SCHOOL TRIP</u>	
This trip (name of trip) on (date) will be used by East Sussex County Council for a non-business activity. The County Council has a legitimate right to recover input tax under Section 33 of the V.A.T. Act.	
Signed:	
Headteacher	
To: Name and address of Tour Operator -	
e.g. The School Journey Association	
48 Cavendish Road	
LONDON	
SW12 0DG	

Guidance for Party Leaders in the Event of Serious Accident or Incident

Although serious incidents are fortunately rare, the party leader must ensure that they are familiar with the procedures for dealing with an emergency situation. The party leader should also ensure that all other adults involved in supervising the group know whom to contact in the event of an emergency. The home Contact should have a list of party members' details, including full names, date of births, address and details of next of kin.

A serious incident would be defined as:

- any situation which results in, or may result in, serious injury, illness or fatality;
- any situation which may involve the media (e.g. press, radio, etc.)
- any situation which involved the police - (Defined by Eastbourne Technology College)

In the event of a serious accident or incident, the party leader should take the following steps. Having taken all appropriate measures at the scene of the incident; e.g. contacting emergency services, made suitable arrangements for the comfort and care of the party,

having accounted for all party members, the party leader should telephone their main emergency contact (arrangements should have been made for a 24 hour contact point). This will usually be the Headteacher or senior member of staff. The following information should be provided for the home contact:

A telephone number which the home contact can call back on;

- Details of the incident;
- Has there been a fatality, has it been confirmed. If so, by whom. Name of deceased;
- Nature of injuries to party members and names of injured;
- Situation with local emergency services.
- Any other relevant information

On receipt of this information, the named contact must inform a senior member of the Education Department. During office hours (8.30 am until 5.00 pm Monday to Thursday, 4.30 pm Friday) the contacts will be:

Daytime Emergency Contacts:

01273 481316 P.A. to the Director of Children's Services

07825 452517 Department Emergency Manager

- Outdoor Education Adviser 01273 482522 or 07816952833
- Communications Manager for Children's Services 01273 481365
- Police Support 0845 6070999

Outside office hours, please use the following number **07825 452517 Department Emergency Manager**

Having made contact with the Education Department, plans will be drawn up between the school contact, other school staff who may appropriately be involved, the chair of governors and County Council staff to address the following items:

- Contact with relatives of party members;
- Arrangements for informing school staff;
- Dealing with the media;
- Arrangements for bringing party members home;
- Liaison with other groups and services such as Social Services Department, counselling services, health authorities, emergency services and voluntary agencies.

Planning Priorities

When deciding upon priority action to be taken in response to an incident, the following points must be taken into consideration:

- Parents/relatives should be informed as soon as reliable information is available. It would be both damaging and upsetting for parents or relatives to hear of the incident through other sources, such as media speculation or through the grapevine, prior to the issue of a press release.
- No statement should be given to the media except through an agreed press release or statement. Enquiries should be referred to the Communications Manager at County Hall (tel: 01273 481365) until any specifically agreed arrangements are made for interviews etc. However, there should not be any undue delay in releasing information to the media as this may encourage speculation and cause unnecessary distress.
- Although, understandably, party members will be keen to telephone home, they should not be allowed to do so until a course of action has been agreed with the home contact and the Education Department.

- The party leader should keep a written record of all events information or observations which may be useful in a later analysis of the incident.
- So far as is practicable, do not allow anyone to have access to party members apart from the emergency services or medical staff. In the event of an emergency or major incident media contact may not be positive, could be upsetting for party members and should not generally be allowed outside of a planned media response.
- Ensure that home contact and Education department staff have a current contact number for the party leader at all times.
- Do not admit liability for any aspect of the incident.
- Offers in the Education Department and school contacts should be prepared to authorise payments for special arrangements for the party such as accommodation costs, transport, food, clothing, medical costs (if abroad), etc.
- When the party returns, it may be necessary to make special arrangements for a meeting place where parents, relatives and party members can be reunited. Such arrangements should normally be kept confidential to avoid unwanted attention from the media and others. It may be appropriate, depending on the circumstances of the incident, to have the support of the Social Services Dept, counsellors or other agencies at this meeting place.
- Following the incident, a briefing session should be arranged for staff and governors to ensure that a consistent response is made to any enquiries. A debriefing session may be appropriate for those involved in the incident, although consideration must be given to the mental and physical condition of party members and their ability to deal with such a session.
- Longer term action may be necessary to help the school and community cope with the aftermath of a major incident.

Guidance on responses to major crises was given in Education Department Circular 149/95, which is reproduced as Appendix 26

Use of the Minibus

From 1996 all minibus drivers must have completed and passed a defensive course as organised through the Road Safety Department of County.

All drivers will need to show JGA their driving licence at the beginning of each term and she will hold a photocopy of it on file. Staff must report any driving conviction to JGA immediately as this could affect whether they can continue to transport students.

ELIGIBILITY TO DRIVE COUNTY COUNCIL MINIBUSES

E.T.C. guidelines for staff who have been convicted of a driving offence and had their licence endorsed with penalty points but not been disqualified.

3 Penalty Points (e.g. speeding offence)

The school will generally recommend for governor approval, that the driver is allowed to continue to drive the minibus.

If the offence was committed whilst driving the school minibus, or a public hire minibus with school age students, or a private car with school age students who are not related to the driver the matter will be referred to the Governors Staffing Sub-Committee for further consideration. The criteria for a judgement will always be the safety and welfare of E.T.C. students.

Following approval by the staffing Sub-Committee and full Governing Body thr H&S Officer, manager responsible for driver training, will inform the member of staff of the decision.

6 Penalty Points or more in one or two incidents

Drivers will not be allowed to drive E.T.C. students in the minibus or in a private vehicle until 3 points have lapsed from their licence. Once the licence has been cleared of three points the driver would be required to undertake further training and testing by County as the manager and Governors feel necessary.

It must be emphasised that you, as the driver of the minibus, are responsible for the minibus in law and nothing absolves you from this fact. The school through LHA will always endeavour to keep the minibus in good working order by regularly checking and carrying out basic topping up of fluids etc., and arranging for professional servicing at regular intervals.

Before driving the Minibus – a visual inspection must be made of the vehicle to ensure it is in a fit and safe condition for driving.

Please do not continue to drive the vehicle if any of the warning indicators come on!

You will also be required to fill out a log of your journey and sign to say the vehicle is in good condition. If your passengers cause any damage to the inside of the minibus your faculty will be charged for repairs. Please check carefully before and after use.

EASTBOURNE TECHNOLOGY COLLEGE MINIBUS – M57 YWC

***As the driver you are responsible, by law, for the
roadworthiness of this vehicle.***

The driver MUST carry out a visual check of the following before using the minibus.

- **Tyres**
- **Lights**
- **Mirrors**
- **Doors close properly**
- **Securing of loads**
- **Fluid levels – oil, brake fluid, radiator, washer bottle**
- **Fire extinguisher in place**
- **First aid box in place**

**If you are unsure about anything refer the problem to
Lindsay Hawkins.**

Minibus Check Sheet

It is a condition of use that the following log is completed at the beginning and end of each journey.

Please check for cleanliness and damage to the interior. **Any damage will be charged to the faculty or organisation who last used the minibus, hence thorough checking by ALL users is essential if possible charges are to be avoided.**

If the minibus is found to be damaged when you first take responsibility for it you should delay your excursion and report it to Lindsay Hawkins straight away.

DATE	DETAILS OF JOURNEY	START MILEAGE	RETURN MILEAGE	BUS CLEAN INSIDE (TICK)	DAMAGE TO INSIDE (YES/NO) GIVE DETAILS IF YES	DRIVER

If your visit is out of County or beyond the Brighton and Hove area, it is a school requirement to seek the approval of the H&S Officer. If your journey extends beyond 8.30p.m. a second approved driver must take over the driving responsibility in order to maintain safe working practice and care for our passengers and drivers.

The tachograph does not need to be used unless the bus is driven abroad. When travelling abroad it must be used from your starting point in this country (NOT once you arrive on the Continent).

Drivers taking the minibus abroad must have taken and passed a P.C.V. test.

Returning the Minibus – please:-

- ensure the minibus is left clean and free of litter
- ensure the windows are shut and the vehicle is locked – (Park in the garage if you are the last user of the day)
- deposit the keys with JGA when the school is open
- deposit the keys through the Assistant Site Manager’s letterbox when the school is closed
- notify LHA if there is any problem with the minibus – e.g. mechanical, lights, tyres, brakes (include visual check for leaks), mirrors, doors, windscreen washers, horn, speedometer, handling, interior etc.

IN CASE OF BREAKDOWN

E.T.C. is registered with the A.A. The Members Card is attached to the windscreen.

Visits Policy

If you break down and need help, in addition to the A.A. telephone the school for assistance and to advise of your problem during school hours, or your link SMT person if out of school hours – (see trips policy – Appendix 2). Endeavour to park the minibus in a safe place whilst waiting for help. If this is not possible take students out of the bus and wait with them in a place of safety.

IN THE EVENT OF AN ACCIDENT

Report any occurrence, giving full details to JGA immediately you return to school. If you require assistance at the scene of the accident telephone school or (telephone/page your link SMT member, if out of school hours) – see trips policy, Appendix 2.

DO NOT ADMIT ANY LIABILITY OR MAKE ANY STATEMENT – see trips policy Appendix 24.

Full details are essential in order that BWI can make relevant contact with either County Officers and/or Insurance Officials.

In an emergency:-

LHA may be contacted on Mobile No. 07714 728308 .

DEA may be contacted on Mobile No. 07973 703411

P.E./Games Fixtures

To avoid completing team lists for students chosen to represent the school away from home the following will apply:-

1. A letter will be sent once to parents of all potential team members seeking permission to take their child on such a visit (see appendix 3 Ref: School Teams)
2. A complete list of students and their contact details should then be compiled and used as a basis for all future fixtures.
3. The H&S Officer should be advised when a fixture is to be played and given a list of the team members and staff involved in the particular fixture. (a member of SMT will be allocated as an emergency contact in the usual way).
4. All other aspects of the VISITS POLICY applies to Games Fixtures and should be followed.

APPENDIX 1

Visits Proposal Form

Complete and submit to WJN before arranging a trip or visit

Lead member of staff:.....

Other staff members involved (indicate which member of staff is the first aider):

.....

.....

.....

.....

.....

Date(s) of proposed visit:

Timings of proposed visit:.....

Educational purpose of proposed visit.....

.....

Travel arrangements.....

Number of students from each year group involved:

Yr 7: Yr 8: Yr 9: Yr 10: Yr 11:

Estimated breakdown of costings:

Signed..... *Date*.....

Visit approved..... (WJN)

Amendments suggested:

APPENDIX 2

Parental Consent Form for Trips in the UK

Eastbourne Technology College

Brodrick Road, Eastbourne, East Sussex. BN22 2RQ

Trip To:

From: (date) to (date) 20

STUDENT'S NAME: **Mentor Group:**

I wish my son/daughter to take part in the above mentioned school journey and, having read the information sheet, agree to his/her* taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her* safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the group will take all the reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter* arising during or out of the journey.

Please delete and complete the following as is appropriate.

My child is: a swimmer* / non swimmer* (Please delete as appropriate)

Please give details of any infectious or contagious diseases that your child has had in the last three months:

.....

My child has: No illness, allergy or physical disability*

(*Delete which does not apply)

Which necessitates the following medical treatment:

.....
.....

Parental Consent Form for Trips Abroad

Eastbourne Technology College

Brodrick Road, Eastbourne, East Sussex. BN22 2RQ Tel: 01323 514900 / 501036

STUDENT'S NAME: **Mentor Group:**

NHS Number:

Name, Address and Telephone Number of Student's Doctor:

.....
.....

Parent/Guardian's Name, Address and Telephone Number:

.....
.....

Alternative Contact's Name, Address and Telephone Number:

.....
.....

I consent to my child taking part in the visit to and in the event of my child being taken ill or injured during the period of the visit abroad to the extent that a surgical operation or injection becomes necessary, I authorise the teacher in charge to sign on my behalf any written consent to operate, as required by the medical authorities.

My son / daughter* has / has not* been actively immunised against Tetanus.

Date:

He / She* is / is not* as far as I am aware, sensitive to elastoplast, penicillin or other medicine.

(*Delete as appropriate)

If necessary, I can be contacted on the following telephone number:

Daytime: (if different from above)

Example of letter

Dear Parent,

I propose to organise a visit to

for (state purpose)

on I therefore ask you for your permission to allow your child to take part in this activity.

It is anticipated that we will return to school by In the event of a delay and if the school is closed a message will be displayed at the front of school & use of mobile phones.

In an emergency (state member of staff) will return to school to assist where possible.

Yours sincerely,

(sign) (course leader)

✂-----

**Please complete and return the following consent form.
Eastbourne Technology College**

I do / do not give permission for my child

NAME
BLOCK CAPITALS PLEASE

MENTOR GROUP

to take part in the visit to

In the event of an accident I give permission for my child to receive medical treatment and for the party leader to authorise an operation on my behalf if I am not able to be contacted.

Signed Parents

*** Delete as appropriate please.**

APPENDIX 3

VISIT OUT OF SCHOOL CHECKLIST

Visit Leader's Personal Mobile Phone No:

SLT Contact Person

School Mobile Phone No: (07702 665943 held by on call person)

School Phone No: 01323, 514900 (school hours)

Visit to **date(s)**.....**inc.**

VISIT TIMES – * Start * Arrival on Return (Place/Time).....

Check List - ✓ to indicate that you have completed the following:-

- obtained permission from WJN on Visits Proposal Form
- completed a Leave of Absence Form
- completed and submitted Risk Assessment to LHA
- confirmed coach must have seat belts fitted
- given detail of visit to parents
- received written permission from parents for every student participating
- e-mailed list to staff
- e-mailed list to attendance office
- e-mailed list to office
- compiled a list of emergency contact numbers and lodged a copy with the office
- hard copy list in staff room
- arranged insurance (**see JGA**)
- arranged Free School Meals packed lunch arrangements with the canteen
- checked that a first aid box is being taken
- have read and understood E.T.C. Policy For Arranging Visits Out of School

Visits Policy

I give permission forplease print to represent the school team and am willing for him/her to travel to other venues as detailed above.

Parent's signature

Home Telephone Number:

Emergency Telephone Number: