



LA SCUOLA ITALIANA A LONDRA

**CODE OF PRACTICE FOR
EDUCATIONAL VISITS**

Last Reviewed March 2017

Date of next review March 2018

This policy is written in line with the DfES Health and Safety: Advice on legal duties and Powers (February 2014). The recommendations made in this document are reflected in this policy. Copies of the document are available on the school's drive and on the staff page of the school's website.

General Information

School visits are an integral part of life at La Scuola Italiana a Londra ('SIAL'), furthering the education of the pupils. Visits are arranged to support the social or academic needs of the pupils. Visits must be well organised, stimulating and worthwhile.

Visits are not taken in isolation and must be related to aspects of the curriculum the children are working on. The pupils are well prepared for the visit and, subsequently, put the experience to good effect. Visits are well planned by the class teacher/subject teacher with the safety and welfare of the children being of paramount importance.

Each class should take part in at least one educational visit each term.

Early planning is essential for any visit. Plans for educational visits are formulated well in advance, ideally at the beginning of the school year if possible, but no later than the beginning of the term in which they take place.

The Headteachers bear ultimate responsibility for adherence to the guidelines and procedures laid out in the policy but delegate overseeing the arrangements for a trip to the Key-Stage Coordinators.

All visits and activities off the school site are approved by the Key-Stage Coordinators, who are kept fully informed throughout the planning stages.

All visits and activities must be within the ability of the children participating and the accompanying staff.

The arrangements and procedures ensure the well-being and safety of all on the visit.

Preliminary Planning

Any class teacher/subject teacher wishing to run a trip must collate all of the prior information required in a Visit Request Pro Forma (See Appendix 1). The educational opportunities of the area/educational centre/venue must be obtained, and all information about the proposed visit collated, before a request is submitted to the Key-Stage Coordinator.

Visits should be planned to link to aspects of the curriculum the class is working on when the visit takes place.

The class teacher/subject teacher who plans an educational visit is classed as the Group Leader and, as such, has responsibility to make sure the visit is properly organised in all its aspects (See Appendix 2 for a check-list). If more than one class is involved in a visit, an overall leader of the combined party is identified.

Following approval for the trip by the Key-Stage Coordinator, the Group Leader provides and signs off on all details of the trip. Throughout the planning period, it is vital to keep both a check-list of jobs to

be done and a record of those completed. Please follow the guidance checklist on Visits for a complete list of jobs and timing (See Appendix 2).

Planning of a trip

Planning of a trip includes:

1. Financial arrangements

The costs for educational visits are included within the school fee.

Before approving an educational visit, the Key-Stage Coordinator should check that the trip is within the budget for the relevant department.

Costs to be itemised for a visit are:

- travel
- entrance fees for staff, voluntary helpers and pupils
- hire of equipment (for activities)
- preliminary visits

All payments should be made in advance by cheque or BACS transfer by the School Administrator. If payment is required on site the Group Leader will be responsible for carrying the cheque and making the payment. The Heads sign any cheques issued for any payment.

2. Transport

This should be organised as soon as possible and no later than 6 weeks before the trip:

- If travelling by coach, a request should be made to either of the Headteachers who will book the coach, confirm the booking in writing and telephone the coach firm a few days beforehand to make the final arrangements - Vehicles used must comply with the current requirements on seat belts and only coaches with seat belts will be booked. All seats must be forward facing and seat restraints must comply with legal requirements. The drivers must be suitably qualified and experienced. Smoking during employment is not allowed.
- If travelling by public transport, tickets should be requested through the School Party Travel Scheme (SPTS), guidance and forms for the requests are available on the school drive and on the staff page of the school website. This should include journeys which are planned to begin before 09:50 when the TFL ticket becomes valid for any group of travellers. Making the application will ensure the ticket can be used for the return journey to school. Staff members and children aged 11 and above should ensure they collect the school oyster cards, made available for any journey which will begin prior to 09:50, and return such tickets to the school office immediately they arrive back on the school premises. A record of each journey taken and the cost incurred should be given to the school office in order to ensure that these tickets remain in credit for future visits.

3. Staffing Requirements

The number of members of staff accompanying the educational visit must be determined according to the following staff (adult)/pupil ratio:

- 1:4 Nursery
- 1:4 Reception

1:5 KS1

1:6 KS2

Teachers/group leaders are reminded to avoid any 1:1 situations with pupils that might be open to misinterpretation.

Specific duties, and the names of the pupils for whom each person is responsible, must be identified.

Members of staff must be able at the very least, to cope with the physical demands expected of the pupils, especially if, as part of supervisory duties, they are with the children during activities or treks. SIAL does not permit staff to assume responsibility for any activity for which they are not qualified, e.g. water sports.

If a child has SEN support for a behavioural or medical need, their Learning Support Assistant must accompany them on the visit. If this is not possible, another member of staff (usually the SENCO) is assigned to supervise the pupil.

At least one member of the accompanying staff must hold a valid emergency first-aid certificate and carry an appropriate first-aid kit. SIAL arranges facilities for obtaining first-aid qualifications and revalidation, normally every three years.

It is important that other teaching departments are informed well in advance of trips so that lessons can be rearranged, cover organised and peripatetic teachers (including Individual Music Lessons, Speech and Language, etc) can reschedule private lessons. Dates and details of trips should be added onto the calendar of the Staff page of the school's website as soon as approved, the Group Leader can contact the school Secretary for this.

4. Preliminary Visit

An exploratory visit is ideally made by the Group Leader. This is to acquire knowledge at first hand:

- that the venue and the journey to the venue are suitable
- to assess potential areas and levels of risk, completing a Risk Assessment
- to become familiar with the area before taking the children
- to obtain information concerning staff qualifications and licenses

If it is not possible to make a preliminary visit, every endeavour is made to acquire information about the area before the visit.

5. Risk assessment

A complete risk assessment should be prepared and submitted to the Key-Stage Coordinator for approval at least two weeks before the day of the visit. The risk assessment should include all aspects of the visit, i.e. travelling, venue, activities, etc.. (a complete risk assessment of a venue should be required to the company).

Outdoor activity centres (for example, Calshot Activity Centre, Southampton) must be licensed under the provision of the *Activity Centres (Young Persons Safety) Act 1995*, and the associated *The Adventure Activities Licensing Regulations 2004*.

Any activity that involves caving, climbing, trekking, skiing or water sports will only be included if the centre and instructors have the requisite licence and qualifications.

It is vital that information concerning staff qualifications, equipment to be used and safety procedures to be followed, is obtained in writing from any of the bodies that will be concerned with the teaching of risky or high-risk activities to children, to ensure that these fall within the guidelines. Similarly, confirmation of police checks and medical fitness of all staff that will have substantial access to, or contact with, the children must be verified, either through relevant information in the brochure or through written confirmation being sought. A copy of the company's risk assessment will also be required.

The school will ensure that adequate child protection procedures are in place at all stages of the visit and any guidelines laid down in the Safeguarding Code of Practices will be followed. Staff are responsible for the children's behaviour at all times.

Templates of risk assessments can be found in the School drive. Any amendments should be recorded in the front page.

6. Liaison with Parents/Carers

Parents/Carers are requested to sign a consent form for educational visits at the time of admissions.

Parents/Carers are given full and complete details regarding the organisation of a visit to include:

- date of the visit
- activities and venues, including any special risk inherent in the activities undertaken
- adult:pupil ratios
- time of departure and arrival
- travelling details – coach or public transport (specifying bus/tube/train)
- specialist equipment and/or clothing necessary for activities
- if packed lunches will be needed (the school will provide them)

Parents/Carers will be informed as follows:

- on the school calendar on the Parents/Carers page of the school's website
- on the Weekly Bulletin of the week before the visit

Pupil Organisation

Regular sessions are held with pupils to prepare them for the visit, so that they obtain maximum benefit.

Where strenuous physical activity is involved, it might be necessary to organise a training programme for the children in preparation for the visit, and to identify those pupils who must not participate in certain activities.

Before any trip children are given a thorough briefing on behaviour expectations and the safety procedures that will be followed. Where appropriate, they are supplied with a Pupil Code of Conduct and General Instructions sheet (see Appendix 3).

Children must wear high-visible jackets throughout the duration of the visit.

Pupil Control

All accompanying adults have a duty of care. Teachers must remember that they are in *loco parentis*

at all times on the visit and thus are legally responsible for the well-being and safety of the children. A system of pupil recall is essential with work in an open environment, on water or during swimming activities. This system must be simple, understood by all and practised beforehand. A system is implemented to attract the attention of children (taking part in adventure or water-based activities under the supervision of centre staff) when it is necessary for the pupils to rejoin the main group.

Children must never be on their own but always remain in a group. Groups and their leaders must be decided in advance and stated in the risk assessment.

When travelling by coach:

- At least one member of staff, in addition to the bus driver, supervises the pupils getting on and off the coach — the driver is on the coach and staff member by the steps.
- Numbers on outward and return journeys must be checked.
- Pupils must not sit on the first two seats facing the front window or next to the emergency exit.
- Ensure pupils are settled before setting off.
- Pupils must wear their seat belts throughout the journey unless told to remove them in an emergency. When leaving the coach, check for lost property and litter.
- At least one teacher must be on each coach or minibus and have a mobile phone and an up to date contact and list with them.
- Staff are responsible for children's behaviour at all times.
- Contact details for SIAL must be handed to the driver of each coach/minibus.

Emergencies

Despite good planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising the rest of the group, leaders must contact the appropriate emergency/rescue service immediately. The Headteachers at SIAL must be contacted as soon as possible.

The Headteachers and other staff at SIAL follow the Policy for Critical Incidents - Dealing with a Crisis.

Please see Appendix 4.

Reporting Accidents

The standard procedures for reporting accidents are followed, as stated in the Health and Safety Policy, including the completion of the relevant pro-formas.

Unofficial Visits

The above guidelines relate only to activities connected to the work of the school. Where a teacher takes charge of children voluntarily on an activity out of school hours - one which is not organised by the school but involves children from the school - no responsibility is accepted by the Heads.

Expectations of staff

It is important that all staff be mindful of the fact that they are representatives of the school and share the responsibility of promoting the good reputation of the school. When on a school trip, their responsibility as a role model and guide for appropriate behaviour is evident.

Residential Visits

In addition to the general educational visits procedures, residential trips should be planned considering the following.

Preliminary Planning

Plans for residential visits should be formulated twelve months in advance where possible, but at least a term in advance.

Financial arrangements

- The costs for residential visits are not included within the school fee. The cost must be paid in advance as indicated by the trip organiser.
- The Group Leader keeps official and separate accounts for all costs and payments.
- Records of all payments relating to individual pupils are kept by the School Administrator.
- Visits are very rarely cancelled and usually only if less than 50% of the pupils can attend.
- Maximum security of money and other valuable documents is essential at all times. Money and passports are kept under lock and key in school, or in the centre's safe on a residential visit.
- To safeguard the finances of the trip, the Group Leader neither banks, nor has access to, the money collected from pupils. All payments by cheque are to the school account. During the trip the staff involved will allocate the responsibility for distributing spending money to pupils (up to an agreed amount in the appropriate currency) and money will be given out in full view of other staff
- Staff will be supplied with petty cash if it is expected that some incidental costs are likely to be incurred during the course of the trip.

Costs itemised for a visit are:

- travel
- entrance fees for staff and pupils
- hire of equipment (for activities)
- insurance
- preliminary visits
- meals
- materials
- spending money (if visit residential UK or abroad).

Staffing requirements

For a residential trip the statutory staff/pupil ratio is 1: 6.

It is desirable that, on any visit by a party consisting of boys and girls, there are accompanying staff and/or voluntary helpers of both genders. While this might not always be possible on day visits, we ensure that SIAL staff of both genders are present on any residential visit.

For all residential trips any accompanying adults must be DBS cleared and fully vetted.

Preliminary Visit

For a residential visit or before travelling abroad, an exploratory visit is ideally made by the Group Leader. When travel companies offer inspection visits, leaders/teachers should take advantage of this,

and appropriate cover will be arranged in school. In the cases of Outdoor Education Centres, the dangers of an area are well known to the local specialist staff. In such cases, a preliminary visit is not always necessary.

If it is not possible to make a preliminary visit, every endeavour is made to acquire information about the accommodation and the area before the visit. SIAL may make contact with another school, which has already visited that area, for that purpose.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, a member of staff inspects the accommodation and any areas where there might be dangers or potential hazards.

Information pack

For residential visits or visits abroad an Information Pack is sent to parents and given to travelling staff.

The Information Pack for parents includes:

- General information in letter from Group Leader
- Itinerary
- Parental Consent and Medical Information Form
- Emergency contact numbers
- What-you-will-need list
- Code of Conduct and general instructions for children
- Insurance details
- An opportunity for parents to withdraw their child from a specific activity

The Information Pack for staff includes:

- Copies of all the above
- Mobile phone numbers of all members of staff on the trip
- Numbers of all contact staff at school
- Details of finance arrangements
- Spending money arrangements
- Personal items to take
- Relevant medical history/details of group
- Copies of completed medical forms of group
- Any medication details
- Details of SEN needs that may be relevant
- Photocopies of passports
- Copy of emergency procedures

Insurance

Extra insurance cover is arranged for residential visits, trips abroad and any activities of a hazardous nature. If insurance cover is not provided by the commercial centre, e.g. educational-visit provider, it is arranged by SIAL and added to the cost of the visit. All parties would be provided with precise details of the insurance policy, so that there is no doubt about the cover and, in particular, what eventualities fall outside such cover.

Tour operators must have ABTA or ATOL bonding. Contact Central Bureau on telephone 020 7389 4004.

Liaison with Parents/Carers

It is imperative that parents are given full and complete written details regarding the organisation and administration of a residential visit, to include:

- activities and venues, including any special risk inherent in the activities undertaken
- specialist equipment and/or clothing necessary for activities
- code of conduct expected of the children
- packed meal requirements
- leaders/teachers, their experience and expertise
- total costs and methods for payment
- insurance cover, including medical cover and exemptions
- passport requirements, if any.

For residential visit, parents/carers will be asked to complete and return a **Parental Consent and Medical Information Form**. Parents should also be given the option to withdraw their child from activities they deem dangerous, unsuitable or that contravene or conflict with religious beliefs.

Near the date of the visit, if deemed necessary, a meeting is held for all parents, their children and the staff concerned with the visit. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting.

Pupil supervision

Children must never be on their own but always remain in a group.

Close supervision of the pupils in the hostel, centre or hotel during the night on residential visits is maintained. Adults sleep in close proximity to the children's rooms. Whenever possible, staff rooms should act as a barrier between the pupils and the exits, entrances and other occupants. Staff retain pass keys in order to gain entry to all self-locking doors in an emergency. A list of all occupants of rooms should be made and accessed if evacuation of the building is required. Staff should do a roll call/register to confirm all pupils are present and out of the building. Children and staff will occupy separate rooms/tents on residential visits, according to gender.

On foreign visits, each child must discretely carry an identity card containing the school name, the group's temporary residential address, the name and mobile contact telephone number(s) of trip leader, the school contact telephone number in London and any medical needs.

VISIT REQUEST - Pro Forma

Teacher organising the trip (to sign responsibility declaration below)	
Date of visit	
Destination	
Purpose of visit	
Proposed activities	
Time of departure:	Time of return from venue:
Classes/groups attending – please specify total number of children	
Teachers/TA attending	
Cover needed in school (including playground/lunch duties):	

Costs (please indicate which subject/budget is to be charged)	
Travel	
Venue fee	Any other costs
Total Cost	

I accept full responsibility for planning and arranging the visit and for the supervision of the pupils during the visit.

Signed _____

Date _____

I give permission for the visit to go ahead. The trip is within the budgets for the departments listed

Signed _____ (Key-Stage Coordinator)

Date _____

ONE DAY EDUCATIONAL VISIT – CHECK LIST

Teacher organising trip
Destination
Date of visit

What to do	When to do it	Done on
Plan the visit – linked to aspects of the curriculum the class is working on when the visit takes place	Beginning of the academic year / Term	
Submit Visit Request	Beginning of the academic year / Term	
Approval by the KS-coordinator		
Book visit	As soon as approved	
Organise payment – quote or invoice to be passed to the School Administrator	As soon as approved	
Inform members of staff (including peripatetic teachers): add visit to the STAFF calendar (including time of departure/return and names of accompanying staff) – pass information to the School Secretary	As soon as approved	
Add visit to the Parents/Carers calendar (including time of departure/return) – pass information to the School Secretary	As soon as approved	
Book transport: <ul style="list-style-type: none"> request School Party Travel Scheme (SPTS) tickets [if travelling on public transports] book the coach [if required] – contact the Head 	As soon as approved and no later than 6 weeks before the visit	
Preliminary Visit	3 weeks before the visit	
Organise staff to accompanying the visit (teachers/TA/office staff): <ul style="list-style-type: none"> adult:pupil ratio checked - at least one First Aider identifying specific duties and names of the pupils for whom each person is responsible 	2 weeks before the visit	
Make sure that covers for the staff accompanying the visit are organised	2 weeks before the visit	
Submit a full Risk assessment to the KS-coordinator and add it to the School drive	2 weeks before the visit	
Check consent forms	2 weeks before the visit	
Check medical conditions/allergies for all pupils and adults	2 weeks before the visit	
Snack/Lunch arrangement – inform the kitchen (please note that it is not possible to have packet lunch on Mondays)	2 week before the visit	
Inform Parents/Carers – visit added to the Weekly Bulletin	1 week before the visit	
Briefing with the children	Within the week prior the visit	

CHECK LIST FOR THE DAY OF THE VISIT

Booking confirmation	
Payment (if required on the site)	
Tfl tickets	
First-Aid kit + any medication required for specific pupils/adults	
List of medical conditions/allergies	
High-visible jackets	
Mobile phones	
Snack/water/lunch – if required	
Notes:	

PUPILS' CODE OF CONDUCT

1. You must be obedient at all times, displaying responsible behaviour.
2. You must have respect for the staff and helpers in the party.
3. You must always listen to instructions and ask if you do not understand.
4. You must not argue, answer back or be cheeky.
5. You must be polite at all times.
6. You must stay with your group leader, when asked to do so, and not wander off.
7. You must not talk to, or wander off with, any strangers.
8. You must stay in your seat during journeys, with your seat belt fastened at all times, when travelling by coach.
9. You must be kind and friendly to the whole school party.

PUPILS' GENERAL INSTRUCTIONS

- Ask if there is anything you are unsure of.
- Ask if you need anything.
- Tell staff if there is a problem.
- Tell a teacher if you are feeling ill. Please do not suffer in silence.
- When taking part in activities and on outings, you must take care at all times. Do not wander off or try anything you are uncertain about.
- You are responsible for your own clothes and other items. Please look after them.

EMERGENCY PROCEDURES

If an accident or other emergency occurs, the group leader or supervisor must do the following:

1. Assess the situation.
2. Safeguard the uninjured members of the group.
3. If there are injuries, establish immediately the names of the injured people and the extent of their injuries.
4. Inform the appropriate emergency services, including police if necessary and the school if offsite and everyone who needs to know about the accident.
5. Attend to the casualty/ies.
6. Share the problem; advise all other group staff that the accident/emergency procedure is in operation.
7. Make sure every member of the group is accounted for.
8. Ensure that the injured are accompanied to hospital (preferably by an adult whom they know).
9. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together.
10. Ensure the Core Team has all the details, including names of casualties, their injuries, action taken and names of others involved. The Headteachers will initiate the contingency plan, if the accident/emergency warrants it and ensure parents of injured pupil/s are contacted.
11. The school will notify insurers, especially if medical assistance is required.
12. Notify the tour operator, if relevant.
13. Ensure all necessary contact numbers are to hand.
14. As soon as possible, write down accurately relevant facts and witness details. Preserve any vital evidence.
15. Keep a written account of subsequent events, times and contacts after the incident.
16. Complete accident report forms.
17. No one in the group must speak to the media. Media enquiries must be referred to the Headteachers, or a member of the Board of Governors in their absence, at the school site.
18. No one in the group must discuss legal liabilities with other parties.