

# Nunthorpe School Visits policy

## Introduction

Nunthorpe School encourages Educational visits for many good educational, curricular and social reasons. But whenever a student, staff or helper leaves the school site on such visit the school must be assured that the following criteria apply:

- the safety of all participants has been considered by appropriate assessments
- the visit complies with finance regulations and is financially sound
- the participants are adequately and properly insured
- no student shall be prevented from taking part in the visit on financial hardship grounds or on ability grounds unless there are overriding safety considerations.

There are various types of Educational Visits including:

- Day trips to places of interest
- Residential courses for students
- Residential courses for staff
- Regular visits to Sports Facilities to widen curricular opportunities
- Regular visits to other schools to compete in sporting and other competitions
- Individual visits by students as part of their curriculum
- Foreign visits

## Compliance:

The School will comply with DfES and Redcar & Cleveland guidelines as published in the following documents:

DfES Health and Safety of Pupils on Educational Visits HSPV2

Supplement Part 1, Standards for LEAs DfES/0564/2002

Supplement Part 2, Standards for Adventure DfES/0565/2002

Supplement Part 3, Handbook for Group Leaders DfES/0566/2002

Group Safety at Water Margins

Health and Safety: Responsibilities and Powers DfES/0803/2001

All above downloadable from [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits)

Redcar & Cleveland Policy/Guidelines on Educational visits (yet to be published)

DES Circular 2/89: Education Reform Act 1988: Charges for School activities.

(Currently under revision but draft available on [www.governornet.co.uk](http://www.governornet.co.uk))

## Procedure

The procedure for organising and leading a visit is defined elsewhere and will evolve as changes in regulations, recommendations and circumstances occur and will be reviewed periodically (as deemed necessary by the Governing body) in the light of feedback from visit evaluations.

## Role of Governors

As detailed in Supplement Part 1, Standards for LEAs (DfES/0564/2002) the Governors will ensure that appropriate guidance is available and that the Headteacher and Educational Visits Coordinator (EVC) are supported in matters relating to educational visits.

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Governors will only want to be informed in advance about foreign visits and “high profile” visits. They will receive an annual report from the Headteacher summarising all visits that have taken place.

### **Role of Headteacher**

As defined in Supplement Part 1, Standards for LEAs (DfES/0564/2002) the Headteacher has responsibility for the sanctioning and authorisation of visits and that the visit satisfies the above criteria.

The Headteacher should ensure that all staff and others taking part in the visit have appropriate training and are sufficiently competent and experienced. A register of staff experience and competence will be kept by the EVC.

The EVC will review the planning, documentation and competence of the Party Leader and recommend to the Headteacher that the visit be authorised to take place.

The Headteacher may include visits in the school calendar but such inclusion does not imply that the visit is authorised.

### **Safety**

All Party Leaders must ensure a Risk Assessment has been carried out for each visit. A generic Risk Assessment should be reviewed and additions made to cater for individual visits. This Risk Assessment should be based on a pre-visit or past experience.

If the visit is to an organised venue e.g. museum, activity centre, the Party Leader must ensure that the venue has carried out Risk Assessments. The Party Leader will not request a copy of the Risk Assessment since they are not appropriately qualified to judge it.

### **Competency of staff**

In order to lead a Party a teacher must be deemed sufficiently competent to do so. This competence will be based upon specific training, past experience on similar visits and induction into Nunthorpe School’s visits procedures.

A register of competencies will be maintained by the EVC and updated regularly. Experienced Party Leaders and Senior Staff will be expected to recommend staff as being competent.

The degrees of competence for a specific type of visit will be:

- **Party Leader** – organises and takes overall responsibility for the visit
- **Group Leader** – takes responsibility for a group of students from the party and organises some aspects of the visit
- **Party member** – no specific responsibility beyond that of a teacher in charge of students.
- **Party helper** – a non-teacher or parent/helper. In the case of a parent helper a valid CRB clearance certificate (child protection) should be obtained if they are a frequent helper or a helper on a residential visit.

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## Finance

Visits must be financially sound and this should be taken into account during the planning stage.

Any shortfall made in financing the visit must be made good from specific Departmental/Year other funds and not from general school budget.

Any surplus of income from students over expenditure must be dispersed as agreed in the information sent to parents or refunded pro rata to each student if the refund exceeds £5. In such case, the surplus will be used for “good causes” as identified by the Headteacher. Any refunding to students will incur administration and bank charges of £5 per student.

DES Circular 2/89: Education Reform Act 1988: Charges for School Activities (currently under revision) lays down the guidelines charging students for visits. As a summary:

*Provided the activities take place outside school hours and are not essential to the curriculum, students may be charged for*

- *board and lodging during residentials*
- *travel costs*
- *materials, books instruments and other equipment*
- *non-teaching staff costs*
- *entrance fees to museums, castles, theatres etc*
- *insurance costs*
- *staff costs if not employed by LEA*

*For activities during the school hours, parents may be requested to contribute towards the costs but provision must be made for all students to attend the visit or an alternative activity. NB parents cannot be asked to contribute extra to fund students unable to afford the contribution. Thus there can be no “cross-subsidy” arrangements within the financial planning for the visit.*

## Transport

The Party Leader is responsible for organising the most appropriate mode of transport for the visit. They must ensure it is safe, cost efficient and meets approved standards. The mode of transport must be declared on the Proposal and in the information letter sent to parents. It is also to be considered when writing the Risk Assessment.

## Insurance

All visits should be adequately insured. The LEA has its own policy and the appropriate forms should be completed and returned to the appropriate section in ample time before the visit takes place.

Alternative insurance arrangements may be made but these must provide at least the level of cover offered by the LEA’s policy. A summary of the LEA’s policy cover is available on the school web site.

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## **Discipline**

Parents are expected to take overall responsibility for the behaviour of their child on a school visit. Any severe breaches of acceptable behaviour will result in the student being escorted home at the total expense of the parents.

Other breaches of acceptable behaviour will be dealt with by the Party Leader and may be reported to the Headteacher and Governors upon completion of the visit. Further action may then be taken according to Nunthorpe School's Discipline and Behaviour policies.

## **Information for parents**

The Party Leader will inform parents of all relevant aspects of the visit well in advance of it taking place. Updated information could and should be posted on the school web site.

The information supplied to parents should include:

- reference to the school visits policy,
- insurance cover
- Party Leaders
- Party Leader's contact telephone number
- times
- venues
- costs
- mode of transport

## **Emergency procedure**

Parents are required to submit current emergency contact details before the visit.

Any incident involving an individual student should be dealt with directly between the Party Leader and the parental contact. The Party Leader should record the communication and notify the school/Headteacher on completion of the visit.

Any major incident involving the party should be communicated to the Headteacher or duty Emergency Contact who will then act as appropriate in line with the Visit Emergency Contact procedure.

Agreed by NLG:17/1/4

Agreed by Governors 27/1/4

Date to be reviewed January 2006