



## **School Offsite Visits Policy**

**Darul Hadis Latifah Secondary School & College**

**This policy is reviewed annually by the governing body, and was last reviewed on July 2019.**

**Introduction:**

1.1 Darul Hadis Latifah recognize the significant educational value of visits and activities which take place away from the school site and considers it as its responsibility that all students have access to this range of experiences as an entitlement. Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupils' investigative skills and longer visits in particular encourage greater independence. This work can support, enrich and extend the curriculum as well as developing the students' social skills such as self-confidence, problem solving and teamwork. This is true of day visits and residential opportunities.

1.2 Darul Hadis Latifah prides itself on the care it takes of students and this extends to all educational experiences that students have outside the school site. The management committee of visits and off-site activities involves particular responsibilities for the health, safety and welfare of all participants; students and staff as well as members of the public and third parties.

1.3 The Department for Education (DfE) provides guidance in one document, *Health and safety, Department for Education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies*, which covers the health and safety of pupils on educational visits and supersedes all previous guidance. The school will also refer to Health and Safety Executive (HSE) *School trips and outdoor learning activities: Tackling the health and safety myths, 2011*.

1.4 This policy covers all off-site activities organized through Darul Hadis Latifah and for which the Principal and Trustees have responsibility.

1.5 This policy should be read in conjunction with all Darul Hadis Latifah policies.

**Role of the School Governing Board:**

2.1 The School Governing Board will:

- Be responsible for producing and endorsing a policy for visits and off-site activities.
- Be required to approve all school visits when deemed appropriate by the Principal.

- Receive feedback on all school visits and activities from the Principal.

### **Role of Principal:**

#### 3.1 The Principal will:

- Identify appropriate staff to assist with carrying out specific tasks related to this policy.
- Be responsible for approving the appropriateness to the curriculum of school visits and activities.
- Inform all staff of the school policy and current procedures on visits and off-site activities.
- Ensure all visits and off-site activities are based on a suitable risk assessment (which must specify appropriate adult to child ratios), and adequate controls have been identified.
- Seek additional guidance where there is uncertainty about safe practice and of any individual visit or activity.
- Seek to ensure all visits and activities comply with the School Health and Safety Policy, and recognized good practice.
- Appoint a suitable Educational Visits and Off-Site Activities Coordinator
- Appoint a suitable group leader for all visits and off-site activities
- Ensure that at least one member of staff with first aid qualifications is part of the visit and that staff have a first aid kit with them
- Ensure that staff are aware of the medical needs of pupils and staff who participate in the visit and that those requiring to take medicine have the right medicine with them on the day of the visit. Keep appropriate records of dispensation of medication.
- Identify and priorities associated training needs for staff, including induction training in risk assessment.

### **Role of Educational Visits and Off-Site Activities Coordinator:**

#### 4.1 The Educational Visits and Off-Site Activities Coordinator will:

- Carry out tasks delegated by the Principal.
- Have delegated responsibility for the approval, planning, supervision and conduct of visits or offsite activities.

- Liaise with other staff.

### **Role of Group Leader**

#### 5.1 The Group Leader will:

- Gain approval for the visit or off-site activity from the Principal by following stated procedure.
- Have overall responsibility for the planning, supervision and conduct of the visit or off-site activity.
- Undertake a risk assessment in order to assess the suitability of the visit or off-site activity.
- Check that staff leading hazardous activities are appropriately qualified.
- Ensure parents/guardians have signed consent forms as in 5.2 below.
- Inform all the relevant staff about the organizational and logistical aspects of the visit or offsite activity.
- Discuss plans with their line manager regarding any uncertainties about the visit or off-site activity.
- Organize the financing of the visit, eg. Regarding appropriate costs/funding and collection of money where relevant.
- Ensure specialist equipment is managed in a responsible manner and report defects.
- Consider first aid provision and ensure necessary first aid equipment is available.
- Ensure additional staffs have been agreed as to suitability.
- Ensure students receive appropriate information and guidance before and during the visit or offsite activity.

#### 5.2 Letters to parents:

An initial letter should be sent to invite pupil participation. This letter should not exclude those parents who may be experiencing financial difficulties and should not ask for a deposit.

A second letter will be sent to parents of children who have successfully secured a place on the trip – whereupon a non-refundable deposit will be asked for. This letter should have a tear-off slip attached, which will ask for some necessary information:

- Name of Child

- Address
- Tutor Group
- Telephone number/emergency contact number
- Health problems, if applicable
- Medication requirements and dietary constraints

A parental signature authorizing any necessary medical treatment may be required, as some countries do not accept teachers as being in 'loco parentis'. Good practice would suggest that visits not directly associated with the curriculum should for the most part take place outside of term.

**Role of Additional Staff:**

6.1 Additional Staff will:

- Follow agreed practice and procedure.
- Take all reasonable steps to ensure health, safety and welfare of all group members.
- Report to the group leader any incident which may compromise the health, safety and welfare of group members.

**Role of Students:**

7.1 Students will:

- Follow the instructions of the group leader and other staff. These may include instructions on time-keeping, behavior, dress code or attitude to other members of the public, including being sensitive to local codes and customs.
- Follow agreed codes of conduct.
- Report to a member of staff any incident which may compromise the health, safety and welfare of group members.
- Represent Darul Hadis Latifah in a positive and appropriate manner.

7.2 Visits guide:

All visits but especially those involving overnight stays or leaving the UK mainland should, where applicable, address the following in the form of a comprehensive guide for the students:

- The purpose of the visit and the activities.

- Names of leaders, other staff and other adults.
- Places to be visited with some useful notes.
- Dates and times of departure and arrival.
- Addresses of hotels, etc.
- Food and Drink to be bought.
- Method of travel and the name of the Travel Company address and telephone number.
- Destination itineraries and program.
- Telephone numbers of various venues, the school and emergency numbers both in home locality and away.
- Any special clothing/equipment to be brought – identification of luggage and equipment.
- A statement on the standard of behavior required and any do's and don'ts.
- Emergency procedure for contacting parents.
- Documents (Passports, identity cards, European Health Insurance Cards). It is especially important here that passport validity is checked well in advance of the day of departure. The leader must hold a valid British Passport and should check carefully to see what visa requirements if any are needed. Those Students travelling on their own passports must be asked to have them checked for their validity. It is worth noting that children born before their parents obtained British passports may not legally be British citizens and this may cause problems if the children in question are to be included on a group (collective) passport.
- Main details of insurance cover.
- Emergency and accident procedures.
- Details of the route with notes and places of interest.
- Details of final payments and any cancellation requirements.
- Suggestions about the amount of pocket money.
- Details of potential dangers.
- Worksheets and questions.

- A medical box and its contents,
- Any special health/dietary requirements.

**Role of Parents/Guardians:**

8.1 Parents/Guardians should:

- Make an informed decision on whether their child should participate in the visit based on the information provided. This may be in writing and via a briefing session.
- Be able to prepare their child sufficiently, including reinforcing the appropriate code of conduct.
- Provide the group leader with emergency contact details and sign the consent form(s).
- Provide the group leader with any extra information e.g. medical, which may affect their child's participation in the visit or activity.

**Organization and Planning:**

9.1 The group leader should be familiar with the guidance outlined in this document and the Dfe Good Practice Guide and Supplements. Group leaders should follow the guidance outlined in the Planning Pack, copies of which are held by the Visit Coordinator and available upon request.

**Risk Assessment:**

10.1 Risk assessments should be completed for all types of visit and off-site activity. These include programs of work, travel arrangements and venues. They focus on significant hazards and associated risks and will be subject to review and amendment as necessary. There is a need to assess risk before, during and after every visit or activity. For this purpose, the risk assessment of the venue should be obtained before a pre-visit to help staff identify risks.

10.2 The group leader should complete a Risk Assessment Form.

**Staffs : Students Ratios:**

11.1 The standard ratio, in normal circumstances, is at least one member of staff accompanying every 20 students, with a minimum of two, one of whom must be a

teacher. For hazardous or remote activities or visits abroad, the ratio should increase to one member of staff to every 10 students.

11.2 For residential visits a minimum of two staff should accompany each visit.

11.3 Exceptions to the above may include sports fixtures, depending on the risk assessment carried out. All exceptions must be agreed by the Head teacher.

11.4 Students who are considered a risk to the safety of themselves or others may be prohibited from participating in the visit or activity. The group leader must inform parents of the reason(s). For these students, wherever possible, the curricular aims of the visit or activity should be fulfilled in other ways.

**Finance:**

12.1 Compulsory or non-compulsory visits which involve a cost must be financed by the parents/guardians.

12.2 Where part-time staffs are needed on a trip for supervision purposes, they may or may not be paid fulltime school hours, at their normal hourly rate, for any school days which the trip includes. No payment is available for weekends/holidays or hours outside the normal school day. Any extra staffing costs must be built-in to the trip budget, and thus into the price advertised to the students.

**Transport:**

13.1 The group leader is responsible for ensuring that the company used for transporting students to, from and during the visit or activity is reputable and subject to the laws governing the carriage of students. For additional details refer to Dfe Guide.

13.2 If the school minibus is used the group leader must ensure that the driver is suitably qualified, trained and practiced in driving the vehicle and is familiar with the location of the first aid kit, fire extinguisher and emergency contact number(s).

13.3 The driver should ensure that students are well behaved and wear seat belts at all times. Where a coach company is used, this is the responsibility of all staff present, as instructed by the group leader.



13.4 A member of staff should not use their own vehicle for transporting students on a visit or activity unless specific approval has been given. Their driving license and insurance would need to be submitted for approval.

13.5 Arrangements should be made to avoid driver fatigue and maintain concentration. This applies particularly to visits and activities taking place outside of the normal school day. A minimum of two drivers are needed on continuous journeys over 100 miles.

#### **Emergency Procedures:**

14.1 A mobile phone should be taken on all visits and off-site activities. The number must be recorded on the Visit Proposal Form and it must remain turned on at all times during the visit unless temporarily forbidden by the venue.

14.2 A copy of the school's Emergency Procedure should be carried by the group leader at all times.

14.3 In the event of a serious accident or emergency, the group leader should follow the procedure outlined below:

- Make an assessment of the situation.
- Safeguard the rest of the group.
- Attend to the casualty and alert the emergency services.
- Contact the Principal or member of staff at the school, if appropriate, as outlined in the school's Emergency Procedure Policy.
- Provide support to group members.
- Complete an accident report (this may need to be done upon return to school)

14.4 The Principal, or member of staff, will determine procedures for liaison with parents, the media and Governors, as outlined in the school's Emergency Procedure.

14.5 Staff should not discuss details with others, including parents or the media.

#### **Accidents and Reporting Procedures:**

15.1 All accidents and incidents will be reported as described in the school's Health and Safety Policy.

15.2 For all accidents requiring hospitalization, a verbal report should be given to the Head teacher or responsible member of staff at the earliest opportunity. Parental contact should be discussed with the Head teacher. A copy of the School Accident Form should be completed and a detailed report forwarded to the Head teacher within 24 hours, if possible.

15.3 For all accidents and incidents not requiring hospitalization, but requiring attention and treatment, an Accident Form should be completed as above. The casualty should be monitored and parents informed as appropriate.

15.4 Any incident or potential for incident should be discussed with the group leader's line manager in the first instance and with the Educational Visits Coordinator so that this risk may be eliminated in the future.

**Information and Communication:**

16.1 A copy of this policy and the associated practical procedures for planning and implementing a visit or off-site activity will be distributed to Heads of Department and Educational Visits Co-coordinators. Further copies are available from the Principal.

16.2 Copies of the "Planning Pack" are available from the Educational Visits Co-coordinator.

16.3 The Administration and Finance Officers will maintain a record of qualifications held by staff in outdoor activities including first aid, lifesaving, and minibus driving and specific activities. Staffs are responsible for keeping these qualifications up to date if they are used to support school based activities. This may involve support from the school's INSET budget.

**Additional Requirements for Overseas Trips:**

17.1 The group leader must ensure that, prior to the trip a valid passport has been collected for each student and member of staff, whether individual or collective, together with the relevant visas where appropriate. A check should be made on any non-British passport, to determine if entry to the country of destination requires visas which British passports do not.

17.2 The group leader must ensure that, prior to the trip, a valid E111 form has been collected from each student and member of staff, and that this is properly completed and stamped.

17.3 The group leader must issue guidance to all participants on the currency of the destination country (or countries) and ensure that all participants have sufficient funds (or access to funds) in that currency for the duration of their stay.

17.4 The group leader must ensure that arrangements are in place for access to emergency funds in the relevant currency/currencies.

**List of other relevant Policies and Documents:**

Health and Safety Policy,

Safeguarding Child protection policy,

First Aid Policy,

Pupils Behavior Policy,

Health and safety, Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies

HSE School trips and outdoor learning activities: Tackling the health and safety myths

Date Policy reviewed: 20<sup>th</sup> July 2019

Print Name (Chair of Governors): **Maulana Muhammad Abdul Jalil**

Signature (Chair of Governors):

Next Review Date: July 2020

Responsibility for review: Principal / Governors