



WELLINGTON COLLEGE BELFAST

**Educational Trips and Visits Policy**

## **Staff Roles and Responsibilities**

### **Principal**

- to provide **permission** (with agreement of the BoG) prior to a visit taking place;
- to ensure the visit complies with best practice;
- to ensure a competent group leader and accompanying staff are chosen (preferably with experience of supervising pupils on an educational visit and suitably qualified to supervise pupils during activities);
- to reinforce the Code of Conduct for the visit;
- to ensure there is adequate insurance cover
- to ensure that all staff involved are aware of emergency contingency arrangements
- to act as the College central contact for the both the group and pupils families

### **Educational Visits' Co-Ordinator**

- to ensure all necessary arrangements and preparations have been completed including **risk assessments**, prior to the visit taking place
- ensure all proper procedures, including Child Protection procedures, are adhered to in the planning process
- to ensure that staff on the visit have all relevant information on group members and that the Group Leader has all relevant contact details regarding the venue

### **Group Leader**

- overall responsibility for the supervision, discipline and conduct of the participants for the duration of the visit and should be experienced in organising such visits, the supervision of pupils and all relevant health and safety matters.
- follow the College procedures for planning Educational Visits to include:
  - obtaining permission from the Principal prior to a visit taking place
  - adhering to best practice
  - undertaking and completing the planning and preparation for the visit including the briefing of staff, parents and pupils
  - informing parents of terms and conditions of insurance cover
  - undertaking and completing all appropriate risk assessment
  - collating all information of group members to include emergency contact details, medical and special needs and ensuring that all staff are aware of this information
  - ensuring that all those on the trip have proper regard to health and safety, child protection and the established code of conduct

### **Accompanying Staff**

Must endeavour to ensure the health and safety of everyone in the group. They should:

- accept the authority of the Group Leader
- assist with the organisation of activities and discipline of pupils
- ensure the code of conduct is adhered to

## Staff/Pupil Ratios

In Wellington College we generally accept a ratio of **1 adult: 10 pupils** although this can vary depending upon consideration of the points listed below.

The key factors which should be taken into consideration in the establishment of appropriate ratios are as follows:

- nature and location of activities to be undertaken
- age and ability of the group young people with special educational and/or medical needs
- day visit or overnight stay
- mixed or single gender group
- experience of supervisory staff in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of supervisory staff, both general and in relation to specific learning activities/ requirements of the organisation
- location to be visited
- competence and behaviour of the young people
- prevailing weather conditions and time of year
- duration and location of planned activities

At least one male and one female leader should accompany mixed sex groups, where an overnight stay is involved. Where this is not possible, parents must be made aware and give their consent to the proposed arrangement prior to the visit.

Supervision can be close or remote but it is always for the duration of the visit. **Close (direct) supervision** occurs when the group remains within sight and contact of the supervisor.

**Remote (indirect) supervision** is planned and is subject to stringent controls, while the group is not necessarily within direct contact or vision of the leader at all times. Both the leaders and the group will know of each others whereabouts and clear lines of communication including rendezvous points will have been established. Leaders are required to remain in the area, in which the indirect supervised activity takes place, throughout period.

**PROCEDURES FOR PLANNING EDUCATIONAL VISITS  
CATEGORY 1 AND 2  
(recurring and one-off non hazardous visit)**

In Wellington College examples of this type of visit would include activities such as the English department taking an A level class on a theatre trip, the Business Studies department taking GCSE pupils to the Coca Cola factory, the PE department taking pupils to a sporting fixture or the Geography department taking Year 10 on a field trip.

As soon as practically possible, the member of staff proposing the educational visit should follow the procedures (with relevant forms highlighted in bold) as shown below:

**Category 1 and 2 visits - procedures for planning**

**1. Identification of objective of educational visit**

Identification of an area of the curriculum for which an educational visit may be an essential or relevant component

**2. Approval of the Principal**

Details of the proposed visit(s) should be submitted to the Principal on the **EVO and EVA forms** (copies attached and hard copies available in the Office) for approval.

The visit must be approved (and noted by the BoG) prior to any further planning.

The Principal should inform the Educational Visits Co-Ordinator that approval has been given.

**3. Implementing appropriate risk management**

All visits must be organised in accordance with the relevant College policies eg Child Protection, and having carried out the appropriate **Risk Assessments**.

A range of risk assessments covering educational trips and visits can be found on the school network (go to RM Staff and folder labelled WCB Risk Assessments – Educational Trips and Visits) and as hard copies in a folder in the Office. Staff should copy the relevant risk assessment into their Documents and amend as necessary for the particular visit.

**4. Informing parents**

Parents should be informed about the educational visit their children will participate in preferably in writing.

Once parents have been informed they should be asked to give their consent in writing. A copy of the **consent form** is attached and hard copies are available in the Office.

**5. Maintaining records**

Copies of all forms (eg. EVO, risk assessment and consent forms) and any other relevant information should be passed to Educational Visits Co-Ordinator prior to the visit taking place. This information will be filed under Educational Visits. The original forms should be held by the Group Leader whilst on the visit.

In the event of an incident/accident occurring, an **Educational Visit Incident Record Form** (copy attached and hard copies in the Office) should be completed and submitted to the Principal for forwarding to the EA.

**PROCEDURES FOR PLANNING EDUCATIONAL VISITS  
CATEGORY 3, 4 and 5  
(Residential visits and hazardous activities)**

In Wellington College examples of this type of visit would include activities such as the ski trip, Languages trip, Duke of Edinburgh expeditions and Senior Sports trip. Due to the nature of these visits it is imperative that planning begins well in advance. A **minimum of 6 weeks notice is required for approval** and planning purposes.

6 weeks (minimum) prior to the proposed dates of the visit the member of staff (Group Leader) proposing it should follow the procedures (with relevant forms highlighted in bold) as shown below:

**Category 3, 4 and 5 visits - procedures for planning**

**1. Identification of objective of educational visit**

Identification of an area of the curriculum for which an educational visit may be an essential or relevant component

**2. Initial Approval**

Details of the proposed visit should be submitted to the Principal for consideration in consultation with the BoG. The **Educational Visits Proposal (EVP)** form should be used for this purpose (copy attached and hard copies in the Office)

It is the responsibility of the Principal in consultation with the BoG to decide whether a visit should proceed. It is essential, therefore, that they be consulted at the earliest opportunity (minimum 6 weeks notice).

Detailed planning can only proceed once initial approval has been granted.

**3. Completion of Planning Checklist (EV1)**

The appropriate sections of the **Planning Checklist EV1** (copy attached and hard copies in Office) should be completed by the Group Leader. This should be signed by the Group Leader, Principal and Educational Visits Co-ordinator. As part of the checklist all relevant **Risk Assessments** should be completed.

A range of risk assessments covering educational trips and visits can be found on the school network (go to RM Staff and folder labelled WCB Risk Assessments – Educational Trips and Visits) and as hard copies in a folder in the Office. Staff should copy the relevant risk assessment into their Documents and amend as necessary for the particular visit.

All visits must be organised in accordance with the relevant College policies eg Child Protection.

#### 4. Briefings

Staff, parents and pupils should be briefed about all aspects of the visit.

Parents should be informed about the educational visit their children will participate in preferably in writing. For visits that involve international travel a meeting for parents of pupils going on the visit (with pupils in attendance) should be organised to fully brief all involved. Staff who will be on the visit should also be in attendance.

This briefing should include the following information:

- Purpose of the visit
- Date(s), departure and return times
- Transport arrangements (to include location for pick up and set down of pupils)
- Address/location and details of accommodation
- Costs (if any)
- Details of all planned activities, including any that are hazardous
- Details of insurance cover and any additional requirements
- Arrangements for supervision
- Roles and responsibilities of all those going on the visit (staff and pupils)
- Agreed **code of conduct** and possible sanctions (parents and pupils should sign up to this prior to going on the trip)
- Health and safety rules
- Any special clothing or equipment required
- Procedures eg. First Aid
- Recommended maximum pocket money and cash handling arrangements
- Liaison arrangements with school including an emergency telephone number
- Details of arrangements relating to any individual returning home early

Once parents are fully aware of the visit details they should be asked to give their consent in writing. A copy of the **consent form** is attached and hard copies are available in the Office.

This consent must include:

- Permission for their son/daughter to participate in activities

- Details of any medical/behavioural conditions which may affect their participation including medications, allergies etc
- Emergency contact number
- Advance permission for urgent medical treatment if judged necessary by medical authorities

#### **5. Information collated**

All relevant information about the pupils participating in the visit should be collated by the Group Leader using the **Educational Visits spreadsheet** (copy attached and hard copies in the Office)

A copy should be held by the Group Leader whilst on the visit with the originals retained in the College.

#### **6. Final Approval Secured**

Visits in these categories can only proceed once final approval has been secured from the Principal and the BoG. The EVP form should be signed by both the Principal and Chair of Governors to confirm approval and endorsement of the arrangements for the visit.

#### **7. Maintaining Records**

Copies of all forms (EVP, EV1, risk assessments, consent forms and group details) and all other relevant information should be passed to Educational Visits Co-Ordinator prior to the visit taking place. This information will be filed under Educational Visits. The original forms should be held by the Group Leader whilst on the visit.

In the event of an incident/accident occurring, an **Educational Visit Incident Record Form** (copy attached and hard copies in the Office) should be completed and submitted to the Principal for forwarding to the EANI Belfast Region.

#### **8. Evaluation**

On return it is important to undertake an evaluation of the key aspects of the visit. The completed **Post Visit Review form** should be forwarded to the Principal. A copy of the form is attached and hard copies are available in the Office.