

# **Exhall Grange Specialist School**

## **Educational Visits Policy**

Establishment type	All through Special School
Name of establishment	Exhall Grange Specialist School
Who is employer	Warwickshire County Council
Responsibility for offsite visits (possibly EVC, or deputy head)	EVC (E V Melville) and Deputy Headteacher (H Seickell)
Date Trained	February 2016 (updating February 2019)
Policy agreed	December 2018
Signed off by	Governing Body
To be reviewed	December 2021
Other Policies Related	Safeguarding, Behaviour Policy (pupil and staff)

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Appendix 1 : Paperwork for Trips:-

- Announcement of Educational Visit
- Request for Cover Information
- Request for Manual Handling Information
- School Vehicle Request Form
- Request for Free School Meals
- Behaviour Agreement
- Form OSA2 (2007) (Young Person) (Residentials)
- Consent to Medical Treatment

Appendix 2 : Emergency Procedures Action Plan

## 1. Introduction

1.1 The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Exhall Grange Specialist School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read 'The Simple Guide to Planning Trips' you have been provided with.
- The remaining parts should be referred to as and when guidance is sought.

**NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2. Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Exhall Grange Specialist School, we offer a range of educational visits and other activities that add to what they learn at school.

## 3. Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

English – theatre visits, visits by authors, poets and theatre groups;

Science – use of the school grounds, visits to local woods and parks, Big Bang Fair;

Mathematics – Big Bang Fair, work with local firms;

History – castle visits, study of local housing patterns, museums;

Geography – use of the locality for fieldwork, field work further away

Art and design – art gallery visits, use of the locality;

PE – range of sporting fixtures, extra-curricular activities;

Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;

Design and technology – creation of gifts;

ICT – its use in local firms/libraries/secondary schools etc;

RE – visits to centres of worship, visits by local clergy.

Living Skills – shop visits, work with local firms

**NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.**

## **4. Gaining approval for a trip**

### **4.1 Governors**

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the EVC the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy:

### **4.2 The EVC:**

4.2.1 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.2 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.3 should ensure the suitability of all staff appointed to the visit and cover arrangements for said staff are in place.

4.2.4 should ensure that the visit leader fully understands his/her responsibilities and has completed all relevant paperwork – see appendix – and that paperwork is distributed to the relevant staff.

4.2.5 should implement effective emergency contact arrangements.

4.2.6 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.7 should have a system in place to record, audit and monitor school off-site visits.

## **5. Choosing a provider**

After considering the reasons for the visit, the visit leader should check out the provider.

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## **6. Parental Consent :**

OEAP National Guidance Document  
[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note where consent is NOT required:

Parental consent to off-site activities: Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Parental consent will be required for residential, out of hours and overseas activities.

Parental letters should be on headed notepaper and include the following wording with regard to contributions:

*"Parents should be aware that in accordance with school policy, charges for this trip are on a voluntary basis. However, without the contribution requested, this activity may not be able to go ahead."*

## **7. Visits and staffing**

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit and to complete all paperwork prior to the visit (see appendix) and hand such paperwork to E Melville for approval. It is the responsibility of the visit leader to ensure they have the manual handling and medical forms returned prior to the trip.

## **8. The visit**

### **8.1 On the day**

- The school office will have a copy of all paperwork.
- Take completed medical form First Aid Kit, sick bucket, inhalers and other medication
- Take manual handling plans and ensure all accompanying staff have copy of these.
- Check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- Complete bus log.
- Copies of Emergency / Critical Incident cards given to all leaders.

### **8.2 During the visit**

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Staff should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Staff should make reasonable adjustments to manual handling plans to ensure health and safety of students maintained.

### **8.3 On return**

- 8.3.1 Check all children off the coach and a member of staff must lead the class into school where children can be collected by taxi / escort or parent. Teacher can check them off, thus ensuring that each child departs with known adult.
- 8.3.2 A teacher must remain with uncollected children until all parents / escorts have arrived and all children have departed.

## **9. Financing the visit**

When stating the cost for each individual:

explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques may be made payable to Exhall Grange [unless otherwise specified]. Parental letters should be on headed notepaper and include the following wording with regard to contributions:

*“Parents should be aware that in accordance with school policy, charges for this trip are on a voluntary basis. However, without the contribution requested, this activity may not be able to go ahead.”*

Some visits may incur vast amounts of money (example ski trip for 80 students £90,000).

A formal approval from the SLT / School Finance Manager must be sought before deposits paid.

## **10. Insurance**

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or

in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Please see reference to parental Consent : -

OEAP National Guidance Document – [www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent  
DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

## **Insurance Provision**

Exhall Grange Specialist School subscribes to the Warwickshire County Council Insurance Provision as a maintained school.

## **11. Transport**

Visits will, where possible, use school minibuses with drivers who have undertaken the MIDAS test. EVC will have an up to date list of all qualified drivers.

## **12. Emergency / Critical Incident Procedures**

Exhall Grange Specialist School will be adapting and adopting the Warwickshire Critical Incident Policy by Easter 2019.

## **13. Monitoring and Evaluation**

After any visit, staff should complete a feedback form detailing any issues that need to be brought to the attention of the EVC, manual handling or medical teams.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC and the Deputy Head.





**EXHALL GRANGE SPECIALIST SCHOOL  
REQUEST FOR COVER INFORMATION EDUCATIONAL VISIT**

This form must go to the support staff manager at least 4 weeks **BEFORE** the intended visit.

Day / Date(s) of Intended Visit: .....

Duration of Visit: .....

Destination of Visit: .....

Class / Year out .....

Staff name	P1	P2	P3	P4	P5	P6
	Class:	Class:	Class:	Class:	Class:	Class:
	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No
Staff name	P1	P2	P3	P4	P5	P6
	Class:	Class:	Class:	Class:	Class:	Class:
	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No
Staff name	P1	P2	P3	P4	P5	P6
	Class:	Class:	Class:	Class:	Class:	Class:
	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No
Staff name	P1	P2	P3	P4	P5	P6
	Class:	Class:	Class:	Class:	Class:	Class:
	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No	Cover? Yes/ No
Staff name	P1	P2	P3	P4	P5	P6

Party Leader: ..... Date: .....

Support staff manager: ..... Date: .....

EXHALL GRANGE SPECIALIST SCHOOL

REQUEST FOR MANUAL HANDLING INFORMATION  
EDUCATIONAL VISIT

This form must go to the Manual Handling Department at least 6 weeks before and no later than 28 days **BEFORE** the intended visit. (Pigeon hole located near main office)

Day / Date(s) of Intended Visit:

Duration of Visit:

Destination of Visit:

Types of activities to be undertaken:

Students Attending:

Students Name	Handling Plan Yes/No	Equipment Needed

Party Leader: ..... Date: .....

Manual Handling Trainer: ..... Date: .....

**EXHALL GRANGE SPECIALIST SCHOOL**  
**REQUEST FOR MEDICAL INFORMATION**  
**EDUCATIONAL VISIT**

This form must go the Health Centre at least no earlier than 6 weeks before and no later than 28 days **BEFORE** the intended visit.

Day / Date(s) of Intended Visit: .....

Duration of Visit: .....

Destination of Visit: .....

Types of activities to be undertaken:

.....

.....

Students Attending:

Students Name	Medication Required	Medical Needs which may prevent participation in suggested activities

Where Medication is required the administration of this should be taken into consideration.

Party Leader: ..... Date: .....

School Nurse: ..... Date: .....

**SCHOOL VEHICLE REQUEST FORM**

I WOULD LIKE TO REQUEST A VEHICLE ON THE FOLLOWING DATE(S):

Day / DATE(S): \_\_\_\_\_

DESTINATION: \_\_\_\_\_

TIMES: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TOTAL NUMBER OF PUPILS: \_\_\_\_\_

NUMBER OF STAFF (INC DRIVER): \_\_\_\_\_

NAME OF DRIVER: \_\_\_\_\_

NUMBER OF WHEELCHAIRS: Occupied \_\_\_\_\_

Folded \_\_\_\_\_

Unoccupied but won't fold \_\_\_\_\_

OTHER EQUIPMENT:

Hoist needed? \_\_\_\_\_

Walkers to transport? \_\_\_\_\_

Number of Booster seats needed? \_\_\_\_\_

Other?

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Delete as necessary:

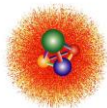
THE FOLLOWING VEHICLE HAS BEEN ALLOCATED: \_\_\_\_\_

NO VEHICLE IS AVAILABLE FOR THIS DATE

COMMENTS:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_





# Behaviour Agreement

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We ask all children to sign an agreement when attending a residential trip.

1. I am representing my family and Exhall Grange, I will make them proud.
2. I will give my respect and consideration to all adults and other pupils. They will all give me respect back.
3. If I have a problem, I will see a member of staff immediately.
4. I will only go in my own room unless given permission by a member of staff.
5. After bed time, I will remain in my room until breakfast the next morning except in an emergency, when I will find a member of staff..

Signed ..... [student]

Signed ..... [parent / guardian]

Date: .....

# FORM OSA2 (2007) (Young Person) (Residentials)

## Warwickshire County Council - Consent to Activity, Medical Details and Treatment Form

Name of Young Person: .....

Date of Birth..... Male / female.....

Home address: .....

Tel.No: .....

Name of Education Establishment: .....

Visit to: .....

From: ..... (date) To: ..... (date)

### Emergency contact telephone numbers (home/mob/work)

1).....

2).....

3).....

### Name, address and tel. no. of own doctor

.....

.....

Does he/she suffer from: asthma, chest complaints, hay fever, migraine, fits or faints, bad period pains, travel sickness, diabetes, attention deficiency, hyper activity or any other condition, illness or disability? If so, please give details:

.....

.....

Is he/she allergic to anything? (e.g. aspirin, antibiotics, any particular food or drug? If so, give details)

.....

.....

Is he/she having any medical treatment at present? If so, please give written details of treatment and medicines, etc. (These MUST be handed to the Party Leader)

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.....

.....

.....

Are there any reasons that you know of that stops he/she from participating fully in the planned activities?

.....

.....

Are there any activities in which he/she should not participate?

.....

.....

Date of anti-tetanus injection (if known) .....

Is there any other relevant information which the party Leader should be aware of?

.....

.....

.....

Please indicate any special food dietary/requirements where applicable:.....  
.....  
.....

I wish my child to take part in the journey/activities and having read the information provided, agree to his/her taking part in any or all of the activities described.  
.....

**I understand that, while the staff in charge of the party will take all reasonable care of the Young People, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter arising through the visit.**

Name (Please print).....Signature.....Date.....

*\* All journeys and activities carry some amount of risk.*



## CONSENT TO MEDICAL TREATMENT

I, .....(YOUR NAME IN BLOCK CAPITALS PLEASE) agree to my son/daughter receiving any emergency or other medical treatment as deemed urgent, necessary and/or in the best interest of my son/daughter by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion.

I also agree to the release of relevant and necessary medical information to educational establishment staff by the GP if circumstances are deemed necessary and appropriate.

### FOR OVERSEAS VISITS

#### Spanish / Español

Convengo mi hijo/hija que reciben la cualquier emergencia o el otro tratamiento médico como juzgado urgente, necesario y/o en el mejor interés de mi hijo/hija por las autoridades médicas presentes. Esto incluye el tratamiento dental, médico o quirúrgico, el uso del anestésico o la transfusión de sangre. También convengo el lanzamiento de la información médica relevante y necesaria el personal del establecimiento educativo del GP si las circunstancias se juzgan necesarias y apropiadas.

#### French / Français

Je suis d'accord sur mon fils/fille recevant n'importe quelle urgence ou tout autre traitement medical en tant que considéré pressant, nécessaire et/ou dans le meilleur intérêt de mon fils/fille par les autorités médicales. Ceci inclut le traitement dentaire, médical ou chirurgical, l'utilisation de l'anesthésique ou la transfusion sanguine.

Je suis également d'accord sur la publication l'information médicale appropriée et nécessaire le personnel d'établissement d'enseignement par le généraliste si des circonstances sont considérées nécessaires et appropriées.

#### German / Deutsch

Ich stimme meinen Sohn/Tochter zu, die jede mögliche Dringlichkeit oder andere ärztliche Behandlung als gemeint dringend empfängt, notwendig und/oder im besten Interesse meines Sohns/Tochter durch die medizinischen vorhandenen Behörden. Dieses schließt zahnmedizinische, medizinische oder chirurgische Behandlung, den Gebrauch des Betäubungsmittels oder Bluttransfusion ein.

Ich stimme auch der Freigabe der relevanten und notwendigen medizinischen Informationen Bildungsinstitutstab durch den GP zu, wenn Umstände notwendig und passend gemeint werden.

#### Italian / Italiano



















Accosento al miei figlio/figlia che riceve tutta l'emergenza o l'altro trattamento medico come ritenuto urgente, necessario e/o nell'interesse del miei figlio/figlia dalle autorità mediche presenti. Ciò include il trattamento dentale, medico o chirurgico, l'uso di anestetico o la trasfusione di sangue.

Inoltre accosento al rilascio delle informazioni mediche relative e necessarie al personale dell'istituzione educativa dal GP se le circostanze sono ritenute necessarie ed adatte.

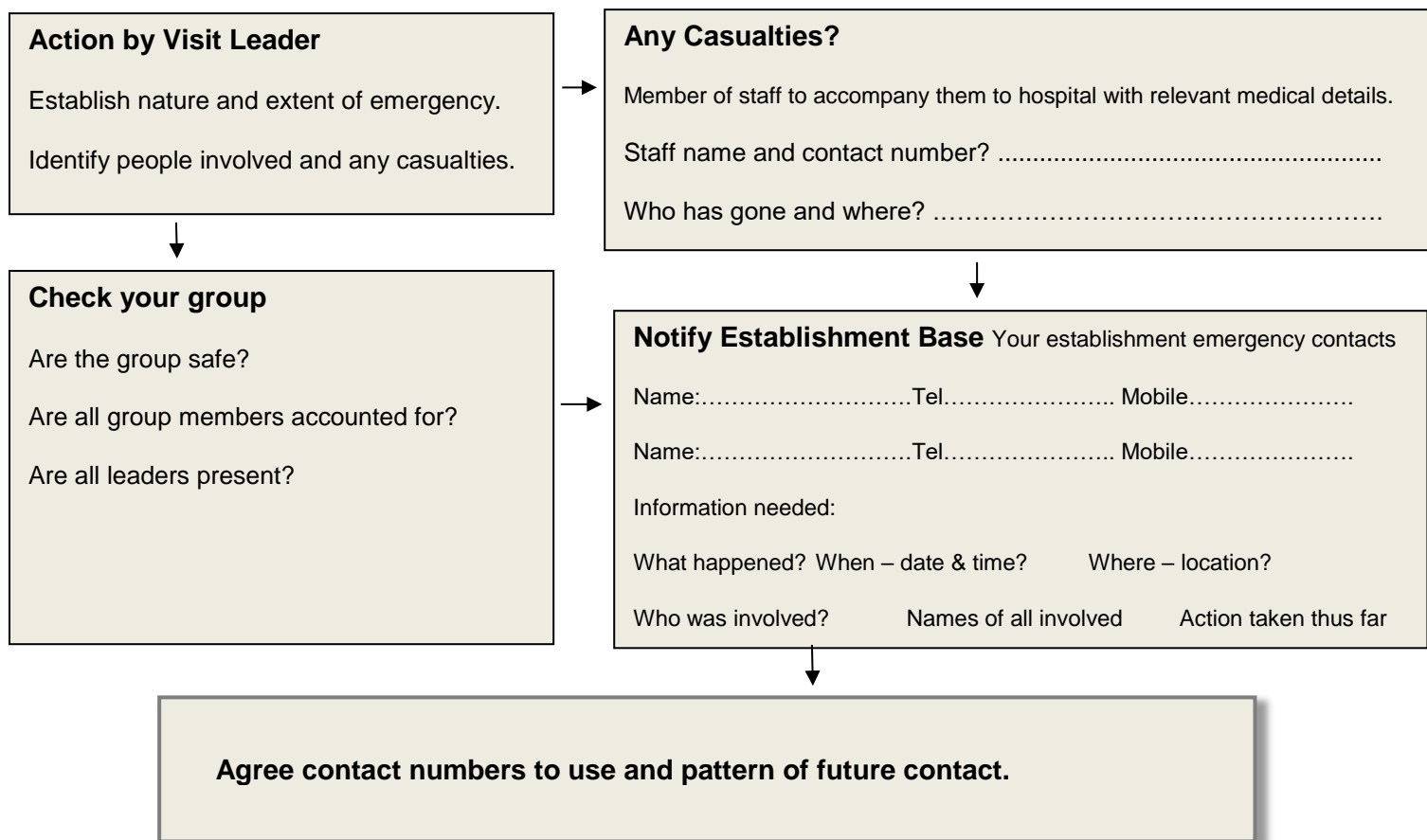
Signature: ..... Date: .....

## Risk Assessment

Model assessments can be found on the system and should be amended to accommodate the particular trip.

-  –Risk Assessment
-  Adventure Activities Risk Assessment - Gene...
-  Barges, Boats, Cruises Risk Assessment - Ge...
-  Duke of Edinburgh's Award Risk Assessment...
-  Educational Activities in Warwickshire Coun...
-  Farm Visits Risk Assessment - Generic
-  Large Events and Festivals Risk Assessment - ...
-  Local Visits - Walking Groups Risk Assessme...
-  Offsite School Sporting Fixtures Risk Assess...
-  Oversea Venture Risk Assessment - Generic
-  Residential Stays Risk Assessment - Generic
-  Risk Management Summary for Marie Hall
-  Skiing Risk Assessment - Generic
-  Theme Park Visits Risk Assessment - Generic
-  Town and City Visits Risk Assessment - Gen...
-  Travelling to and from activity Risk Assessm...
-  Visiting Areas of Scientific Interest Risk Asse...
-  Water and Aqua Parks Risk Assessment - Ge...
-  Water Margin Activities Risk Assessment - G...

## EMERGENCY PROCEDURES ACTION PLAN



### Action by Establishment

