



Wac Arts
College

Educational Visits Policy 16-17

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Contents

Policy.....	3
Purpose.....	3
Scope.....	3
Responsibility.....	3
Procedures.....	4
Planning for the Trip/Visit.....	4

Policy

Trips and visits are encouraged at Wac Arts College and are seen as an integral part of the holistic experience in our attempt to enthuse, engage and enable our students.

Whilst we welcome and encourage students to experience new opportunities it is imperative that all activities are underpinned by sound understanding and implementation of the Health & Safety policies and procedures.

Furthermore staff must ensure that off-site activities, educational visits, trips and residential trips offer opportunities to assist pupils to acquire an appreciation of and respect for their own and other cultures, in a way that promotes tolerance and harmony between different cultural traditions. Encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs & that where political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils

WAC ARTS COLLEGE adopts the guidance and procedures as set out in the Department for Education and Employment document Health and Safety of Pupils on Educational Visits.

Purpose

The purpose of this policy is to ensure that all staff and voluntary workers who deliver Off-Site Activities, Educational Visits, Trips and Residential Trips take the required care and responsibility for their personal safety and that of others.

Scope

This policy applies to all members of staff and volunteers at WAC ARTS COLLEGE and to those organisations subcontracted to deliver services on their behalf.

Failure to comply with any part of the policy or procedures may result in the possible postponement or cancellation of the visit/trip/activity or residential.

Failure to comply with any part of this policy or procedure could result in disciplinary action for WAC ARTS COLLEGE staff.

Responsibility

The Principal has overall responsibility for the Health and Safety of members of staff and volunteers of WAC ARTS COLLEGE and for the young people undertaking Off Site Activities, Educational Visits, Trips and Residential Trips organised by WAC ARTS COLLEGE.

Managers have responsibility for ensuring that all members of staff and volunteers are aware of all Health and Safety policy and procedures, and monitor compliance with these effectively Individual members of staff and volunteers have responsibility for taking due care of their personal safety and that of participants.

A visit organiser will act ‘in loco parentis’ (stand in the shoes of the child’s parents) and is expected to act in the same way that a reasonable, prudent parent would. **Loco parentis cannot be delegated to an instructor or other adult; it remains the responsibility of the trip organiser and accompanying staff.**

Procedures

Procedures for Planning a Trip/Visit

School visits/trips fall into four categories:

- Category 1. Local visits, usually one that is a half day or less, the venue is close by and the manager considers the activity to be of low risk.
- Category 2. Visits to an off-site swimming pool.
- Category 3. Low risk day visits in the UK. This may involve travel via buses, tube or coach and occupy most of the day.
- Category 4. Higher risk visits (as judged by the manager). This will include visits involving an overnight stay, a trip abroad, a hazardous activity judged to be high risk.

For all trips an application form must be submitted to the manager and risk assessments and parental forms must be completed.

For categories 1 or 2, and where a visit is repeated through the year, only one set of forms are required and changes should be made as necessary during the year. Forms are to be kept with the Health & Safety team.

For categories 3 or 4, forms must be sent to the Health & Safety team at least 20 days before the trip/visit commences.

Planning for the Trip/Visit

Outline Plan

Well in advance of the proposed visit the organiser should draw up an outline of the visit/trip. This should include the purpose, the venue, the duration, the types of activity, the number of pupils, the cost and source of funding, the mode and source of transport, the number and expertise of staff and details of any special requirements. At this point general approval to proceed should be discussed in section meetings and then with the manager.

Permission to Proceed

Once verbal agreement is granted, an application form must be completed and submitted to the manager. It is essential that formal planning takes place before setting off. If the trip/visit is agreed, the manager completes the confirmation form to allow the trip/visit to go ahead.

Knowledge of the Venue/Risk Assessment

It is important, wherever possible, for one of the visit organisers to be familiar with the venue and have visited in the recent past. If such a visit has not been made, as much information as possible, together with potential hazards, must be obtained from a local contact. Where use of a residential centre is being planned, an assessment of the centre must be made either by a pre-visit and/or recent and extensive pre-knowledge of the centre. It must not be assumed that a centre has the expertise to

carry out activities safely. It is essential that checks are made on qualifications and experience of centre staff. Check all Risk Assessments and Emergency Procedures.

Transport

Having decided upon a venue, the means of transport must be considered and booked well in advance, specifying any special requirements. Any staff member or volunteer who will carry out driving duties must be trained and competent to drive the type of vehicle being used i.e. minibus. All minibuses and coaches carrying three or more students between the ages of 3 and 15 years of age inclusive must be fitted with seat restraints. The driver will be responsible for the vehicle during the visit.

Insurance

All insurance arrangements should be checked to ensure they are appropriate to the type of activities likely to be undertaken. Decide if any additional insurance is necessary e.g, hazardous or potentially dangerous activities. Copies of the insurance schedule should be made available to parents as early as possible in the booking process.

Staffing Arrangements

Staffing arrangements will be the same as per current supervision ratios, with consideration made to the types of activities being undertaken during the visit. In addition to the group leader there should be sufficient supervision for the activity and to cope effectively with an emergency.

Preparing Pupils

Pupils should be encouraged to participate in the planning for an activity and they should understand what standard of behaviour and codes of conduct is expected of them. The group leader should decide how information is provided, but must ensure that the pupils understand key safety information.

Contact with Parents – Parental Permission

A letter explaining the details of the visit and a copy of the parental consent form should be sent to all parents/guardians. If frequent visits to the same venue are to be made by the same pupil – permission slip to be used to cover all visits. As well as gaining parental consent other information should be gathered including such items as allergies, phobias, medication requirements, GP details, parent/guardian contact details etc.

List of Attendees

A list of all students, staff and volunteers attending the trip should be produced, including emergency contact numbers (plan B). A copy of this list must be submitted to the Health & Safety team.

Briefing of Staff/Volunteers

All staff and volunteers are to be briefed, in detail, of the forthcoming visit including any emergency provisions.

Emergency Procedures

Staff/volunteers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Emergency procedures are an essential part of planning a visit. Staff/volunteers are to follow a set framework should an emergency occur during a visit.