



# The Kingfisher Schools Federation

## Educational Visits Policy

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### 1. INTRODUCTION

The governing body adopts the County Council handbook “Educational Visits, Regulations and Guidance” as school policy for the management of educational visits, with the following specific interpretations in those areas where the County handbook permits discretion at school level.

- The governing body nominates: Miss Julie Pope as educational visits co-ordinator;
- The governing body approves the delegation to the educational visits co-ordinator of the following duties: To follow LEA guidance for all visits and consult with LEA professionals where necessary;

**No child may be taken off school premises at any time without the direct permission of the Head Teacher. Even a walk outside the gates to count the traffic counts as a school trip!**

Suffolk County Council divides trips into two categories:-

#### **Type 1 Visits**

These are either regular off-site activities (such as the use of the town swimming pool) or specific one off or occasional visits which are of low risk (examples are museum visits, field study visits in a non-hazardous location);

Type 1 visits come under the school’s own internal procedures which are set out later in this document. They should also take account of the County Guidance set out in their 1994 Educational Visits Regulations and Guidance document. All Type 1 visits must be authorised by the school Governors, the Head Teacher and the child’s parents.



## **Type 2 Visits**

These include an overnight stay or have an element of risk. These visits are covered by the County Regulations to be found in the 1994 Educational Visits Regulations and Guidance document. Type 2 visits would include adventure activities and trips with an overnight stop.

Teachers organising such visits need to be fully aware of the details of the County Regulations and would need to discuss arrangements with the Head Teacher at least six weeks in advance of any proposed trip. All Type 2 trips require authorisation by:

- (a) The Head Teacher;
- (b) The School Governors;
- (c) Specific written parental consent and trip insurance;

## **2. PURPOSE, SCOPE & PRINCIPLES**

1. The governing body determines the following arrangements for informing and obtaining the consent of parents for visits categorised at “Type 1” under County regulations - letter outlining trip to parents, having gone through school trip procedures, with written consent of parents required;
2. The governing body determines the following policy in relation to insuring staff and pupils for visits categorised as “Type 1” under County regulations: all trips incur an insurance cost;
3. The governing body endorses the nomination of the following persons on emergency contacts in relation to educational visits: Mrs Ruth Nixon (Head Teacher), Mrs Kirsten Ward (School Business Manager), Miss Natasha Pearson (Education Co-Ordinator), Mr John Beckett (Chair of Governors);
4. The governing body shall approve in advance, on a visit by visit basis, educational visits in the following categories: Type 2 trips;
5. The governing body shall approve in advance on an annual basis, educational visits in the following categories: None;
6. The governing body will receive information on visits in the following categories in the termly Head Teacher’s report and does not require notification in advance: Type 1;
7. All notifications of educational visits submitted to the governing body for approval will include a statement of the objectives of the visit and the learning outcomes expected for the participating pupils minimum staffing ratios, costs to parents and nature of activities;
8. The governing body re-affirms its charging and remissions policy in relation to visits;
9. The Governing Body agrees the retention by the Head Teacher of the following duties:- To approve all Type 1 visits;



### **3. ORGANISING A TYPE 1 TRIP**

Staff wishing to organise a trip should in the first instance complete a school's trip form (located in the office) at least four weeks in advance of the proposed visit. Staff should familiarise themselves with the County guidelines before making an application.

Once an application has been submitted, office staff will provisionally book the coach(es) and calculate the expected cost per child. The Head Teacher will then approve the trip and office staff will arrange for the voluntary contributions letter to go out.

A letter will be sent out asking for voluntary contributions. Please send all donations to the office as they come in, ensuring you tick off who has paid on your class list.

Please note that the majority of bills should be paid by cheque through the school fund for accounting purposes. There are very few exceptions to this.

### **4. ORGANISING A TYPE 2 TRIP**

Visits of this type need to be planned several months in advance (usually the term before). Specific authorisation is required from the Governors and the Head Teacher.

Teachers considering trips in this category must discuss details with the Head teacher well in advance and should have outline approval in principal before undertaking any detailed planning.

### **5. CHARGES**

It is against the law to charge for school trips but donations are invited. Trips out of school time can be charged at cost, as can a trip which is mostly out of school time. This is measured in half-day sessions e.g.

- (a) 9.00 am - 3.00 pm weekdays - donations only
- (b) 3.30 pm - 7.00 pm can charge
- (c) Saturdays/Sunday - can charge
- (d) Holidays - can charge
- (e) Thursday 9.00 am to Sunday 6.00 pm - donations only (3 x half days in school time, 4 x half days in own time).
- (f) Thursday 1:00 pm to Sunday 6.00 pm - can charge (3 x half days in school time, 4 x half days in own time: mostly in own time).



If there is full support, the trip can go ahead. If not, it has to be cancelled or subsidised. It is **ILLEGAL** to spread the cost of non-paying children amongst the other donating pupils.

## **6. REFUNDS**

As school trips are costed according to the number of children going, it is not school policy to refund trip money if a child does not go. They are supposed to be donations after all.

It should be noted that the new guidelines permit staff to refuse to take children who may be a hazard to themselves or others through discipline. However, this should be done using a detailed risk assessment.

## **7. DUTIES & RESPONSIBILITIES**

### **7.1 Responsibilities Applicable to all Staff & Helpers Involved in Educational Visits**

All staff members and adult helpers should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff. They should fully understand and be comfortable with their role before accepting their place on the visit.

All staff and adult helpers must:

- Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils;
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them;
- Recognise the limits of their responsibilities and act within these at all times;
- Report to the visit leader any concerns they may have concerning pupil behaviour or well-being during the visit;

Greater levels of responsibility will normally be assigned to Teachers than to adult helpers, and a higher standard of care is expected of them.

### **7.2 Responsibilities of Nominated Group Leaders**

Group leaders, whether Teachers or adult helpers, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities for:-



- Maintaining good order and discipline;
- Ensuring the safety and well-being of the pupils in their care;
- Informing the visit leader of any incident involving the pupils in their care which has implications for pupils' health and safety, general welfare or the good order of the visit as a whole;

An explanation of the legal background to these responsibilities is given in Appendix 2. Group leaders should be familiar with the relevant general guidance contained in Chapter F of this document.

### **7.3 Responsibilities of the Visit Leader**

The visit leader must recognise that whilst leading the visit he or she is in effect representing the Head Teacher. The visit leader must:-

- Ensure the overall maintenance of good order and discipline during the visit;
- Ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and pupils, whilst on the visit;
- Ensure that all members of staff are fully briefed as to their roles and responsibilities;
- Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them;

The visit leader is also responsible for ensuring that participants conduct themselves with due respect for the environment and the local community.

Visit leaders should be familiar and act in accordance with all the relevant regulations and guidance contained in this document.

Visit leaders must inform the headteacher if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

## **8. INSURANCE FOR SCHOOL VISITS & JOURNEYS**

What insurance cover does the county provide automatically?



## **8.1 Liability Insurance**

The County Council has a Liability Policy which protects the Authority's legal liabilities and personal liabilities of employees and volunteers in respect of:

- (a) Injury to persons or damage to property caused as a direct result of negligence;
- (b) Personal Injury to employees (but only whilst they are undertaking duties in accordance with their Contract of Employment);
- (c) Claims from third parties for financial loss;

This policy protects Teachers, other staff and volunteers who at any time through negligence, cause injury to pupils in their care, or through lack of proper supervision, allow pupils in their care to cause injury to others or damage to property. Benefit is only payable if negligence is established.

N.B COVER IS EFFECTIVE FOR TEACHERS REGARDLESS OF WHETHER OR NOT THE ACTIVITIY TAKES PLACE IN 'DIRECTED' TIME, PROVIDED THAT THEY ARE ACTING WITH THE AUTHORITY OF THE HEAD TEACHER AND ON BEHALF OF THE COUNTY COUNCIL.

## **8.2 Theft of Money**

The county Council provides insurance cover in relation to the theft of Council monies whilst in County Council buildings or transit. This includes monies paid to the school for school visits.

Limits of indemnity are as follows:

- Money in locked receptacles, either on school premises or at a teacher's home, or money carried on a teacher's person - £250;
- Money in a locked safe or strong room on school premises = £2,000;

There is no automatic cover for items of school equipment, although such items may be insured against all risks on request and subject to payment of the appropriate premium.

## **8.3 Personal Accident**

The County Council provides personal accident insurance for Teachers whilst undertaking extra-curricular activities. The policy extends the cover provided under 1(b) above to all occasions when teachers have responsibility for the care of pupils.



Cover is also provided for Teachers on all such occasions against the risk of assault. Personal accident insurance is also provided for volunteers whilst working on behalf of the County Council. These policies provide no personal accident insurance for pupils.

#### **8.4 Motor Insurance for County Council Owned Vehicles**

The Council's Motor Vehicle Insurance Policy permits the Council's vehicles to be driven by Teachers and volunteers on the Council's behalf with prior approval whilst carrying out official duties of the Council. "Official duties" include all school journeys approved by the Head Teacher. The normal third party protection is afforded to all passengers.

Cover under the above four headings is effective automatically. No action need be taken by the organiser of the journey except to ensure that the journey has the approval of his or her Headteacher.

#### **8.5 Use of Privately Owned or Hired Vehicles**

Teachers and voluntary helpers who use their own vehicles on behalf of the County Council, must ensure that their Motor Vehicle Insurance Policies specifically permit such use. Should a Teacher or volunteer fail to make such an arrangement and an accident occurs resulting in a claim, their Insurers may declare the Policy void.

In addition, the Teacher or volunteer may be prosecuted for failing to affect adequate cover. Similar care must be taken when hiring vehicles to ensure that adequate insurance is arranged.

#### **8.6 School Mini Bus**

Only individuals who have taken and passed the mini bus driving test and who are insured will be permitted to drive the school mini bus on any trips.



## MONITORING & EVALUATION

The policy will be reviewed as part of the schools monitoring cycle.  
The Head teacher has responsibility for monitoring this policy.  
**This Policy is due for Review in March 2016.**

## IMPLEMENTATION

This policy will be formally implemented with effect from September 2014.

This policy was adopted at a Meeting of the full Governing Body on \_\_\_\_\_.

\_\_\_\_\_  
Mr John Beckett  
Chair of Governors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mrs Ruth Nixon  
Head Teacher

\_\_\_\_\_  
Date