



**URSULINE HIGH SCHOOL**  
**Wimbledon**

**School Journey**  
**Policy**

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## **School Journey Policy**

At the Ursuline we are committed to providing excellent opportunities for learning so that students may develop their talents to the full. We are committed to offering a varied educational offer which extends beyond the classroom and so provides additional opportunities to promote academic, personal and social development including health and wellbeing. N Morgan Education Secretary described the importance of learning beyond the classroom in reference to the term 'Character Education' in 2015

We aim 'to widen horizons, to encourage a sense of commitment and service to the wider world and to enable each one of us to go on learning and changing throughout life' Mission Statement.

### **Aims;**

To offer a provision which is compliant and supports the principles and procedures of the schools Safeguarding Policy.

To provide opportunities for learning and achievement.

Promote spiritual moral and cultural development.

Prepare students for life beyond school so they can identify opportunities, responsibilities and experiences in life.

To encourage an interest in learning and the love of learning. Fostering independent learning.

To develop students ability to work collaboratively.

To promote healthy lifestyles.

To encourage good relationships and develop respect for peoples' differences.

Promote inclusiveness and equal access without exclusion for all students as far as is reasonably possible within the constraints of activities undertaken.

### **Roles of responsibility.**

### **Ofsted Guidance 2015**

Ref; Learning Outside the Classroom;

- When planned and implemented well, learning outside the classroom contributed significantly to raising standards and improving pupils' personal, social and emotional development.
- Learning outside the classroom was most successful when it was an integral element of long term curriculum planning and closely linked to classroom activities.

**This Policy and the schools approach to planning and delivering an extensive and safe provision of school journeys is written in conjunction with the following;**

- 1. This policy has been written in line with the most recent 'Keeping Children Safe in Education' statutory guidance (September 2016).**
- 2. Adoption (in full) Guidance; London Borough of Merton. 'There and back again'. The Outdoor Education Guidance.**
- 3. LBM employed advisor for Outdoor Education. Currently Director of Widehorizons Outdoor Education Trust.**
- 4. Council for Learning outside the Classroom. [www.lofc.org](http://www.lofc.org). used for update and training support of EVC and Party Leaders.**

5. **National Guidance OEAPNG. Website reference of National Guidance using HSE standards written by teams of EVC.**  
[www.oeapng.info](http://www.oeapng.info)
6. **Health and Safety at work Act 1979**
7. **Management of Health and Safety at Work Act 1999**
8. **Departmental Advice on HEALTH & SAFETY in schools 2012. DEPARTMENT FOR EDUCATION ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, HEAD TEACHERS, STAFF AND GOVERNING BODIES.**
9. **DfE 2008 Guidance First Aid in Schools 2008.**

### **Governors;**

Ensure that the Policies, systems and processes relating to school journeys at the Ursuline High School meet the statutory duty to safeguard and promote the welfare of children. Party leaders and all staff members' involved in school journeys must be aware of the systems within UHS which support safeguarding.

Ensure that the school journey programme offers trips which have relevant and specific learning or personal development opportunities.

Ensure Head Teacher and EVC has plans which comply with Regulations and guidelines. Involving Local Authority, Head teacher, Education Visits Co-ordinator, Party Leaders and other stakeholders to deliver programs which have Risk Assessment processes and controls in place.

Ensure that there are appropriate 'Schemes of delegation' in place

Ensure the Chair is informed of less routine visits and assess proposals for these visits are noted in the school calendar.

Expeditionary overseas visits require Merton Council's involvement in the planning and authorising of such trips. Merton Health and Safety Team 0208 5453838. This is a new stipulation.

Governors to endorse the procedures and subsequent updated reviews to '**There and Back again**'. Review and approve changes/amendments to school journey process and procedures once yearly.

### **Head Teacher with appointed EVC**

Appointed EVC to supervise trip and journey applications to ensure they comply with guidelines and regulations.

Ensure school visits comply with guidelines provided by LA/Governors/Schools Health and Safety Policy, Safeguarding Policy.

Vet Suitability of staff and supporting non teacher supervisors.

Approve only fully completed applications which have required signed parental consent.

Know that there is adequate and relevant insurance cover.

Discern the suitability of school journeys for 'vulnerable and/or students with specific medical or learning needs. Ensuring that the planning and management of the trip is compliant with the terms of the 'Equalities, Diversity and Cohesion Policy', without discrimination. Point 2 of EDC policy; in relation to the; *"barriers and disadvantages which people may face, in relation to disability (so that reasonable adjustments are made)"*.

Be the nominated contact and ensure there is provision in emergency situations.

Ensure the EVC requests by pre-arrangement the advice and monitoring of the Outdoor Education Advisor of any school lead camping and adventure courses.

### **Educational Visits Co-ordinator EVC**

To ensure school journey applications have been correctly completed.

Ensure ratios and supervision is adequate and discuss all exceptions to school standards with Head Teacher.

Confirm that the level of insurance cover is adequate for the activities and that the insurance company has been notified of all pre Existing medical conditions.

Discuss with the Headteacher any considerations of 'Judgement' in terms of Staff, Activities, Group Nature, Environmental factors, Distance/Duration and perceived risks mitigation.

To ensure school journey procedures are compliant with regulations and guidelines. 'There and Back again' Sept 2012.

In recognition that it is not paper that reduces risk but thinking about it;

The training and development of staff in assuming the role of Group Leaders and for Risk Assessment Training. Ensure all party leaders are trained in their role.

Ensure that only approved Licenced holders are eligible to use the school Minibus.

Have in place a specific critical Incident Plan adjusted to the specific location and context of the journey

## **Group Leaders**

The Party Leader (in the first instance) Assumes the role of Safeguarding lead on all journeys. The party leader at first available opportunity communicates any safeguarding concern to the Headteacher or other named designated staff agreed on the School Journey Risk Assessment Prior to departure.

Manage any safeguarding concern. In the event of a significant safeguarding concern involving one (or a small number of students) the Party leader is to designate a member of staff to take the lead in managing the case to a conclusion or handover once journey completed. (Rationale is to release Party leader to continue to manage the Journey and Group (main) until conclusion.

Have approval for the visit or trip. Trips outside of school time are still school journeys.

Must ensure they are adequately aware of their responsibilities and delegations.

Have on their person the Critical incident plan guidelines and must understand and follow the guidance set out in this Plan.

Complete the Critical Incident Decision login the event of managing an incident.

Must ensure all other staff or accompanying adults are aware of their responsibilities and delegations.

Must have experience of taking part in school trips with other recognised group leaders or have undertaken the school inset on journey planning.

Liaise with the EVC and carry out necessary Insurance checks for Category B and Category C school journeys to ensure that the level of cover is adequate for the activity. Category A trips are covered under the general terms and conditions of standard journeys.

Notify the insurance company of any pre-existing medical conditions of students.

- ***This includes notification of any ongoing treatment for mental health related diagnosed conditions.***

Complete and consider carefully all sections of the trip form and seek advice from EVC or Head Teacher on any points of concern. Specific considerations include; staffing, ratios, costs, transport, accommodation and proposed dates and times. Noting the attendance of any students categorised as 'vulnerable' and make reasonable adjustments to ensure inclusivity under the aims and objectives of the trip.

Understand the procedures set out in the Risk Assessment folder.

When Leading Youth exchanges ensure compliance with the Foreign and Youth Exchange Special considerations' Appendix of this Policy.

Brief students if not in the planning stages then during any visit on the process of risk assessment and control measures.

Sign the Form and accept leader responsibility for the trip application and ongoing decision making.

Have Parental permission for all students on the trip. A letter detailing the objective, purpose and all activities on the trip needs to be sent home and consent forms collected. For the purposes of joint trips with Wimbledon College the consortium letter head should be used. Offer Information Evenings when necessary.

Explain to students the Policy on use of mobile phones, remind them that this has been agreed on the consent forms signed by their parents;

Staff are to explain that Students may contact home using mobile phones at agreed times approved by party leader. Staff are responsible for student on school journeys and so students are not to use mobile phones to contact home regarding problems or difficulties arising on the trip. Students are instructed to alert the party leader or another member of staff to manage and resolve. Once the situation in question is managed or resolved the party leader will approve students in contacting parents”

In conjunction with staff accompanying assign the appropriate time for students to contact home subsequent to an event or incident. Control the message carefully to prevent alarm. Complete accident/injury book for any incident on a visit regardless of how minor. Collate witness statements from other persons present for logging in the book. Report back to EVC any issues, incidents or near misses for recording.

## **Parents**

Make informed decisions on whether the student should attend a visit.

Attend briefings and information evenings on residential or Category Risk C Visits.

Prepare the student well for the visit following the advice given by the group leader.

Reinforce the school Code of Conduct.

Provide accurate emergency contact information and inform group leaders of all health matters and other considerations which could be of interest to the party leader.

Requirement to update party leaders on any changes to medical conditions prior to departure.

***This includes current treatment for diagnosed mental health conditions.***

Take responsibility for declaring any pre-existing (diagnosed prior to departure) medical condition. Accurately and honestly complete the consent form and update Party Leader thereafter of changes and amendments.

Parents accept that Students may contact home using mobile phones at agreed times, approved by party leader. Staff are responsible for student on school journeys and so students cannot use mobile phones to contact home regarding problems or difficulties arising on the trip. Students are instructed to alert the party leader or another member of staff to manage and resolve. Once the situation in question is managed or resolved the party leader will approve students in contacting parents.

Parents are to be aware that if Students are allowed free time, a clearly stated return time will be given. If this is not met, free time will be curtailed. Free time and remote supervision privileges can be withdrawn without notice at any time during the trip by staff.

Take out independent insurance for and pre-existing medical conditions which are not covered under the terms of the school insurance.