

ISP Group Educational Trips and Visits Policy

Policy Owner: Group Head of Operational Risk

Revised: May 2024

RATIONALE

Amazing Learning can result from a variety of experiences outside the school. These offer a connection to real life learning that builds on what is learnt at school. Examples of these experiences are:

- visiting academic, commercial and industrial establishments;
- conducting individual or group research, projects, surveys or fieldwork;
- attending or contributing to educational events and trade exhibitions;
- representing the Company in competitive or joint ventures;
- representing the Company in organised sports and cultural activities;
- attending talks, conventions, museums, cinemas and theatres;
- taking part in tours or residential at home or abroad;

POLICY SCOPE

All staff must be aware of and are required to comply with all relevant Company policies and associated procedures. This policy applies to staff in the following roles:

- staff members responsible for authorising educational visits and trips.
- supervisory staff responsible for operations or other activities that take place outside the school campus.
- staff and consultants working for the Company required to travel on educational visits and trips.
- staff responsible for support functions concerning educational visits and trips.
- staff in charge of any area related to the planning and execution of educational visits and trips.
- Staff members who create and authorise the mandatory risk assessment.

Staff that are required to participate in educational trips and visits must carry out their duties effectively to achieve the aims of the whole visit or trip safely.

- The Head of School is responsible for authorising travel and agreeing any deviation from this policy.
- Heads of Department are responsible for ensuring that applications for educational visits and trips made by or on behalf of staff under their direction are properly completed, that a risk assessment is completed and that the trip or visit is in keeping with the school/Company objectives.

A comprehensive risk assessment will take place before any educational trip or visit is authorized.

DEFINITIONS

- SLT – Senior Leadership Team
- Trip Leader – The school staff member who holds overall responsibility, acting as the Head of School's delegated representative during the execution of the visit or trip.
- Staff Organiser – The school staff member who is responsible for completing the administration of the trip or visit ensuring that it complies with local and ISP regulations. E.g. collating medical information, ensuring parent or guardian written authorization is received, etc.
- Duty Manager – The school staff member who is available to the Trip Leader in case of emergency at the home base 24/7 of the duration of the trip or visit. This can be multiple people but needs to be clearly defined in the EV3.

PROCESS

Every educational visit or trip must go through the following steps. The order and time in which these happen might differ from school to school depending on local regulation and procedures. The ISP documents suggested for some of the steps are to be adopted if the school does not already have a document that contains the same information. It is recommended that the time scale for the first draft of the risk assessment is followed as indicated in this policy.

1. Discuss provisional arrangements, year groups involved, numbers, dates and possible alternative dates with Head of Department.
2. Submit Calendar Request Form (**EV1**).
3. The proposed letter which will be circulated to parents is to be forwarded to the Head of School for checking. (This may be submitted with **EV1** if desired to speed the process). Arrangements for payment must be established and agreed with the Staff Organizer (either billed to pupils or collected independently and returned to Staff Organizer).
4. Circulate an agreed letter of notification to parents, collect and file responses as necessary.
5. Inform Catering Manager where appropriate.
6. Make necessary alternative arrangements for pupils unable to go on the visit as circumstances dictate.
7. For overnight visits a brief meeting for parents is to be held prior to departure. If overnight accommodation is organized through families as part of an exchange, the school needs to consider the safeguarding implications and appropriate checks need to be carried out on the hosting families.
8. For trips of a hazardous nature, obtain Risk Assessments from the providers. Where this is an overnight trip or involves foreign travel, each participant (staff and pupils) must return a completed Medical Details and Consents Form (**EV5**)
9. At least three weeks prior to departure complete the Educational Visits Information (**EV2**)
10. At least three weeks prior to departure complete the Risk Assessment (**EV3**). All staff attending the trip must sign the **EV3**.
11. At least two weeks prior to the departure assimilate a list of all participants and their contact numbers. (Please consult the School Registrar for assistance in this)

12. Pupil Information: In place, at least two weeks prior to departure (Dependent on the nature and duration of the trip will determine the level of information required) (**EV4**)
13. **EV5** Medical Information: (Collated from Engage and or the School Nurse) to be circulated at least three weeks prior to departure and verified by parents/guardians. If the information is not already available in school a fresh medical form will need to be completed by the parents/guardians
14. A first-aid kit that complies with local regulation must be taken to every trip.
15. At least 48 hours prior to any visit the full Experience's Pack must be completed to include any itinerary, emergency plan, **EV2, EV3, EV4** and **EV5**, and distributed to all parties involved.
16. Supervision duties of staff to be absent must be covered by mutual agreement with other staff members.

N.B. Previous trips to the same venue will have included different students, weather, medical needs etc. and thus all trips are unique and a fresh risk assessment should be produced, the previous trip assessment can be used to assist in this process but not used as a substitute to good planning.

SUPERVISION ON SCHOOL FIELD TRIPS

Staff organising and executing an educational trip or visit are accountable for the SAFETY and WELFARE of the students in their care and should exercise the same responsibilities for them as if they were still in school. Staff will encourage and expect high standards of student behaviour.

Staff care extends to 24 hours a day, 7 days a week whilst on a educational trip or visit - it is not confined to school hours.

Staff must not consume alcohol during a school trip or visit nor use any illegal drugs.

School policy approved by the SLT is to apply at least the minimum staff/student ratios to educational visits. These ratios are for students/trainees under the age of 18. For those aged 18 or over the ratio to apply is at the discretion of the Head of School, taking into account the circumstances and composition of the visit group.

At least one member of staff attending the trip must be first-aid trained.

For overseas trips, it is recommended that at least one experienced member of staff in overseas trips or visits accompanies the group.

SUPERVISION RATIO

- **The ratios below are for guidance only, the actual ratio will be derived from the risk assessment taking into account the activities being undertaken and the composition of the whole group on the trip or visit. Staff in any doubt about the appropriate ratio for a visit should ask the advice of the appropriate Head of Department, who may refer for a final decision to the Head of School.**
- It is recommended that at least two members of staff attend any trip or visit. Any deviation is considered a deviation to this policy and needs to be authorised by the Head of School and clearly documented and managed through the risk assessment.
- **HIGH RISK (a risk assessment must be made and recorded taking into account ages, special needs, etc.)**
- **1:10** (e.g. outward bound ventures, skiing, canoeing, abseiling, rock climbing, mountaineering, potholing, swimming) **AT THE VERY MINIMUM.**

- Suitably qualified school staff should be available where high risk activities are involved. Staff must obtain evidence of the quality of any centre they are contemplating using. Unless exceptions are approved by Head of School as a deviation of policy, **male and female staff should accompany mixed (male/female) student groups.**
- **STANDARD RISK (a recorded risk assessment is required if there are special circumstances and is always required for visits abroad).**
- **1:15** (e.g. to exhibitions, industrial concerns, visits abroad, School/higher education open days, careers conventions, theatres, cinemas).

INSURANCE

Each school should provide adequate insurance for the trip that covers both staff and students for the duration, takes into account the activities that are being undertaken and includes third party liability.

STAFF RESPONSIBILITIES

Staff teams should keep their Head of Department informed of proposals for academic visits within the academic year programme, providing outline information on destinations, dates, timings and costs. The Head of Department will inform the Head of School.

Heads of Department and Head of School must approve each educational visit. They should check that it effectively deploys staff and students in high quality learning and that it maintains and enhances the Companies public reputation and fosters good public relations. Benefits to students must outweigh losses incurred through interruptions to established patterns of learning and attendance.

Safeguarding should be considered throughout the trip and the allocation of staff should take any potential safeguarding issue must be taken into consideration.

Heads of Department will administer approval arrangements that ensure that the one person (Trip Leader) holds overall responsibility for the duration of the visit or trip.

The Head of Department is responsible for clarifying and allocating the tasks established in the steps above, objectives and duties of all the participants. They must provide FINAL general, staffing and financial approval for the visit to all parties involved at least five working days before the visit.

The Staff Organiser, in consultation with the Head of Department, must ensure that agreement for student participation has been gained, that staff with changed/cancelled teaching programmes or missing students are fully informed, that any cover arrangements have been made and notified to the Head of School so that any associated contracts or contract variations can be issued in line with school Policy.

The Head of School must enable the school to respond to any parental or internal enquiries during the visit. Information should be left with a named Person at the school. Wherever possible, this information must include a contact name / address / telephone number for the visit destination and a list of all the students/staff taking part. Disclosure of information must comply with local information privacy laws. All relevant staff should be kept informed.

The Head of School will monitor that parents/guardians of the students involved have been briefed in writing and in appropriate detail about arrangements and costs for the visit. This briefing MUST draw attention to:

- Any special hazards – for example when visiting working mines, in industries/workshops where equipment/processes are potentially dangerous, or at winter sports resorts.

- Any special circumstances that could affect students disabled, handicapped or with health problems.

It will also clarify any special transport arrangements, especially including those for visits departing or returning unusually early or late. The briefing should include the named contact at school and if possible at the destination in case of emergency.

The Staff Organiser, in consultation with staff who maintain school students' central files, must check that these files hold a general advance written permission of parents/guardians to all educational visits. This may be met in part by obtaining from students starting at school the signed agreement of their parents or guardians to their son/daughter's participation in any educational visits programme. But for all educational visits other than the briefest and most local, and certainly for those over long times and/or distances there must be explicit written agreement. This is essential for students up to age 18 and desirable for any older students.

The Duty Manager is responsible for providing first response to any query or emergency that may occur during the trip or visit. This applies to both day and overnight trips or visits.

FORMS

EV1 Calendar Request

EV2 Educational Visit Information

EV3 Risk Assessment - All Educational Visits

EV4 Details of Pupils Participating in Educational Visits

EV5 Medical Information

EV6 Visit Evaluation Form

EV7 Daily Risk Assessment