



LOCHINVER HOUSE

Educational Visits Policy

Educational visits are an integral part of the Lochinver House School experience. They provide profound learning opportunities for pupils, complementing classroom-based curriculum and providing extension and enrichment.

The Head is responsible for the purposeful and safe provision of educational visits and activities. This includes ensuring all adults have appropriate background checks, the staff team are competent and appropriate risk management has been undertaken. Delegated duties are given to the Educational Visits Coordinator (“EVC”) to oversee the School’s Educational Visits programme and to Group Leaders to plan and run specific educational visits.

The Head, with the support of the EVC, the Senior Leadership Team and Heads of Years are responsible for the implementation of this policy.

All appropriate steps are taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on School visits. The overall high quality of planning and leadership on School visits is evident from the contribution they make to the all-round ethos of the School and the interaction between pupils and staff.

This policy is applicable to all those involved in the organisation of educational visits.

Objectives

- To ensure that visits are well-planned and significant risks are identified and managed.
- To ensure contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- To ensure those in charge of visits have the necessary competence to manage situations appropriately.

Guidance

The range of activities covered by this policy includes:

- Residential trips and activities in the U.K.
- Residential trips and activities overseas.
- Day visits using transport (both U.K. and overseas).
- Day or part day visits on foot.
- School sporting and other activities.

The School calendar lists trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures. Parents access team lists and sporting fixture timings, by logging into the School website.

Parents are notified in advance of:

- a child attending a day out on a trip or visit, including details of the duration
- planned trips and visits for year groups, including details of the duration, dress code and lunch arrangements.

The blanket consent form covers the majority of trips taking place during normal school hours. See Appendix 1.

Individual consent is obtained where pupils are taken on a trip that:

- extends significantly beyond the normal school day and departing before 7.45am and returning after 5.30pm
- involves an overnight stay
- requires collection from a venue other than the School
- involves an adventurous activity
- is overseas
- involves an additional cost to parents.

Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the trip. Any pupil whose behaviour is considered to be a danger to themselves or to the group may be prevented from participating in the visit.

The EVC:

- Supports the Head in overseeing the school's Educational Visits programme.
- Ensures there is balance in both provision across the year groups and trip distribution within the academic year.
- Assists the staff organising trips.
- Keeps robust records of all (future and former) visits on the School's Central Resource Library (CRL) and in EVOLVE (the School's educational visits management system).
- Keeps robust records of any accidents and incidents, whilst on a School visit.

Every planned trip has a nominated Group Leader who:

- budgets for the visit
- undertakes a pre-visit where applicable in order to effectively assess risks
- conducts a full risk assessment for the trip
- checks parental consent forms where required
- submits all relevant trip information to the EVC and Head
- follows School procedures in the event of an emergency
- checks pupil medical records and consults with School Nurse.

Where a school minibus is used, drivers have the appropriate qualifications and ensure on longer journeys, regular breaks are taken. The use of personal vehicles should be avoided where possible. However, if necessary, the driver will complete a driver's declaration form which is retained by the Bursar.

Personal Liability

- The Group Leader acts "in loco parentis". This means they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
- The School as the employer supports Group Leaders in the event of an accident occurring, provided reasonable care has been exercised and School guidelines followed.

Insurance

- The School has Employers Liability Insurance of £5m and Public Liability Insurance of £25m.
- The School has a group travel policy, covering the majority of UK and overseas visits. It does not cover adventurous or hazardous activities, such as climbing or scuba diving.
- The Group Leader checks with the Bursar when planning trips relating to adventurous or hazardous activities for the applicability of insurance and arranges for an extension where required.
- The Group Leader ensures a copy of the school travel insurance is taken on any residential trip.
- Travel involving staff using their own cars is discouraged. Where this is permitted however, cover is provided through the School's 'occasional business use' motor policy.

Planning for Trips

Staff work with the EVC when planning trips and ensure risk assessments are completed. Staff are referred to Appendices 2 and 3 for guidance on the process of booking day trips and U.K. and overseas residential trips.

The Group Leader responsibilities:

- Ensuring all procedures in the approval and booking of a trip are followed; the Head approves on EVOLVE, adequate staff to pupil ratio, competency of staff.
- Identifying any pupils with specific medical needs and ensuring the correct medical equipment and/or medication is taken on the trip.
- Collecting a First Aid kit from the School Nurse.
- Ensuring that at least one member of staff on the trip holds a valid first aid certificate. For EYFS classes, all staff qualifying post 30 June 2016 hold the Paediatric First Aid certificate in order to be counted within the ratios.
- Ensuring at least one member of staff on any trip with EYFS holds a valid Full Paediatric First Aid certificate.
- Collecting a School mobile and remaining contactable throughout the trip.
- Ensuring that all staff on the trip have access to emergency contact details, for both parents of pupils and senior staff, and are aware of the emergency procedures.
- Contingency planning should the trip return 'out of hours', ensuring that parents are kept informed.
- Recording accidents and near misses.
- Returning all school property following a trip and providing the Head and EVC with an evaluation of the trip.

All Staff:

- take due care of their safety and the safety and well-being of pupils
- inform the Group Leader if they are unsure of their ability to perform any supervisory function requested of them
- recognise the limits of their responsibilities and act within those at all times
- report to the Group Leader any concerns they may have regarding pupil behaviour and wellbeing during the visit.

Ratios

Staff pupil ratios recommended by the DfE for off-site activities:

- 1:4 for Little Lochies (Nursery).
- 1:5 for Reception.
- 1:6 for Years 1-3.
- 1:10 for Years 4-6.
- 1:15 for Years 7 and upwards.

Risk Assessment

The Group Leader, with the support of the EVC, undertakes a risk assessment for their trip to cover:

- identifying potential hazards of the location being visited
- listing the groups of people that are at risk from significant hazards
- listing control measures that are in place
- allowance for hazards which may not yet be fully understood due to lack of information
- monitoring hazards during the visit.

The Group Leader asks for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These form part of the overall School risk assessment.

Risk assessments from previous visits can be used as a starting point for a revised assessment but they are never adopted without verifying for changes which may have occurred.

In the EYFS an on-site live risk assessment of the venue is carried out before any educational visit.

Emergency Procedures

A staff Emergency Contact List and Critical Incident Management Plan (held on the CRL) is taken on all trips. In the event of an emergency, the Group Leader follows the applicable actions. In the event of a terrorist incident, the Group Leader follows instructions from the emergency services.

Packed Lunches

To support the School's policy on sustainability and the aims of the Lochinver Environmental Organisation, the pupils' packed lunches are healthy (no fizzy drinks, chocolate or sweets). Drinks must be in reusable bottles (no single use plastic bottles) and use little or no packaging to reduce litter and waste. The pupils are asked to take home any waste.

Policy Reviewed: 06.05.2024
Policy Review Date: 17.04.2026
Policy linked to: Anti-Bullying Strategy, Behaviour Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Critical Incident Management Plan, Data Protection Policy, Driver's Declaration, Drug Education Policy, First Aid Policy, Missing Child Policy, Privacy Notice, Risk Assessments.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

Appendix 1 - Blanket Consent Form

Consent Form for Non-Residential School Trips and Other Off-Site Activities

Lochinver House School has a blanket consent protocol for non-residential trips, visits and activities within the UK. The school will not be requesting parental consent from you for the majority of off-site activities that we offer such as year group visits to local amenities and day trips to places of interest as such activities are part of the School's curriculum and usually take place during the normal school day. On occasion, however, specific consent will still be required, for example if there is an adventurous activity involved.

The published termly calendar will enable you to see when the majority of these will take place in advance. Information regarding the content of the trips, visits and activities will be sent to you, via SchoolBase, prior to the trip. If necessary, this will include information pertaining to dietary requirements and transport.

In addition, the School Nurse will pass the medical information we hold on SchoolBase for your child to the trip leaders, so it is essential to ensure that you check and update these records prior to any offsite school trips/activities.

Please sign and return this entire form to our Director of Marketing and Admissions as soon as possible. If we do not have a copy of this your child will not be able to participate in offsite activities.

Yours sincerely
Educational Visits Co-ordinator

Please delete as appropriate:

I agree/do not agree for child/ward to take part in school trips and other activities that take place off school premises; and

I agree/do not agree for my child/ward to be given first aid or urgent medical treatment during any school trip or activity:

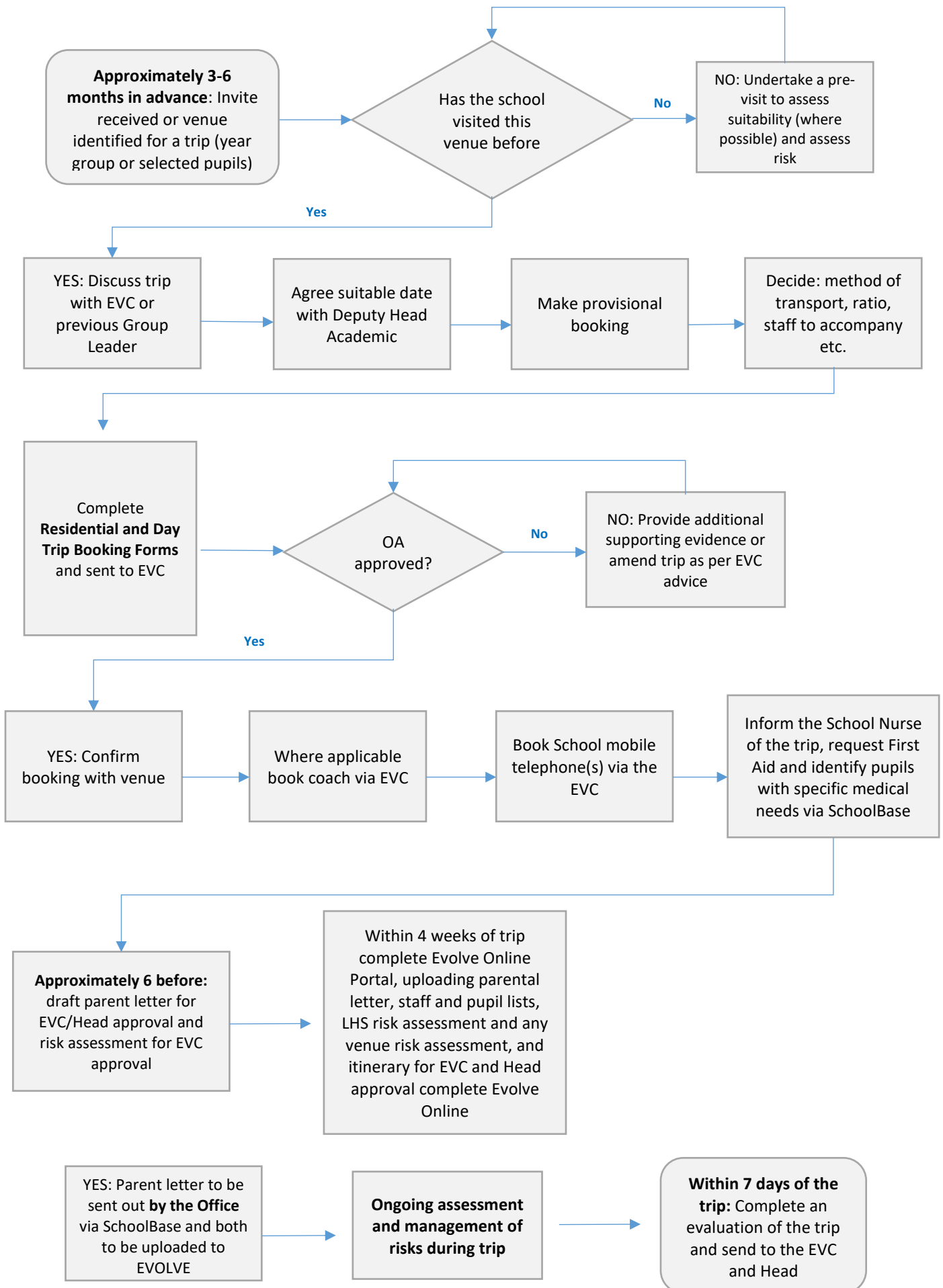
Name of pupil/s (please print):

Name of Parent/Carer (please print):

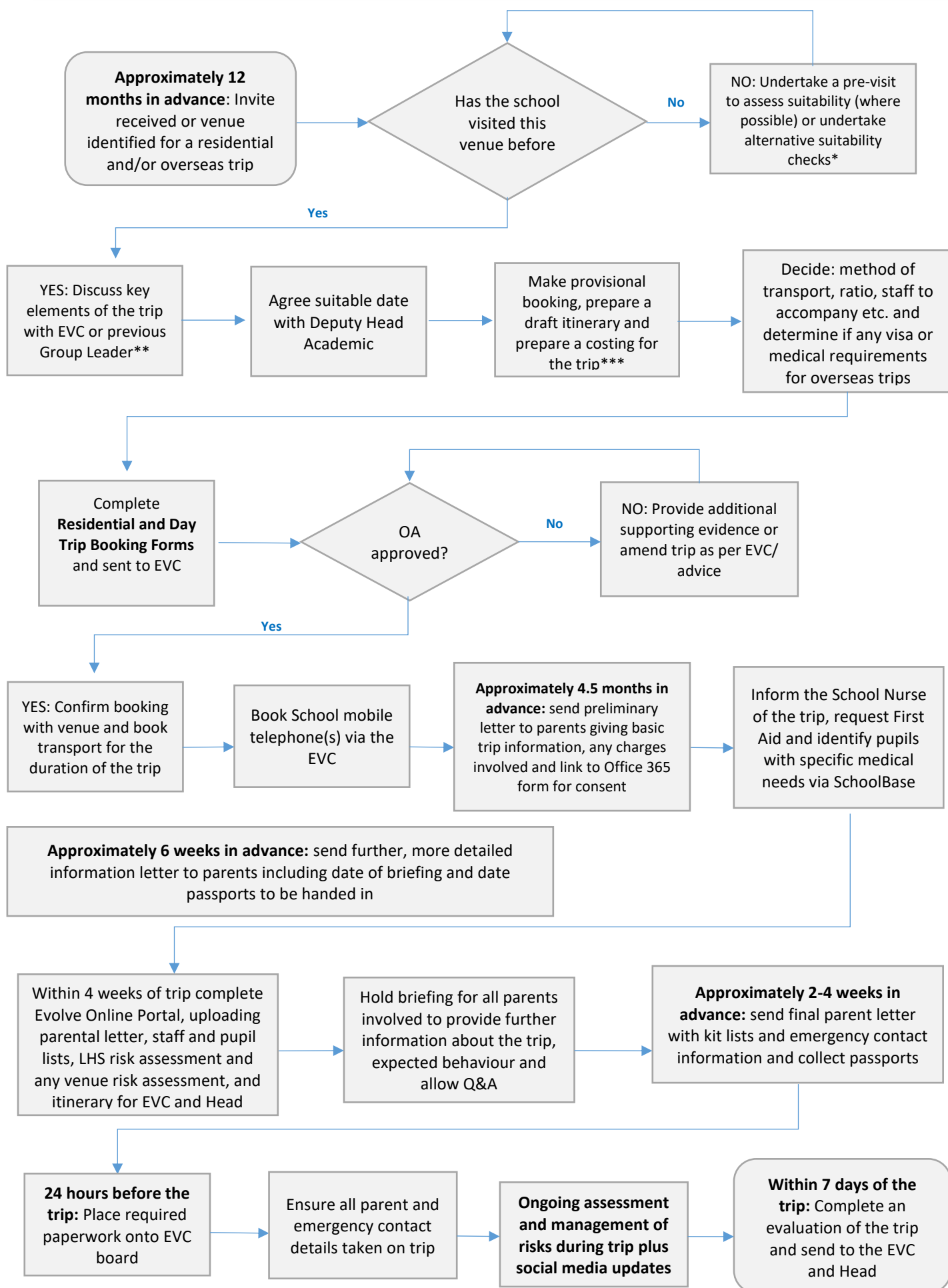
Signed: Date:

If you require a copy of this form for your own records, please download directly from School Base Online using your unique log in. If you have any queries regarding this, please speak to the school secretary.

Appendix 2 - Process steps for non-residential U.K. trips



Appendix 3 - Process steps for residential and overseas trips



- *obtain copies of venue risk assessments, ensure venue is fully licensed and that all staff at the venue are qualified to lead the activities involved
- **where adventurous activities are planned, check with Bursar to ensure these are covered by the School insurance policy
- ***for overseas trips ensure tour company/airline are ATOL / ABTA bonded so that cover is provide in the event of bankruptcy