



PATRON  
HM THE QUEEN

LVS Oxford

## Educational Visits Policy and Procedure

**Responsibility:** Head of School/Head  
of Sixth Form  
**Reviewed:** September 2018  
**Next review date:** September 2019



## **What is the Legal Framework?**

The Governors and trustees establish the overall Health and Safety Policy of the Licensed Trade Charity (LTC). This policy sets out LTC's approach in providing a high level

This policy should be read with reference to:

- LVS Oxford Health and Safety policy
- LVS Oxford Behaviour policy
- LVS Oxford Safeguarding policy

<http://www.hse.gov.uk/services/education/school-trips.pdf>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

### **The Responsibility of the Employer**

The LTC as the employer is required by law to:

- assess the risks of activities, introduce measures to control the risk, and to tell their employees of these measures
  
- ensuring that the visit has specific and stated objectives
- ensuring that the plans for the visit meet regulations and guidelines including the Health and Safety Policy
- ensuring that visits are planned as soon in advance as possible



### **The responsibility of the group leader**

- all necessary actions have been completed by the group leader
- risk assessments and safety measures are in place
- risk assessment includes crisis management
- risk assessment includes late arrival at school and transport arrangements
- the group leader is suitably experienced and qualified in both the activity and the management of the particular group on the proposed visit
- the group leader is given sufficient time to organise the visit properly
- the ratio of staff to learners is appropriate
- volunteer staff are informed of school policy/guidelines
- parents have signed a consent form
- arrangements for all special, medical, and first aid needs have been made
- there is a list of all participants with emergency contact numbers for parents or next of kin
- emergency procedures are produced by the group leader and agreed by the Head Teacher and LTC
- times and mode of travel are agreed and published
- there is a contingency plan for any delays
- Group leader takes communication flow chart
- A member of staff accompanies a student to hospital and stays until parent/carer arrives

### **The Responsibility of the Head Teacher**

The Head Teacher will ensure that:

- all necessary actions have been completed by the group leader
- risk assessments and safety measures are in place
- the training needs for all participants have been met
- the group leader is suitably experienced and qualified in both the



### Tasks for a group leader

The group leader should:

1. obtain the Head Teacher's written agreement well in advance of the planned visit
2. Take advice and support from the Speech and Language therapist before the trip on any issues that may arise or could arise on the trip-and ensure this has been supported to enable the learner to attend
3. Liaise with the deputy Headteacher if a learner is unwilling/unable to attend the trip-this should include ensuring the learner has cover work and is supervised by a member of staff if staying onsite, or contact with parent that a learner should
  - overall responsibility for the



### **The responsibility of teachers**

Staff act as representatives of the LTC. This means that during the visit all staff are required to:

- promote a positive image

### **The responsibility of adult volunteers**

Non-teaching adults on a visit have an important role to play. In order to respect this role and to enable the adult to make a positive contribution, it is reasonable to clarify their role and responsibilities.

Non teaching adults acting as volunteers must:



### **The responsibility of learners**

Within the planning process it will be necessary for the group leader to be confident of the pupils that are going on a visit. It will therefore be incumbent on the group leader to inform all pupils of their responsibilities. The responsibilities that will be conveyed must make it clear to pupils:

- not to take unnecessary risks
- to follow instructions from the group

### **The responsibility of parents**

It is anticipated that parents will support the young person to undertake a school trip and in order to do this the group leader should have given them: