

# **Educational and Off-Site Visits Policy**

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**Westbury House School**

May 2021

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## **1 Aims**

- 1.1 This is the educational visits policy for pupils of Westbury House School.
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to set out the School's approach to the planning and implementation of Educational Visits in order that everyone involved understands his or her responsibilities and can participate fully
  - 1.2.2 to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate
  - 1.2.3 to actively promote the well-being of pupils.
- 1.3 While government guidance and restrictions are in force during the Covid pandemic, this policy is to be read in conjunction with the School's Covid Policy and Risk Assessment and all relevant procedures laid out in these documents are to be adhered to and implemented for any off-site visits.

## **2 Scope and application**

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (EYFS).
- 2.2 This policy applies to all Educational Visits (as defined below).
- 2.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
  - 2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public; or
  - 2.3.2 bring the School into disrepute.

## **3 Regulatory framework**

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014
  - 3.1.2 Statutory framework for the Early Years Foundation Stage (DfE, March 2017)
  - 3.1.3 Education and Skills Act 2008
  - 3.1.4 Childcare Act 2006
  - 3.1.5 Equality Act 2010; and
  - 3.1.6 Health and Safety at Work Act 1974
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 Health and Safety: responsibilities and duties for schools (DfE, November 2018)
  - 3.2.2 Health and Safety on Educational visits (DfE, November 2018).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:

- 3.3.1 Health and Safety policy;
- 3.3.2 Safeguarding and Child Protection policy and procedures; and
- 3.3.3 Behaviour Management policy.

#### **4 Publication and availability**

- 4.1 This policy is published on the School website, and a hard copy is available from the School office on request.
- 4.2 This policy can be made available in large print or other accessible format if required.

#### **5 Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:

- 5.1.1 Visits or activities within the **School Learning Area** (Appendix 1) are a part of the normal curriculum and take place during the normal school day: the Malden Centre, Hook Swim School, Kings College London New Malden Sports Ground and New Malden Library.
- 5.1.2 Reference to **Adventure Activities** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.
- 5.1.3 Reference to **Contingency Plan** means an alternative activity in the event the planned activity on an Educational Visit cannot be undertaken safely.
- 5.1.4 Reference to **Educational Visit** includes but is not restricted to the following activities which are off-site and arranged or facilitated by the School at any time:
  - (a) study and cultural visits
  - (b) hazardous and adventure activities and expeditions; and
  - (c) overseas trips and residential trips.

An Educational Visit does not include a visit which has been arranged privately between the pupil and an employee of the School.

- 5.1.5 The **Educational Visits Co-ordinator (EVC)** is a member of the Senior Leadership Team (SLT) to whom the Head has delegated responsibility alongside their main role, for the arranging and the administration of an Educational Visit and the assessment and management of any risks posed by that visit.
- 5.1.6 Reference to **Employee** means anyone who works under a contract of employment at the School.

- 5.1.7 Reference to **External Provider** means any person or organisation other than the School or an Employee of the School who provides a service and or facilitates an activity under a contract during an Educational Visit.
- 5.1.8 References to **First Aiders** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work or Paediatric First Aid.
- 5.1.9 Reference to **Group Leader** means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Educational Visit.
- 5.1.10 Reference to **HSE** means the Health and Safety Executive.
- 5.1.11 References to **Licensed Activities** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.
- 5.1.12 Reference to **Parent(s)** means those having parental responsibility for a child.
- 5.1.13 Reference to **Supervisor** means an adult who has been approved by the Head or EVC and who has responsibilities and duties assigned to them during an Educational Visit by the School (to include but not restricted to Parents and volunteers).

## 6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head and the EVC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head and EVC	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	EVC	As required, and at least termly

Task	Allocated to	When / frequency of review
Formal review	Proprietor	As required, and at least once every 2 years

## 7 Legal requirements and responsibilities

- 7.1 **Head:** The Head will ensure that Educational Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Proprietor and the School's own health and safety policy.
- 7.2 The Head will ensure that:
- 7.2.1 the EVC is sufficiently qualified, experienced, and competent to arrange, administer and monitor Educational Visits
  - 7.2.2 the Group Leader is competent to plan, undertake and supervise activities and to monitor / assess the risks throughout the Educational Visit
  - 7.2.3 Educational Visits do not take place unless specific approval has been given by the Head or another suitable member of the Senior Leadership Team in advance
  - 7.2.4 appropriate risk assessment(s) for the planned Educational Visit and a Contingency Plan (where appropriate) have been carried out and that adequate health and safety measures are in place
  - 7.2.5 those who are conducting the risk assessments have the necessary training, knowledge, skills and experience to do so
  - 7.2.6 Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures
  - 7.2.7 adequate contact details for the Group Leader and / or Supervisors on the Educational Visit have been provided
  - 7.2.8 the Group Leader reports back after the visit and ensures that any appropriate follow up action is taken, lessons are learned and risk assessments and procedures are adapted where necessary
  - 7.2.9 adequate records are retained following the Educational visit.
- 7.3 The Head / EVC will:
- 7.3.1 consider whether the Educational Visit should take place
  - 7.3.2 ensure that there is adequate insurance cover for Educational Visits
  - 7.3.3 work with the Group Leader to provide details of Educational Visits beforehand to Parents, pupils and Supervisors (where required)
  - 7.3.4 ensure that adequate contact details for the Group Leader and / or Supervisors and the proposed venue are retained at the School
  - 7.3.5 monitor risk assessments, systems and accident reports and general practice on Educational Visits on a regular basis.

- 7.4 The Group leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits.
- 7.5 Where necessary, the Group Leader should obtain specialist advice to enable Educational Visits to be undertaken safely.
- 7.6 The Group Leader has overall responsibility for the following (**see Appendix 2**):
  - 7.6.1 the preparation and planning of the Educational Visit (in consultation with the EVC or another appropriately person where necessary) including obtaining approval for the Educational Visit to take place
  - 7.6.2 adding the date and details in the Outlook staff calendar and making sure all staff are aware
  - 7.6.3 working with the EVC to provide details of the Educational Visit beforehand to parents, pupils, supervisors (where required)
  - 7.6.4 ensuring that appropriate parental consent has been obtained for the pupils to attend the Educational Visit
  - 7.6.5 notifying well in advance: parents re. school lunches, the Finance Department (budget and school calendar/website), the Head of Music (notification of peripatetic staff), Head of Games, and the School office (notifying for example the LAMDA teacher, club supervisors etc.)
  - 7.6.6 visiting the venue beforehand, using the same route and mode of transport (a car if a coach is being used) while carrying out risk assessment(s) for the journey to and from the venue, the main activity and Contingency Plan(s) in case the primary activity is undeliverable (where appropriate) in accordance with the School's risk assessment procedures
  - 7.6.7 using Evolve to submit a written risk assessment to the Head and EVC for approval
  - 7.6.8 the supervision and conduct of the Educational Visit
  - 7.6.9 the health and safety of the group during the Educational Visit
  - 7.6.10 the behaviour and discipline of pupils during the Educational Visit.
- 7.7 The Group Leader will also:
  - 7.7.1 ensure that all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are aware of any identified risks and understand their respective responsibilities
  - 7.7.2 divide the group and allocates them with a staff member who will take the register for their group before, during (on numerous occasions) and after the Educational Visit. Registers to be given to staff the day before the visit. Registers must be kept as a record and filed after the visit by the EVC
  - 7.7.3 will ensure that the School office has all the visit information, including timings, telephone contacts for all staff members and supervisors on the visit as well as the venue's address and contact telephone number

- 7.7.4 ensure that there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements
- 7.7.5 take immediate steps to terminate the Educational Visit if the health or safety of the pupils or anyone else on the Educational Visit is at risk
- 7.7.6 ensure that any insurance conditions are complied with
- 7.7.7 ensure that there is sufficient first aid provision for each Educational Visit from appropriately qualified First Aiders, have a good working knowledge of first aid and be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils<sup>1</sup>
- 7.7.8 obtain and carry emergency telephone numbers and details of emergency points of contact for everyone on the Educational Visits.
- 7.7.9 ensure that on the day of the visit: pupils using the loo before leaving School, while at the venue and before returning to school to avoid accidents and wear the correct uniform (depending on the weather and season)
- 7.7.10 ensure that pupils wear wrist bands/cards with emergency contacts, high vis jackets and have lunches and water bottles
- 7.8 The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he / she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.
- 7.9 After the school visit, the Group Leader will: report back to the Head and the EVC, fill in the evaluation form through Evolve, provide photographs and a write up for the School newsletter and website to the Finance Office, and retain appropriate records following the Educational Visit and give these to the EVC.
- 7.10 **Supervisor(s) will:**
  - 7.10.1 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures
  - 7.10.2 do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent Parent would do in the same circumstances
  - 7.10.3 follow the instructions of the Group Leader and help with control, behaviour and discipline of the group
  - 7.10.4 inform the Group Leader or member of staff immediately if they suspect there is a risk to the health and safety of themselves or others during the Educational Visit
  - 7.10.5 speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the Educational Visit
  - 7.10.6 be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader
  - 7.10.7 not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.

<sup>1</sup> If the trip includes EYFS pupils there will be at least one paediatric first aider.

**7.11 Pupils will:**

- 7.11.1 follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School rules and the Behaviour Policy
- 7.11.2 not behave in a way which put themselves or others at risk or in breach of the School rules and the School's behaviour and discipline policy
- 7.11.3 dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed
- 7.11.4 if abroad, be sensitive to local codes and customs.

**7.12 Parents will:**

- 7.12.1 provide the School with clear and accurate up to date information on their child's health and / or any special needs, including the need for medical attention or medication in advance of an Educational Visit
- 7.12.2 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable
- 7.12.3 ensure that their child understand the standard of behaviour and conduct expected of pupils on the Educational Visit.

## **8 Planning and preparations**

**8.1 The Group Leader / EVC will:**

- 8.1.1 undertake and complete the planning of and preparation for the Educational Visit
- 8.1.2 where possible undertake an exploratory visit to areas or in respect of activities involving significant hazard, or obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk
- 8.1.3 obtain approval for the Educational Visit to take place, according to the School's procedures
- 8.1.4 undertake appropriate risk assessment(s), using Evolve
- 8.1.5 ensure that appropriate parental consent has been obtained for the pupils to attend the Educational Visit (including specific written consent to the trip where required) (see clause 10)
- 8.1.6 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK
- 8.1.7 provide a list of attendees and emergency contact details for each attendee to the School office
- 8.1.8 report back to the Head / EVC after the Educational Visit
- 8.1.9 retain appropriate records following the Educational Visit.

## **9 Charging**

- 9.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.
- 9.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.
- 9.3 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

## **10 Consent**

- 10.1 Specific written parental consent is generally not required for routine Educational Visits within the Learning Area which are a normal part of the pupil's education at the School and take place during the normal School day.
- 10.2 For Key Stage 1 and Key Stage 2, the School obtains general consent from parents for all Educational Visits that are not routine at the beginning of every academic year and provides sufficient information to parents about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required.
- 10.3 Parental consent is required for EYFS pupils for every visit.
- 10.4 Parents of EYFS pupils are asked for written consent before EYFS begin swimming lessons or Games on the local field. This consent covers all swimming lessons from that time onwards.
- 10.5 If consent is refused by one or both parents the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

## **11 Risk assessments**

- 11.1 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.
- 11.2 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and / or fanciful.
- 11.3 If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) review the generic risk assessment and check that it is still suitable.
- 11.4 If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Group Leader must carry out a specific written risk assessment for the Educational Visit:
  - 11.4.1 activities requiring a higher level of risk management than is normal during routine activities
  - 11.4.2 Adventure Activities
  - 11.4.3 off-site activities that take place totally outside normal School hours including during School holiday period or during weekends

11.4.4 overnight and residential stays

11.4.5 visits outside the UK.

11.5 If any risk is considered to be unacceptable by the Group Leader and / or Head / Proprietor, the Educational Visit shall not go ahead or shall be terminated if already in progress.

11.6 Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and / or a Contingency Plan if appropriate carried out instead.

## **12 Insurance**

12.1 There shall be appropriate insurance cover in place for each Educational Visit.

12.2 The Head / EVC and Group Leader should have an awareness of any requirements set by the School's insurers when planning an Educational Visit.

12.3 Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.

12.4 The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

## **13 Supervision**

13.1 Supervision of pupils can be close or remote but must always be 24 hours a day.

13.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.

13.3 Where a Supervisor is also a Parent of a pupil on the Educational Visit, that Parent shall usually count in the ratio for the group as a whole.

13.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:

13.4.1 deal with any emergency or incident

13.4.2 seek emergency and / or medical assistance

13.4.3 supervise the remainder of the party.

13.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios *may* be appropriate:<sup>2</sup>

<sup>2</sup> Apart from in EYFS settings there are no mandatory ratios. Schools should risk assess visits in order to set their own ratios.

<b>Class / Year</b>	<b>Applicable ratio</b>
Nursery and reception	1:4 (1:3 for under twos)
Years one to three	1:6
Years four to six	1:10-15

- 13.6 The ratio should become closer the more complex or hazardous the activity.
- 13.7 There will always be at least one member of staff and one other responsible adult (supervisor or member of staff) supervising every visit.
- 13.8 For overnight stays, residential visits or visits outside of the UK, all of the adults will be Employees. Where possible for mixed sex groups, at least one male and one female Supervisor should be available.
- 13.9 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a Supervisor in the event of an emergency.
- 13.10 The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

## **14 Child protection**

- 14.1 The School's safeguarding and child protection policy and procedures will apply at all times during Educational Visits.
- 14.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with the safeguarding and child protection policy and procedures. The member of staff will then follow the instructions of the DDSL and the Head.

## **15 Adventure Activities and external providers**

- 15.1 Where the main activity is an Adventure Activity or any activity which is facilitated by an External Provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time.
- 15.2 Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.
- 15.3 The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at [www.aals.org.uk](http://www.aals.org.uk) and a record maintained.

- 15.4 For Adventure Activities to be carried out overseas the Group Leader should do all that is reasonable to check if External Providers are required to have a licence to provide Licensed Activities in the country where the activity will take place and if so, will check that they hold any such licence with the relevant equivalent regulatory authority. Group Leaders should retain a record of their due diligence investigations and if the External Provider is not licenced (or certified with the equivalent) this should be factored into the risk assessment.
- 15.5 If the Group Leader assigns the technical instruction of the group to an External Provider he / she should agree with the External Provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of Supervisors and External Providers.
- 15.6 The Group Leader and School staff retain responsibility for the moral and emotional well-being of pupils and during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.
- 15.7 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.
- 15.8 Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety.
- 15.9 In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Contingency Plan.

## **16 Transport**

- 16.1 Pupils will be properly supervised at all times whilst on school-arranged transport.
- 16.2 The Group Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements.
- 16.3 The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit and that there is adequate insurance in place. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

## **17 Off-site accommodation and overseas trips**

- 17.1 The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where possible, has been assessed by the School before use.
- 17.2 Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.

## **18 First aid**

- 18.1 The Group Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.
- 18.2 The minimum requirements for Educational Visits are:

- 18.2.1 a suitably stocked first aid container
- 18.2.2 at least one appointed person to take charge of first aid arrangements
- 18.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.

## **19 Accidents and emergencies**

- 19.1 All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.
  - 19.2 In the event of an emergency all members of the group should:
    - 19.2.1 remain calm
    - 19.2.2 assess the nature and extent of the emergency; and
    - 19.2.3 take immediate action to safeguard themselves and other members of the group.
  - 19.3 The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:
    - 19.3.1 summon emergency assistance and / or medical assistance and / or inform the police, if appropriate
    - 19.3.2 seek assistance from a First Aider, if appropriate
    - 19.3.3 if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised
    - 19.3.4 seek assistance from the Head / EVC where appropriate
    - 19.3.5 follow the procedures below.
  - 19.4 The Group Leader should ensure that the incident is properly recorded and that the Head / EVC is contacted as soon as reasonably practicable.
  - 19.5 The Group Leader / Head will make arrangements to inform parents of any accidents or injuries affecting their child as soon as practicable.
  - 19.6 Consider whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**).
  - 19.7 Under no circumstances should anyone make a statement to the press or any admission.
  - 19.8 Where a claim might be brought following theft or other loss, the local police must be informed.
- ## **20 Training**
- 20.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

20.2 The level and frequency of training depends on role of the individual member of staff.

20.3 The School maintains written records of all staff training.

## **21 Record keeping**

21.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

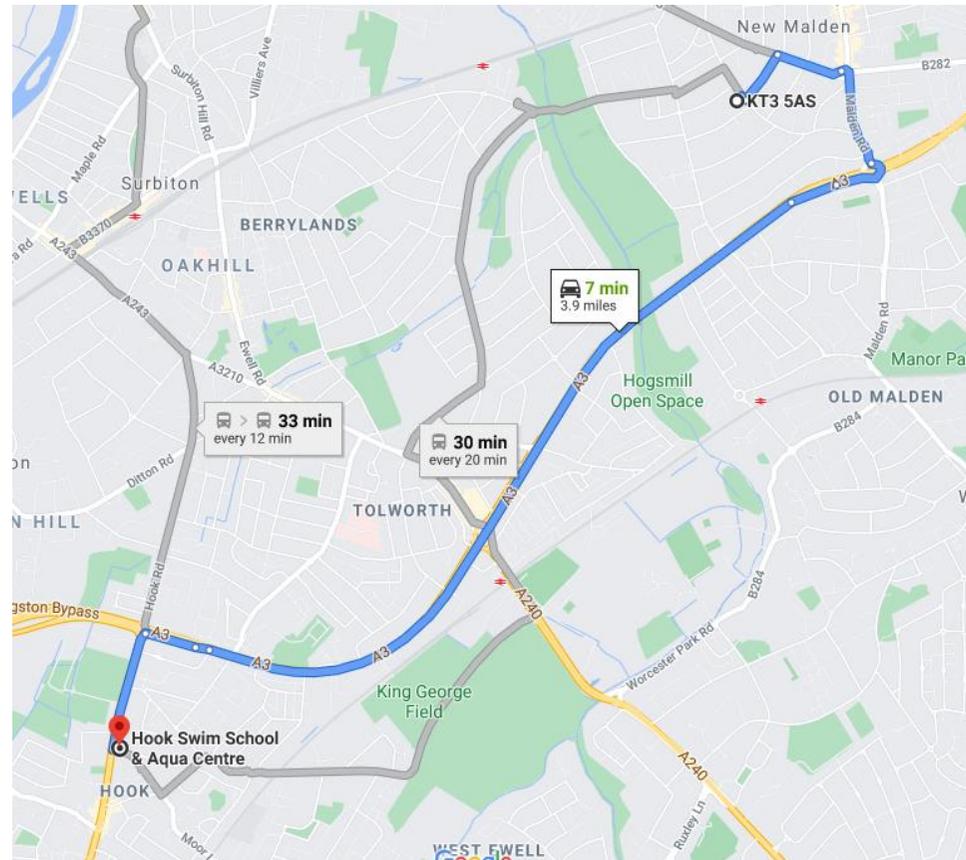
21.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

## **22 Version control**

Date of adoption of this policy	April 2021
Date of last review of this policy	May 2021
Date for next review of this policy	Summer 2022
Policy owner (SMT)	Nicola Saunders
Policy owner (Proprietor)	Amit Mehta



### Hook Swim School



## Appendix 2 Group Leader's Flow Chart

Chooses a visit with a clear educational objective and checks the calendar, budget, staffing and seeks approval from the Head and EVC.

Books the venue, workshops, and the transport and adds the event to the staff calendar.

Group leader emails the Finance office (website), School Office (informs peripatetic teachers and club organisers), Head of Music (informs Music staff) and Head of Games.

Cover issues identified for all the staff on the visit. Leave of Absence forms completed by staff and approved by the Head. Group leader asks School office to arrange cover.

Pre-visit, including transport, route, and contingency plans. Risk Assessment completed through *EvoVe* and submitted to the EVC and Head 2 weeks prior to the Educational Visit.

Letter to parents, including all visit information. Letter to be approved by the Head. Sent well in advance as parents need to cancel School lunches.

Day before: risk assessments, registers, and additional information given to staff and supervisors. Day of the visit: wrist bands, high vis jackets, medicines, first aid, lunches, and water

Report to the Head and EVC the next day. Complete the evaluation through *EvoVe*. Provide the Finance Office with photographs and write ups for the School newsletter and website.