



FARLINGTON

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EDUCATIONAL VISITS POLICY

The Educational Visits Policy applies to the whole school including the Early Years Foundation Stage.

The Assistant Head, Logistics (MHH) is the Visits Co-ordinator in the Senior School and the Assistant Head, (SP) is the Visits Co-ordinator in the Prep School. Farlington believes strongly in the value of educational visits which fall into four main categories:

- those which are an essential part of GCSE or A Level studies (e.g. geography field trips)
- those which are a desirable enhancement of GCSE or A Level studies (e.g. theatre and art gallery visits, visits to the Somme battlefields)
- those which enhance the curriculum in the Prep School and the EYFS (e.g. visit to Hooke Court)
- those which add to a pupil's life experience and education in its broadest sense (e.g. Isle of Wight trip, Florence trip, ski trip, True Adventure)

All arrangements for off site visits and the behaviour of pupils during those visits are the responsibility of the Group Leader, from conception until the return of all pupils to the school day or until the time that the last pupil is collected. The Group Leader should complete the necessary forms and must accompany the visit.

Full instructions for planning and booking visits are found in Appendix 1; these include risk assessments, first aid, insurance checks, communication with parents, preparing pupils (with particular attention to those with special and medical needs) and planning transport. Group Leaders organising overseas trips must also ensure the proper passport and visa procedures have been followed.

Emergency procedures are detailed in the Emergency Packs with which all staff accompanying school visits must make themselves familiar. They must be collected from the School Office before any visit departs.

The staff: pupil ratio for visits is as follows:

- for all trips with Years 7 – 11 and Sixth Form overseas the staff: pupil ratio must be at least 1:10 plus one adult
- for any other Sixth Form trips the ratio will vary according to the nature of the trip and the girls involved. Please check with the Visits Co-ordinator.
- for Preps 3 – 6 the ratio should be at least 1:8
- for the Early Years Foundation Stage and KS1, the ratio should be between 1:4 and 1:6, depending on the activity.
(Any parent volunteers who regularly form part of the adult complement must have an enhanced DBS check by the School. Any volunteers on overnight stays must also have enhanced DBS checks by the School).

Variations to these ratios may only be made in extenuating circumstances with the express permission of the Visits Co-ordinator.

Planning transport

No one under 25 years of age may drive the School minibuses nor anyone who is not on the Finance Office's Register of Drivers. Appropriate practical training sessions are provided by the School for all staff who are required to undertake driving duties.

The School minibuses are managed by the School Caretaker. His responsibilities include servicing, maintenance, inspection and cleaning. The Finance Manager is responsible for paying the road taxes.

Educational Visits Booked through a Tour Operator

It is quite common when using a tour operator that they will manage all aspects of transportation on the trip. The Group Leader and the Educational Visits Coordinator will oversee these arrangements to ensure they satisfactorily meet the requirements of the School.

Appendix 1

INSTRUCTIONS FOR PLANNING AND BOOKING A TRIP

The Group Leader should complete the **Green Form**. (See Appendix 2)

Allow sufficient time for the Green Form to go through the system, as any trip not organised in time may not be able to take place.

DO NOT MAKE ANY FIRM BOOKINGS OR ARRANGEMENTS UNTIL ALL SECTIONS OF THE OFF-SITE VISIT REQUEST FORM HAVE BEEN SIGNED.

Complete Part I of the Off-site Visits Request Form (available on the Whole School Team Drive in the Forms folder), detailing what you are proposing to do, where and when, and with which group of pupils. You must make clear what activities will be undertaken, and whether these will be led by school staff or staff at an activity centre.

Share the form with the Finance Manager who will check that school insurance covers the activities you intend to do. She will either sign her approval or make clear what further insurance needs to be arranged before the trip can proceed. The budget for the trip will also be agreed at this point.

Finance will share the form with the Trips Co-ordinator (MHH Senior School, SP Prep School) who will check that the date is appropriate, and then share it with the Headmistress to gain her approval. The form will be re-shared with you at this point.

NB

- For all trips with Years 7 – 11 and Sixth Form overseas the staff: pupil ratio must be at least 1:10 plus one adult
- For any other Sixth Form trips the ratio will vary according to the nature of the trip and the girls involved. Please check with the Visits Co-ordinator.
- For Preps 3 – 6 the ratio should be at least 1:8
- For the Early Years Foundation Stage and KS1, the ratio should be between 1:4 and 1:6, depending on the activity.

(Any parent volunteers who regularly form part of the adult complement must have an enhanced DBS check by the School. Any volunteers on overnight stays must also have enhanced DBS checks by the School.)

Variations to these ratios may only be made in extenuating circumstances with the express permission of the appropriate Visits Co-ordinator (MHH/SP).

Once the form has been re-shared with you:

- Book your trip in full
- The member of SLT responsible for the Calendar (MHH/SP) will enter the details on to the Calendar Overview on the Staff Pool.
- Write a letter, via the Office, to parents/guardians of pupils involved in the visit, giving details of dates, time, transport etc, together with the cost. The letter should have a response option for parents/guardians of **all** pupils to sign, or return by e-form, giving permission for their children to go on the visit. (Boarders should have their permission granted by their Housemistress.) **Remember all letters must be checked by a member of SLT before going out.**
- Ensure all staff who are going on the visit complete a request for cover and submit to the member of staff who organises cover.
- Parents need to be given as much advance notice as possible, giving details of the cost, with further reminders sent out nearer the time.
- All correspondence and information about the visit is posted on the parents' area of the Website by the School Office.

Overseas Visits

- The Group Leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the visit. Farlington requires individual passports rather than a group passport even when the latter is allowable. Non-EU passport holders may be required to use a separate passport channel from the rest of the group.
- Pupils who are not nationals of any EU member state may need a visa to travel from the UK to another member state. The Group Leader must check individual details in each case. Advice can be obtained from the British Council on 0161 957 7755.
- With regard to the new accession states, the Visits Co-ordinator should ask the consulate to confirm that appropriate arrangements are in place — and to obtain assurances in writing before leaving the UK.
- Invite parents to a meeting after school to discuss arrangements for the trip and to enable any questions they might have to be raised and answered.
- Meet with MHH/SP to go through planning, check all necessary arrangements are in place, and go through what to do in the event of an incident or emergency. They will also go through the school's procedures for anti-bullying and safeguarding in order to ensure the well-being of all the pupils on the trip.
- The Group Leader will organise the room allocations in consultation with other staff members who may know of pastoral reasons not to put certain girls together.

At least one week before the visit

- Organise mobile phones and contact numbers. At least two mobile phones should be taken, or one per group if the pupils are to be divided into more than two groups during the outing. Arrange an SLT home contact if the trip extends outside normal school hours and give them two copies of the details.
- Complete a trip list (**lists of whole year group** – instructions for generating these from SIMS are on the last page of the trip form) and give a copy to the Office.
Every member of staff accompanying the trip must have a copy of this form with them.
A copy should also be pinned up on the Outings Board in the Staff Common Room (Senior School) and in the Prep Office (Prep School).
- Order packed lunches, where appropriate, from the kitchen.
- **Request a first aid kit from the Medical Centre**

Complete the generic Transport Risk Assessment Form, also available on the Whole School Team Drive in the Forms folder; delete any sections which are not relevant and retain those that are. Add anything extra which pertains to your trip but is missing. **E-sign** the last page of the risk assessment to indicate that you have assessed the risks involved in the visit and then share it with the Visits Co-ordinator. **You should not sign this any earlier than one week before the visit.**

Complete Part II of the trip form, and re-share the form with the Visits Co-ordinator for final approval. If the visit involves special activities arranged/led by a third party, copies of their activity licence and staff qualifications **must** be submitted, or the Visits Co-ordinator will not be able to approve the visit. If the activities are to be provided by school staff you must **complete** and **submit** a Risk Assessment Form.

On the day of departure, CHECK:

- with the Medical Centre in case there are any new medical requirements for any of the group,
- all staff have copies of the trip form,
- the nominated first-aider has collected a first aid kit (and checked the contents) and copies of the pink accident/injury forms,
- mobile phones are working and the given numbers are correct,
- arrangements are in place for supervision of pupils involved if departure is after 4:30 pm.

Take an emergency pack from the School Office/Prep Office. Ensure that all members of staff accompanying the trip are familiar with the contents and know what to do in an emergency situation

Immediately prior to departure

- Take a roll-call of pupils and make sure the School Office is aware of any absentees. It is essential that we all know exactly who is in or out of school at any time, in case of fire, accident or enquiry.
- Remind pupils of their code of conduct whilst travelling, and physically check that seat belts are being worn. If minibuses are being used, it is the responsibility of the driver to do a visual check of the vehicle.
- Leave a list of who is travelling on which minibus/car in the School Office if more than one vehicle is being used.
- Ensure that there is at least one staff mobile phone in each minibus and that the School Office has the details
- A complete list of girls going out to fixtures must also be left in the Prep or Senior Office, as appropriate.

Throughout the visit it is the responsibility of the Group Leader to be aware of risks and hazards and adjust accordingly. Staff and pupils must understand potential safety problems and staff must constantly check that existing control measures are adequate. If there is any doubt, staff should implement additional measures to reduce risks to an acceptable level, **and inform School**.

- Do not allow pupils to swap from one minibus/car to another. If a swap is necessary, school must be informed of the change.
- Regularly do a headcount of pupils, particularly when getting on and off transport. Always get another member of staff to double check.
- Insist on silence before giving out any information.
- Ensure reasonable supervision at all times. Allocate groups of students to each staff member; this helps with proper supervision and communication of information.
- Whenever pupils are allowed 'free range', they should always be in groups of at least three.
- Set regular times and places for them to report back to members of staff and establish a base where a member of staff may always be found.
- If possible, maintain a regular blog/twitter feed whilst on the trip so that parents can get a snapshot of the day to day activities.
- On residential trips, ensure that pupils have the contact details of all accompanying members of staff, and details of where the group are staying. All pupils should know where to find members of staff if there is a difficulty overnight. If the group is accommodated on more than one floor of the accommodation, wherever possible a member of staff should be roomed on each floor.
- Whilst it is important to respect the girls' privacy, on residential trips there should be regular room visits to keep an eye on relationships, and also give the girls an opportunity to speak openly about any worries.
- On residential trips ensure that the girls are given an opportunity if they wish to raise any concerns; for Prep School children a 'worry box' will be in place where they can confidentially alert staff to any difficulties.
- If your return to School is delayed by 20 minutes or more the Headmistress or SLT contact and the School Office must be informed.

On your return to school ensure that at least one member of staff waits until the last child has been collected.

Following a residential trip arrange a debriefing meeting with MHH/SP.

School Minibuses

Driver Requirements

No one under 25 years of age may drive the minibuses nor anyone who is not on the Finance Office's Register of Drivers. Appropriate theoretical and practical training sessions are provided by the School for all staff who are required to undertake driving duties.

All drivers are to complete a Declaration Form (at Appendix 3) annually.

Procedure for Use of the Minibuses

- All proposed journeys must be recorded in the Bus Booking Diary, kept in the Finance Office. This should be completed at least 48 hours before the visit is undertaken.
- Keys may be collected from the Finance Office and in each case must be signed in and out. Keys must be retained in the possession of a member of staff at all times.

- Please ensure you always return keys promptly after a visit to avoid any inconvenience for the next person needing the vehicle. If you cannot gain access to School at the time of your return, keys should be posted through the letterbox in the front door of the Mansion House.
- After a visit, please ensure that the interiors of the vehicle are in a clean state - all sweet papers, etc. must be removed.
- The cost of expenditure for fuel should be reclaimed from the Finance Office if appropriate.

Vehicle Maintenance

Checks are required to be carried out with regard to steering, brake lights, indicators, vehicle lights, tyres, windscreen washers/wipers, windows and mirror cleanliness by drivers before each journey. Operational faults must be immediately logged and reported to the Caretaker.

Safety

- On all journeys a mobile phone must be carried in each minibus or car. (A school mobile may be collected from the Caretaker's pigeonhole.) Additional equipment which is carried in School vehicles includes a fire extinguisher, first aid kit and a seat belt cutter. For added safety a warning triangle, reflective jacket and torch are also carried. There is also a card showing emergency phone numbers.
- No member of staff is expected to drive a School vehicle for more than two hours at a time without a break; journeys longer than this require a second driver. With certain age groups, e.g. pupils of Prep 3 and below, it is necessary to have a second adult (who need not be a driver) in the minibus.
- It is the responsibility of all drivers, on behalf of the School, to ensure that all passengers have their seatbelts fastened before the vehicle is started and throughout the journey, and that all doors are secure and unlocked
- The relevant speed limits should be observed at all times. Where National Speed limits apply, these are 60mph on dual carriageways and motorways, and 50mph on single carriageways.
- Mobile phones should not be used whilst driving.

If the vehicle breaks down:

1. Contact the breakdown service – the number and membership details are kept in the vehicles.
2. Contact the appropriate member of staff at School.

In the event of a vehicle fire:

1. Switch off engine.
2. Evacuate passengers.
3. Do not fight under-bonnet fire.
4. Operate extinguishers only if this can be done without personal danger.
5. Close doors.
6. Retreat to safe place.
7. Call emergency services.

In the event of an accident:

1. If thought necessary, phone emergency services: first Ambulance then Police and/or Fire Service
2. Exchange name, School address and registration number with driver of any other vehicle involved.
3. Do not admit any liability.
4. Obtain names and addresses of any willing witness.
5. Phone the appropriate member of staff at the School.
6. Record the details on the appropriate form kept in the vehicle.

OFF SITE VISITS REQUEST FORM

Group Leader:

Department:

Do not make any firm arrangements **or send out any letters to parents** until all sections of this form have signatures of approval. Complete part 1 of this form then submit it to the Finance Manager that school insurance arrangements are adequate and that proposed drivers are included on the Finance Office's list of authorised drivers. You should then submit it to SP/MHH for date approval. Please check that the proposed date does not coincide with any of the following:

Full Staff Meetings	House Events
Open Days	Concerts
New Girls' Afternoon	Speech Day
Parents' Evening (if the visit ends after 4:30 pm.)	

You should then complete part 2 and re-share the form with SP/MHH.

If your trip is returning after school, be aware that the barrier is programmed to lower at 10.00 pm. If you need this altered, please agree a time with John Barnard directly, remembering to allow sufficient time for parents and you to leave.

DO NOT MAKE ANY FIRM ARRANGEMENTS UNTIL ALL SECTIONS OF THIS FORM HAVE SIGNATURES OF APPROVAL.

PART ONE

Proposed visit to:

Date(s):

Time of departure:

Time of return:

Group or year group:

Aim of trip:

Activities involved:

Activities provided by: (i) School staff:
(Please give details) (pink RA form
must be attached)

or (ii) Company:
(including name of contact)

Is this an essential part of a course such as GCSE or A level?

BUDGET FOR ACTIVITY:	£
TRAVEL:	
ACCOMMODATION:	
ENTRY FEE/TICKETS COST (girls <u>and</u> staff)	
TOTAL COST:	
NUMBER OF GIRLS:	
COST PER GIRL (total cost divided by no. of girls)	
COST TO BE CHARGED TO:	<input type="checkbox"/> BUDGET
This must be the same cost as requested from parents in the trip letter	<input type="checkbox"/> GIRLS £ each
	<input type="checkbox"/> Girls to pay for themselves
NAME OF COMPANY TO BE PAID:	

Method of transport:

If minibus, state driver(s):

estimated length of journey:

If car, state driver(s):

All Documentation e.g. valid Driving Licence, MOT, Tax and Insurance MUST be checked by Group Leader prior to departure.

(Submit form to Finance Manager)

From Finance Manager: Covered by School Insurance:

Driver(s) included on list of authorised drivers:

Further Insurance Required:

Activity Centre Documentation (where appropriate) e.g. Centre Licence, Statement of Staff Qualifications MUST be attached to this form.

Other Staff involved: Total Staff:

First Aider: Total Pupils:

(This should **not** be the group leader, if at all possible)

(Submit form to MHH/SP)

From M Higgs (Senior): Date approved
S Povey (Prep):

From Ms L Higson:

Visit approved:

Sorry, unable to approve:

Comments:

PART TWO

Pupils requiring medication/special provision:

Name	Requirements

Uniform to be worn? Yes / No

Are there any aspects of the trip/visit that might pose problems for a disabled pupil?

If so, what adjustments might be reasonably made to counteract these?

Arrangements for supervision of pupils from 4:30 pm until time of departure, where necessary:

Arrangements for pupils on return to school:

ONCE COMPLETED, SUBMIT FORM TO MHH/SP FOR FINAL AUTHORISATION

DO NOT FORGET TO SUBMIT REQUIRED DOCUMENTATION,
including GENERIC TRANSPORT RISK ASSESSMENT

From	M Higgs (Senior):	Final approval:	<input type="text"/>
	S. Povey (Prep):		
		Sorry, unable to approve:	<input type="text"/>
Comments:	<input type="text"/>		

CHECKLIST:

After visit has been authorised

- book transport
- send draft letter to LAH for approval
- send letter to parents
- ensure all staff involved request any cover required, and swap duties
- submit catering request
- arrange for barrier opening if necessary
- book first aid kit
- collect mobile numbers for accompanying staff
- arrange SLT home contact
- compile trip list of girls involved
- brief girls

ON THE DAY

- check for any new medical information from Medical Centre
- ensure first aider collects first aid kit
- check mobile numbers are still correct
- collect emergency pack from office
- you will need to print off an up-to-date trip list from SIMs. Please follow the instructions below:-
Reports ➤ **Run Report** ➤ Expand the **Focus** folder ➤ **Student** ➤ double click on **Trip list** ➤ Tick the required **Year Group** box
➤ **OK** then print in the usual way.
- roll call of pupils
- return accurate trip list to office

For further details, please refer to guidelines for off-site visits in the staff handbook.

Appendix 3

Driver's Declaration Form

To be completed by members of staff, volunteers and helpers who drive on behalf of Farlington School.

Section 1			
Driver's personal details:			
Surname		Forename(s)	
Date of birth		Staff job title or state if volunteer/helper	
Department		Home address	
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?		YES/NO	If yes, please provide details
Section 2			
Driver's medical details for fitness to drive			
(you must refer to DVLA leaflet D100 - Driving licences before answering this section)			
Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses /glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO
Driver's licence details			
Driver licence type & number	Groups / Categories		
Valid	From:	To:	Country of issue
Date driving test passed	No. of years you have held full licence		
Details of any traffic convictions (include any that are pending) in last 3 years. Any driving bans are to be declared irrespective of when they occurred			
Date	Offence	Offence code	Fine/penalty points/ disqualification/pending offence
Details of any traffic accidents regardless of blame[In last 3 years]			
Date	Brief details		
I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I agree to inform my manager if these details change.			
Signed:		Date:	

Appendix 4

Driver's Assessment and Authorisation Form

Driver's assessment and authorisation form							
To be completed by the manager of the member of staff, volunteer or helper who drive whilst at work on behalf of our organisation							
Driver							
Name							
Job title or state if volunteer/helper			Department				
Vehicle(s) that this person will be driving whilst on business							
'Company' car		YES/NO	Private car		YES/NO	Minibus	YES/NO
Other		YES/NO	If yes, please specify:				
Manager's checklist - all vehicles and drivers (you must refer to DVLA leaflets - D100 - Driving licences for explanation of medical conditions and penalty points, plus where applicable - INF 28 Driving a Minibus for info on minimum age and licence restrictions and INF 38 Driving in GB as a visitor or new resident for info on suitability of driving licences from other countries)							
Is this person legally entitled to drive the vehicle(s) in GB?			YES/NO	If no, please specify			
Are you satisfied with the driver's declaration form you have received?			YES/NO	If no, please specify			
The original driving licence has been checked within the past 12 months (both photo card and paper counterpart)			YES/NO	Driver has been advised that spot checks of vehicle(s) and paperwork will be carried out		YES/NO	
Are you satisfied that this person is competent and has adequate experience to enable them to drive the vehicle(s) for work?			YES/NO	If no, please specify			
Are there any concerns about this person's ability to drive safely whilst at work?			YES/NO	If yes, please specify			
This person has been told the following safe driving expectations(tick box when completed)							
<ul style="list-style-type: none"> • Not to drive if under the influence of drugs or alcohol • Not to drive when taking medication that warns the user of drowsiness • Not to drive when ill • Not to drive when fatigued • Not to drive a vehicle that is in a dangerous condition • To report any road traffic accidents they are involved in • To report any changes to their licence • To report any changes to their original/current driver's declaration form held by their manager • To report any DVLA notifiable medical condition • To carry out pre use checks on their vehicle to ensure that it is safe and legal to use • To report any faults noted on 'company' cars • What to do in the event of a breakdown 			<ul style="list-style-type: none"> • To drive with due care and consideration of other road users • To adhere to the Highway Code • To drive with the vehicle lights on during the day when there is poor visibility • To drive within the speed limits • To plan their journey to allow sufficient time to complete it safely • Not to use a hand held mobile phone whilst driving • To use a hands free phone only when it is safe and legal to do so • To use in car technology only when it is safe to do so • Keep their eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read • To drive defensively and with courtesy to other road users • To ensure the safety of occupants by ensuring that seat belts, child seats and head restraints are used correctly 				

Manager's checklist - drivers of private vehicles for use at work			
Current MOT certificate has been checked within the past 12 months	YES/NO	Insurance certificate(s) checked within the past 12 months proves that this person has fully comprehensive business use cover when a private vehicle(s) is used for work	YES/NO
Type of private vehicle(s) are of a suitable standard for use at work	YES/NO	Current service record for the vehicle(s) has been checked within the past 12 months	YES/NO
I confirm that I have carried out this assessment and *authorise/*not authorise them to drive at work(*please delete as appropriate)			
Manager's signature:		Date:	
I confirm that I have been involved in this driver assessment and agree to comply with the safe driving expectations of this organisation. I also agree to inform my manager if these details change.			
Driver's signature:		Date:	