



Wetherby School
Little Wetherby and Reception
19 Pembridge Villas
London
W11 3EP

Wetherby School
Years 1, 2 and 3
11 Pembridge Square
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W2 4ED

Educational Visits and Journeys Policy

14d School journeys – Safety and supervision on school journeys

Policy reviewed by: Beverley Gill

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Next review date: June 2022

Reviewer's Signature: 

Head Teacher's Signature: 

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School; 'parents' refers to parents, guardians and carers.



Wetherby School

Educational Visits and Journeys Policy

This policy works in conjunction with the Alpha Plus document 'Policy for Off-Site Visits and Related Activities'

Rationale

Wetherby School places high value on the place and purpose of educational visits. At Wetherby School we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

At Wetherby School we take the boys to a number of off-site venues for gym, games, swimming, church services, concerts, plays and other recreational activities. We also take the boys to a number of sports fixtures which are held at a variety of venues. They also play an important part of daily life of Wetherby School.

Purposes

At Wetherby School we aim to enhance the first-hand experiences of all pupils by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the pupils. We recognise the considerable contribution that such visits can bring to pupils in terms of their social and personal development and their confidence in managing the safety and well being of themselves and others outside the confines of the school. Additionally, it is recognised that educational visits offer significant opportunities to build upon and enrich work undertaken within the taught curriculum.

The organisation of an educational visit and journey is crucial to its success. The safety of children and staff is always the overriding priority. With rigorous organisation and control the visit/journey should provide a rich learning experience for the children. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned when organising an educational visit.

Any educational visit or journey undertaken by Wetherby School always has the education of the boys at the heart of what we do. All educational visits and journeys are always thoroughly planned and the welfare, health and safety of all of the boys is paramount.

The role of the Headmaster:

It is the Headmaster's responsibility to:

- Oversee the work of the Educational Visits Co-ordinator (EVC) and the member of staff organising the visit/journey
- Liaise with the EVC on issues arising from educational visits
- Update, communicate and discuss school policy in relation to educational visits and journeys

- Check and sign off all risk assessments
- Ensure the group leader/EVC/member of staff responsible for the journey has given the address and phone number of the visits venue and has a contact name
- Ensure he has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin
- Ensure he knows the procedures should there be a large scale accident
- Ensure all journeys are safe and any necessary risk assessments have been completed
- Ensure all coaches are booked and health and safety checks have been completed
- Ensure all necessary documents have been completed and sent to the relevant places
- Ensure the correct ratios are met for all educational visits and journeys
- Check all parents have signed the permission letter for educational visits and journeys at the start of the academic year
- Ensure a pre-visit has been undertaken
- Ensure all visits and journeys are entered on EVOLVE
- Ensure that the School Learning Area is kept up to date on EVOLVE by the EVC and the Assistant Head (Wellbeing and Cross-Curricular)

The role of the Educational Visits Co-ordinator (EVC):

It is the EVC's responsibility to:

- Liaise with the Headmaster and the Assistant Head (Wellbeing and Cross-Curricular) where necessary
- Attend the initial EVC training when appointed to the role as well as any updates offered by Alpha Plus. This training should be repeated every three years
- Ensure that there is a policy in place for educational visits and off-site visits and that it is updated regularly
- Update, communicate and discuss school policy in relation to educational visits and journeys
- Provide support for staff planning and organising educational visits
- Advise and liaise on current Department for Education and Skills' Guidelines, especially Health and Safety issues
- Be aware of the content on www.oeapng.info
- Monitor the work carried out during and as a result of the educational visits
- Oversee the balance of visits within a year group and in a pupils' time at Wetherby School
- Ensure the visit leader is competent. Assess in conjunction with the National Guidance 'Assessment of Competence' on www.oeapng.info
- Train staff to use EVOLVE and in any other areas pertinent to educational visits and journeys
- Ensure all visits and journeys are entered on EVOLVE
- Check all risk assessment documents and other documentation before the educational visit in conjunction with the Assistant Head (Wellbeing and Cross-Curricular). Sign off where necessary
- Ensure all evaluations are completed on EVOLVE

- Check there is adequate and relevant insurance cover
- Check the mode of transport is appropriate
- Ensure travel times out and back are known
- Ensure arrangements have been made for children with SEND and medical needs
- Ensure the Headmaster has the address and phone number of the visits venue and has a contact name
- Ensure the Headmaster has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin
- Ensure a copy of all the correct paperwork is kept in the trips file
- Check parents have signed Parental Consent Forms in Years 1, 2 and 3
- Check all parents have signed permission slips in Little Wetherby and Reception for each visit
- Ensure a copy of the crisis management procedures is in the trip documentation and the visit leader is aware of what to do should there be a crisis
- Ensure a pre-visit has been undertaken by the visit leader
- Ensure all staff are aware of the School Learning Area
- Ensure that the School Learning Area is kept up to date on EVOLVE by the EVC and the Assistant Head (Wellbeing and Cross-Curricular)
- Ensure all staff are aware of their individual responsibilities as noted in www.oeapng.info

The role of the visit leader:

For each educational visit there should be a group leader. The group leader will be a teacher and is responsible for the supervision and conduct of the visit. It is the Group leader's responsibility to:

- Undertake an exploratory visit, where it is a new visit that no staff have been on
- Undertake and complete the planning and preparation of the visit, including the briefing of group members, staff and other adults
- Complete all necessary documents on EVOLVE within the given timeframe
- Undertake and complete the risk assessment documents and other necessary documentation
- Ensure all SEND, dietary and medical factors have been taken into consideration
- Ensure that the children understand their responsibilities
- Liaise with the Headmaster/EVC/Assistant Head (Wellbeing and Cross-Curricular) where necessary
- Liaise with parents where necessary
- Liaise with other members of staff/adults
- Carry a list/register of all group members with contact numbers
- Ensure all staff/helpers have a list of all of the boys in their group
- Sort out costings and raise cheque requisitions
- Ensure all boys are wearing a wristband/label with the school's name and phone number

- Liaise with the bursar regarding times and dates of visits so coaches can be booked
- Curtail the visit or stop the activity if the risk to health and safety of any participant reaches an unacceptable level
- Ensure the visit leader has explained to other adults what to do if there is a crisis – follow crisis management procedures
- Ensure a copy of the crisis management procedures is in the trips documentation
- Ensure all they are aware of their individual responsibilities as noted in www.oeapng.info

Other members of staff involved in the educational visit/journey

Teachers on the visit/journey must:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual as any reasonable parent would
- Carry a list/register of all group members with contact numbers
- Follow the instructions of the group leader/member of staff and help with managing the group
- Consider stopping the visit or activity if they think the risk to the health and safety of the children in their charge is unacceptable
- Regularly check that the entire group is present
- Have the means to contact the group leader/other supervisors/members of staff if needing help
- Clearly understand the emergency procedures and be able to carry them out
- Have appropriate access to first aid
- Ensure they know what to do in a crisis
- Ensure all they are aware of their individual responsibilities as noted in www.oeapng.info

Other adults involved in the visit

The group leader should ensure that other adults follow instructions. The following guidelines should be given to all other adults that accompany a school trip:

Parental Guidance for Wetherby School Trips

Thank you very much for joining us on our Wetherby school trip. We hope that you have a fun day. For safeguarding reasons, the member of staff designated to your group has overall responsibility for the safety and wellbeing of all the boys in your group.

In view of this, please remain close enough to the group leader to enable them to monitor the children appropriately. Please do not separate from your designated group leader.

If you have any concerns regarding the behaviour or wellbeing of the pupils in your group, please speak with your group leader or any member of the Wetherby staff. All pupils must maintain the high standard of manners and behaviour expected of a Wetherby Ambassador at all times.

To ensure consistency and the best care of the boys on this trip, please:

- Familiarise yourself with the parent information pack including emergency and crisis procedures.
- Regularly check that the entire group is present by counting the boys.
- Refrain from using mobile phones unless in an emergency. Your attention needs to be on the boys at all times.
- Only use school cameras to take photos of the boys. Please do not take photos of the boys.
- Ensure that boys are accompanied by a member of Wetherby staff to go to the toilet. For safeguarding reasons, parents should never be in sole charge of pupils.
- Ensure boys leave the facilities clean and tidy.
- Only allow the boys to eat the food and drinks that they brought with them. Due to allergies and in the interest of fairness, please do not buy or give any boys any treats.

Thank you so much for your support in ensuring the success of this trip. We do appreciate you giving up your time. If you have any feedback, please let your trip leader know.

Responsibilities of the children

The visit leader/member of staff should make it clear to the children that they must

- Follow the instructions of the visit leader and other adults
- Remember they are Wetherby Ambassadors and follow the Rules to Always being a Wetherby Ambassador
- Not take unnecessary risks
- Look out for anything that might hurt or threaten the group
- Should not undertake any task that they fear or that they think will be dangerous
- Alert the supervisor if someone is missing or in difficulties
- Remain where they are if separated and wait until someone comes back for them or look for another group from Wetherby School if they lose their group.
- Not go with anyone (unless they are a safe adult such as a police officer, venue staff) even if they tell them they know where to find the teacher or adult they were with

Risk Assessment

Risk assessment and risk management are legal requirements and should always be carried out before setting off on a visit/journey. Wetherby School risk assessment documents must be completed and a copy of the site's risk assessment should be included. Wetherby School has generic risk assessments in place which are likely to apply to the activity wherever and whenever it takes place. A copy of this must be also be included by the visit leader.

The visit leader, other members of staff and helpers should continually reassess the risks throughout the visit/journey and take appropriate action if pupils are in danger.

The visit leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level which it is being undertaken
- The location
- The competence, experience and qualifications of staff
- The children's age, competence, fitness and temperament
- Children with SEND and medical needs
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Contingency measures

The visit leader should complete the necessary documentation on EVOLVE and the EVC/Assistant Head (Wellbeing and Cross-Curricular) will request amendments to documentation and approve accordingly. All documentation will be stored within Evolve and a copy will be taken on the visit. All adults on the visit will have a copy of the relevant documentation. Documentation should be marked as 'Restricted – dispose of in confidential waste' given the sensitive information it contains.

There are risk assessments carried out for each venue that the boys visit and there are generic risk assessments in place for getting on and off coaches. Prior to any boys participating in any off-site activity, a member of staff will assess the venue for potential risks and decide if it is safe to use or not.

Supervision

It is important to have a sufficient ratio of adults to children for any visit/journey. The following factors should be taken into consideration:

- Age and ability of the group
- Children with SEND and medical needs
- Nature of the activities
- Experience of adults on visits
- Competence of staff, both general and on specific activities

There should always be enough adults to cope effectively with an emergency. When visits involve activities with a higher risk supervision ratios at Wetherby School are set accordingly.

These are the ratios that Wetherby School follows, where possible:

- Nursery and Early Years 1:2 - 4
- Years 1 to 3 1:6 – 8
- Residential Visit in Year 3 1:6

Regardless of these suggested ratios, each visit/journey will be assessed individually by the EVC and the Assistant Head (Wellbeing and Cross-Curricular) as well as through Wetherby School's risk assessment procedure for educational visits.

Crisis Management Protocol

As a school we are fully aware that each trip/journey carries a number of risks. We put into place many procedures to minimise these risks, however on some occasions it may not always be possible to prevent something that is beyond our control happening. Alpha Plus has issued Wetherby School with a Crisis Management Protocol. All staff have been trained in what to do in case of a crisis and any accompanying parents on trips will have this protocol explained to them. All staff will carry a copy of an outline of the crisis management protocol in their off-site folders and there will also be a copy of this in the trip documentation.

Please refer to: Crisis Management Protocol

Losing a Child

In the unlikely event that a child appears to be missing the visit leader/member of staff should follow the crisis management procedures. The visit leader should do the following once crisis management procedures have been put into place:

- Stay calm and ensure the visit leader is aware of the situation
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing child
- If the child is still missing after five minutes the staff on site will be informed, Wetherby School will be contacted and the Police will be called
- The visit leader will be prepared to give the following information:
 1. The visit leader's name
 2. What has happened
 3. Name, age and address of the child
 4. Time of the incident
 5. Any special medical or learning needs
- Wetherby School will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child. They will also inform Alpha Plus (020 7487 6000 – John Withers) and Adrian Langan (07810 820 312).
- A search will continue to happen after calling the police and the school
- The teacher/adult involved will complete an Incident Form as fully as possible
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person
- Legal liability should not be discussed with or admitted to anyone

The boys will be told the following information should they become separated from their group:

- i) Stay where they are as someone will come back to look for them
- ii) Look around to see if they can see the group or another group from the school
- iii) Not go with anyone (unless they are a safe adult such as a police officer, venue staff) even if they tell them they know where to find the teacher or adult they were with

Emergency Procedures

In the event of a serious accident resulting in death or injury of one or more of the pupils or staff, the priority should be to summon the emergency services and arrange for medical attention for the injured. Wetherby School will be contacted as soon as possible. The crisis management protocol will be followed.

Communication with the media should be left to Alpha Plus and Adrian Langan. The visit leader should answer 'no comment,' to all questions from the media and refer the media to Adrian Langan.

Refer to: Alpha Plus Crisis Management Protocol and Alpha Plus Business Continuity Plan

Disclosure and Barring Services (DBS)

All members of staff at Wetherby School have been checked by the Disclosure and Barring Services (DBS) before their contract commences. For the protection of both adults and children, all adults should ensure that they are not alone in a one to one situation with a child.

More information about this can be obtained from the Headmaster or the EVC.

Further information can be found on:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Exploratory Visit for an Educational Visit

It is essential that the visit leader undertakes an exploratory visit. The visit leader should:

- Ensure that the venue is suitable to meet the aims and objectives of the educational visit
- Access potential areas of risk
- Ensure that the venue can cater for the needs of the staff and the pupils in the group
- Ensure that they are familiar with the area before taking a party of children
- Any other factors that may help them in the planning of the visit

First Aid

Some members of staff at Wetherby School are paediatric first aid trained. This is reviewed annually. A first aid bag is taken with the group on the visit. The first aid bags are checked on a regular basis.

All staff involved in educational visits should be aware of any medical issues regarding the children. Medicines relating to particular children and information regarding administration should be given to the designated member of staff.

Any accident must be recorded on an accident form and any other health issue related to the parents.

Transport

The school office will arrange for an appropriate coach company for day visits, journeys and PGL. The visit leader will liaise with the school administrator regarding dates and times of the visit. Records are kept about the coaches used, including insurance details and a list of the named drivers.

All pupils will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Pupils should be made aware of the basic safety rules for travel. Adults should be seated throughout the coach.

At Wetherby School we do not use private cars to transport pupils, as they will not be covered under the school's insurance.

Children with SEND and medical needs

Pupils with SEND and medical needs will not be excluded from educational visits/journeys, provided that the safety of the group is not jeopardised. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

The visit leader/member of staff should have summary sheets containing details of the pupil/pupils' needs. Where necessary the visit leader/member of staff should discuss the visit with parents of those children with needs and the Head of Learning Support to ensure that sufficient support is in place.

Equal Opportunities

Every effort will be made to ensure that all educational visits are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.

Refer to: Wetherby School Equal Opportunities Policy

Parental Consent

When a child starts at Wetherby School there is a generic parental consent form that the parents complete (Appendices 1 and 2). This gives permission for their child to go on any off-site visit such as games, swimming and educational visits. Parental consent is required at the beginning of each academic year for all educational visits and journeys undertaken in that academic year. This is called a parental educational visits and journeys consent form and these are kept in the school office in both buildings. In Reception and Little Wetherby there must be a separate permission slip for all boys for each visit. This meets the regulatory requirements for the EYFS. A separate form is sent out when pupils go on the PGL Residential in Year 3. All parental consent forms are collated by the Assistant Head (Wellbeing and Cross-Curricular) and are kept in the school offices at 11 Pembridge Square and at 19 Pembridge Villas.

In Reception and Little Wetherby there will be individual parental consent forms for each visit. This is due to the age of the pupils and meeting the necessary requirements

for EYFS. These will also be kept in the school office in the Educational Visits Consent Forms folder.

If parents withhold consent the child should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible.

Parents will be informed about trips through a letter. This will be sent out in advance of the trip.

Financial and Charging Arrangements

Wetherby School will pay the costs for day visits, including transport. The visit leader/member of staff should work out the cost of the visit and complete a payment requisition form/request payment. This is available in the school office. This form is then sent to Head Office. Here they will send the payment to the visit venue. The visit leader/member of staff will ensure that this is prepared in the early stages.

In Year 3 the children attend a PGL residential. Here the parents are required to pay the cost. This includes travel, accommodation and insurance.

Insurance

Wetherby School is a member of the Alpha Plus Group. All the schools within the group are all insured under the group insurance policy. A copy of this can be found on the portal. Wetherby School also has Employers' Liability Insurance. These documents are also displayed in the staff room on the Health and Safety noticeboard at 11 Pembridge Square and in the staffroom at 19 Pembridge Villas. All documents relating to insurance can be found on the portal.

In Year 3 the pupils attend a residential visit with PGL. During this residential visit the pupils are covered under PGL's insurance policy. A copy of this can be found in the PGL File.

When using coaches Wetherby School is covered under the Alpha Plus Group Policy.

During the Visit/Journey

On arrival pupils will walk from the drop off point to the destination in their classes, ensuring the correct ratios are met. The visit leader/member of staff will speak to pupils about groupings and health and safety issues. Pupils will be told what to do if they become separated from the group:

- Stay where they are as someone will come back to look for them
- Look around to see if they can see the group or another group from Wetherby School
- Not go with anyone (unless they are a safe adult such as a police officer, venue staff) even if they tell them they know where to find the teacher or adult they were with

Evaluation

An evaluation of the educational visit should be made on Evolve within a reasonable time and discussed with the staff/adults concerned. After consultation any issues should be addressed, resolved and noted.

Should there be any welfare, health and safety concerns they should be reported immediately.

Other information

All Wetherby trips are conducted in accordance with the Alpha Plus Educational Visits Guidance and National Guidance.

This policy will be reviewed annually

APPENDIX 1

XX September 2021

Dear Parents,

Educational Visits 2021 / 2022

This academic year the boys will be taken on many educational visits that support teaching and learning within the classroom. There will be no extra cost for these educational day visits. The boys may be taken to places such as the Science Museum, the Natural History Museum, the Golden Hinde and Hampton Court. The boys will also use off-site facilities for gym, games, swimming, church services, concerts, plays and other recreational activities. Sports fixtures will also be off-site.

By law, we require your permission to take your son on these educational visits and for them to be able to use these off-site facilities. The consent forms attached to this letter will apply to all educational visits your son will take part in throughout the year. It will also cover fixtures, clubs and recreational activities off-site, such as gym and swimming. All residential trips (Year 3 only) and visits involving adventure activities will require a separate consent form which will be sent to you before the trip. Whilst this may appear excessive, all schools are required to ask parents to give their consent for school trips such as these.

Please complete and return the attached form which will cover all educational visits and off-site recreational activities for this academic year. They should be returned to your son's form teacher by **XXXXday XX September 2021**.

For all Reception visits, it is a requirement by law to have written permission from parents for every trip the boys take part in. Therefore when you receive a letter about an educational visit, there will be a section to sign and return to your son's form teacher that gives permission for your son to attend the outing.

If you have any questions or are concerned about any of the educational visits or events that are taking place please do not hesitate to contact me.

Thank you for your time in completing these forms.

Yours sincerely,

Miss Salt
Assistant Head (Wellbeing and Cross-Curricular)

APPENDIX 2

I do hereby solemnly swear that I have legal custody of the aforementioned minor child.

I grant my authorisation and consent for staff members of Wetherby School (hereafter “supervising adult”) to administer general first aid treatment for any minor injuries or illnesses experienced by the minor. If the injury or illness is life threatening or in need of emergency treatment, I authorise the supervising adult to summon any and all professional emergency personnel to attend, transport and treat the participant and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practise in the country / state in which such treatment is to occur.

It is understood that this authorisation is given in advance of any such medical treatment, but is given to provide authority and power on the part of the supervising adult in the exercise of his / her best judgment upon the advice of any such medical or emergency personnel.

I understand that my son will be subject to the normal school rules of behaviour throughout the visit. I agree to him following the guidance on health and safety given either by a member of staff or by an instructor at the activity centre at all times. I accept that where his disregard for the code of behaviour either causes danger to himself and to others, or offence to the local customs or is a serious breach of school discipline, he may be sent home forthwith at our expense.

Having read all the information provided, I agree to my child taking part educational visits, fixtures, day trips and off-site recreational activities during the 2021/2022 academic year.

I am aware of the insurance provision in place for school visits and journeys. This can be found on the school website: www.wetherbyschool.co.uk

I understand that separate consent will be requested for the boys in Reception when they take part in an educational visit. I understand that separate consent will be requested for adventure activities and residential visits (Year 3 only).

I _____

give permission for my son

_____ in class _____

to take part in educational visits, fixtures, day trips and off-site recreational activities during the 2021/2022 academic year.

Signature of parent / carer: _____

Date: _____