



MOUNT

ST MARY'S | BARLBOROUGH HALL

Educational Visits Policy ISI Regulatory Code – 14d

Policy written by: J Murphy

Policy Date: November 2019

This Policy is for: Mount St Mary's College

Linked Policies: Safeguarding, Health and Safety, Risk Assessments,
Major Incidents

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Policy Statement

Name of Head Teacher and EVC (Educational Visits Coordinator)

Head teacher – Dr N Cuddihy

EVC – Jack Murphy – Deputy Head (Pastoral)

Introduction

- Mount St Mary's College views educational visits as a very important part of the provision for its children. In particular, it allows them the opportunity to undergo experiences not available in the classroom. As well as the educational benefits, children participating in visits advance their understanding of themselves and others. They are to be encouraged and form an important part of the enhancement of the curriculum for many children.
- It is not the aim of this policy and guidelines and procedures to implement a bureaucratic system that is too onerous and as a result deter staff from organising off site visits and activities. They simply reflect the current national guidance and regulations, and the school's commitment to ensuring the safety of its staff and children during off site visits/activities.
- The school has a duty to children as well as staff not to expose them to risks to their health and safety, so far as is reasonably practicable.
- To ensure that the school takes all reasonable measures with regard to the health and safety of its children on educational off site visits/activities, the school shall ensure that guidelines and procedures are in place, updated regularly and adhered to by all staff.

Responsibilities for visits – the expectations of the law

- As teachers are trained professional people, courts have tended to expect them to exercise a higher standard of care 'in loco parentis' that which might be expected from the ordinary parent.
- Courts have recognised over the years that some educational environments present a greater hazard than a classroom and that a 'higher duty of care' applies.
- In the case of a journey or residential experience, teachers are responsible for the children in their care 24 hours a day, 7 days a week.
- In outdoor activities the law would quite reasonably expect the teacher to operate a system in which safe equipment is used, in conditions free from unforeseeable risk.

The school responsibilities

- The school has overall responsibility for off site education visits including health and safety arrangements. In practice it delegates this responsibility to the headmaster as a management function.

Headmaster

- The head has overall responsibility for final approval of visits but in the majority of instances he will delegate this responsibility to the Educational Visits Coordinator.

Educational Visits coordinator

- The EVC has responsibility for the implementation, day to day management, evaluation and review of this policy and supporting procedures.

The group leader – lead teacher

- The group leader has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

Helpers

- Helpers are responsible for ensuring the health and safety of everyone in the group, follow instructions of the group leader and help with the control and discipline of the children. They should consider stopping the visit, notifying the group leader, if they think the risk to the health and safety of the children in their charge is unacceptable.

Conclusion

- This policy will be reviewed every three years unless circumstances warrant an earlier review.
- The guidelines, checklist and forms will be reviewed periodically.

Guidelines and procedures for the management of educational visits

Introduction

- Staff are expected to adhere to these guidelines and procedures in planning and carrying out a visit with children whether the visit is one that is short and local by nature or whether it is a longer visit, perhaps involving other agencies.

Planning responsibilities and Authorities

- The policy states that Mount St Mary's College views educational visits as a very important part of the provision for its children. In particular, it allows them the opportunity to undergo experiences not available in the classroom. As well as the educational benefits, children participating in visits advance their understanding of themselves and others.
- It is essential that the procedures are followed and adhered to as, if things go wrong, the school must be able to demonstrate that it has taken appropriate care of its children.
- The school stresses the importance of making sound and thorough preparations including undertaking a complete and comprehensive risk assessment, following closely the school's procedures and communicating effectively with children, parents and with those left behind in the school to answer queries.
- It is also important that the school forms are completed and no educational visit takes place without a formal approval from the head teacher.
- Full responsibility for the consequence of any off site visit undertaken without the formal approval from the head will remain with the individual organising the visit.
- Those who are organising activities for the first time should seek advice and help, follow procedures carefully and make sure that everyone knows what is happening. Those who are experienced in organising visits may feel that they have a proven track record but even they cannot afford to become complacent. Regrettably, tragedy is no respecter of reputations – it can strike at even the most experienced and well prepared. The school can never guarantee complete safety. It can, however, commit to doing everything possible to ensure it.

Internal rules governing educational visits.

- There is always a named leader that has been approved by the EVC.
- There must be consideration given to the ratio of staff to students, but this will depend upon the age of the children and the nature of the activity. As a general rule, for low-risk activities, for example a visit to a museum, a ratio of 1:15 would be appropriate.
- The supervising teachers must include at least one male and one female member of staff for a residential visit, unless the group is of one gender only.
- Where travel, accommodation or other services or goods are purchased, the leader of the educational visit must take best value into account.
- Where residential trips are undertaken, ratios will be in line with legal requirements and all those responsible for the care of the children will have undergone the schools vetting procedures.
- When planning activities involving climbing, caving, trekking, skiing or water sports, the provider must hold a license as required by the Adventure Activities Licensing Regulations 2004.
- The visit leader must have an emergency contact number so that the school can contact him or her and be in possession of an emergency number to enable contact with the school at any time during the visit.
- All school policies and standards connected with staff and child behaviour as expressed in the staff handbook and other documents apply during an educational visit just as they do a normal working day.
- The leader and supervising helpers have responsibility for careful and diligent supervision of children at all times in the same way that they would were they with them in a conventional teaching situation. The leader has the additional responsibility for the maintenance of professional standards of staff.
- The leader must have considered the risks and benefits and taken common sense steps to minimise risks. The risk assessments should have been carried out and submitted to the head with the application. Should there be any doubt about the risks, the head should give guidance. (RA form 1,2,3)
- If the visit involves any sport or physical activity that could normally be said to require specific competences in the leader and supervising helpers, the EVC should assure himself that these competences exist.
- The leader must know and record any special medical needs of a child and have catered for these. (EV form 3)
- Children and staff must be told explicitly and before the visit begins that the customary standards of behaviour and professional duties apply during the visit.
- It is the duty of the leader to check that the school's insurance covers the visit.
- Parents and guardians should give approval in writing for any visit lasting longer than one day. (EV form 3)

Request for authorisation for an educational visit and approval of educational visit notification

- The first part of this is completed by the member of staff requesting permission for the visit. It is given to the head for completion of the second part of the form. The fully completed form is then returned to the applicant. A copy is kept by the head and EVC. (EV forms 1a and b)

Advice on driving a school minibus

- There are circumstances in which a member of school staff with a car driving licence (category B) can drive a minibus. These circumstances vary depending on when the driver passed their car driving test. These arrangements only apply when driving the minibus in the UK not if driving abroad.

a

If you passed your category B (car) driving test before 1 January 1997, you can drive a school minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement 3. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

b

If you passed your category B driving test on or after 1 January 1997, you may drive a minibus that is not being used for *hire and reward* if the following conditions are met:

- you are over 21 and have held a category B licence for at least 2 years;
- the minibus is used by a non-commercial body for social purposes,
- you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs);
- you provide the service on a voluntary basis;
- the gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
- you do not tow a trailer.

It is up to drivers to check with their insurer whether their insurance policy covers a minibus in the circumstances in which it is proposed to be driven. The school will also check their insurance and any employer's policies on this matter.

The staff member must also complete the schools driving license checking form (Appendix 7)

It is also up to drivers to check whether their driving triggers other legal requirements, such as the laws in respect of drivers' hours, tachographs and **Certificates of Professional Competence**.

This guidance has been cleared by the Association of Chief Police Officers, who will promote awareness of this legislation amongst local traffic police officers.

For more information about driving a school minibus consult the DfE guidance on the requirements for driving minibuses

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf

Trips Abroad

Trips which are overseas will usually require a lengthier period of planning and approval than trips within the UK. Approval must be sought, at the very least, 12 months in advance of the trip and it must be approved by the Executive. As part of this approval particular attention will need to be given to the arrangements for travel, the code of behaviour and the costing of the trip before it can be approved.

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the EVC Coordinator. She will undertake an annual formal review of this policy for the purpose of monitoring the effectiveness of implementation of this policy. Feedback from visits will be used to inform future planning for Off Site Visits and risk assessments. The review will take place earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Excursion Permission form

Destination	
Telephone number of destination	
Group Leader	
Class involved in trip (see EVA form1b)	
Date of Trip	
Costing of trip confirmed	
Letter to Parents (Date sent out)	
Confirmation with venue (Date)	
Risk Assessment received from venue (Date)	
Risk Assessment carried out by group leader (Date)	
Pack Lunches ordered (Date)	
Minibus ordered – form filled in –Appendix 5 (EVA4)	
Departure Time	
Return Time	
Duties Changed	
Time of duty	
Member of staff covering duty	
Names of school staff going on the trip	
Names of helpers going on the trip	
Number of Pupils	
Emergency contact number of group leader	
First Aid kit in order	

Class involved in Educational Visit

Name of child on trip	Form Group

Educational Visits Costing sheet

Item	Cost
Entrance to exhibit/ trip etc	
Transport	
Accommodation	
Food	
Other Costs	
Total	

Proposed re charge for each pupil to allow for a 15% buffer for extenuating circumstances e.g. illness	£
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BUS BOOKING CONFIRMATION

Dear

I am writing to confirm the booking of a seater bus with/without driver, on
..... to take a party of children and
adults to

.....

We will depart from Mount St Mary's College at and would like to return
to school by The cost, as discussed, will be

Yours sincerely

GENERAL RISK ASSESSMENT – FORM RA1

Task/Operation being assessed			
Risk Ref	RA1	Activity	
		Age of children	

Outline of Activity
1. 2. 3. 4. 5. 6. 7. 8.

Specific Legislative Requirements
Health and Safety (Display Screen Equipment) Regulations Provision and Use of Work Equipment Regulations Health and Safety at Work etc. Act Workplace (Health, Safety and Welfare) Regulations Electricity at Work Regulations Management of Health and Safety at Work Regulations

Level of Skill/Training required
First aid Qualified teachers etc ratios

Relevant Work Procedures/Policies

Chemicals/Materials involved	HSC No	Assessment Date
NA	NA	NA

Specific Work Equipment Provided
Mobile Phone High Vis Jackets etc

Task/Operation being assessed			
Risk Ref	RA2	Activity	

People at Risk	Hazard	Existing Control Measures	Risk Potential			Further Action Required by Whom and When	Revised Risk		
			L	M	H		L	M	H

Assessed By	
Post / Title	

Assessment Date	
Dates reviewed	

Task/Operation being assessed			
Risk Ref	RA3	Activity	

Manual Handling Risk
1. Has a MH risk been identified? 2. Is the risk considered to be? 3. Is a further detailed assessment required?
If the answer to qu.1 above is yes, then a separate MH Assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992

Personal Protective Equipment Required
1. Is training and instruction required? 2. Is there a need for special accommodation 3. Is there a need for test/examination? 4. Is all PPE available?

QUESTIONS TO CONSIDER: If the answer to a question is 'YES' place a tick against it and then consider the level of risk).	Level of risk: (Tick as Appropriate)			
	YES	LOW	MED	HIGH
The tasks - do they involve? * holding loads away from trunk? * twisting? * stooping? * reaching upwards? * large vertical movement? * long carrying distances? * strenuous pushing or pulling? * unpredictable movement of loads? * repetitive handling? * insufficient rest or recovery? * a work rate imposed by a process? The loads - are they: * heavy * bulky/unwieldy? * difficult to grasp? * unstable/unpredictable? * intrinsically harmful (eg: sharp/hot?) The working environment - are there: * constraints on posture? * poor floors? * variations in levels? * hot/cold/humid conditions? * strong air conditions? * poor lighting conditions? Individual capability - does the job: * require unusual capability? * hazard those with a health problem? * hazard those who are pregnant? * call for special information/training?				

Assessed By	
Post / Title	

Assessment Date	
Dates reviewed	

Appendix 7

MOUNT ST MARY'S COLLEGE/BARLBOROUGH HALL SCHOOL PRE-EMPLOYMENT HEALTH QUESTIONNAIRE

Full Name:

Mr/Mrs/Miss/Ms

Date of Birth: NI Number:

.....

Address:

.....

Proposed Job Title:

.....

Proposed Job is: Permanent Temporary Casual

Doctors Name:

.....

Surgery Address:

.....

Surgery Telephone Number:

Please note that:

- *This questionnaire covers a wide range of jobs and whilst some questions may not seem relevant, you should answer them all.*
- *If you have, or have had, any particular health problems it will not necessarily affect your ability to undertake the type of work for which you are applying for. Our aim is to protect your health and safety at work.*
- *This form will form part of your employment records*

INSTRUCTIONS

1. Please answer the questions by ticking 'yes' or 'no' and providing further details as necessary in the space on the last page.
2. Please make sure you complete **all** the pages to prevent any delay in confirming your appointment.
3. Put send back the completed form with the rest of your appointment paperwork.

Question	Yes	No	Details – What was the problem, when was it, what treatment did you have and how you are now
Have you attended hospital as an in-patient or out-patient in the last 2 years?			
Any form of cancer?			
Are you having, or waiting for, investigations about any health problem/s?			
Are you receiving any medical treatment at present, e.g. medication, physiotherapy etc. (excluding the 'pill' & 'HRT')?			
Have you ever had any work-related illness or injury that caused time off work?			
In the last year have you received care from a Doctor or other therapist e.g. Physiotherapist, Chiropractor etc.?			
Have you had any back, neck or other joint pain needing painkillers for more than one week in the last five years? Or causing a change in duties			
Have you ever had regular health assessments due to the type of work that you do/did e.g. exposure to chemicals, asbestos, noise or other hazards?			
Have you ever had to change the type of work/job that you do due to your health?			If yes, state type of work & reason not able to continue:
Do you have any special requirements to help you do the proposed job e.g. access requirements, special equipment etc.?			
<p>There are some medical conditions that the DVLA must be made aware of as they can affect your driving.</p> <p>Have you ever had to notify the DVLA about a health condition that could affect your ability to drive?</p> <p>If you are unsure which medical conditions need to be reported to the DVLA please check on the web link below:</p> <p>https://www.gov.uk/health-conditions-and-driving</p>			
Question	Yes	No	Details – What was the problem, when was it, what treatment did you have, and how you are now
Have you any serious medical condition that may result in you being a danger to yourself or others when driving?			
Have you ever been refused car insurance due to			

a health condition?			
Do you have difficulty seeing well enough to drive when there is glare or poor visibility such as fog?			
Do you have any chest problems e.g. shortness of breath, bronchitis or asthma?			
Have you ever had a heart or circulation problem e.g. heart attack, angina, high blood pressure or heart valve problems?			
Have you an abnormal heart rhythm, irregular heartbeat or heart valve problems?			
Do you have weakness, loss of sensation or clumsiness affecting part of your body?			
Do you have Diabetes?			
Have you ever had a 'stroke' or suffered from blackouts, 'fits' or dizzy spells, epilepsy, fainting, blackouts or vertigo?			
Have you ever had an upper limb disorder e.g. tenosynovitis, carpal tunnel syndrome, tennis elbow or frozen shoulder?			
Have you ever had an operation on your wrists, shoulders or elbows?			
Do you have a hearing impairment or hearing problem, or difficulty hearing normal conversation?			
Do you have visual impairment or eyesight problem?			
Have you ever had eczema, dermatitis or psoriasis, even as a child?			
Do you have a history of skin inflammation after wearing latex gloves?			If yes, does this happen during or after wearing gloves?
Do you have any allergies, e.g. to any food, drugs, chemicals or pollen?			
Have you ever had to go to hospital because of an allergic reaction?			
Do you have any other health problem that you feel the Nurse should know about in order to help you at work?			
Have you a cough now that has lasted longer than 3 months?			
Question	Yes	No	Details – What was the problem, when was it, what treatment did you have, and how you are now
Have you lost weight recently without trying to?			
Do you sweat a lot at night (excluding menopause)?			
Have you ever had therapy, treatment or tablets to support your mental health e.g. anti-depressants, tranquillizers etc.?			
Have you ever suffered from an eating disorder?			
Have you ever seen a Counsellor, Psychiatrist,			

Psychologist or Psychiatric Nurse (CPN)?			
Have you ever had a Heaf test? (This is the 6 needles test, on lower arm to test for immunity to TB)? It is often given on the left upper arm and forms a sore that lasts a few weeks before healing.)			If yes, when was this?
Have you ever had a BCG vaccination? (this is given to protect against TB)			If yes, do you still have the scar where this was given?
Are you in any doubt about whether you had a Heaf test or BCG vaccination and whether it left a scar?			
Have you a dependency on or misuse alcohol, drugs or other substances?			
This section must be completed if the job you are applying for involves handling food			
Have you ever had food poisoning, typhoid or para-typhoid?			
Have you ever had to provide a stool (faeces) sample for testing?			
Have you had diarrhoea and/or vomiting in the last year?			
Do you have regular ear infections, tonsillitis or similar infections?			

Use this space to provide further details.

Data protection

Information from this application may be processed for purposes registered by the School under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

For the purposes of compliance with the Data Protection Act 1998, I hereby give my consent to Mount St Mary's College processing the data supplied in this questionnaire for the purpose of recruitment and selection.

Employee's signature:

