

Newham PRUs

Tunmarsh School, New Directions PRU, RIET

Head Teacher: Kirsten MacLeod

Newham Pupil Referral Units Educational Visit policy

DRAFT

Reviewed policy agreed by MC on: **Summer Term 2017**

Reviewed policy shared with staff on: **Summer Term 2017**

Policy to be reviewed again on: **Summer Term 2018**

Committee responsible for review: **Personal Development, Behaviour and Welfare Sub-Committee**

The management committee of Newham PRUs believes that young people benefit enormously from taking part in educational visits. In particular, they have opportunities to undergo a wide range of experiences to enhance their learning outside the classroom as well as to help them develop skills and confidence. Longer visits in particular encourage greater independence.

Health and safety measures should help young people to do this safely, not stop them.

This policy works in conjunction with the Educational Visits Procedure for Newham PRUs. The procedure states that all visits which are not an extension of the classroom are to be logged online using the EVOLVE system. A copy of this procedure can be found on the school network.

The management committee delegates to the head teacher the responsibility for establishing detailed procedures, consistent with the LA guidance.

These detailed procedures encompass the following:-

- Approval of an educational visit
- Arranging and obtaining consent
- Charging and remissions policy
- Acceptable supervision and ratios
- Insurance arrangements
- Competence of the visit leader
- Planning procedures including risk assessment
- Conduct and safety
- Information to parents/carers and young people
- Emergency procedures including first aid arrangements and Plan B
- Specific arrangements including those for young people with special educational needs (SEN) or disability, residential visits, visits abroad and any visit involving particular risk e.g. outdoor and adventurous activities (OAA)
- Evaluation and monitoring
- Travel arrangements including use of public transport, hire of minibuses and coaches, use of own minibus and use of private cars
- Young people travelling unaccompanied.

The head teacher together with senior leaders will maintain, monitor and review the educational visits procedures when necessary, amend them and refer back to the management committee as appropriate.

The management committee delegates the approval of educational visits as follows:

- i. Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session) must be approved by the EVC and the Head of school.
- ii. A half or whole day visit that requires the use of transport must be approved by the EVC and the Head teacher
- iii. A half or whole day visit that requires one or more night's residential accommodation must be approved by the EVC and the Head teacher
- iv. A day visit abroad must be approved by the EVC/Head teacher/Management committee.
- v. A visit abroad requiring one or more nights residential must be approved by the EVC/Head teacher/Management committee.

vi. An extra-curricular activity (e.g. a sports fixture at another school) must be approved by The EVC/Head teacher.

vii. Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.) must be approved by the EVC/Head teacher/Management committee.

Responsibilities of the Management committee

The management committee are responsible for the health, safety and welfare of the staff and students, and in so far as is reasonably practicable, for ensuring the safety of anyone else on the premises or anyone who may be affected by their activities. This responsibility extends to participants in off-site visits. The management committee may delegate this responsibility to the Head teacher.

The management committee of the school should:

- Ensure that the visit has a specific and stated objective whether it is educational, social skill or a reward.
- Ensure that the plans for the visit comply with the regulations and guidelines provided by the LA and set out in the school's Educational Visits Policy and procedures.

Responsibilities of the Head teacher and/or the Designated Educational Visits Co-ordinator (EVC)

The Head teacher or the Designated EVC must grant permission 7 days before any visit takes place. In addition, the Head teacher/EVC should ensure that:

- The visit complies with the regulations and guidelines provided by the LA and/or the Newham PRUs Visits Policy Document/and National Guidance.
- A School Educational Visits Coordinator (EVC) is appointed to oversee the policy and processes of planning and organising trips and visits.
- Ensure that the visit has a specific and stated objective whether it is educational, social skill or a reward.
- The group leader is competent to monitor the risks throughout the visit (the EVC can observe the planning and running of any visit at any time).
- The Head Teacher/EVC are clear about their role if taking part in the visit as a group member or supervisor they must follow the instructions of the group leader who has sole charge of the visit.
- Adequate child protection procedures are in place.
- Training needs have been assessed by a competent person and that the needs of the staff and students have been considered.
- The accreditation or verification of service providers has been checked.
- Consideration is given to financial management, choice of contractors and contractual relationships in order to obtain best value.
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location or centre where the activity will take place.
- Non-teaching supervisors on the visits are vetted and appropriate people supervise students.
- The ratio of supervisors to students is appropriate and complies with the school policy.

- The risk assessment has been completed and appropriate safety measures are in place.
- The provision of adequate first aid is available.
- The mode of transport is suitable.
- Travel times out and back are known, including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- The address and telephone number of a named contact at the visit's venue is available.
- A school contact is nominated and that details on this contact are passed to the group leader.
- The school contact, group leader and all group supervisors have the names of all the participants travelling in the group, including contact details of the designated next of kin.
- All necessary actions have been completed before the visits begin.

Responsibilities of the Group Leader

Only one teacher/leader should have overall responsibility for the supervision and conduct of the visit. The group leader should:

- Ensure that the visit is accurately logged.
- Obtain the prior agreement from Senior Management and approval from the school's EVC (for day visits), before any off-site visit.
- Follow LA and school regulations, guidelines and policies – a copy of which is held in each site. (Refer to Newham PRUs Guidance and Procedures)
- Ensure that the visit has a specific and stated objective whether it is educational, social skills or a reward.
- Appoint a deputy leader if appropriate.
- Keep Parents informed of any educational, social or reward visits by way of letter and/or phone call home.
- Clearly define each group supervisor's role and ensure all tasks have been assigned.
- Be able to control and lead students of the relevant age range.
- Be suitably competent to instruct students in an activity and be familiar with the location or centre where the activity will take place. If using external instructors ensure that they are suitably qualified.
- Be aware of child protection issues.
- Ensure adequate first aid provision.
- Undertake and complete a comprehensive risk assessment, incorporating advice and guidance provided Appendix 1 relating to school visits and the risk of terrorists attacks.
- Regularly review undertaken visits or activities and advise the EVC where adjustment may be necessary in existing guidelines.
- Ensure that all participating teachers, supervisors and students are fully aware of what the proposed visit involves.
- Obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group
- Inform the Head teacher of any plans to use supervisors not employed by the school so that they can be appropriately vetted and approved.
- Consider stopping the visit if the risk to health or safety of the students is unacceptable, and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the school contact.

- Ensure that group supervisors and the school contact have a copy of the emergency procedures and a copy of a contingency plan for any delays, including a late return home.
- Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make.
- Ensure that parents have signed the consent forms and arrangements have been made to meet the medical needs of all participants.
- Observe the guidance set out for teachers and other adults involved in school visits.
- Make clear the responsibility of teachers, non-teaching supervisors and students as outlined below.
- Ensure that all supervisors observe the guidance set out for teachers and other adults involved in the school visit.
- On return to school, ensure students are safely collected or arrangements are in place for them to get home safely.
- Produce a written evaluation and submit a copy of the evaluation to the school's EVC

Responsibility of Participating Teachers and Support Staff

- Assist the group leader with the organisation and planning of the visit.
- Ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances.
- Follow the instructions of the group leader and help with control and discipline.
- Notify the group leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable.
- To be familiar with the risk assessments in place and also advice and guidance relating to managing risks from possible terrorist attack before and during a visit

Responsibility of Other Adult Supervisors

- Adults should be clear about their role and responsibility during the visit and must:
- Ensure the health and safety of group members
- Not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisors
- Help with control and discipline speak to the group leader or teacher supervisors if concerned about the health and safety of students at any time during the visit

Responsibility of Parents

Parents should be able to make an informed decision about whether their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and/or phone calls home. They are invited to any briefing sessions (if applicable). Where appropriate, the group leader should tell the parents how they can help prepare their child for the visit. Special arrangements may be necessary for parents for whom English is a second language. In addition, parents have a responsibility to:

- Support the visit's code of conduct.
- Agree the arrangements for sending students home early and agree who will meet the costs.
- Provide the group leader with emergency contact number(s).
- Sign the consent form.

- Where appropriate, provide additional information about their child's emotional, psychological and physical health.

Educational visits and insurance

The purpose of this note is to set out clearly for head teacher (or equivalent) the position regarding the insurance in relation to activities within the school and during an educational visit, whilst young people are under the care of school or LBN staff.

a) Public liability

LBN arranges public liability insurance with an appropriate insurance provider and offers this to schools as part of a service level agreement (SLA). This means that LBN is covered for any action(s) of negligence by its staff which result(s) in injury to a young person, or loss of, or damage to, their property. In such circumstances of negligence by the council, the parents/carers of young people may claim compensation for the injury that has been suffered.

This insurance covers all activities on and off site whilst young people are in the care of LBN employees or volunteers authorised for the activity.

LBN schools are required to pay for this public liability insurance through the SLA. If schools make arrangements with another insurer, they must be to a comparable standard to that offered by the council. This must be approved by LBN's Insurance Manager. (See IB167 for a copy of the current policy)

b) School journey insurance

LBN has also arranged comprehensive insurance that will include cancellation and medical repatriation and will compensate for injuries or other loss which may generally occur in the course of an educational visit in the UK or abroad where there is no negligence by the council's staff. Full details are given in SP106 Insurance on off-site visits for schools and other educational establishments. If parents/carers wish to have additional insurance cover, they must make their own arrangements.

LBN LA maintained schools are required to pay for school journey insurance through their SLA with LBN.

c) Information for parents/carers

Parents/carers are advised of the general position on LBN insurance in the school admission pack and these details are provided on the school website.

d) For further advice contact:

London Borough of Newham
Insurance Manager

1st Floor West Side
Newham Dockside
1000 Dockside Road
London, E16 2QU

TEL: 020 3373 4505

Email: insurance@newham.gov.uk

e) Vehicle insurance and standard checks

The head teacher must ensure that appropriate insurance is in place when transport such as minibuses, private vehicles, etc. is either hired or driven by teachers or other adults.

Newham PRUs has responsibility for the maintenance and standard checks of the school minibus unless responsibility is specifically delegated elsewhere. The appointed person responsible for maintaining the minibus should:

- Ensure that all drivers understand that they should carry out appropriate checks at the start of any journey, and provide a written procedure for recording such checks and for reporting defects
- Check the vehicle's general condition regularly (weekly for minibuses with high usage).
- Ensure proper servicing by a reputable garage.
- Maintain a record-of-use book if this is required.
- Ensure that the service history, insurance and other relevant documents are kept up-to-date.
- Ensure that any staff or volunteer adult helpers driving the minibus are competent and have undertaken suitable training/assessment to do so.

Supervision of groups in minibuses

The driver of any vehicle cannot safely drive and supervise passengers at the same time. Therefore a key judgement should be made about the likely behaviour and individual needs of the passengers. If any of the passengers may require close supervision, then one or more responsible adults should travel in the vehicle as escort(s), so that the driver is not distracted.

In determining the staffing ratio necessary to ensure effective supervision, schools, settings or services should consider the factors that might influence the safety of the driver and passengers.

These factors include:

- The length of the journey and time of day when it takes place
- The route and the familiarity of the driver with this route
- The nature of the group (e.g. age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey. In any seating arrangements, thought should be given to where it is best to place leaders, ensuring that the arrangements will support the management of discipline and adult proximity to emergency exits
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers)
- Based on an assessment of these factors, establishments should decide whether:

A sole leader (who is also the driver) is sufficient (e.g. short journey, small groups of young people who are unlikely to present any supervision issues); otherwise additional staffing is required to supervise young people and/or share driving duties during the journey.

Use of school minibus/private car records

Newham PRUs keeps the following records:

For each driver:

- Driver name
- Driving licence number
- Date of passing driving test
- Date approved by headteacher
- A record that the headteacher is satisfied with any endorsements on the licence
- Date of passing minibus driver awareness scheme (MiDAS) test if this has been completed, but this is only required to drive an LBN minibus or similar.

For each vehicle

- Vehicle registration document
- Vehicle details sheet (see Appendix 5.4 National Guidance)
- Purchase receipt
- Insurance details
- Duplicates of all relevant accident reports
- Records of minibus safety checks
- Completed maintenance check lists for vehicle
 - permitted drivers file
- Summary list of drivers

Using private cars to transport young people

To protect their own and their passengers safety, teachers and other adults who drive young people in their own car must ensure that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the young people. Volunteers should be carefully vetted by the school, setting or service before they are permitted to drive young people in their car.

The driver is responsible for ensuring passengers have seat belts and use them at all times. Vehicles without seat belts must not be used.

Young people travelling unaccompanied

Parent/carer permission must always be sought before young people are allowed to travel unaccompanied either to or from visits or extra-curricular activities. This is in addition to the risk assessment stating that the young person can undertake such an activity. Young people should be given clear information and instructions before they commence their journey (s). Key points to be included are:

- Go straight to the venue/home
- As far as possible, travel in pairs or small groups
- Carry a mobile phone
- In an emergency, dial 999 – the police will help.

Charging for school visits

How the costs of an educational visit will be met will vary according to the type of visit and when it takes place. Decisions regarding meeting these costs must be informed both by national guidance and explained in the Newham PRUs charging and remissions policy.

Appendix A

School visits following a terrorist attack

1. [1 Managing risks before and during a visit](#)
2. [2 Incidents during a visit](#)
3. [3 School visits to London: contacts and advice](#)
4. [4 Overseas visits](#)
5. [5 Risk assessments: examples](#)

Managing risks before and during a visit

Pharos Response, an organisation that provides support to schools and businesses during critical incidents, outlines security advice on its website for school visits during periods of higher risk of terrorism.

It says:

In most circumstances, school groups are unlikely to be specifically targeted by terrorists but they could easily become caught in post-incident disruption following an incident.

Much of the advice below should be included in risk assessments and ultimately, a decision needs to be made on whether to go ahead with the visit or not as altering plans is the only way to guarantee safety.

Factors to consider

Pharos lists a number of factors to consider to help manage risks before and during a visit including:

- Consider increasing supervision ratios from normal arrangements
- Stay alert to local and national news before and during the visit
- Assess the needs of students with special educational needs or disabilities and their ability to react and respond to dynamic situations
- Research the venue/s to avoid occasions when large crowds are likely or political demonstrations are planned in the area
- Consider providing all participants with a printed emergency contact card with the school's or office's telephone number on it
- Be additionally vigilant in crowded places such as shopping malls, travel hubs and stadiums
- Consider changing either the date or visit location to a time or location that carries less risk

It also advises that schools may want to consider using private transport rather than the Underground or other public transport when travelling in and around London.

[Terrorism: security advice for school visits and student travel, Pharos Response](http://pharos-response.co.uk/terrorism-questions-rarely-considered-school-youth-travel/)<http://pharos-response.co.uk/terrorism-questions-rarely-considered-school-youth-travel/>

It is also suggested that schools should:

- Check government advice on terrorist threats to the UK (linked below)
- Read the government's advice on how to respond if you are involved in an incident (linked below)
- Seek advice from the Metropolitan Police if travelling to London or the local police force

Conduct a risk assessment as normal

Trevor said that the school should do a risk assessment for the visit in the normal way, bearing in mind what the activity is and whether there is an increased risk of being affected by a terrorist attack. However, Trevor said

The “critical thing” is to know what you would do if there was an incident, including having a plan for getting pupils back to school.

He advised schools to think about how they would manage the situation and keep pupils on the visit safe if there was an attack on the venue visited.

Checking terrorist threat levels

The National Counter Terrorism Security Office (NaCTSO) has published advice on recognising terrorist threats. It says that you can check current threat levels in the terrorism and national emergencies area on the GOV.UK website, and on the MI5 website.

It also sets out the 'STAY SAFE' principles, which list actions to consider during an incident.

[Recognising the terrorist threat, GOV.UK – NaCTSO](https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat)<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

[Threat levels, MI5](https://www.mi5.gov.uk/threat-levels)<https://www.mi5.gov.uk/threat-levels>

The GOV.UK website says that the government will issue a warning to the public if that is the best way to protect a community or place facing a specific threat.

[Terrorism and national emergencies: counter-terrorism, GOV.UK](https://www.gov.uk/terrorism-national-emergency/counterterrorism)<https://www.gov.uk/terrorism-national-emergency/counterterrorism>

Incidents during a visit

The advice from Pharos International, linked above, also provides guidance on how visit leaders should respond if groups are caught up in a security incident. It explains:

Leaders should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than speed of action and staying safe.

Staying low and even better, moving away whilst behind solid objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection

Consideration should be given to arranging proactive trauma counselling for students and staff...

It also says:

- Using public transport following a security incident may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport hubs
- The group leader should notify the home contact as soon as practicable, noting the known whereabouts of all members
- Activate your organisation's crisis plan. Establish a crisis team at the school or head office that can become a communication focal point and receiving area for next of kin and students upon return in schools
- Arrange the group's return transport when the situation is sufficiently secure to do so. In schools, parents should collect their children from school rather than travel to the incident location
- Consideration should be given to arranging proactive trauma counselling for students and staff after such an event

Emergency procedures should be regularly tested

The Outdoor Education Advisers Panel (OEAP) has also published guidance for visit leaders on emergencies during off-site visits. It explains that while emergencies can be stressful, training and careful pre-planning of what to do beforehand can help to mitigate any trauma.

It adds:

All emergency procedures should be regularly tested and all members of a visit leadership team should feel able to deal with an incident, including alerting the establishment in the event of an emergency.

The guidance also outlines post-incident actions and media or legal points.

[Off-site visit emergencies: guidance for leaders, OEAP](http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/)

Educational visits: policies and checklist

Further support with planning and leading educational visits can be found in the following articles:

- [Educational visits policies \(primary\)](#)
- [Educational visits policies \(secondary\)](#)
- [Educational visits: planning checklists](#)

School visits to London: contacts and advice

Metropolitan police

The Metropolitan Police provides guidance on identifying signs of possible terrorist activity, reporting activity and staying safe from terrorism. It can be contacted for further advice via its website:

[Contact us, Metropolitan Police](https://beta.met.police.uk/contact-us/get-some-advice/)

[Terrorism in the UK, Metropolitan Police](https://beta.met.police.uk/advice-and-information/terrorism-in-the-uk/)

Public transport

Contact Transport for London for advice on visits

We spoke to a representative from Transport for London (TfL) who said schools can contact the main TfL telephone number for information and advice about using the Underground and other London rail services with pupils.

TfL travel information: 0343 222 1234

The website also has general information about using London transport safely, including advice on how to respond to an emergency on the Tube.

[Staying safe, TfL](https://tfl.gov.uk/travel-information/safety/staying-safe?intcmp=5437)

Follow instructions from rail staff and police

The British Transport Police has further guidance on using the rail network safely. The webpage asks passengers to remain vigilant, and follow instructions from rail staff or police officers in order to stay safe.

It also explains what to do if you notice unattended items or suspicious activity when using the rail network.

[Counter terrorism, British Transport Police](http://www.btp.police.uk/advice_and_)