

Headteacher: Ms C Lowing

Initial Policy date	May 2018	Next scheduled review	December 2023
Governor approved	6 November 2022	Key person/people	DHT/AHT - Evolve
Model Policy		Model localised	Yes
Pupil leadership team review	<del>Y</del> / <del>N</del> / N/A		

## EDUCATIONAL VISITS

### Principle:

At Test Valley, we believe that pupils derive considerable educational benefit from taking part in visits, including opportunities to experience learning beyond the classroom – these develop a learner's investigative skills, encourage greater independence, enhance personal and social development, and provide knowledge and awareness of the world beyond school.

We aim to provide every young person with the opportunity to experience trips and educational visits while they are at Test Valley. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for to ensure that there are no barriers to inclusion.

The School's policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire Outdoor Education, PE and the DofE Service.

### Practice:

#### 1. Initial Approval

Every visit will have a Visit Leader, who will plan and risk assess the visit, supported by the school's EVC (Educational Visits Coordinator). Every visit or event which takes a person out of their normal lessons or which takes a person outside of the school grounds must first be approved using the School's published process which is available on Teams. Visit Leaders will in the main be experienced members of staff who have a range of experience in supporting the planning of previous visits. The experience required will vary according to the nature of the visit. All visits must have a clearly identified base contact. Visits taking place outside of school time must have a second base contact. The base contact(s) will use the guidance provided by Hampshire County Council to manage any incidents affecting the health and wellbeing of participants (see Appendix A)

#### 2. Costings and communication with parents/carers

Once the approval process has been completed, the visit leader will work closely with the School's finance team to calculate accurate costings for the visit, which will then be shared with parents via a letter. More costly visits (such as residential or foreign visits) may involve a letter of interest being sent to parents first, to establish whether there is enough interest in the visit to make it viable, which may involve a deposit being requested. Parents and carers

will be asked to provide consent for their child to attend the visit. We will ask for a voluntary contribution for all visits during the school day in order to cover costs. The school reserves the right to cancel visits if insufficient financial contributions are received. Visits which take place at least 60% of the time during school holidays or weekends will require a full financial contribution from parents/carers. Pupil Premium funding may be available to support with this. For visits abroad, the insurance synopsis for parents can be found in Appendix B.

For any potentially hazardous, foreign or residential visit parents will be invited to a meeting prior to departure to talk through the details of the visit and to answer any concerns or questions.

Only children who are on roll may participate in an educational visit organised by Test Valley School. If a child is withdrawn from the school by their parent(s) they will no longer be able to participate in a planned visit. Refunds cannot be given to parents whose children are unable to participate in a visit for this reason.

### **3. Supervision**

Supervision strategies are taken from the Hampshire County Council Supplementary Employer Guidance and include agreements on ratios, which are never exceeded. The ratios and supervision strategies used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present and other factors such as transport and weather. These are agreed as part of the planning process and can be adapted to changing circumstances, as appropriate.

Supervision can be provided by teaching and support colleagues, volunteers and parents. All adults attending the visit are acting as a member of staff and therefore must abide by the School's Code of Conduct. The Visit Leader must ensure that every adult attending is well informed about the visit, including the risk assessment, and that any group leaders have been given copies of contact and medical details for their group. Every group leader must be able to contact the Visit Leader in the event of an emergency.

All volunteers supporting with visits must obtain a DBS. Volunteers working within school or attending residential visits must obtain a full DBS (including a barring check) and complete an application form, along with a short interview.

### **4. Transport**

A variety of transport methods may be used, following local guidance. These may include: public buses, coaches (through recognised suppliers only), trains, mini-buses, and aeroplanes/ferries for foreign visits. Transport costs will be included in the request for a voluntary contribution from parents/carers. All transport will be booked through the main school office and evidence of relevant insurance will be expected as part of the planning process.

## **5. Risk assessments**

The visit leader will complete two risk assessments, in line with Hampshire Outdoor Education guidelines, which will be shared with all adults attending the visit (including volunteers). Risk Assessment 1 assesses viability of the visit taking place relative to the risk involved. Risk Assessment 2 provides details of the specific ways in which the identified risks will be managed by the Visit Leader. These Risk Assessments will be added to Hampshire Evolve, along with other planning details, at least 8 weeks prior to the visit taking place. All of the school's policies, including Safeguarding, Child Protection and Health and Safety Policies apply to all education visits. With all visits and activities, an analysis of the benefits of the activity to children's learning is weighed up against the possible disbenefits of the trip and followed by putting clear control measures in place so that potential risks can be satisfactorily managed. A pre-visit by a member of staff, wherever possible, is considered a key part of risk assessing and allows the member of staff to review the location and assess any potential risks.

Medical information will be taken from the school's central database (SIMS) to ensure that children's medical needs are catered for on an external visit – it is therefore vital that parents let the school know about any changes to medical needs on an on-going basis.

At the start of the visit, the visit leader will update the list of participants and inform the school office and/or the base contact if there are any changes, prior to setting off. During a visit, the visit leader will communicate with the base contact to make the school aware that they have arrived safely, and the time of departure. Residential visit leaders will communicate with the base contact at least once each day. Visit Leaders may also choose to update the school's Social Media accounts to keep parents informed, particularly for residential or foreign visits.

## **6. Incidents and emergencies**

The Visit Leader is in charge of pupils during a visit and they have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty of care to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The priorities are:

1. to assess the situation and establish the nature and extent of the emergency;
2. to safeguard the uninjured members of the group;
3. to attend to the casualty and seek support from emergency services;
4. to inform everyone who needs to know about the incident.

For all visits there will be at least one base-contact, in addition to the school office – these colleagues will have a full list of contact and medical details for the children on the visit, as well as details the risk assessment, planning, itinerary and guidance from the Hampshire Outdoor Education team, who will provide support in the event of an emergency on a school visit. Any concerns or 'near misses' are reported by the school to the Outdoor Education

Service where necessary. In the event of an incident no one in the group will be permitted to speak to the media as this may cause distress to families and the School's critical incident plan will be actioned. If a child needs to go to hospital, a member of staff will accompany them. Once pupils have safely returned to school, the visit leader should complete an accident/incident form with details of what happened – this should then be saved retrospectively on the Evolve system, as well as passed to the Head of School.

If any serious concerns arise around a pupil's behaviour prior to an educational visit, they may be withdrawn from the visit. During an educational visit, if a pupil's behaviour presents a serious risk to themselves or others, they may be sent back to school or home. Parents will be contacted and will be responsible for the collection of their child, including any costs incurred.

## **7. Evaluation of educational visits and events**

Following any visit, colleagues should consider whether the original intended learning outcomes were achieved and make a note (via Evolve) of any adjustments or changes that might be needed to improve the visit, should it be repeated in the future. This may involve asking pupils to evaluate the visit, and might involve follow up work in lessons. The teacher will ensure that any follow-up work is differentiated to allow pupils who did not attend the visit to participate and learn equally.

## Appendix A

### Action to be taken by the group leader in the event of a serious accident/incident:

- 1) Stay calm - assess the situation.
- 2) Protect the group from further injury or danger.
- 3) Render first aid or other service as appropriate.
- 4) Call rescue services (112 / 999) and/or police if required:
  - state the nature of the emergency
  - give your name, address/location and telephone number, followed by:
    - the location of the incident
    - the nature of the incident
    - the names of the individuals involved
    - the condition of those involved and where they are located.
- 5) Phone your base or base contact person (as soon as possible) with:
  - clear information about the situation
  - your location
  - your actions to date
  - your telephone number
  - a request to the receiver to alert your senior managers and/or the Children's Services contact.
- 6) If it is not possible to reach your base/base contact person, telephone the emergency number::

<b>HCC:</b>	Daytime:	Outdoor Education, PE and DofE Service: 01962 876218
	24 hrs:	Emergency Planning Team: 07623 960259
<b>PCC:</b>	Daytime:	City Contact Officer: 023 9284 1717
	24 hrs:	Please use your Senior Leader emergency number
<b>SCC:</b>	Daytime:	Children's Services: 023 8083 3272
	24 hrs:	Children's Services out-of-hours service: 023 8083 3675
<b>WBC:</b>	Daytime:	Critical Incident Schools Liaison: 01635 519027
	Out of hours:	Emergency out-of-hours switchboard: 01635 42161
<b>IOW:</b>	First call:	Local Education Officer
	Daytime/Out of Hours:	01983 821105 (available 24/7) and ask for the Emergency management Duty Officer to be paged.

Hampshire Outdoors offers advice and guidance to any of the above during work hours on 01962 876218.
- 7) It is probable that both the leaders and young people will be in a state of shock, therefore:
  - remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media
  - if necessary, request the police to assist or ask for direct support from your base
  - calm and comfort the young people and arrange for their evacuation.
- 8) Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.

- 9) Do not allow group members to text or telephone home or friends until contact has been made with your senior staff, the Press Office or Children's Services senior managers
- 10) Retain all equipment involved in an unaltered condition.
- 11) Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.) Refer all press/media enquiries to the Media Centres: **HCC** 0370 7790000/ **PCC**:023 9268 8073/ **SCC** 023 8083 2000 / **WBC** 01635 519125 / **IOW** 01983 823793, or via the emergency contacts above.

**My base contacts are:**

Base contact (1)

Base contact (2)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

**Action to be taken by the base & base contact person in the event of a serious accident/incident, e.g.:**

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
  - circumstances in which a group member might be at serious risk or have a serious illness
  - any situation in which the press or media are or might be involved.
- 1) Record the telephone number of the group leader and the group. Listen carefully and write down:
    - what happened
    - to whom
    - where
    - when
    - what has happened since the incident.
  - 2) Inform the head of your establishment or a senior member of staff of the relevant details as soon as possible.
  - 3) If agreed or as necessary, telephone the Children's Services emergency number as follows:
 

<b>HCC:</b>	Daytime:	Outdoor Education, PE and DofE Service: 01962 876218
	24 hrs:	Emergency Planning Team: 07623 960259
<b>PCC:</b>	Daytime:	City Contact Officer: 023 9284 1717
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Daytime/Out of Hours: 01983 821105 (available 24/7) and ask for the Emergency management Duty Officer to be paged.

Hampshire Outdoors offers advice and guidance to any of the above during work hours on 01962 876218.

- 4) Not only must the parents of any injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child(ren) or young people.
- 5) If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
- 6) If necessary, an incident centre should be established as soon as possible. Each school/youth area should have a planned location for this eventuality.
- 7) Refer all press/media enquiries to the Media Centres: **HCC** 0370 7790000/ **PCC**:023 9268 8073/ **SCC** 023 8083 2000 / **WBC** 01635 519125 / **IOW** 01983 823793, or via the emergency contacts above.

**All base contacts must have by their telephone:**

- lists of all group members (including adults) together with the addresses and telephone numbers of their next-of-kin
- complete details of the itinerary
- telephone numbers of senior staff from the establishments concerned
- telephone numbers of Children’s Services/EPT contacts.

**My visit contacts are:**

Visit Leader (1)

\_\_\_\_\_

Telephone

\_\_\_\_\_

Additional adult (2)

\_\_\_\_\_

Telephone

\_\_\_\_\_

## **Appendix B - Synopsis of School Journey / Travel Cover from Hampshire County Council**

Insurer: American International Group UK Limited via Risk Management Partners

Policy Number: 0010627579

1st April 2022 - 31st March 2023

### **Hampshire County Council School Travel Insurance - General Policy synopsis**

Under the Personal Accident section this Travel insurance provides cover for accidental bodily injury to an insured person which solely and independently of any other cause results in death, a permanent disability or temporary disability within 24 months of an accident.

Under the Travel section this Travel insurance provides cover to the insured persons for medical and other emergency travel expenses; medical repatriation expenses; political and natural disaster evacuation expenses;

personal liability; loss of or damage to personal property; personal money; cancellation, curtailment, rearrangement, missed departure and travel delay expenses; and hijack, kidnap and ransom costs for an insured person. There are also sections providing cover for legal expenses, crisis containment expenses etc.

Please see the sections below for further information.

This is a summary of the cover provided and is not intended to provide full policy terms and conditions. The policy documents should be referred to for full details.

### **Persons Insured**

- Category A - Any pupil enrolled at a participating establishment.
- Category B - Any employee of a participating establishment.
- Category C - Any adult who is acting in a supervisory capacity as a volunteer, assistant or helper and is authorised by a participating establishment.
- Category D - Any child other than as described in Category A that is authorised by a participating establishment to undertake a trip.

In addition to all specific Policy cover exclusions, the policy will not cover:

- Any pupil who at the beginning of the period of insurance is 18 years of age, or 23 years of



age or over if in full-time education.

- Any insured person, who is not a pupil and who, at the beginning of the period of insurance, is 80 years of age or over.
- Injury, loss or expense caused by:
  - attempted suicide or intentional self-injury;
  - flying as a pilot.

### **Geographical Limits**

- Anywhere in the world unless travelling to a specific country or area to which, before the start of the trip, the UK Foreign & Commonwealth Office advised against all or all but essential travel.

### **Operative Time**

- Whilst an insured person is undertaking an organised trip (including exchange visits and work experience placements) with the authorisation of the participating establishment and involving travel outside the boundaries of the participating establishment's premises.
- Cover commences from the time of departure from the insured person's place of residence or the boundaries of the participating establishment's premises, whichever is left last, until arrival back at the insured person's place of residence or the participating establishment's premises, whichever is reached first upon completion of the trip.
- A trip will not include travel outside of the boundaries of the participating establishment's premises from one site to another where the participating establishment has a split site or campus.
- A trip will include travel undertaken solely by employees whilst on the business of the group policyholder but will not include travel by other authorised adults unless it is for the purpose of assessing or managing future trips to be undertaken by pupils.
- Cover for cancellation under "Policy Cover - Travel" commences when the trip is booked during the period of insurance.
- Cover under all other sections of the policy commences when the insured person departs for a trip during the period of insurance.

This is a summary of the cover provided and is not intended to provide full policy terms and conditions. The policy documents should be referred to for full details.

## **Policy Cover - Personal Accident**

Description Maximum Limit

Death\* £30,000.00

Loss of sight in one eye or loss of limb (one) £30,000.00

Loss of sight in both eyes or loss of limbs (two or more), or loss of sight in one eye and loss of limb (one) £30,000.00

Loss of speech £30,000.00

Loss of hearing in both ears £30,000.00

Loss of hearing in one ear 25% of £30,000.00

Permanent partial disability £30,000.00

Temporary total disability \*\* £50.00 per week

Hospitalisation £35.00 per day (up to maximum 182 days)

Dental treatment £1,500.00 (treatment must be within 30 days of incident)

\* Death benefit is reduced to £10,000 in respect of any pupil or accompanying person under the age of 18 years.

\*\* Insured Persons Category B and C only

The Emergency Assistance Helpline must be contacted as soon as possible if, during a trip outside the UK, an injury or illness results in the need for inpatient hospital treatment:

Emergency Assistance Helpline: +44 (0)1273 552922 (24 Hours a Day / 7 Days a Week)

### **Personal Accident Major Exclusions**

a) Claims directly or indirectly caused or contributed to by suicide, intentional self-injury, sickness or disease not resulting from bodily injury, a gradually operating cause, chronic fatigue syndrome, post-traumatic stress disorder or other anxiety disorder or any other disease of the nervous system.

b) Dental Treatment which :

a. is as a result of injury from foodstuff,

b. where the need for treatment is not apparent within one week of an accident; or

- c. is resulting from ordinary deterioration, deliberate damage or wear and tear,
- d. where the replacement or repair of bridgework/artificial teeth/crown or dentures is not of similar type or quality to that lost or damaged by the accident,
- e. dental treatment costs not claimed for within 30 days of the accident which caused the dental injury.

Note: dental treatment expenses are limited to authorised expense incurred within 12 months from the date of the accident which caused the dental injury.

This is a summary of the cover provided and is not intended to provide full policy terms and conditions. The policy documents should be referred to for full details.

### **Policy Cover - Travel**

Description Maximum Limit

Medical, Hospitalisation and Emergency Travel

Expenses

Unlimited

Repatriation Expenses Unlimited

On-going Medical Treatment Up to £10,000.00

Emergency Travel Expenses in the United Kingdom

Up to £10,000.00 Assistance Unlimited

Search and Rescue Up to £25,000.00

Cancellation, Curtailment, Disruption & Replacement

Up to £5,000.00 per insured person but not exceeding £50,000.00 in total for any one trip or event.

Travel Delay £25 per hour up to £150.00 (after first 4 hours)

Missed Departure Up to £2,500.00

Personal Property Up to £2,500.00 (maximum £1,500 per item. Depreciation will be applied)

Money Up to £1,000.00

Money in the care, custody or control of a responsible adult authorised by the Policyholder

Up to £2,500.00

Legal Expenses Up to £50,000.00

Personal Liability (Limit of Indemnity) £2,000,000.00

Hi-jack, Kidnap or Hostage £300 per day, up to £15,000.00

Kidnap for Ransom Consultants Costs £50,000.00

Political Evacuation Up to £50,000.00

**Winter Sports: Note: excludes competitive winter sports**

Ski Hire Up to £250.00

Ski Pass Up to £250.00

Ski - Piste Closure Up to £250.00

**Travel Major Conditions/Exclusions:**

a) Policy will indemnify for individual irrecoverable or non-refundable costs (that are not due from the third-party travel providers) for trip cancellation, curtailment, or alteration due to the following:

i) the death, bodily injury, or illness \* of an insured person who is on a trip or is due to go on the trip.

ii) the death, bodily injury, or illness \* of a relative\*\* of the insured person

b) Policy will indemnify on a group basis for the irrecoverable or non-refundable costs (that are not due from the third party travel providers) up to the sum insured in respect of any one insured person if it is necessary and unavoidable trip cancellation, curtailment or alteration to cancel, cut short or alter a trip if more than 50% of insured persons who are due to travel have to cancel their trip for one of the following reasons:

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i) the death, bodily injury, or illness \* of an insured person who is on a trip or is due to go on the trip.

ii) the death, bodily injury, or illness \* of a relative\*\* of the insured.

\* In respect of bodily injury or illness the Insurer will require a medical certificate issued by a medical practitioner to support the claim.

\*\* Relative is defined as parent, brother, sister, grandparent, stepparent, stepbrother, stepsister, aunt, or uncle of an insured person under this policy.

c) Legal Expenses - Prior written consent to be obtained from insurers prior to any costs being incurred.

d) Travel Cover excludes:

- \* any claims arising from travelling against medical advice,
- \* travelling to receive medical treatment or advice,
- \* decision not to travel or continue if on trip,
- \* costs associated with pregnancy/childbirth if the insured person is more than 26 weeks pregnant at the start of, or during the trip,
- \* drug or alcohol abuse,
- \* redundancy/resignation/financial circumstances,
- \* default of transport or accommodation provider,
- \* regulations made by any Public Authority or Government,
- \* strike, labour dispute, mechanical breakdown,
- \* a pandemic, epidemic or any event declared by the World Health Organisation as a public health emergency of international concern issued by the World Health Organisation,
- \* losses not reported to the police or appropriate authorities.

Crisis Management:

Description Maximum Limit

Crisis Management £50,000.00

Virtual Medical Care:

Description Maximum Limit

Virtual Medical Care (Access to a medical second opinion and round the clock access to a GP via the GP Consultation)

Unlimited

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Warranted under all Policy Sections

If non-compliance of the following occurs, underwriters are at liberty not to meet any claims under this policy:

1. In respect of all winter sports and outdoor pursuits the usual safety standards must be adhered to and all safety equipment provided must be worn.
2. Any baggage/money loss must be reported to the Police within 24 hours of discovery and if the loss occurs whilst in the custody of an airline/travel company, such loss must also be reported to the airline/company within the same period and a property irregularity report obtained.
3. All claims must be substantiated by appropriate written proof of costs incurred.
4. Students on work experience placements abroad must not be exposed to dangerous machinery or unusually hazardous situations.
5. Flights in helicopters/ non-scheduled aircraft must be referred to underwriters prior to trip. This is a summary of the cover provided and is not intended to provide full policy terms and conditions. The policy documents should be referred to for full details.

### **Claims Procedure**

Claims must be notified as soon as reasonably practicable. The claim may be rejected if it is made so long after the event that the Insurer is unable to investigate the claim fully or may result in the policyholder not receiving the full amount claimed for if the amount claimed is increased as a result of the delay.

Quote HAMPSHIRE COUNTY COUNCIL SCHOOL JOURNEY SCHEME POLICY NUMBER: 0010627579 when notifying any claim or medical emergency.

Medical Emergency Claims – 24 Hour / 7 Days a week Service

AIG Emergency Assistance Helpline: Telephone Number +44 1273 552922

You must contact the Emergency Assistance Helpline as soon as possible if injury or illness results in the need for inpatient hospital treatment. In the event of any medical assistance being required the above Helpline must be contacted.

Please also contact the Hampshire County Council Insurance Team once able with details of the claim: [insurance.queries@hants.gov.uk](mailto:insurance.queries@hants.gov.uk)

**Personal Property or Money claims**

Please contact: Concierge Claims Service

Call : +44 (0) 207 359 3433

Email: [lifelinebaggageclaims@aig.com](mailto:lifelinebaggageclaims@aig.com)

Lines are open Monday to Friday 9am to 5pm, excluding public holidays.

Please also contact the Hampshire County Council Insurance Team with details of the claim:

[insurance.queries@hants.gov.uk](mailto:insurance.queries@hants.gov.uk)

**All other claims**

Please contact the Hampshire County Council Insurance Team to submit any other claims or for further claims information: [insurance.queries@hants.gov.uk](mailto:insurance.queries@hants.gov.uk)

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