

# Norton College (Worcester) Limited and Norton College (Tewkesbury) Limited (the College)

## Policy on Educational Visits

### Statement of intent

Norton College understands that visits and trips can be effective ways of motivating students, and they can often offer unique educational experiences. The College aims to ensure that students are engaged in their learning and are given opportunities to explore this in a more practical setting.

The College takes the health and wellbeing of our staff and students very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on educational visits and school trips.

Norton College, as the employer, is responsible for the health and safety of students, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Date policy last reviewed:	15.11.21		
Date for next review:	(Annually)		
Signed by:			
<b>R Kenny</b>	Executive Headteacher	Date:	15.11.21
<b>J Powell</b>	Board of Directors	Date:	15.11.21

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

## 2. Definitions

**'In loco parentis'** means that the group leader of any College trip or educational visit has a duty of care over the students in place of a parent.

**'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the College which takes students and staff members off-site.

**'Residential'** means any College trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

## 3. Key roles and responsibilities

**3.1** The Board of Directors is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on students' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of students when partaking in extra-curricular trips and activities.

**3.2** The Head of School is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing and liaising with an educational visits coordinator (EVC).
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the EVC is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Ensuring all relevant paperwork, including risk assessments, for extra-curricular trips and activities is completed.

**3.3** The EVC has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Partaking in relevant additional training to ensure they remain up to date with relevant educational trip information and health and safety guidance.
- Ensuring that any problems are raised immediately with the SLT or in a meeting with the SLT for more general concerns..

**3.4** The designated trip leader and other staff on the trip or activity:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Undertaking any relevant training or courses which are arranged by the EVC.
- Understanding and operating safeguarding measures throughout the trip or activity.

**3.5** Students are responsible for:

- Following instructions from staff while on school trips.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the College.

## **4. Procedures**

**4.1** Staff wishing to plan and undertake a visit should discuss the details with the Assistant Headteacher with responsibility for off-site visits and risk assessments initially for permission to plan the visit.

**4.2** The Assistant Headteacher will ensure a comprehensive risk assessment is in place for all off-site visits.

**4.3** When a trip is to a place where other (non-college) staff are involved the Assistant Headteacher will check the following:

- Their insurance arrangements
- Their adherence to legal requirements including DBS checks
- The suitability of their accommodation

**4.4** Staff leading the trip need to ensure that there is at least one mobile phone contact available throughout the trip.

**4.5** When the visit involves additional or high risk activities, foreign travel or is a residential visit, then details of the visit will also be sent to the Board of Directors for approval that all the procedures have been satisfactorily completed.

**4.6** Regularly repeated visits may receive block annual approval.

**4.7** All College staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

## **5. Equal opportunities**

**5.1** The College promotes values of equality and does not discriminate against any individual or group of students when organising a trip. The extra-curricular trips and activities offered to students will provide new experiences and develop life skills.

**5.2** Due to the popularity of some extra-curricular trips and activities, the College offers places on a first come, first served basis. No individual, staff or otherwise will take preference over one student or a group of students.

## **6. First Aid / Medical Procedures**

**6.1** All trips will require a first aid trained member of staff who will be responsible for all aspects of medication and first aid. Any medication needed by students will be kept securely contained and individually labelled.

**6.2** A first aid kit must be taken on all trips and the first aid trained member of staff will be responsible for the use of the contents.

**6.3** If an accident, illness or injury occurs, the staff member will carry out appropriate first aid, which may involve calling for an ambulance or seeking further medical advice. They will then notify the Head of School immediately and advise on the course of action taken.

## **7. Emergency Procedures**

**7.1** The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the College day this includes designating a home contact from the College who may be needed as a link between the party, the parents, and the College in the event of an emergency.

**7.2** In the event of an incident resulting in harm to any attending participant, staff member or volunteer, then the College must be contacted as soon as possible to inform the Head of School or Member of SMT so that they can decide: -

- a) If the incident is of a less serious nature, then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far.
- b) If the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality), then the Head of School or a member of SLT will inform the Directors who will together agree the most appropriate course of action.

**7.3** In the event of a party being overdue and without contact by more than 1 hour, the College must investigate the reason and may, where appropriate, need to involve the police.

## **8. Parental consent**

**8.1** Parental consent is sought at the beginning of each year (or when the student joins the College if it is mid-year) in the permissions form for all trips during College hours.

**8.2** Additional permission is sought from parents if the trip is outside of College hours, involves activities of an adventurous nature or is a residential trip.

## **9. Missing person procedure**

**9.1** In the event someone goes missing whilst on a college trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining students and staff.
- The designated trip leader will immediately identify at least one adult to start looking for the person and will contact a member of the SLT.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police will be contacted.

**9.2** If the missing person cannot be found, the group will return to College. If this is not possible, the contacted member of the SLT will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

**9.3** If a member of the party has gone missing and is subsequently found, the trip leader will:

- Make recommendations to the EVC to ensure similar incidents can be avoided in the future.