

Educational Visits Planning Advice & Guidance



For Starters

This document is the result of an attempt to both simplify and make more effective the paperwork around educational visits.

All forms, policies and processes have been reviewed and should now leave you knowing that you have thought of everything you need for a successful trip and allow you to feel ready to take the necessary responsibility without feeling overwhelmed and overburdened.

Please let your Health & Safety Officer know if you see potential to improve the effectiveness of educational visits paperwork and planning process.

Planning

The cornerstone of any educational visit should be your planning. Give plenty of time for planning in advance and getting any paperwork back.

All relevant documents are included in our computer system ready for you to go ahead and plan your next trip. You can find them on the **Administration network drive: S:\Health and Safety\Educational Visits**

The main form to plan any trip is: **Educational Visits - Trip Form.doc**

There is guidance on emergency planning in this document: **Educational Visits - Emergency Planning.doc**

This document includes suggested procedures for a number of scenarios. This makes it easier for you to rely on best practice but also allows you to implement your own arrangements where it doesn't make sense to follow these generic guidelines.

General steps to take when planning your trip:

- Use the Educational Visits Form to make sure you've got everything covered.
- Discuss the trip with an experienced colleague and perhaps with your department
- Meet with the H&S Officer:
- Start the process at least six weeks prior if there is an overnight stay as DBS clearance can take this length of time!
- Plan at least one week ahead for day trips.
- Write to the parents giving them:
 - all the information they need (a template letter is currently in production);
 - if this is a trip to Europe, advise them that pupils and adults are covered against medical costs of personal injury/illness and other events, on the school's Group Cover policy and that they may wish to consider taking out further personal insurance;
- Carry out the actions arising from completing the form - especially note that you must write risk assessments, or review relevant generic or current assessments. Your assessments must be proportionate to the complexity and perceived risk levels of the trip.
- If this is a new trip, make a site visit to assess its suitability – or get detailed briefing from another member of staff who knows the destination, and:

- Determine who, at the venue, is responsible for Health & Safety.
- Ask questions about their routines.
- Get copies of:
 - their relevant qualifications
- risk assessments
- insurance certificate
- Check sleeping arrangements – especially fire escape and security from outside.
- Inform your colleagues so that cover is arranged.
- Give a copy of all the paperwork to the H&S Officer.
- Take Along Everything You Need
 - A copy of the Trip Form
 - Trip info letter to parents for reference
 - A copy of any risk assessments
 - A copy of all annual consent forms/ parental consent forms
 - Adult medical forms for all adults on the trip
 - Class resume of pupils' special needs
 - Copy of the Emergency Planning Guidance
 - Copy of our travel insurance policy
 - Mobile phone and charger
 - First Aid kit – with any specialist items relevant to the trip
 - **This needs to be signed out from Reception.**
 - Hi-vis vest
 - (Access to) money for emergencies such as hospital costs and/or paying for the party to return home urgently.
- Let Reception know that you will be off-site and for how long. This information goes on the whiteboard in the Reception Office so that we are able to quickly have the information available when we need this, e.g. in the event of fire here at school or because we need to contact you or one of the pupils/students in your class.
- Remember to take the register before you leave (where relevant!) – in any case, inform Reception of the trip (see above).

Types of Trips

There are essentially three types of educational visits:

1. Day trips
2. Overnight trips within the UK
3. Overseas overnight trips

Adult-to-child Ratios

The HSE and DfE requirements for supervision vary.

The HSE website states:

“Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.”

According to Ofsted, the minimum requirements for England and Wales are as follows:

- For 0 to 2 years – one adult to every three children (1:3)

- For 2 to 3 years – one adult to every four children (1:4)
- For 3 to 8 years – one adult to every eight children (1:8)
- For 9 to 12 years – one for the first 8, then one for every additional 10 children
- For 13 to 18 years – one adult for every 10 children

There should always be more than one adult in any group and at least one should be female.

When travelling by car or minibus, it is recommended that there is one adult driving and one adult supervising the children. Larger groups and vehicles will require more adults to ensure adequate supervision.

Unless otherwise stipulated by the DfE, helpers under 18 years old count as children and not as adults in these ratios. If you have a number of teenage helpers, you will need more adult leaders, not fewer.

Toilet Ratios

If the group has both boys and girls, there should be at least one male and one female responsible adult supervising visits to the toilet.

Parental Consent

Parental consent to trips is no longer required for every trip (and by law never was). It is only required once for any pupil/ student for their entire time at our school. However, parents/ guardians may of course need to update information from time to time.

So, please make sure that you have the Parental Consent Form for each pupil/student in your group and offer parents/ guardians to update the information if required (e.g. in the trip letter that goes out).

Resources

Before going any further, you should know of this website which should be the basis of all your educational visit planning: <http://oeapng.info/>

Our network drive mentioned above holds all key documents and forms you will need. These include:

- DfE_Health_and_Safety_Advice_06_02_14.pdf
 - This defines the legal minimum we need to meet.
- Educational Visits - Emergency Planning.doc
- Educational Visits - Minibus Policy.doc
- Educational Visits - Open Water Policy.docx
- Educational Visits - Parental Consent Form.doc
- Educational Visits - Planning Advice & Guidance.doc
 - This document.
- Educational Visits - Reference Generic Risk Assessments.doc
 - Frequently occurring risk assessments have been grouped into this set of generic risk assessments which you can easily refer to.
- Educational Visits - Risk Assessment.doc
 - Easy use risk assessment template for you to complete allowing to reference any generic risk assessments.
- Educational Visits - Trip Form.doc

- Staff Vehicle Form.doc
- Use of Private Vehicles - Guidance for Parents.docx

Swimming

Swimming is one of those items that has cropped up repeatedly. This has now been simplified as much as possible: parental consent for swimming has been integrated into the Parental Consent Form for trips; we no longer ask parents to assess their child's swimming ability as that can be misleading; the Open Water Policy has been simplified.

Training

If you'd like further training come and see the Health & Safety Officer or explore our NatWest Mentor library of training courses which includes courses on the basics of Health & Safety and Risk Assessment and other relevant courses such as food safety, fire training, first aid training, safe driving and more.

Consider the training needs relevant to your trip and consult the generic risk assessments.

Use of Private Cars

If you will be using your private car for a school trip as a member of staff you need to complete the Staff Vehicle Form and need to confirm that you have business use cover as part of your insurance.

It will often be necessary for parents to drive children to enable school trips.

We no longer require parents to complete any paperwork and it is important for the school not to be officially involved in the process of planning the use of parents' cars. This should be done by the class contact.

It needs to be clear to parents that it is their own responsibility and that they are responsible for the fitness to drive and roadworthiness of the car as well as all insurance arrangements. Parents do not require business insurance for this purpose.

All drivers must be aged 25 or above.

Trip review

On your return, please come and see me for a review of the trip.

...and most importantly, have a good trip - and if you need any further help, come and see me!