

Conyers School

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STUDENT VISITS AND JOURNEYS POLICY

Updated: November 2018

Origin: Louise Spellman
(Headteacher/Educational Visits Coordinator)

Introduction:

The DfE's good practice guide "Health and Safety of Pupils on Educational Visits" (HASPEV) has been adopted by Stockton LA as authority policy and by the governors as school policy.

Copies of all guidance and forms are kept in the relevant folders on both the Admin and Curriculum Drives.

Anyone planning a visit should be familiar with its contents. The key issues are summarised below. All documentation is available electronically and should be completed electronically.

Key Personnel:

Educational Visits Coordinator (EVC): Louise Spellman

Visit Organiser (VO): Glynis Pattison

Local Authority Contact: Derek MacDonald

A Steps Towards Gaining Approval For and Ensuring a Successful Trip/Visit

Stage 1 Member of staff planning a visit to liaise with VO to complete electronically the 'Application for the approval of Educational Visits' form and discuss with EVC the proposed visit. This discussion should take place as far in advance of the visit as possible. Issues to discuss will include

- Is it a new visit
- Reasons for the visit
- Preliminary assessment of likely risks
- Impact on normal curriculum
- Costs including arrangements for covering absent staff

EVC to decide no or provisionally yes.

If provisionally yes move to stage 2

Stage 2 VO to inform LA and receive comments (abroad, dangerous and residential only)
VO and staff member to produce formal risk assessments
VO to make provisional bookings. Buses should be arranged through the Receptionist and insurance if required through the school's Insurance Visit's Policy

Stage 3 EVC & VO to review risk assessments and comments from the link governor and LA.
EVC&VO to decide yes or no

If yes move to stage 4

Stage 4 VO to make actual bookings
VO to issue and collect student consent forms
Staff member to hold parents meeting (if appropriate)
Staff member to confirm cover arrangements with the Personnel Officer.

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Stage 5	VO & EVC to confirm contact procedures
Stage 6 (post visit)	VO to review visit and risk assessments.
Termly	EVC & Link governor to provide governing body with a list of authorised visits.

B Running the Visit

Enjoyment of the visit will depend not only on the planning but also on the efficiency with which the actual visit is conducted. The following advice could be helpful where relevant:

- allocate seats, adults should be able to keep watch on the whole party;
- stow luggage carefully;
- ensure that all passengers stay in their seats while the coach/min-bus is moving and fasten their seat belts throughout the journey, where they are provided;
- allocate a number of students to each adult and make sure they are all briefed on behaviour; students to sign Code of Conduct Agreement
- make convenient toilet and refreshment stops;
- ensure there is a First Aid kit on each vehicle;
- take plastic bags for litter.

In a camp or centre run by resident wardens the rules and procedures of the centre must be strictly adhered to. To this end all members of staff should be briefed on site and a copy of the rules posted in the dormitories/bedrooms.

Parents should know as precisely as possible the estimated time of return to school. If there is likely to be a delay the emergency contact procedure should be activated.

An evaluation of the success of the visit should be made. Final accounts should be prepared and checked for auditing. A report including a note of any incident or discipline problems should be made to the Headteacher.

C Keeping Accounts:

A special account for activities should be used in consultation with Finance. This should allow for money to be paid in at intervals and for the money for each visit to be separately accounted for. Organisers should:

- Inform parents what the full amount required is.
- Inform parents what deposit is required and when, and indicate if the deposit is returnable or non-returnable. State cancellation procedure.
- Establish what amounts he/she is willing to pay – complete Payment Agreement if required
- Make clear the instalment dates and the final date for payment.
- All monies received to be processed through Parentpay for each student.
- Keep a note of expenses and obtain receipts.

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D Visits Using Travel Companies

Organisers using a travel company should be looking for the following:

- Reliability - the company should be well known and reputable, be licensed through ABTA and ATOL and have the organisation and facilities to offer 24 hour support.
- The 'right product' - convenient flights, picking-up points, modern coaches, etc.
- The 'right price' - reflecting good value for money in the eyes of the organisers, students and parents.
- A programme full of interest.
- Positive supervision ensuring maximum attention to student's safety as well as education and entertainment.
- Minimum administrative load for the organiser.

In particular organisers should:

- Consider at least three different packages.
- Listen to colleagues' recommendations.
- Try and attend a preview visit.
- Use only companies which are bonded with ABTA to ensure that the group's money invested in the visit is secure.
- For adventure activities recognition by an appropriate national body is essential.
- Use only companies which are members of SAGTA who must abide by a code of conduct which ensures the best possible service.
- Read everything in the company's booklet.
- Consider those aspects that are not clear as well as those that are, eg what extras might have to be paid for?
- Scrutinise booking conditions.

E Preparing to Travel Abroad

This is virtually the same as the preparation required for parties on visits in the UK, eg consideration for the purpose of the visit, nature of the party and leaders, safety precautions etc. It is likely that a longer lead-in time will be necessary for an overseas visit, both for the arrangement of the documentation and collection of money.

The following documents/arrangements must be made:

- Passports and passport or identify photographs - for many countries a collective passport with accompanying identity cards will suffice. If a member of the party drops out at the last moment report this to passport control at the port of departure - do not alter documents.
- A note should be made of the number on individual passports in case of loss.
- Check with travel companies/embassies to see if visas are needed.

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- Check travel and accommodation vouchers/confirmations.
- Check insurance documents.
- EHIC medical cards must be carried for each member of the party for any journey to an EU country.
- Currency needs to be organised well in advance with Finance Office.
- Consent forms should be carried.

It is advised that a folder of the above mentioned documents should accompany the party.

How it will be monitored: Written reports from trip leaders Analysis of balances of Curriculum visits	By Whom: EVC Headteacher Conyers Local Governing Body's Curriculum & Standards Committee
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Review Date: Annually, November	Review Assigned to: Executive Team Conyers Local Governing Body's Curriculum & Standards Committee
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