



## **Visits and Excursions Policy**

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**RESPONSIBILITY FOR REVIEW:** Nathan Santangelo-Barber (DSL)

### **1. Scope**

This guidance is applicable to all those involved in the organisation of educational visits and excursions for international junior students on short-courses at Cavendish School of English.

### **2. Objectives**

- 2.1 To ensure that visits are well planned and significant risks are identified and managed;
- 2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable;
- 2.3 That those in charge of visits have the necessary competence to manage situations appropriately

### **3. Guidance**

- 3.1 The School Directors will be responsible for the implementation of this policy.
- 3.2 Learning outside the classroom environment is an essential part of our curriculum.
- 3.3 The weekly school programme will list the trips and visits that are due to take place over the coming week(s) of that course.
- 3.4 All new activity staff will receive training on conducting visits and excursions as part of their induction.
- 3.5 Parents will have online access to their child's weekly programme in advance of:
  - sporting activities
  - day trips/visits including details of any extra costs and details of visit duration
- 3.6 Every planned trip or visit will have a nominated Orange Leader or Group Leader ("OL/GL") who is responsible for running the event. This person must be familiar with risk assessment relating to the particular trip or activity.
- 3.7 Medical Information must be accessible for all students. For day trips, access to the group details on the manager system is sufficient.
- 3.8 Standard school rules are applicable on all trips.
- 3.9 Retention of important personal, contact and medical information is important for student safety on trips. It is recommended that such information be kept in paper form (holiday groups). For trips where groups may be working independently, or accompanying staff may find themselves in charge of a group, more than one copy of this information may be required, and in some circumstances it may be appropriate that each staff member have their own copy. In accordance with GDPR guidance all such information, however, must either be returned to the school office upon completion of the trip. Should any such paperwork be mislaid while on a trip the Orange/Group Leader should seek advice from a School Director.
- 3.10 Where a school minibus is used, the driver must have been checked for competence by a School Director.
- 3.11 Personal Liability
  - The OL/GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
  - The School as employer of the OL/GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

### 3.12 Insurance

- Travel involving staff using their own cars is not permitted. Cavendish School of English has a number of company vehicles for such occasions.

## 4. Detailed procedure

### 4.1 Risk Assessment

- OLs will be guided by the School Director to produce a bespoke risk assessment (holiday groups) for each visit trip or activity they are planning. The School has a central register of risk assessments which will be given to the OL/GL by the programmer prior to trip/activities and covers:
  - identifying those persons at risk;
  - potential hazards of the location being visited;
  - potential harm to those persons on the trip or affected by it;
- The OL/GL must obtain and review copies of risk assessments at the planning stage of the trip;
- The School administration maintains a register of all risk assessments relating to sports activities, regular school visits and excursions.

## 5. Prior to departure

### 5.1 Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities;

- the itinerary, with all addresses of locations during the trip etc
- the GL mobile number
- mobile numbers of participating staff
- a list of pupils with parental contact details and medical conditions
- Collect school mobile phone and charger
- Collect any catering provisions

4.6 During the visit or activity Primary responsibility for the safe conduct of the visit rests with the OL/GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc
- checking that all pupils wear their seat belts
- checking the fire exits and escape routes at each location
- retain all pupils' mobile numbers
- setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups
- enforcing expected standards of behaviour
- looking after (or reminding pupils to look after) passports and valuables (passports should not be taken on trips if possible)
- keeping an account of all expenditure
- recording all accidents

4.7 Illness or minor accidents If a pupil has a minor accident or becomes ill, the OL/GL, or another member of staff, will follow the CSE First Aid Policy. If the accident is more serious (such as a broken bone when skiing), 999 must be called and the student accompanied to the hospital. The OL/GL will phone the student's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

\*Please see the Missing and Absent Student Policy and Procedure on lateness and missing students.

### 4.8 Emergency procedures

- In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the OL/GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital:
- After ensuring that the rest of the group are safe and looked after, the OL/GL will:
  - inform a School Director;
  - where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the school director are maintained;

- a full record should be kept of the incident, the injuries and of the actions taken;
- Communication with the media must be managed by the School Director. The OL/GL will refer the media to RALSA. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Students should be discouraged from talking to the media.
- In the case of such an event, the Critical Incident Plan will be deployed. All groups going on trips/excursions will be given the CIP.

#### 4.9 Delayed return

If the return from a visit is delayed, the OL/GL will phone the school office, or emergency phone holder (out of school hours), who will in turn phone all the homestay parents on their contact numbers to alert them to the delay and the revised time of arrival.

#### 4.10 On Return

- The OL/GL may provide a Director with a report on the visit, noting any health and safety concerns that may be useful for trips in the future;
- The OL/GL will return all school property (together with a report of any lost or damaged property);

#### 4.11 Staff conduct on trips

Staff will be expected to follow the highest standards of professional conduct; their primary concern must always be the welfare of pupils. The consumption of alcohol on trips is not permitted. Drivers must not consume alcohol under any circumstances, and while driving must adhere to the Highway Code and the guidance contained within it on Road and Driving Safety.

[www.gov.uk/browse/driving/highway-code-road-safety](http://www.gov.uk/browse/driving/highway-code-road-safety)

Failure to do so will result in a school investigation.

### Policy on Supervision Ratios

#### General Principals

Canvish School of English takes seriously its responsibilities for the supervision and safety of all its students under the age of 18. Although the host school site is a safe and secure environment, all students remain under the supervision of one or more members of staff to ensure:

- Students are where they are expected to be at any given time,
- To protect students from any potential harm, including psychological harm,
- To ensure appropriate student behaviour at all times. Overall, we ensure that there is always at least one member of staff on duty for every 15 students on the course. However, depending on the type of activity the students are engaged in supervision ratios will vary.

#### Supervision Ratios

In class & non-sports social activities 1:15

Meal times 1:15

Sport activities 1:15

Excursions 1:15

These ratios are **the maximum** number of students per member of staff. Supervision off-site poses a greater risk to students. On any excursion no member of staff will be responsible for the supervision of more than 15 students. The Orange / Group Leader holds the Leader phone and every student is given this number in the event of an emergency.