



Educational Visits Policy Version 3

Version 4 August 2018

Approved by the Trustees for review 1 year from this date.

KWS Educational Services

Educational Visits Policy

Introduction

Educational visits and outings play a major role in the development of all our students. They can contribute significantly to personal and social education through the use of communication skills which encourage responsibility and self confidence.

Most of our learners have been socially excluded from many aspects of their lives due to a number of factors including Behavioural Social and Educational Difficulties as well as Education, Health, Care Plans. It is our aim to promote inclusion amongst our young people where by they do not feel marginalised by the wider community. It is through educational visits or trips out into the community we can raise levels of acceptable behaviour, confidence and self esteem as well as raise aspirations of the young people.

It is recognised at KWS that learning does not have to take place in a formal classroom setting but can happen in any setting that provides a positive experience for the young people.

However trips and visits need to be planned and supervised in accordance to the DfES guidance contained in Health and Safety of Pupils on Educational Visits (1998) and RoSPA guide on Health and Safety: school trips.

Prior to attending referring agencies parents/carers are given details of trips and visits that may occur throughout their young person's day. Consent forms part of the interview and referral process. For trips that may form a whole day then separate consent forms and information will be sent out to parents prior to the planned visit.

For the purposes of policy and procedure Educational trips are to be separated into Outings, that require separate planning and consents and Community visits that will occur in a more ad hoc way, usually in order to take advantage of a particular situation such a good weather or a situation that would benefit from the young people getting out.

Preparation

Risk assessments should be carried out for ALL trips to take place.

Details of who to contact in case of an emergency for each member of the group in the case of all day trips, form i22. In the case of community visits out – i.e. the shops, have to hand the unit telephone number and access to a mobile telephone.

Medical or dietary requirements of any young people, this information will need to be dealt with sensitively as per Data Protection Policy.

For full day trips an incident plan will need to be compiled showing how you will record any incidents that may occur showing clear lines of communication in case of emergency.

We do not undertake overnight or overseas visits with the young people.

Please see additional procedure notes for details

Supervision

All staff accompanying the young people will be KWS employed staff or volunteers.

Staff will be subject to Enhanced DBS clearance in advance.

Any volunteers who do not hold a DBS clearance should never be left in sole charge of the young people at any time.

Supervisory levels are to be agreed before the trip, however at KWS we work with a very limited number of young people so group sizes will never exceed 10 young people with a staffing ration of 10:4.

Young people are not to be left un-supervised at any time during visits or trips due to the behavioural nature of the young people attending KWS.

All supervisors to be reminded on the outset that they are expected to act in *loco parentis*.

All staff and volunteers must remain alcohol free throughout the trip/visit. Smoking is not permitted.

Health

A First Aid trained member of staff must attend all trips/outings and community visits.

All members of the group will be asked to alert staff of any medical or dietary requirements prior to a trip occurring.

Full first aid kits are to be available on every trip/visit. In the case of trips out of county then the nearest hospital details are to be obtained prior to the trip.

All activities are risk assessed and no risks are to be taken.

Staff have the responsibility of looking after young people's medical supplies. Staff also see the administration of medicines policy.

Behaviour

Young people taking part in the visit will be briefed before hand on acceptable levels of behaviour throughout the visit. They will be made aware that they are ambassadors of KWS.

Young people must-

Wear uniform

Follow instructions of all staff.

Not take unnecessary risks.

Dress and behave sensibly and responsibly.

Be sensitive to their surroundings.

If they see any risks to inform a staff member.

Attend morning briefing before a trip to discuss the above and sign a behaviour agreement.

Transport

Please see appendix 1 of this document for minibus risk assessment.

Transport to be provided in one of the KWS minibuses if this risk assessment is to be used.

Please note that a member of staff must always be placed in the main body of the mini bus to ensure that behaviour levels are maintained

Young people should be made aware of correct behaviour in the minibus.

Remain seated and wear seat belt at all times whilst on the minibus.

Never tamper with driving equipment or controls.

Bags must not block aisles or exits.

Do not lean out of the bus or throw objects from the bus.

Do not get off the bus if stuck in traffic.

A separate risk assessment is required if students are using other modes of transport- walking, bus, train.

It must also be taken into consideration the arrangements for students getting to and from school if the trip is to occur outside of normal school hours. This is to be documented in the contact list held by the group leader.

Procedure for Outings

Staff wishing to take an outing must complete an i20 form along with a completed risk assessment for the outing, incident plan and draft letter to parents including costings and give this to either the Head, Proprietor or Chair of Trustees for approval.

If the trip is to include any activity that requires swimming or to be near to water then a swimming ability form i23 will need to be completed by each parent prior to the activity.

Approval will or will not be granted on an i21 form. This may require the leader to make changes to their original proposal.

Once approval has been granted, the group leader will send the letter out to the parents confirming the outing, and their wish for their child to participate in the named activity.

Once the deadline for letters and payment to be returned has been reached then the group leader will discuss with whoever signed the approval form whether the trip is still viable. This decision will be recorded onto the approval form.

If the trip is no longer viable parents/carers are to be notified via letter with details of how to receive a refund.

Procedure for Community Visits

Staff wishing to take an outing must complete an i20 form along with a completed risk assessment for the outing, incident plan and give this to either the Head, Proprietor or Chair of Trustees for approval. If neither of these people are available in person then please discuss via telephone and record the conversation in the telephone book and on an i21.

Approval or alterations required will be granted on an i21 form. In the absence of senior staff to agree a community visit this may not go ahead unless you have been able to contact via telephone as detailed above.

On the Outing/Community Visit

Young people to be briefed about the activity and acceptable levels of behaviour prior to the trip.

Mini bus risk assessment appendix 1 to be amended as required by the outing and discussed and signed by young people before trip. Please note that a member of staff must always be placed in the main body of the mini bus to ensure that behaviour levels are maintained.

The trip leader will brief staff attending the trip of their groups and their responsibilities for the duration of the trip and to refer to the incident plan that has been drawn up.

If an incident occurs during the outing it is the leaders' responsibility to make the decisions that are required in order to resolve the issues.

The trip leader to ensure that a copy of any incident report is written up once back in school and any details of sanctions recorded in the sanction book.

A summary report of the trip is to be submitted to the Head and Chair of Trustees after the trip/community visit has been completed.

All paperwork relating to each outing/community visit is to be kept together and stored in the administration office in the trip folder.