

Lurgan Junior High School

**Educational Visits / Trips
Policy**

Mrs. L. Currie and Mr Black

Definition

"All academic, sporting, cultural, creative and personal development activities, which take place away from the person's school or youth club setting, and make a significant contribution to learning and development of those participating"

Criteria

1. Every trip of more than one school day should be fully approved by the School Leadership Team.
2. Appropriate request forms should be completed and returned to the SLT well in advance of the proposed visit. Appendix 2.

Rationale:

To ensure that all trips taken by staff and pupils are appropriately planned and implemented in accordance with the policy, practices and procedures of the Education Authority.

It is incumbent upon supervising staff to act reasonably in all the circumstances, so that the personal safety, health and well-being of those in their care are not jeopardised during the visit. Fundamental to the planning process for any educational visit is the process of Risk Assessment. This should be on-going during an educational visit.

Aims:

To provide opportunities to extend, broaden and practice knowledge, concepts, skills and attitudes beyond the school setting in an environment which is safe and relevant to learning. This policy covers all the school outings and visits which are curriculum based activities within school hours; day visits and activities which extend beyond the normal school day; visits requiring overnight accommodation from home within Northern Ireland and visits to places outside Northern Ireland which involve air or sea travel.

Objectives:

These are specific to each trip, e.g. enjoyment, entertainment, team building, personal development, fact finding, information gathering, etc.

Implementation:

1. Proposals for school trips should be discussed in the first instance with the Principal. During these initial discussions an outline of the proposed trip should be discussed and its related costs.
2. Those who organise trips or educational outings and those who help supervise have a statutory responsibility to ensure the safety and welfare of the young people in their care. As a 'duty of care' they have the same responsibility as would be normally discharged by parents and may require a higher standard of care of a leader than a parent.
3. If approval has been gained for the proposed trip, the leader should inform relevant and appropriate aspects of the organisation of the trip, eg entered in the school diary, information to staff, a letter home to parents, informing the school canteen regarding catering. If transport needs to be arranged this should be done through the School Office.
4. Letters to parents/guardians should give as much information as possible, including the costs involved, the type and level of supervision. A draft of this letter should be approved by the Principal before circulation.
5. In general terms pupils should be supervised by experienced and reliable staff. It would be usual in a mixed grouping, to have supervisory staff of both sexes. In general terms there should be one adult to every 15-20 pupils. For overseas trips the ratio is one adult to 10 pupils.
6. There should be a pre-visit by the party leader. Where this is not practical to do this, upon arrival at the destination a leader should carry out a check of the locality to assess any risks/hazards/dangers. Planning and organisation of the visit should ensure that those involved are not exposed to risk of physical, sexual, emotional abuse or harassment.
7. All participants should be reminded and agree to adhere to the school's code of conduct and behaviour, especially in relation to smoking, alcohol, mind altering substances and relationships. Supervisors should also be reminded of their responsibilities under child protection and safe guarding young people. Safety guidelines must be agreed and adhered to. It may also be necessary to carry out a risk assessment on an aspect of the proposed visit. Relevant emergency procedures must be established for all visits. The leader and supervising adults must inform themselves of the possible risks and know what to do if they arise. These must be communicated to the rest of the group.
8. The group leader should complete a school trips proposal form which should be submitted as part of the trip planning. In planning trip leaders should make reference to the SELB, now Education Authority, best guidance policy (2009) on Educational Visits. Particular attention should be made to trips that involve a residential element, trips that are a likely to be of a hazardous nature or trips which take pupils outside Northern Ireland.
9. An itinerary of the trip should be prepared and all the party should be aware of the organisation of the trip. Roles and responsibilities and lines of communication should be cleared defined, agreed and effective within the party.
10. Group supervisors should be aware of the specific medical needs of the pupils on the trip and prepare and plan according. A list of names and contacts of those involved on the trip should be compiled and a copy left in the General Office with the Principal. Departure and return times should be clear as well as

a contact number or location for the group for the duration of the trip. The party should have access to a First Aid kit.

11. Ensure that the school canteen is aware of the number of pupils involved in your trip. Pupils on free school meals are entitled to a packed lunch.
12. Where payments are involved receipt and expenditure records must be kept. A record of pupil receipts should also be kept and a receipt to the parent/guardian, given.
13. Completed permission slips should be retained by the organiser.
14. Detailed arrangements and emergency contact numbers should be left in the office prior to travel.
15. Consideration should be given to First Aid arrangements.
16. Code of conduct/behaviour should be signed by parents/pupils.
17. Details of all income and expenditure should be kept by the trip organiser. All money must go through the school account.
18. All pupils and adults attending must have EHIC cards (European Health Insurance Card).
19. A **leave of absence form** should be completed by all participating staff.
20. The organising teachers must also ensure that everyone involved is aware of any contingency plans for inclement weather or unforeseen circumstances, aware of the first-aid facilities, and aware of any emergency telephone numbers.
21. If transport by coach, aeroplane, boat or minibus is to be involved, the organiser must be satisfied that the vehicle(s) and the operators comply with the statutory requirements, and with any other requirements laid down by the SELB or the school.

NB As far as it is possible reasonable adjustments should be made to accommodate pupils with specific medical or special needs.

Category 5 Trips (Risk Factor Hazardous)

Pilot scheme for ski trip. Pupils with over 50 behaviour points not allowed to go.

Any pupil placed on Personal Report at any time from paying the initial deposit until the day of departure will be removed from the trip and parents refunded minus the deposit.

Any pupil in withdrawal or having received a suspension, will be removed from the trip and parents refunded any deposits paid.

Procedure for Educational Visits:

Step 1 Identify Educational Objective(s)

Step 2 Prepare and submit proposal to Principal & SLT, **complete EVP (Appendix 2)**

2 weeks before trip for categories 1-2 (see below)

4 weeks before trip for categories 3-5

Step 3 Seek approval from Principal

Step 4 Complete Planning Checklist **EV1 (Appendix 3)** including Risk Assessment

Step 5 Provide a detailed brief to parents, pupils, staff and other supervisors

Gain parental consent (**Appendix 1**)

Step 6 Gather all relevant information about your entire group.

Step 7 Maintain appropriate documents re Accidents and Incidents (**Appendix 4**)

Step 8 Complete an Evaluation Report for any Educational Visit Category 2-5 (**Appendix 5**)

Category	Definition	Risk factor	Example
1	Regular trip	Non hazardous	Normally occurring during the school day
2	One off day/evening excursion	Non hazardous	Theatre visit Field trip M&D's
3	Residential 1+ night (within UK & IRE)	Non hazardous	Residential centre Liverpool Trip London Trip
4	Residential 1+ night (outside of U.K/IRE)	Non hazardous	International Community Work Cultural activities
5	Residential/non residential	Hazardous	Abseiling Horse riding Skiing

EDUCATIONAL VISITS PROPOSAL (EVP)

This form (Appendix 2) should be completed by the **teacher in charge of the proposed visit and submitted to the Principal for approval by Senior Management Team** at the earliest possible time. When approval is given, one copy should be retained by the Principal and another by the teacher in charge. Any subsequent changes in planning, organisation, staffing, etc. should be communicated to the Principal for approval if required, the Principal should seek approval from the Education and Library Board and/or the Board of Governors. A complete list of names, addresses and telephone numbers of pupils taking part should be in the school office prior to the visit.

Monitoring

The mechanisms will be overseen by all those members of staff who undertake a school trip/outing. At all stages the Principal should be consulted about the arrangements for the trip/outing at its various stages of planning and preparation. It is important that new or substitute members of staff should be informed by the policy where it is appropriate and through the organising teacher.

Following a school trip/outing, a post visit review should be completed as a means of evaluation and feedback.

After the visit

In general, work completed by pupils either during or subsequent to an educational trip (in the form of booklets/worksheets produced by the department or the tour group), or a photographic record should be displayed on the school Facebook and e-zine as and when appropriate, in a public area of the school.

The teacher in charge should ensure that the School Leadership Team are informed of the conduct of the pupils so that appropriate comments can be made in assemblies.

Staff, who covered lessons should be thanked in an appropriate way.

A report of the visit should be forwarded to the Principal for inclusion in the next communication to parents and for the governors' report.

Evaluation:

Following a visit it is important that staff assess, behaviour, attitude of pupils, arrangements, the value of the experience, any changes that should or could be made in order to improve or add to the trip for the pupils in their care.

Evaluation:

This policy will be reviewed in line with the new legislative requirements, guidance and needs of the school. The framework for this policy is based on SELB guidance issued in 2009, Educational Visits, Best Practice, 2009, previous SELB circular 2007/53 and read in conjunction with DE Circular 1999/10 and the school's child protection policy.

Draft: October 2011

Approved BOG: ????????

To be evaluated annually or if legislation requires.

Appendix 1

LURGAN JUNIOR HIGH SCHOOL - PARENTAL CONSENT FORM

Pupil's Name _____ Form _____ D.O.B. _____

National Health Service Medical No. _____

I give permission for the above-named pupil to take part in

_____ (name of trip) organised by the school.

I shall inform you if any medicines have to be taken or any diet has to be followed during the trip.

In the event of illness or accident, I consent to any necessary treatment, which might include the use of anaesthetics, and I authorise a member of staff to sign, on my behalf, any written form or consent required by the medical authorities, if the delay required to obtain my signature is considered inadvisable by the doctor or medical staff concerned.

I understand that no liability will be accepted by Lurgan Junior High School in respect of the persons and property of pupils participating, provided that all reasonable care and supervision have been maintained.

I understand that, in allowing my son/daughter to take part in this trip, he/she is bound by the school rules, code of conduct and Policy, and that, should these rules be broken, by son/daughter may forfeit his/her place on this trip or on subsequent trips. (Parents' attention is drawn, in particular, to the following section: Safety and Security – Pupils are not allowed to smoke tobacco, drink alcohol or take noxious substances in school or on school related activities. Neither must they be in possession of such substances in school or on school related activities, in line with our school's Drugs Policy. I also understand that full payment for wilful damage of property will be the responsibility of the pupil or pupils concerned.

Parent/Guardian's signature _____ **Date** _____

Please give any relevant information concerning your child's health. Please declare any known medical condition (e.g. diabetes, epilepsy, allergies) and any medication which he/she is currently receiving. Your signature confirms that your son/daughter's participation in the school trip does not present any significant risk to his/her own safety or that of others.

Parent/Guardian's Name: _____

Home Tel No. _____ Work Tel No. _____

Home Address _____

Emergency Contact: (if unavailable at above)

Name _____ Relationship to pupil _____

Address: _____

_____ Tel No. _____

Family Doctor

Name _____ Tel No. _____

Address: _____

Pupil Declaration

I agree to abide by the school rules and to obey fully the instructions of members of staff at all times.

Pupil's Signature _____ Date _____

Appendix 2

Notification of Educational Visit EVP

(To be completed in relation to visits in categories 3, 4 and 5 only)

Name of School /Project:	LURGAN JUNIOR HIGH SCHOOL
*Name and address of other school/s or youth centres/projects involved (if applicable)	
Educational objective of visit:	
Place(s) to be visited:	

Total Young Persons involved			
Age Group			
Number	Males	Females	
Category of Visit	3	4	5
Proposed Dates	From/...../..... To/...../.....		
Number of Days (incl)			
Approximate Cost per pupil			
Activities to be undertaken			
Names of accompanying staff			
Other adults involved			
Transport arrangements			
Organising Company			
Other comments			
Group leaders signature			
Principal's signature			

Chair of Governor's signature	
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Appendix 3

EV1

PLANNING CHECKLIST

School Project:

Date of Visit: From: To:

Venue:

Group Leader:

Key Areas, Please tick.

		Yes	No	N/A
i	The proposed visit has clear educational objectives.			
	The nature of the visit has been established.			
	The target group has been identified.			
ii	All the relevant information regarding the proposed educational visit has been presented to the management e.g. destination, itinerary, timescales etc.			
iii	The management has approved the proposed visit.			
iv	An initial risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded:			
	hazards have been identified			
	people who may be at risk have been identified			
	evaluation of the risk has been undertaken			
	additional safety and/or control measures have been established			
	information has been disseminated to all relevant persons and appropriate records maintained			
v	Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons.			
vi	The number of leaders in attendance has been agreed:			

	a staff member has been identified as Group Leader			
	accompanying staff have been identified			
	volunteer supervisors have been identified			
	police checks have been undertaken (where necessary)			
vii	Leaders are made fully aware of: their roles and responsibilities			
	the standard of conduct required of them during the visits			
Viii	Young people and parents/guardians have been informed/briefed and understand the implications of their participation in the visit.			
ix	Parents/guardians have given their written consent to the young people participating in the educational visit.			
x	All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary.			
xi	The transport arrangements for the group are appropriate for the nature / type of journey(s) planned.			
xii	Adequate insurance is in place to cover all aspects of the educational visit, including transport.			
xiii	Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of: Its suitability for the group.			
	Its compatibility with the objectives of the visit.			
xiv	Where the educational visit involves outdoor or adventurous activities, the Education Visits' Coordinator and Group Leader are satisfied that: appropriate management structures and systems are in place in relation to child protection / health and safety staff are competent to provide the activities			
	all relevant checks have been undertaken to ensure the above are in place			
xv	The Educational Visits' Co-ordinator has approved the operational arrangements for the visits.			
xvi	Employing authority approval obtained.			

Signed Group Leader: _____

Educational Visits Co-Ordinator: _____

Principal / Youth leader-in-charge: _____

Date: _____ To be forwarded to SELB, Charlemont Place, Armagh

Appendix 4

Educational Visits Incident Form

1. Name of School / Youth Group **Lurgan Junior High School**
2. Name of Group Leader: _____
3. Date, Time and Location of Incident: _____
4. Name and address(es) of witness(es)
 - (a) _____
 - (b) _____
 - (c) _____
5. Please state in your own words what happened details of names and status of those involved.

6. Describe what action was taken (e.g. details of First-Aid, police or medical involvement)

Signed..... Date

Appendix 5

Post Visit Review

Group Leader: _____

Visit to: _____

Dates: To: _____

Issue	Response
Was the venue suitable?	
Was the accommodation / food / equipment of a suitable standard?	
Were the venue staff competent ?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	
Other Comments:	

Signed Group Leader: _____ Date: _____

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is

deemed to be an authorisation by you to allow the school or youth group to process and retain the information for the purpose(s) stated.

Appendix 6

RISK ASSESSMENT

This is an example of an approach to Risk Assessment, using a scoring mechanism. It should be recognised that there are other examples of good practice that already exist in schools.

Such good practice should be built upon and disseminated across the whole school.

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

Risk = Probability of occurrence x Consequence of outcome

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity and/or the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose young people to an unacceptable level of risk.

Group Leaders must fully record their risk management decisions on paper.

'As with much health and safety legislation and regulations the paper at the end of the process is of minor significance compared to the professional judgement of the group.

As risk management is becoming recognized in all walks of life it is important that young people become involved in the process at the earliest possible stage.' (Teaching Geography, Vol. 25, No. 2, April 2000,p. 74) Schools and youth clubs need to develop young people's understanding of risk. This will then equip and prepare them to undertake risk assessment and help them to determine how risk can or cannot be managed.

Probability of occurrence Score Consequence of outcome

Highly unlikely to ever occur 1 Slight inconvenience

May occur but very rarely 2 Minor injury requiring

First-Aid

Does occur but only rarely 3 Medical attention required

Occurs from time to time 4 Major injury leading

to hospitalisation

Likely to occur often 5 Fatality or serious injury

leading to disability

YOUNG PERSON'S RESPONSIBILITIES

General

- Always think about your own and others' safety.
- If you have a problem or are worried about something, always tell someone whom you trust. This may be your teacher, youth leader, or course organiser – don't suffer in silence!
- If you have particular health or dietary needs, tell the supervising adults and/or the organiser.
- Always follow the instructions of your Group Leader and leaders, including those at the venue of the visit.
- If you do get lost or separated follow the procedures agreed for such an occurrence (see Appendix 7). If totally disorientated and confused go to a public place where you will be seen by lots of people and where you can ask for directions.
- If approached by someone you don't know in a threatening or concerning manner, just walk away.
- If travelling on a bus or train and someone makes you feel unsafe, move to a different seat, preferably closer to the driver or other passengers.

- Personal travel arrangements should be carefully planned. Ensure you are familiar with whoever is transporting you and never travel alone in vehicles with strangers.
- Ensure that safety rules set out in Highway Code and Green Cross Code are followed.
- Be aware of situations which may cause you harm or injury and where necessary inform a responsible adult (e.g. leader) about your concern.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.

When participating in Visits abroad

- Always pack your own suitcase and never carry items for anyone else.
- Learn the telephone numbers of the emergency services in the country you are visiting before you leave and make sure that you keep them handy.
- When out and about always carry details of where you are staying e.g. address, telephone number and contact details.
- Always keep enough money to make a telephone call.
- If personally carrying essential documentation, money or valuables, keep them secure in either an inside pocket, bum-bag, money belt or something similar – choose whichever is comfortable for you.

Never:

- Travel on a moped, motor scooter or motor bike during your visit.