

Educational Visits - Policy and Procedure

Policy

The Academy recognises the enormous benefits to be derived from a range of educational experiences away from The Marsh Academy, both in the UK and abroad.

- students can gain first hand experience of a language or culture which they are studying in the classroom;
- their understanding of a topic or theme can be enhanced;
- their interest and enjoyment of their studies can be stimulated;
- their sense of independence, their personal development and their notions of responsibility – for themselves and for others – are enhanced.

However, the Academy also recognises the need to balance these advantages with the possible disruption to the curriculum and to the timetable not just of the participants, but also to those students who remain in Academy and whose lessons are affected by teachers' absence.

A Visit, in this policy, may be defined as any off-site experience with students (accompanied or unsupervised) either during or outside Academy time, organised under the Academy's auspices. All visits are ultimately the responsibility of the Head of School, whose consent is always required.

Educational Visits and the Child Protection Act

All Party Leaders must have a copy of the Child Protection policy and must ensure that all accompanying adults are briefed about its contents.

When taking students off-site, staff need to be aware that there may be one or more students who are already on the Child Protection register. There may also be one or more students who disclose during the visit.

Whenever possible, the normal CP policy should be followed:

- Alert MW by fax or phone and she will advise accordingly
- If MW is unavailable, contact ME
- During holiday times, alert the Senior member of staff on duty
- Do not discuss the matter with any other person (teacher, parent or student)
- If the disclosure occurs in the company of others, they must be instructed not to discuss the matter further.

Visits that affect other curriculum areas should not occur during certain times of year:

- a. the first and last weeks of a module
- b. internal and external examinations
- c. work experience
- d. any other times considered unsuitable by SLT

It is the responsibility of the department organising the visit to make full arrangements for any students – however few – who are unable to take part and who remain in Academy. Departments must make every effort to ensure that these students are not disadvantaged and that they are given meaningful curriculum tasks, where appropriate.

It is the responsibility of all members of staff going on a visit to ensure that relevant and meaningful tasks are set for classes in their absence and that the location of resources is clearly noted.

Safety is the prime consideration for ALL visits. All members of staff have a Duty of Care and a responsibility to ensure that effective supervision is provided.

“The duty of care enshrined in the principle of being in loco parentis should not be taken lightly, for once it is assumed, it cannot be set aside until the young people are returned to the care of their parents. Those who undertake this responsibility must be required to exercise the control which their role requires”.
[DfEE – Safety in Outdoor Education]

All Visits must conform to the ERA (1988), the Headteacher’s Legal Guide and the Academy Charging Policy. It is the Party Leader’s responsibility to be aware of the most recent DfEE circular.

On all visits organised under educational auspices, it is expected that Academy rules regarding behaviour (including smoking and drinking) will apply. This means that the purchase and/or consumption of alcohol and/or tobacco by any student, of whatever age, will not be permitted. This should be made clear to students and parents.

Where supervision, tuition or guidance is to be provided by 'experts' not employed by the Academy, the Party Leader is responsible for ensuring that appropriate qualifications and certificates are held by them.

Procedure

1. Application for all visits should be made through SLT by the end of July for the following academic year, whenever possible.
2. All visits require a parental consent form.
3. Separate, written notice of cover requirements must be provided at least one week in advance. The following must also be provided to the designated member of the SLT
 - Copies of letters to parents, (incl. reply slip/medical form etc.)
 - Emergency contact details at destination (address, tel, mobile)
 - Departure and Arrival times (out and return)
 - Itinerary
 - Travel company and form of transport
 - Insurance details
 - Projected statement of planned income and expenditure
 - Student names (incl. Form)
 - Staff names
 - Details of appropriate notification to caretaker and canteen
 - Details of meeting with parents of participants, if appropriate*
 - Notice of Absence form(s)
 - * = Residential visits only
- 4.. A Risk Assessment must also be completed (see Appendix 2)
5. In the event of an emergency requiring hospital treatment, parents may be required to come to the Academy, to fax to the necessary authorities, specific permission for appropriate treatment. This fact should be communicated to parents before departure.
6. For all off-site visits, a full list of participants' names must be submitted to SLT for approval.

All OSA Forms are stored on U drive: Admin/Trips/Marsh Academy Trip Forms

OSA Forms Procedure

1. Complete Form OSA/1, OSA/2 and OSA/7 (Minibus) where relevant, and attach to a draft letter to be given to the OSA Administrator. The OSA Administrator will allocate the trip an OSA Number when processing the draft letter. An overall Risk Assessment and Planned Statement of Income and Expenditure for the visit should also be completed and should be submitted to the OSA Co-ordinator at the same time as Form OSA 1. A generic risk assessment is provided for guidance (OSA Form 1B). Not all visits will require this amount of detail but it shows the range of issues which may need to be considered.
2. Return OSA/1 (paper-clipped to draft letter, OSA/2 and, if relevant, OSA/7) to OSA Administrator who will check and obtain necessary authorisation from the Head of School. Once approved, a copy of OSA/1 will be returned to the Teacher in Charge, along with the relevant number of copies of the letter.
3. After authorisation has been received and after firm bookings have been made, Blue Form OSA/3 must be completed and approved if trip is residential or abroad. (Copy of any invoices, confirmation of booking, etc must be attached).
4. Written notice of cover requirements must be provided to the Senior Administrator at least one week in advance.
5. At least 3 working days before departure, Form OSA/4 should be completed and passed to the OSA Administrator for approval, together with the OSA/5.
6. These will be signed/processed and the requisite number of copies returned to you for distribution.
7. The original Parental Authorisation Forms (OSA/2) MUST all be taken on the trip by the teacher in charge.
8. Form OSA/6 (Report-Back Form) should be completed and a copy passed to each member of the Senior Management Team; the relevant Spending Head and the OSA Administrator within one week of the completion of the activity.

NB:

1. NO STUDENT MUST LEAVE THE SCHOOL ON ANY TRIP WITHOUT WRITTEN PARENTAL AUTHORITY.
2. If you have to notify parents of any delays etc, please contact the designated SLT link for your visit.
3. All paper work should be completed where possible at least two weeks before the intended trip, but at the latest 3 full working days before the activity takes place.
4. This procedure is intended to keep you (the teacher) and your students safe.

Supervision

1. If students are to be allowed to walk around an attraction unsupervised they must;
 - be given a meeting time and must be shown a meeting place
 - stay in a group of 3 or 4 minimum
 - be reminded of the need to be considerate to others who are also there to enjoy themselves and learn
 - have the limits of their freedom explained to them, especially if there are no man-made or natural boundaries to contain them.
2. The Party Leader should be an experienced member of staff with previous experience of accompanying a visit.
3. Preliminary visits and/or preparation are highly desirable and may be funded by the Academy.
4. Staff should be fully qualified (NQTs cannot count in the ratio calculations but may go for experience; parents and other supervisory adults will be considered by the Principal).
5. All adults must clearly understand their duties and responsibilities.
6. All staff and students must be aware of appropriate safety procedures.
7. There must be a balance of male and female members of staff.

8. There must be a rota of staff duties during the students' waking hours, where applicable.
9. There must be a rota of staff "on call" at night, where applicable.
10. In maintaining the requirements of the Academy for exemplary care of students, all staff are expected to conduct themselves with consistent attention to the highest professional standards.
11. There must be a ratio of staff to students as laid down by the Principal:

- **Day Visits in the UK**

Y7 – 11	1: 15
Y12 – 13	1: 20

- **Day Visits abroad**

Y7 – 13	1: 15
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- **Residential Visits in the UK**

Y7 – 11	1: 10
Y12 – 13	1: 15

- **Residential Visits abroad**

Y7 – 11	1: 10
Y12 – 13	1: 15

- **Wild Country**

Y7 – 13	1: 8
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Planning a Visit: a checklist

1. Have a clear idea of Aims and Objectives. What are the desired student learning outcomes? What are the criteria by which the success of the Visit will be evaluated and by whom?
2. Check the calendar before submitting the OSA Forms for approval by the Principal. Visits not planned in time for the Academy calendar should be submitted to the OSA Administrator who will submit them to the SLT for special consideration where appropriate.
3. Prepare a projected income and expenditure (see section on Finances).
4. Once approval has been given, send letter to parents (see guidelines below).
5. Compile worksheets (if appropriate).
6. Prepare students for the Visit: Aims, Objectives, Learning Outcomes, Background information, Final details.
7. Notify canteen staff of meals to be cancelled. Organise free packed lunches (if appropriate).
8. Notify caretaker of any requirements regarding access to the car parks and buildings outside normal hours.
9. For residential visits, organise a telephone tree to be used to notify parents of safe arrival, alterations to the itinerary, emergencies etc.
10. Ensure all staff are briefed as to their role and responsibilities:
 - the aims of the visit or activity
 - any special clothing / equipment requirements
 - the catering requirements
 - the supervision requirements
 - the transport arrangements, including estimated departure / arrival times
 - any Health and Safety Issues
 - emergency procedures, including First Aid, security and what to do if lost
 - students with specific medical concerns
11. Make sure that there is a First Aid box and you are aware of emergency arrangements.



12. Arrange a brief meeting with parents (if appropriate).
13. Establish a code of conduct to ensure that the party is well-behaved. This must be discussed in advance with all students.
14. Establish a code of dress. Normally visits take place in full Academy uniform. Any application to relax or ignore this ruling must be made to SLT.
15. Ensure that you have a copy of the Child Protection Act and corresponding referral forms.
16. Request assurances from the Travel Company that all those who are required to supervise, guide or provide tuition for the students, and who are not employed by the Academy, hold appropriate qualifications and certificates.



RULES AND EXPECTATIONS OF BEHAVIOUR

To ensure that all students get the most benefit from this visit, it is very important that everyone is aware of the standards of behaviour we expect during the trip. The Marsh Academy Behaviour Policy applies for all trips. For residential trips and trips abroad please see additional information below.

The following should be included for all residential/foreign trips when contacting parents:

These are some of the key points that we wish to point out:

- There will be no smoking at any time.
- There will be no drinking of alcohol at any time.
- Students will not be allowed to purchase alcohol to be brought back for parents or friends in the UK.
- Students will be expected to accept the bedtimes set. Walking around all day can be very tiring and it may be necessary to set an early time to ensure all students (and all staff!!!) are fit and well for the next day.
- Hotel rooms should be kept in a clean state. Failure to do so could result in withdrawal of evening activities.
- Other guests in the hotel should be treated with respect. Inconsiderate behaviour around the hotel will not be accepted.
- The coach must be kept clean and tidy and the drivers should be treated with respect and politeness.
- Students must listen to, and act upon, instructions given not only by teachers, but also by hotel staff and coach drivers.
- Students must attend all meal times. (Eating and drinking are vital in preventing students becoming tired and unwell and, therefore, unable to enjoy the trip fully).

If anyone has difficulty in accepting these rules, s/he may not be considered appropriate for the visit. The visit is for everyone and the misbehaviour of one can easily affect the enjoyment and safety of everyone. We do not want that to occur. N.B. In exceptional cases of misbehaviour, the Academy reserves the right to arrange for a student to be sent home early, at the parent's/guardian's expense.

Please sign and return this reply slip to confirm that you have read the Rules and Expectations of Behaviour for the visit and agree to abide by them.

Student signature _____ **Student name:** _____

Parent/Guardian signature _____ **Date:** _____

Regulations concerning Financial Arrangements

Preparation of the projected statement of planned income and expenditure is necessary before seeking any of the following approvals.

1. If a general Academy Subsidy is required for any visit (including the hire of minibuses and petrol costs), the Principal's approval must be obtained.
2. If a specific Academy subsidy is required for individuals, written application must be made, in confidence, to Finance, who will liaise with the Principal. It is important that these requests are co-ordinated to ensure that support is equally spread around all deserving cases.
3. All Visits should normally be self-financing. Staff may include a contingency fund within the costs for emergencies. This must be accounted for in the final Statement of Account and receipts must be provided.
4. Money left in the account at the end of the trip must be dealt with as follows: if the total is £5 or under per student, it may be used to cover administration costs etc. If the amount left is more than £5 per student a refund must be offered to parents. On no account can a visit be organised along profit-making lines. Any money remaining in the account at the end of the visit will be placed in a central hardship fund. Party leaders may not use money from one event to subsidise another.
5. The cost of a visit may not be set higher than the actual cost in order to generate additional funds for any other purpose (such as paying for other students, subsidising other visits, boosting the department budget etc.).
6. All students will be given a receipt for each payment made. If cash or cheques are required, these must be ordered at least 5 working days in advance from the Finance Office, using the appropriate pro forma.
9. The Party Leader is responsible for all financial arrangements. These include
 - a. projected statement of the planned income and expenditure. This information must be submitted to SLT for approval by the Finance Officer:

Income will include:

- cost payable by the student / parent / guardian
- any contribution from fund-raising prior to the event
- any other funds that are contributed toward the total cost

Expenditure may include:

- transport
- travel company
- accommodation
- passport
- admissions
- reprographic costs
- food / drink
- Other (please specify)
- contingency fund

Additional information needed:

- total number of students
- total number of staff

10. The Academy reserves the right to include, in the costing of a visit, an administration fee, up to a limit of £5. The administration fee should always be indicated to parents.

Appendix 1

Correspondance (suggested guidelines)

For Day Visits

Letter 1 (on receipt of approval)

- State which students are eligible
- State destination and activities
- State method of travel
- State learning objectives
- State dates and times of travel
- State the total cost and what it includes
- State the need for a voluntary contribution
- State how much is required for a deposit, if applicable, and when it is required
- State date after which the deposit cannot be returned in the event of cancellation
- Permission slip.

Letter 2 (on receipt of deposits / payment)

- Confirm acceptance of student
- Name accompanying staff
- State amount of pocket money payable in advance
- Insurance cover: state what is provided and state any suggested optional cover (E111)
- Give full details of the itinerary, including the name of the Travel Company
- Explain the work / project to be done
- State the time parents should collect students, if outside the normal Academy day
- State standard of behaviour expected



- Checklist of suitable clothing and equipment
- Reply slip: medical details, dietary requirements, full name, address, home tel. no., emergency tel. no.
- In the event of an emergency requiring hospital treatment, parents may be required to come to the Academy, to fax to the necessary authorities, specific permission for appropriate treatment. This fact should be communicated to parents before departure.

Residential and Overseas Journeys

Letter 1 (on receipt of approval)

- State which students are eligible
- State destination and activities
- State method of travel
- State learning objectives
- State dates and times of travel
- State the total cost and what it includes
- State the need for a voluntary contribution and the consequences of insufficient funds
- State how much is required for a deposit, if applicable, and when it is required
- State date after which the deposit cannot be returned in the event of cancellation
- Permission slip:

Letter 2 (on receipt of deposits / payment)

- Confirm acceptance of student
- Outline schedule of payments
- State inoculations required or advised



- Reply slip: group passport information (Full names, Date of Birth, Place of Birth, Town of Residence)

Letter 3 (about 12 weeks before departure)

- Name accompanying staff and their individual responsibilities (e.g. medical, pocket money)
- State amount of pocket money payable in advance
- Insurance cover: state what is provided and state any suggested optional cover (e.g. E111)
- Give full details of the itinerary, including the name of the Travel Company
- Give address(e.g.) and tel number(s) of destination(s)
- Explain the work / project to be done
- Reply slip: medical details, dietary requirements, address, home tel. no., emergency tel. no.
- In the event of an emergency requiring hospital treatment, parents may be required to come to the Academy, to fax to the necessary authorities, specific permission for appropriate treatment. This fact should be communicated to parents before departure.

Letter 4 (about 2 weeks before departure)

- State the time parents should collect students, if outside the normal Academy day
- State standard of behaviour expected
- Checklist of suitable clothing and equipment
- Reply slip: acknowledgement of receipt

Appendix 2

GENERIC RISK ASSESSMENT

Visit(s) to: _____

Party Leader: _____

Hazard	Risk	Precautions	Responsibilities & Action(s) by Tour Leader
Unruly students	Hotel Room Damage	Check hotel room at check-in time and again thoroughly before departure. The difference may be a costly bill to the Academy	Do not allow students to change rooms Damage to rooms will be invoiced & named students on hotel register will be charged.
Arrest by local police	Disturbing fellow hotel guests	a) Don't return too late to hotel b) Agree a curfew hour c) Do not allow noisy students to share with other noisy students	a) Supervise corridors vigilantly b) Emphasise that ill discipline may be referred to local police not teachers c) At check-in allocate potentially noisy students rooms next to staff
Falling from hotel window	Serious injury	Emphasise danger of leaning out of window	Occasional patrol outside hotel to observe
Physical violence by an adult (senior)	Disturbing fellow hotel guests by opening & closing doors, shouting, playing the TV loudly, playing music loudly, moving about the hotel after the curfew time.	Do not allow noisy students to share with other noisy students	Supervise corridors vigilantly
Room intruders	Assault, theft	Do not leave windows, open particularly ground floor windows. Do not open hotel doors after curfew. Lock door. Don't allow a pupil sole occupancy of a room	Emphasise that English school students are often a target for local youths who know certain hotels accommodate such groups



Hazard	Risk	Precautions	Responsibilities & Action(s) by Tour Leader
Petty theft from hotel foyers	Loss of valuables with consequent loss of time with police investigation	Loss of valuables with consequent loss of time with police investigation. Keep hold of luggage until checked into room. Don't bring unnecessary extra bags- travel light	Shepherd group to area away from hotel thoroughfare.
Smoking in hotel room	Hotel fire, fire damage to soft furnishings, smoke inhalation. Serious injury. Death	Ban all smoking in rooms Identify hotel fire extinguisher points Note fire exits	Snap inspections of rooms. Patrol after curfew
Street hazard: Pickpockets	As above	Refuse help to cross the road. Be aware that if approached by 2 locals one may be the diversion, the other the pickpocket	Don't take all one's money out in one wallet or purse. Spread money throughout pockets. Don't leave money in the hotel
Cyclists and moped riders	Danger of physical injury if knocked down or in collision	Avoid walking on orange or green asphalt cycle paths	Shepherd students out of coach door directly onto pavement. Inform students what cycle paths look like. Staff indicate as appropriate at each stop. Staff to be first to alight (at both exits if both used)
Being subject to the vagaries of foreign city/town life, particularly late at night	Physical injury, molestation	Impose a reasonable curfew by which time all students must report to staff	Advise students of staff contact point(s) where help may be available at all times
Motor vehicle accidents	Physical injury	Use pedestrian crossings. Remember that traffic will be oncoming in a different direction to that in the UK	Try to cross roads in small groups, not singly - more eyes help
Getting lost abroad	Several and varied	Don't ask driver to drop the group in one location & pick-up in another if it can be helped. Suggest students stay in small groups of no fewer than 3. Limit & indicate extent to which students may stray from base	Indicate landmarks. Check local time. Reiterate time of return, Select 'safe' and obvious place for coach to stop. Take list of student mobile 'phone numbers



Hazard	Risk	Precautions	Responsibilities & Action(s) by Tour Leader
Coach travel	Falling on a moving vehicle	Students should be allocated a seat & be encouraged to remain seated at all times while the vehicle is in motion. Wear seat belts	Modern airbrakes on coaches mean that stopping distances can be quite short with an increased prospect of inertia propulsion.
Coach travel	Inadvertently opening the continental door whilst travelling	Students should not be allowed to visit the coach toilet without the knowledge of a member of staff, who should supervise the opening of the toilet door.	Position a member of staff in seats facing the toilet door & continental door exit.
Alcohol consumption	Choking on vomit, Sickness, Depression. Hospitalization. Arrest, Homesickness. Disorientation. Mental breakdown.	Either have a parental consent form to drink alcohol completed or ban it entirely.	Snap inspections of rooms. Confiscate.
High temperatures	Dehydration. Hospitalization. Sun stroke	Drink lots of liquids (water preferably). Use sunblock. Advise to wear light clothing	Look for signs of fainting.
Coach evacuation	Poor evacuation procedures. Students trapped.	Have staff seated at a) Continental door exit b) Front UK door exit c) Rear of coach adjacent to Emergency Exit Window (hammer adjacent)	Explain exit strategy or ask driver/or courier to explain procedures before selling off.
Bullying	Often takes place within confines of coach, particularly if all staff seated at front.	Site staff throughout coach and at least one Member of staff right at the back where they can see everything & everyone in front of them.	Staff allocate students who may be troublesome or bullying to seats near the front of the coach.



Hazard	Risk	Precautions	Responsibilities & Action(s) by Tour Leader
Coach aisles blocked by bags or students who put their legs across the aisles with their feet up on the seat across from them.	Students falling or tripping & breaking limbs or spraining muscles if coach has to brake suddenly. In the event of a need to evacuate the coach quickly there is a risk of impeding such.	Forbid students to lie across aisleways. Encourage to wear seat belts.	Encourage students to put bags in the under coach lockers.
Drinks spiked	Molestation. Assault. Theft.	Don't allow drink out of ones sight. Don't drink in dimly lit bars even soft drinks, Group students in minimum size parties of three.	Warn students if allowing them to be out of sight of staff. Emphasise danger.
Falling overboard on ferry.	Serious injury. Drowning.	Allocate staff to different areas of the vessel and indicate to students where they will be able to always have a point of contact.	Students be advised to stay in small groups. Avoid horseplay. If weather inclement or waters rough stay inside the vessel.
Moving & reversing traffic on service areas	Physical injury	Warn against walking out, from behind parked vehicles. Note traffic coming from different side of road. Suggest students stay in small groups.	Direct students to where they are to congregate. Accompany them.
Road traffic on journey to main motorway	Road traffic delays	Don't assume driver knows the quickest and safest route from your pick-up to the motorway network.	Brief driver on local knowledge & quickest way to exit your town or city.