

Orbis Schools Wales- Educational Visits Policy.

Policy Number:	EDW010	Originator:	Rachel Hackling
Issue Number:	1	Authoriser:	Amanda Morgan-Taylor
Issue Date:	24/02/2021	Service Type:	Childrens Services
Next Review Due:	02/2022	Policy Location:	All files/Radar

1. Introduction and Rationale

1.1 At Orbis Education and Care limited (Orbis) we are committed to a 24-hour curriculum and our policies on the curriculum, the extended curriculum and educational visits all enable us to enrich and ensure all-round provision for all of our pupils. In line with national guidelines and adhering to the document "Educational visits, a safety guide for learning outside the classroom All Wales guidance 2010", all educational visits at Orbis Education and Care are planned first and foremost with the health and safety of the pupils in mind alongside the educational objectives as well as the key questions outlined in the Common Inspection Framework. Staff at Orbis Education and Care understand that carefully planned and well executed educational trips/visits provide extremely valuable experiences and opportunities for our pupils, enhancing the work carried out within all areas of the school curriculum. All visits which take pupils off the school campus count as educational visits and as such this policy applies in those instances.

1.2 For reasons of practicality the organisation has given 'general' permission for trips to places such as the local shopping centres, local parks, the leisure centres, to go ahead with the consent of an 'on site' managers permission. Other trips, those that involve travelling further afield are not to proceed without each trip having written permission/clearance from a member of the Senior Management Team. For any educational visit of a residential nature, the group leader prior to any plans and arrangements being made to proceed with the visit must obtain specific written permission from the Head of Education.

2. Aims and Strategy for Implementation

2.1 The planning of an educational visit is crucial to its success. With rigorous organisation and control, visits should provide a rich, learning experience for the pupils. The following guidelines and procedures are necessary to enable the planning and implementation of educational visits organised by Orbis Education and Care. The Educational Visits Co-ordinators for the school will be the Head of Education and Deputy Head of Education (where applicable).

2.2 The Educational Visits Co-ordinators at each school site will ensure that:

- A suitable group leader/s is appointed for each individual educational visit
- The group/s leader/s has/have experience in supervising and controlling the group/s going on the visit and will organise the group effectively
- The group/s leader/s has/have relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity
- Suitable risk assessment have been completed and checked

Orbis Schools Wales- Educational Visits Policy.

2.3 The Group leader will ensure that:

- Staff are conversant with the school's policies and procedures relevant to the visit
- All necessary actions have been completed before the visits begins
- Risk assessments are complete (including assessing the competence of staff) and that it is safe to make the visit
- A Senior manager has approved the visit if necessary (see appendix)
- Person with parental responsibility signed consent forms first allowing for their child to attend any education visit and then for more specific trips if necessary
- Arrangements have been made for all of the medical needs of all the pupils
- The mode of travel is appropriate
- Travel times out and back are known
- There is adequate and relevant insurance cover
- That they have the names of all the adults and pupils in the traveling group
- They have the address and phone number of the visits venue and have a contact name
- That copies of travel documents remain behind in school with the Emergency Contact
- The relevant paperwork is passed to senior managers in an appropriate timescale for approval
- The visit is evaluated on return and inappropriate aspects are listed to inform future visits
- A suitable method of communication is with the group leader, e.g. phone

2.4 Group leaders should:

- Have visited the proposed venue (if this is at all possible) prior to the visit
- Be able to control and lead pupils known abilities/difficulties
- Be suitably qualified if instructing a specialist activity
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents, letters requesting permission, etc.
- Provide information on the trip to the pupils (in a group briefing session, especially for visits of a residential nature – if applicable)
- Undertake and complete a comprehensive risk assessment/s
- Have regard to the health and safety of the group at all times
- Know all the pupils proposed for the visit to assess the suitability
- Have a first aid qualified member within their team
- Ensure that pupils understand their responsibilities and the behaviour expected of them;
- On residential visits, contact the school immediately or as soon as possible after arrival at the venue and when the school group sets off on their return journey at the end of the visit
- Evaluate the visit at the end and submit any changes that may be needed for the future.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Likewise any pupils for whom it is felt would not access or be able to 'cope' with the visit will not be taken on the visit. The curricular aims of the visit for those pupils will be fulfilled in other ways. Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that

Orbis Schools Wales- Educational Visits Policy.

careful planning takes place. This involves considering the dangers and difficulties, which may arise, and making plans to avoid them

The Head of Education has overall responsibility for all off-site visits. This responsibility is delegated in turn by degrees to the group leader/s to carry out the detailed planning required. The Head of Education still retains the responsibility of ensuring that the group leader/s are qualified to plan and lead the visits they are intending to and have the necessary experience. The group leader must agree all plans with the Head of Education.

3. Risk Assessments

3.1 A risk assessment should always be carried out before setting off on a visit, using an Orbis Risk Assessment Form. Where applicable, risk assessments should be received from providers, professional visit organisers and/or the venues to be stayed at. These risk assessments should be evaluated to ensure they meet the levels of safety required for the pupils at Orbis Education and Care. The group leader/s has responsibility for producing the 'final' risk assessment and this will support the Head of Education in determining the staff: student ratios for each visit. At Orbis Education and Care, the preference is to have extremely high staff: student ratios as far as possible.

3.2 The risk assessment should include the following considerations:

- What are the risks?
 - Whom do they affect?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - Can the group leader/s guarantee that these safety measures will be provided?
 - What steps will be taken in an emergency?
 - What are the acceptable ratio of staff to students for this visit?
- The group leader/s and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

3.3 The group leader/s should take the following factors into consideration when assessing the risks:

- The type of activity and the level at which it is being undertaken;
- The location;
- The competence, experience and qualifications of supervisory staff;
- The group members' competence, fitness and temperament;
- Pupils with medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

3.4 As part of the risk assessment measures, pupils will be made more aware of emergency procedures, using communication strategies to meet individual needs prior to the visit, without attention necessarily being drawn to 'potential hazards' on the site of the visit; for example, a 'general' discussion on how to behave near water, talk about life belts, recognising a life guard etc, rather than saying "there is a deep pool of water on

Orbis Schools Wales- Educational Visits Policy.

the visit site and if you see anyone in it, call for a life guard or run for the life belt”, with the emphasis on making them ‘risk aware’ rather than ‘risk averse’.

4. Exploratory Visit

4.1 Wherever possible the group leader/s should undertake an exploratory visit to:

- Ensure that the venue and activities on offer are suitable to meet the aims and objectives of the school visit
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and pupils in the group
- Ensure that the group leader is familiar with the area before taking a party of young people

4.2 If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue’s appropriateness for the visiting group. Many venues now provide general risk assessments. In addition, it may be worth seeking views from other professionals who have recently visited the venue. In some cases, such as when taking walking parties to remote areas or if planning activities involving a seaside trip, it may be appropriate to obtain local information from the Tourist Boards, for information such as lifeguards, tides etc.

5. First Aid

5.1 At Orbis Education and Care, all school visits will have a First Aid qualified staff member as part of the supervisory adults. The minimum first aid provision is:

- A suitably stocked first aid box
- A person appointed to be in charge of first aid arrangements
- A key member of the staff group (group leader or deputy leader) to be responsible for student medication kept in a locked box.

5.2 First aid should be available and accessible at all times. If a first aider is attending to one member of the group, there should be adequate first aid cover for the other pupils. The Head of Education should take this into account when assessing what level of first aid facilities will be needed and group leader/s should also take this into consideration when assigning adults to the ‘sub-groups’.

Pupils will have a backpack with individual first aid kits, as well as having a central one.

6. Supervision

6.1 There are two forms of supervision commonly used on educational visits: remote and near supervision.

At Orbis Education and Care, staff will use near supervision at all times, in that at all times on visits, all pupils will be in clear view of at least one member of school staff in the day time (except when a student is using a ‘bathroom’ or such facilities, when there will be adults just outside the facilities). At no time will pupils be

Orbis Schools Wales- Educational Visits Policy.

allowed to 'go off' without a supervising adult. During night time, (on residential visits) pupils will be adjacent to staff bedrooms and all communicating doors will be unlocked.

6.2 It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visits. The factors to take into consideration include:

- Sex, age and ability of group
- Nature of activities
- Experience of adults in offsite supervision
- Duration and nature of the journey
- Type of any accommodation
- Competence of staff, both general and on specific activities

6.3 There should always be enough supervisors to cope effectively with any emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly. All staff must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require close supervision, such as those with medical needs or those with behaviours that challenge. Whatever the length and nature of the visit, regular head counting of pupils should take place at regular intervals – although total reliance should never be placed on 'head counting' alone. Supervisors of the groups should not only 'head count' but should also either roll call name (not fixed roll call, but talk to each individual) or make eye contact with each student on a regular basis. Head counts should be every 2 minutes or less when in the 'open' (i.e. not in a room or on a coach, etc). The group leader/s should establish rendezvous points and tell pupils what to do if they become separated from the party. Each pupil backpack will contain missing persons Information to provide suitable contact details and specific needs.

7. Communication

7.1 A mobile phone should be taken on each outing. There should be one mobile phone per pupil, the number should be noted on the outing planner. Staff should ensure that they are able to communicate with each other during the outing and that they have all phone numbers. Should a member of staff/ pupil go missing then staff should call back to school to inform the Head of Education or class teacher. They should then go back to the vehicle and await the other staff at that location. Should staff need to go in search of missing staff then should be approved by the Head of Education and suitable levels of supervision should be in place. No groups of staff and pupils should be left without access to a mobile phone.

7.2 It is the decision of the group leader as to when to call support from emergency services. Contact details for the Head of Education and On Call number can be found in the contact details sheet that goes out with every off site activity.

8.Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of

Orbis Schools Wales- Educational Visits Policy.

control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues. Prior to the educational visit, pupils will be given all relevant information as far as possible and in an accessible format.

9.Participation

Pupils should be 'assessed' to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they are uncomfortable with participating in. Pupils whose behaviour is such that the group leader/s is concerned for their, or others safety, should be withdrawn from the activity. On residential visits the group leader/s should consider whether such pupils would return home early, in which additional school staff may be asked to collect them from the venue.

10.Information

It is for the group leader/s to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Where applicable, pupils should understand:

- The aims and objectives of the visit/activity
- Background information about the place to be visited
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- Why special safety precautions are in place for anyone with disabilities
- What standard of behaviour is expected from pupils
- Who is responsible for the group
- What to do if approached by a stranger
- What to do if separated from the group
- Emergency procedures
- Rendezvous procedures

11. Transport and Pupils

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport in the assigned room or area
- Do not rush towards the transport when it arrives
- Wear your seatbelt and stay seated while traveling on transport
- Make sure your bags do not block aisles on the transport and are stowed appropriately
- Never attempt to get on or off the moving transport
- Never throw things out of the transports vehicle's windows
- Never get off a vehicle held up by traffic lights or in traffic
- Never kneel or stand on seats or otherwise impede the driver's vision
- Never distract the or disturb the driver
- Stay clear of automatic doors / manual doors after boarding or leaving the transport

Orbis Schools Wales- Educational Visits Policy.

- After leaving the vehicle, follow the instructions from the school staff on how to safely move away from the vehicle
- If you feel unwell while traveling, tell a staff member

12. Inclusion

The Head of Education will not exclude pupils from any visits unless there are compelling reasons for doing so. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Accessibility for all will be a primary factor in choosing the types of educational visits pupils at Orbis Education and Care will be taken on. Special attention will be given to appropriate supervision ratios and additional safety measures, if required, will be addressed at the planning stage.

13. Press enquiries

Should an incident occur and the press contact the school, no comment will always be made. The information will be passed to Head office by the Head of Education. Head office will then contact the PR company working with Orbis.

14. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to Age, Disability Gender reassignment, Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion or belief, Sex and Sexual Orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Regional Manager for the service.

Orbis will then actively respond to the enquiry.

This policy is owned by: Quality Department

Date: 24/02/2021

Signed

A. E. Morgan-Taylor

Company Confidential

