

# King Solomon High School

## Educational Visits Policy



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## Section 1: Our Vision for Educational Visits

We will ensure equal and full access for all our students to learn outside the classroom by monitoring participation in activities and by removing any barriers. We are an inclusive school and welcome students from a range of backgrounds and we have a commitment to nurturing and supporting each and every student that joins us. We chose 'equality' as one of our core values because we are a school that celebrates diversity. We wish to offer our students a wide range of different educational experiences.

## Section 2: Statutory Framework

As a Community School, King Solomon High School, must adhere to the requirements of the London Borough of Redbridge as defined in "*London Borough of Redbridge Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE (2020)*." (The Borough has adopted the Outdoor Education Advisers' Panel National Guidance ([www.oeapng.info](http://www.oeapng.info)).

Redbridge uses the secure web-based system 'EVOLVE' to facilitate the planning, management, approval and evaluation of visits. The Headteacher, EVC and Visit Leaders will be trained in appropriate aspects of this system's use. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by the EVC. [www.redbridgevisits.org.uk](http://www.redbridgevisits.org.uk)  
Policy and procedures at King Solomon High School meet in full the requirements of the Redbridge Guidance for off- site visits and related activities.

The Educational Visits Coordinator (EVC) is **Jordana Aaronson (Assistant Headteacher)**

## Section 3: Principles

- We will ensure equal and full access for all our students to all visits and educational visits where appropriate.
- All key stage 4 and 5 visits must have course specification relevance. This has to be shown using clear evidence to the EVC in the application process.
- Any key stage 3 enrichment visits must have clear links to the national curriculum being covered by the department organising the trip.
- All overseas and residential visits must have a member of SLT confirmed as part of the party at the start of the application process.

The activities covered by this policy include:

1. Residential visits including overseas visits
2. Day or part-day visits including overseas visits
3. Local Area Visit trips
4. After school sporting activities off-site

## **Purpose**

The Governors of King Solomon High School believe that young people benefit enormously from taking part in educational visits with the school. In particular, they believe that they should have the opportunity to undergo a wide range of experiences not available in the classroom and that such visits help to develop skills and confidence as well as enhancing learning.

Health and Safety measures should help young people to do this safely, not stop them. Whilst it is the case that no amount of planning can guarantee that a visit will be totally incident-free, good planning and attention to safety measures will reduce the number of accidents and lessen the seriousness of those that occur.

## **Section 4: Roles and responsibilities**

Employers (under the Health and Safety at Work act 1974) are responsible for the health, safety and welfare of all their employees and all those who use their premises. This extends to employees working off-site. The London Borough of Redbridge is the employer of staff at King Solomon High School.

It is the responsibility of every adult involved in the organisation or running of a visit to familiarise themselves with procedures outlined in this document and with their own specific responsibilities prior to the visit taking place.

### **The Governing Body is responsible for:**

- Establishing, in consultation with the Headteacher and with staff, the policy for off-site visits and activities and keeping it under regular review
- Monitoring that policy and procedure for educational visits is communicated to employees, is non-discriminatory and transparent
- Considering each request for visits of a residential nature, visits abroad and visits involving adventurous or hazardous activities. They grant final approval for such visits subject to being satisfied that the requirements of this policy and LBR Guidance have been satisfied
- Setting a charging and remissions policy and reviewing that policy annually

### **The Headteacher is responsible for:**

- Ensuring the school visits policy is properly implemented for every school visit
- Appointing an appropriately skilled and experienced Educational Visits Co-ordinator to manage the planning and implementation of school visits
- Informing and gaining the approval of the Governing Body for all residential and overseas visits and for those involving hazardous activities, as required by this policy
- Establishing that emergency procedures are in place in case of a major incident during a school visit
- Considering applications (or delegating responsibility to a member of SLT) from parents for assistance with the financing of school visits

- Signing off the closing balance for the educational visit

**The Educational Visits Co-ordinator (EVC) is responsible for:**

- Ensuring that all off-site visits and activities are fully compliant with the school's expectations and with London Borough of Redbridge requirements.
- Checking with the cover coordinator to ensure the trip is viable in terms of cover
- Maintaining up-to-date and effective procedures and communicating these clearly to all staff.
- Making an assessment of all proposed visits in terms of:
  - The appropriateness and educational value of the visit
  - The manageability of any associated risks
  - Supervisions ratios and the experience and competence of accompanying staff
  - The impact on the delivery of the curriculum and the running of the school
  - Cost and value for money
- Monitoring the progress of the organisation and administration of each school visit
- Ensuring that for overseas, residential or adventurous visits, where an external provider is used, that the Redbridge procedures have been followed to ensure that the appropriate checks have been made.
- Working with the visit leader to provide full details of the visit beforehand in order that parents can consent or refuse consent on a fully informed basis
- Checking with the visit leaders that the visit is inclusive to all (Equality Impact Assessment).
- Working with the Senior Finance Assistant and Visit Leader to ensure that the payment schedule for visits is such that funds are always available to cover costs at the time that they are due
- Ensuring that event specific notes have been completed for every visit in accordance with LA guidelines
- Working with the Visit Leader to ensure adequate insurance is in place e.g. the need to take out additional insurance or declare pre-existing medical conditions.
- Work with the Senior Finance Assistant to ensure that funds to cover the schools off site insurance are collected.
- Confirming that adequate first aid arrangements are in place
- Checking that visit leaders are familiar with emergency procedures and that emergency contacts have full information about residential, overseas or adventurous visits
- Keeping full records of individual visits & monitoring income and expenditure
- Investigating accidents or reported incidents on visits
- Signing off the closing balance for the educational visit

**Visit Leaders are responsible for:**

- Liaising directly with the Senior Finance assistant and the Visits administrator to ensure efficient managing of all practical and financial arrangements executing the visit within budget except in unforeseen or mitigating circumstances.
- Ensuring the safe implementation of the visit in line with the requirements of this policy

- Maintaining appropriate levels of supervision throughout the visit
- Liaising with the EVC to ensure that all arrangements have been made appropriately, all necessary permissions obtained and all documentation completed
- Ensuring that provisions are made so that all eligible participants are catered for this includes consideration of student's medical needs (physical and mental health).
- Ensuring diversity within the selection of eligible participants Working with EVC, HoYs, DSL, SENDCo and medical staff to ensure that student welfare (medical – mental health and physical ability) does not affect the safety of the visit to create individual Risk Assessments where necessary (use Risk Assessment proforma).
- Ensuring that any overseas trips are ABTA protected
- Ensuring that all participants are aware of their roles
- Ensuring all staff are aware of their responsibilities and the allocations during residential visits of “on-duty” and “off-duty” staff.
- Ensuring that they are familiar with the Emergency Procedures, a copy of which should be carried at all times.
- Establishing clear expectations of behaviour with students involved in the visit.
- Seeking the support and guidance of the assigned emergency contact promptly in the case of difficulty
- Evaluating the impact and success of the Educational visit using EVOLVE
- Checking the closing balance for the educational visit

**Accompanying staff are responsible for:**

- Ensuring they understand and follow the visit leader's instructions
- Assisting with discipline and ensuring the health and safety of everyone in the group
- Immediately informing the visit leader of any risk to health and safety
- Their own professional conduct on the visit (See Staff Code of Conduct Policy).

**HoY are responsible for:**

- Identifying students who are vulnerable and working with visit leaders, EVC, DSL, SENDCo and medical staff to ensure that student welfare (medical – mental health and physical ability) does not affect the safety of the visit.

**Administrative staff are responsible for:**

- Providing visit leaders with relevant medical information (care plans) about participating students and with any necessary medication (Health & Welfare Administrator)
- Compiling full contact lists for visit leaders and accompanying staff (Visits Administrator)

- Informing the catering manager of any visit likely to have a major impact on catering requirements
- Sending out approved letters
- Setting up and administering Scopay for approved visits (Visits Administrator) with senior finance assistant)
- Managing the income and expenditure of the visit (Senior finance assistant)

**Parents are responsible for:**

- Providing details of any recent illness or medical condition affecting their child
- Alerting visit leaders of any wellbeing concerns (mental health / physical) upon accepting a place on a residential or overseas visit.
- Providing any medication that may be necessary during the course of the visit with clear instructions for its use
- Ensuring that the school has up-to-date emergency contact numbers, especially if they are planning to go away while their child is on the visit
- Arranging any extra insurance cover that they want or may require
- The cost of reparation of any damage caused by their child or, in extreme circumstances, the cost of returning her home early (accompanied) as a result of gross misbehaviour.
- Ensuring that full payment is made in order for the trip to be viable.
- To apply for financial support when necessary.

**Students are responsible for:**

- Following any instructions they are given and ensuring their behaviour at no point endangers their safety or that of others and doesn't interfere with the group's enjoyment of the visit.
- Normal school expectations of behaviour apply: smoking, vaping and drinking alcohol are not permitted.

## Section 5: Inclusion

Students should not be precluded from a curriculum visit on financial grounds or any of the protected characteristics outlined in our Equal Opportunities policy. Contingency plans should be made so that all students can attend the visit.

On the visit proposal form, educational visit leaders will identify how they are going to ensure that Pupil Premium students get at least equal access. They will monitor the students participating to ensure that Pupil Premium students form a representative sample in proportion to their size in the cohort of students eligible for the educational visit.

When considering a case of concern over an individual pupil's behaviour raised by staff, we look to put in place plans to help all pupils to attend visits safely. Our focus is to keep pupils safe, rather than stopping them going on visits. If necessary the headteacher will decide the safety risk on a school educational visit.

## Section 6: Implementation

The Local Education Authority delegates to the Headteacher the responsibility for establishing the school's detailed procedures, consistent with the Local Authority (LA) guidance.

The Headteacher will appoint an Educational Visits Coordinator (EVC) who has the training and experience to enable him/her to competently discharge his/her responsibilities as listed in the Handbook for Educational Off-site Visits and all Adventurous Activities – this role currently falls to the Assistant Headteacher, Jordana Aaronson.

## Section 7: Process

All educational visits proposals must be submitted by the leader of the educational visit to the Educational Visits Coordinator (EVC):

- A minimum of **two months before** a day educational visit (this doesn't include trips or visits that run outside the school day).
- A minimum of **nine months before** an overseas or residential educational visit.
- Any activities in a 5 km radius of school, or within the London Borough of Redbridge will come under the category of Local Area Visits.

Where the visit involves a residential element, travel abroad or dangerous activities, the EVC will refer applications to the Headteacher for approval. The EVC will scrutinise the risk assessments and make recommendations. They will only approve once satisfied that it meets the school and LEA guidelines.

The Educational Visits Leader (EVL) will be able to upload the following forms, along with any other relevant information on to Evolve for approval:

- EV1a Budget
- EV5 Risk Assessment
- EV10 Letter

The Educational Visits Leader must complete a comprehensive risk assessment, anticipating all potential risk assessments and hazards both on the journey and whilst at the location. This should be submitted within the timescale outlined on the Educational Visits Application form to allow for the



EVC to check and approve. The Educational Visits Leader should utilise the national guidance resources on the Evolve management system to plan the visit and ensure contingency measures are in place. Where practicable, a pre-visit may be necessary and should be discussed with the EVC.

### **Assessment of Risk**

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- *Generic Risks* – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- *Event Specific Risk* – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on Form EV5.
- *Ongoing Risk* – the monitoring of risks throughout the actual visit as circumstances change.

### **First Aid**

The level of first aid provision should be based on risk assessment. On all visits there should preferably be a member of staff who has a good working knowledge of first aid.

### **Staffing Ratios**

Student to staff ratios for school visits are not prescribed in law but appropriate supervision for each visit, taking into account the activity to be undertaken and the age of the students is essential. Ratios are therefore dictated by risk assessment. As a general guide, the ratio for local visits in normal circumstances might be 1 member of staff to 15 students. For overseas visits a ratio of 1 member of staff to 10 students is more usual. Ratios should be adapted to suit circumstance and must be agreed by the EVC before approval is given for the visit. Some organisations may have minimum staff to student ratios which may need to be taken into account. Sufficient numbers of supervising male and female members of staff are required for residential visits. Family members do not usually accompany visits.

A professional judgement must be made by the EVC or the Headteacher as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved.

**Remote supervision:**

Students will be supervised throughout all visits, however, at times they may be unaccompanied by a member of staff or other responsible adult e.g. fieldwork. This is known as 'remote supervision'.

In addition to considering the benefits of the activity, staff should also ensure that all necessary safety precautions are taken. Students must be given clear guidelines (such as where and when to meet staff) and usually be in groups of no less than four.

The decision to allow remote supervision should be based on professional judgement taking into account such factors as: prior knowledge of the individuals (including their maturity and levels of responsibility); venue and conditions; the activity taking place; preparatory training; the competence of the supervising staff; the emergency systems in place.

In some circumstances and with parental permission, Sixth Formers may be unaccompanied on visits.

**Catering of residential trips**

- All food provisions should adhere **to** the kosher guidelines as specified by the Kashrut Division of the London Beth Din.
- As a general rule full catering for the party should be negotiated as part of the package. This enables good budgeting, ensures appropriate catering and removes the need for large sums of cash to be carried or for expenditure to be claimed retrospectively after the visit.
- The costs incurred for accompanying staff should be in line with the costs for students and discussed with the EVC before the visit is authorised. Where possible, a single receipt accounting for all staff (per meal) should be submitted to the school accounts assistant. If staff choose to make alternative or additional arrangements for themselves, the costs are to be met out of their own funds. The school does not pay a per diem or provide for staff expenses beyond integrated accommodation, travel, food and excursion costs.
- No member of staff should be claiming for alcoholic beverages at any time.
- Any claims for reimbursement subsequent to a trip (for example, for the purchase of a one- off meal for the party as described above and as budgeted for in advance) must be accompanied by appropriate receipts of purchase **within 14 days of return to school or 14 days in to the next academic term if the visit returns after the end of the last academic term.**
- Gratuities for tipping and service must not be taken from funds and will not be refunded back to staff.

**Plan B**

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. a member of staff is ill, transport fails to arrive, museum has the lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done by the Visit Leader to cater for any foreseeable eventuality. This takes the form of **Plan B** which will be discussed with the EVC.

**Local Area Visits**

Visits/activities within the 'Local Area Visits' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

**These visits/activities:**

must be recorded on EVOLVE via the 'Local Visit' module.

do not require parental consent. *(State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).*

do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

**Boundaries of the Local Area Visits:**

This area includes, but is not limited to London Borough of Redbridge including the following frequently used venues:

- Fairlop Waters
- Redbridge Sports Centre
- Ashton Playing Fields

**Operating Procedure for Local Area Visits**

*(The below is simply a generic risk assessment for these routine activities)*

The following are potentially significant issues/hazards within our Local Area Visits:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, educational visits, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC.
- The concept and Operating Procedure of the 'Local Area Visits' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.

- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Extended Learning Area module), or leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves.)

### **Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). When parents pay on Scopay for day educational visits, they cannot proceed to payment, without ticking that they have given their consent, and completing any medical information.

For educational visits that have no cost, overseas or residential educational visits, the letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child, and medical details of students should be requested.

The reply slip should read:-

"I give permission for my child \_\_\_\_\_ to take part in \_\_\_\_\_ I have read and understood the information about the visit."

In the case of sports fixtures, the reply slip should read:

"My child \_\_\_ is able to play in the \_\_\_ match (at \_\_\_) on \_\_\_\_\_. I have read and understood the information in the letter, and give permission for my child to take part".

Alternatively, it is advisable that PE department get consent at the beginning of the academic for their child to take part in any or all fixtures in advance.

## **Section 7 : Finance**

### **General**

The Governing Body is responsible for ensuring that there are safe and efficient systems in place for the organisation of school educational visits, including the control and custody of related funds.

Wherever possible, a sufficient division of duties should exist between staff to prevent one person being responsible for all the activities of the educational visit. If not, there is an increased risk of errors not being identified and corrected and the opportunities for theft and misappropriation of cash received.

In the case of residential educational visits the school must keep accounts on an individual educational visit basis and this is achieved by setting up separate income and expenditure budgets on RM Finance.

Normal systems already in place at the school to deal with collecting income and authorising expenditure will apply when dealing with educational visits and school journeys.

An official audit trail must clearly show the whole process, from approval for the educational visit/journey to take place, to the receipt of money, through to its official record on the school's financial management records and its allocation and use.

#### **Approval and costing of the educational visit**

Approval to provide a school journey/educational visit must be obtained from the Headteacher and the Educational Visits Coordinator, in accordance with the School's Educational Visits policy.

A full breakdown of the associated costs for the educational visit/journey, including the cost of any remissions or subsidy that is to be made from the school budget, should be provided to and approved by the Headteacher (Form EV1a). A copy of this form must be given to the Finance Office for their records.

#### **Additional Supervision procedures for educational visits with expenditure over £10,000**

For any educational visits where expenditure is over £10,000, additional supervision procedures will be required. These will be done by Headteacher or School Manager, and will require meetings with educational visit leader at termly intervals to monitor and review income and expenditure.

#### **Insurance**

Cover for school educational visits and journeys is automatically included as part of the school's insurance cover under the Dept of Education's Risk Protection Arrangement (RPA) which the school buys into annually.

#### **Information to Parents**

Parents/guardians should be provided with details of the costs of any educational visit in writing. For school journeys, the letter should also include details of the payments schedule and amounts and clearly indicate if deposits are not returnable. Please refer to the Charging and Remissions policy for further details.

A copy of this letter must also be forwarded to Finance Office for their records and in compliance with audit requirements.

For more information on the charging procedures for visits, please refer to Section 2 of the school's Charging and Remissions Policy.

#### **Income Records**

All income for school educational visits are now made on Scopay. A Scopay report can be downloaded showing all income received.

Any refunds to pupils must be notified to the Finance Office for processing and clearly highlighted on the Visit Leader's records.

#### **Banking**

All educational visits/school journey income collected, will be banked into the school's official bank account. Income must be banked intact and without deductions. The bank paying-in slip details, amounts and date should be recorded, to ensure a clear audit trail. Details of income banked must be recorded onto the school's financial system as soon as possible.

**Payments**

All invoices will be processed in accordance with normal payment procedures and contract procedure rules. Payments should be made by BACS (or in exceptional circumstances by the school credit card, if sufficient credit is available and with the prior agreement of the Finance Manager).

Where educational visits are undertaken which require entrance fees to be paid, staff should try to obtain an invoice in advance for the necessary tickets. Where appropriate, a proper VAT invoice/receipt must be obtained otherwise the school will not be able to reclaim the VAT. All expenditure must be recorded on the school's financial system as soon as possible.

**Petty Cash**

There may be a need to have cash during a residential educational visit, in which case, a float can be authorised if there is a sufficient balance in the educational visit account. A petty cash float can be given up to the value of £200 as stated in the schools' Scheme of Financial Delegation. A handover of petty cash will be documented to identify the amount and to whom the cash has been issued. It is the responsibility of the staff member holding the petty cash to ensure that details of any expenditure taken from the petty cash and the associated receipts are retained. These should be handed over to the finance department as soon as possible after the educational visit for accounting purposes. If receipts are in a foreign currency, the exchange rate applicable at the point of reimbursement to the member of staff will be used.

**Pocket money**

Any additional pocket money, taken by pupils on the educational visit, must be properly accounted for if members of staff or other adults in the party control it. A record of the individual amounts received and the payments handed over to the pupils must be maintained by the educational visit leader.

**Income and Expenditure Statement**

The school journey account should be reconciled as soon as possible after the educational visit has taken place and all the costs paid for. An income and expenditure statement must be produced and signed by the person in charge of the educational visit. The educational visit final account must be signed off by the Visit Leader, verified by the Finance Office, and signed off by a member of SLT.

If the income and expenditure statement shows a surplus balance, which equates to more than £5 per pupil, then a refund must be made to those pupils who contributed to the educational visit/journey, with their share of the surplus. Refunds will be made via Scopay, if made within six months of the original payment. If the refund is made after six months, a cheque refund will be made. No refunds will be made in cash.

If the income and expenditure statement shows a surplus balance, which equates to less than £5 per pupil, then the school should use the surplus balance for the benefit of pupils, including those who attended the educational visit/journey.

If the income and expenditure statement shows a deficit balance, the governing body may subsidise any shortfall from the budget allocation. It may also be subsidised from the relevant departments funding if agreed by the Head of Department.

**Retention of Finance Documents**

All educational visit records must be retained for 6 years by the Finance Office.

**Sports fixtures**

Adherence to the generic risk assessment for sporting fixtures will be agreed by all relevant staff at the beginning of each academic year. A copy of this risk assessment will be stored in the staff shared area.

Written confirmation of students present at each fixture will be provided to the school office immediately prior to departure by the educational visit leader. Copies of attendance sheets for this purpose are provided in the minibus, along with details of SLT Contacts mobile numbers, in case of emergency.

At the beginning of each academic year squad lists will be provided for each team and written parental permission will be required to allow those students named to participate in fixtures for that academic year as seen below:

**Template letter for start of the year fixture consent:**

Dear Parents / Guardians,

During your child’s time at KSHS they may be asked to represent King Solomon High School in a variety of sports activities. In order to compete against other schools your child will travel to and from the fixture by one of the following methods of transport: pre-booked bus/ coach, walking, school mini-bus, staff car, taxi or another parent’s car. Transport and event will be fully risk assessed.

Your child will be informed in advance about the date and time of individual fixtures but you will not receive a separate letter.

We would be grateful if you could sign the permission slip below and return it to the head of PE, Mr Jones by

\_\_\_\_\_

Yours sincerely,

Head of Physical Education

✂.....

*Sports Activities- FIXTURES*

Child’s Name: \_\_\_\_\_ Form: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

I give permission for my child to attend the relevant school sport fixture and to travel to these events by pre-booked bus/ coach, walking, school mini-bus.

Signed parent / guardian: .....

Date: .....