



READING BLUE COAT SCHOOL

Educational Visits Policy

As part of the School's commitment to an all-round education, it places a high value on educational visits and therefore a large number are organised each year for all pupils. These range from short, one-day visits for a whole class to a local site of interest, or evenings out to plays or concerts, to language exchanges, overseas visits and sports tours which take place during holiday time.

Pupils' physical and moral safety is of paramount concern. The School accepts that visits, and outdoor activities, cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils, staff and other accompanying adults, and minimise the risk of untoward or dangerous situations, (in accordance with Health and Safety Advice on Legal Duties and Powers (2014)).

Every effort will be made to ensure that School visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion. A fund is available to provide financial assistance for educational visits for pupils in receipt of a Foundation Scholarship.

General Principles

- The permission of parents will be sought with a Consent Form for any visit which takes their child out of school, except for visits to Berkshire Sports and Social Club, Reading Hockey Club and St Andrew's Church, Sonning.
- For sporting fixtures or activities which take pupils off site during Activities periods permission will be sought once at the beginning of the term or year.
- No child will be permitted to go on any visit without written parental consent.
- Visits which contribute to the curriculum will normally take place during school time. Other visits will normally take place at weekends or during holidays.
- The safety and welfare of staff, adult supervisors and pupils will be of paramount concern on all visits.

Responsibilities

The **Headmaster** has overall responsibility for all education away from school premises and his, or the Second Master's, permission is required for all visits and expeditions.

The **Second Master** is responsible for ensuring that:

- correct planning procedures are followed;
- appropriate risk assessments are completed and any control measures put in place;
- the Group Leader is competent to lead the planned visit;
- supervision levels are appropriate to the planned activities;
- child protection measures are in place;
- visits are planned sufficiently in advance and entered into the school calendar;
- visits are coordinated to prevent clashes (as far as possible);
- group leaders have completed all necessary paperwork;
- a member of the Senior Leadership Team is available as an emergency contact and can be contacted on 0118 933 5880.

Group leaders are required to ensure that:

- their planning follows the procedure published in the staff handbook. This will include staff to pupil ratios, which for most trips will follow the DfE guidance of 1: 15-20, but for any visits with an element of greater risk, such as outdoor adventure trips, smaller ratios are required and this should be discussed with the Second Master in the early stages of planning.
- parental consent has been given for all pupils, including disclosure of medical requirements and, in the absence of parental contact or in an emergency, for medical treatment to be given.
- clarification is sought from the School nurse over medical issues raised on a consent form and copies of a pupil's care plan are taken on the visit;
- pupils' special needs and medical requirements are met and the details cascaded down to other relevant parties;
- parents receive all relevant information (see staff handbook for a full list);
- appropriate risk assessments are completed and any control measures put in place; to be passed to the Second Master at least a week before departure.
- any adults accompanying residential visits have been DBS checked and their details included in the relevant section of the Staff Register and other appropriate checks are carried out;
- he/she carries a mobile telephone throughout their time on the School visit and the number is known to the School and other designated staff (including those on the visit); contact details for all staff on the trip are to be included on the front sheet of the risk assessment. RBCS has a number of mobile phones for staff to use on visits.
- risks are reassessed during the visit in the light of events or situations on the ground, including stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable;
- pupils are supervised throughout the visit in accordance with the agreed itinerary;
- pupils and parents have signed the School's Code of Conduct (for overnight trips)
- pupils follow the Code of Conduct for School Visits (for overnight trips).

- all staff supporting the trip are aware of emergency procedures that might arise during the trip.
- pupil welfare is safeguarded at all times in line with the School's Safeguarding and Child Protection Policy
- transport for the trip is budgeted for and arranged in good time. Buses can be booked through the Reception staff.
- The School's insurance policy is adequate for the trip. The Assistant Bursar will be able to provide a summary copy of the policy.

Teachers and other adult supervisors are required to:

- follow the instructions of the Group Leader and help with control and discipline;
- do their best to ensure the health and safety of everyone in the group;
- notify the Group Leader if concerned about the health or safety of pupils at any time during the visit;
- in the absence of the Group Leader, consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable;
- familiarise themselves with the emergency procedures as set out in the staff handbook.

Parents are expected to:

- provide to Group Leaders all relevant information (including medical information) which may be needed to protect the welfare of their child(ren);
- provide accurate contact details to Group Leaders, in case of emergency;
- ensure that their child is provided with all necessary clothing, documentation (e.g. passports or visas) and medication (in original packaging) that may be needed for the visit.

Pupils are expected to:

- follow the instructions of the Group leader and other teachers or adult supervisors;
- comply with school's Code of Conduct for School Visits throughout the visit;
- do their best to ensure the health and safety of everyone in the group.

Date of last review:	November 2016
Internal review:	PJT
Review Frequency:	Annually
Next Review Date:	November 2017
References:	<ul style="list-style-type: none"> • Health and Safety Advice on Legal Duties and Powers (2014)
Governor:	Mr Clive Litten
Date of Governor Agreement:	



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TO BE RETAINED BY PARENTS

Please sign the letter at the end of this document and return to the Trip Organiser. The Code of Conduct should be retained.

Code of Conduct for Educational Visits

This code is published to pupils and parents and forms the “ground rules” of the trip. Pupils are subject to the authority of members of staff who have a duty of care for the duration of the trip. All the rules and regulations which follow are a requirement for the safety and enjoyment of all involved.

All pupils are expected to behave throughout the trip with dignity and respect, treating other people with kindness and courtesy and bringing credit upon themselves and the School. In particular, the following points should be noted:

1. Dress – pupils should always dress in an appropriate manner. T shirts or other clothing with logos should not cause offence to either teachers or members of the public.
2. Alcohol – pupils may not be in possession of alcohol other than under the conditions set out below.
 - i. Wine/beer/cider in moderation may be consumed with an evening meal (in accordance with UK law) by Sixth Form only (aged 16 and over). Pupils may only purchase or consume alcohol at this time and under direct supervision of a member of staff and only with their consent.
 - ii. Local laws must be adhered to where they are stricter than School rules.
 - iii. The consumption of spirits, including ‘Alcopops’, is strictly forbidden.
 - iv. Where pupils are staying with a host family (exchanges/sports trips) the party leader must inform host families of the School rules on alcohol.
 - v. No pupil will be allowed to purchase ‘Duty Free’ e.g. for a gift.
 - vi. Pupils must always behave in an appropriate manner, remain fully in control and not jeopardise the safety of the trip or reputation of the School.
 - vii. The consumption of alcohol is a privilege and therefore at the discretion of the leader of the trip. This privilege can be withdrawn at any point.
3. Smoking is strictly forbidden on all School trips.
4. Drugs/medicines - the purchase, possession or consumption of any drug) is completely forbidden. Any medicines needed by a pupil should be detailed on the parental consent form. Suitable arrangements for administering medication will be arranged prior to the trip.

5. Fireworks/knives – it is forbidden for pupils to be in possession of fireworks/knives.
6. Accommodation – Pupils should behave appropriately at all times in the accommodation, particularly after 'lights out' when respectful quiet should be maintained. It is forbidden to leave the accommodation without the express permission of a member of staff. Pupils' rooms will be regularly checked and must always be kept tidy.
7. Living arrangements – it is forbidden for boys to enter girl's rooms in the accommodation, or vice-versa.
8. Relationships – it is forbidden to engage in public displays of affection and/or physical contact. Any physical contact of a sexual or affectionate nature will be considered as a breach of School rules.
9. Periods of free time – pupils will be expected to have on them details of the accommodation in case they are separated from the group. Free time should be spent in groups; individuals may not wander off on their own. During 'free time' a member of staff will be available at a designated rendezvous point.
10. Promptness – when the group arranges to meet at rendezvous time, all pupils are expected to be there without delay. Unnecessary lateness causes anxiety over safety. Pupils must attend all pre-arranged meals.
11. Personal possessions – pupils must accept full liability for their personal possessions, including money, and be careful with their possessions. It is advised that pupils should not take valuables on a School trip.

All pupils are asked to bear these expectations in mind at all times during the trip. Any breaches of this Code of Conduct will be dealt with at the discretion of the members of staff on the trip and according to the protocol for dealing with discipline on a School trip.

Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a pupil, or the School as a result of his/her actions, must be met by the pupil's parents in the event that they are not properly covered by insurance.

A serious breach of this Code of Conduct or of the normal rules of acceptable behaviour may ultimately result in the pupil being repatriated or returned home at the expense of his/her parents; such a decision is made only in extremis.