

DEPARTMENT OF EDUCATION AND CHILDREN
Rheynn Ynsee as Paitchyn

Guidance Note and
Frequently asked Questions
**Policy for Educational Visits
and Overnight Stays**

(Amended July 15 – version 5)

This policy is to be used in conjunction with the Department's
'Safety in Outdoor Education' guidance



Isle of Man
Government
Reillys Ellan Vannin

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1.	<p>INTRODUCTION</p> <p>The Department wishes to support schools run educational visits. It wishes to provide guidance and a policy that meets its statutory obligations, which when applied, offers the safest possible experience for all involved. It is not the intention to prevent activities from taking place because there is some residual risk that cannot be ruled out, but to ensure activities are well planned and thought through. The guidance brings together various elements of this process including: the nature of the group, the competency and experience of the leaders, responsibilities, ratios, transport, venue, programme of activities, risk management, parents & emergency situations.</p>	7
2.	<p>POLICY STATEMENT</p> <p>Establishments can assume that by operating according to the policy, they will be supported by the Department in any dispute that may arise. In summary – the principles highlighted in the Educational Visits and Overnight Stays Policy Guidance should be adopted for all visits. Any problems should be resolved by contacting the Department.</p>	8
3.	<p>RESPONSIBILITIES</p> <p>The 'employer' has ultimate responsibility under Health and Safety Law.</p>	9
3.5	<p>The Department (the employer)</p> <p>Will produce the policy and guidance for employees to follow. Will provide training, guidance and advice on how to run safe visits. Will allow its staff to arrange and approve their own visits. Will monitor visits and comment on visits which involve unusual or higher than normal risk. Contact Youth Office – 686057 for access to training, information, advice or guidance.</p>	10
3.9	<p>The Governing Body</p> <p>Should be kept informed of adventurous visits or those involving a higher level of risk.</p>	11
3.10	<p>The Headteacher</p> <p>Required to authorise all visits.</p>	11
3.13	<p>The Educational Visit Co-ordinator</p> <p>Each establishment requires an EVC (in some cases this is also the Headteacher). The EVC has the knowledge, skills and competencies to plan visits and support the Educational Visits Leader to run them. They are the main point of contact with the Department and in preparing the visit for final approval by the Headteacher.</p>	12
3.15	<p>The Educational Visit Leader</p> <p>The member of staff who leads the visit. They have overall responsibility for the group whilst on the visit.</p>	12
3.17	<p>Accompanying Adults Other Than Teachers</p> <p>Adults with a supervisory role in which they would be expected to act as any reasonable parent would. It is important they understand what is expected of them in the planning stage of the visit. If the visit involves an overnight stay, they require a Disclosure and Barring Scheme check (aka Police check).</p>	13
3.18	<p>Parents and Pupils</p> <p>Parents are required to approve of their child's attendance on all visits. For regular activities such as sports fixtures, swimming lessons, environmental studies, this may be annually.</p>	14

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3.19	Parents must disclose any information about a pupil that may impact on the visit. Good communication and trust between the parent and school is essential. There have been instances of parents withholding information on a child because they thought the school would not allow them to go.	
4.	PLANNING, RISK ASSESSMENT AND REVIEW All visits require a risk management exercise to have been completed prior to the visit. It should involve the EVL, EVC and where appropriate young people; the salient points should be recorded in a written risk assessment. This assessment must either be attached to the on-line visit submission, or as a hard copy in the establishment. Previous audits by IAD have asked to see this documentation.	14
4.4	Approvals The Department requires all visits to be notified using the on-line system . Schools may adopt their own processes for planning visits but final approval for the visit rests with the Headteacher.	15
4.8	Preliminary Visit and Research A preliminary visit is recommended. When planning a trip staff should be aware that there is a wealth of information on venues, providers, activities, transport arrangements along with experiences and recommendations, which is held by colleagues across our schools. This can be accessed on-line through the EVOLVE system or by contacting the Department on 686057.	16
4.15	Types of Risk Assessment Generic – the starting point. A ‘generic’ or someone else’s assessment can be a good starting point. Some are available on-line for staff to quickly adapt to match the local circumstances or nature of the group. The Assessment(s) appropriate to the visit should be uploaded as part of the registration process. Dynamic – these ongoing assessments and will be made during the visit in conjunction with the staff and pupils.	17
4.22	Implementing the Chosen Precaution Where risk of injury is possible, there must be a written risk assessment.	18
4.25	Training The Department provides training for EVL’s and EVC’s. Dates and times are published in the CDP programme.	19
5.	STAFFING Staff have a duty of care at all times, for longer visits this may be 24 hours a day.	20
5.1	Issues to Consider Sufficient ‘on-duty’ staff cover is available. Staff ‘down-time’ and how this will be managed. Staff and pupil health issues and how these might impact on the visit.	20
5.4	Use of Accompanying Adults Volunteers can make a very important contribution. What they are expected to do, their role and relationship to the staff and pupils needs to be fully explored and agreed. If the visit involves an overnight stay, they require a Disclosure and Barring Scheme check (aka Police check).	21

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5.6	<p>Recommended Ratios</p> <p>Ratios are given as recommendations and should be considered as part of the risk management process. There are age and behaviour issues to take into account. The recommendation is a minimum of 2 adults, at least one of whom must be a teacher.</p> <p>Those planning and approving the visit are best placed to match an appropriate staffing ratio to the numbers attending, the abilities of the group and duration of the visit. However, where the staffing ratios are likely to be lower than the recommendations, additional risk assessments will be required. Advice should be sought from the Department.</p>	21
5.11	<p>Those aged 16+ It is recognised that the staffing ratios might be adjusted to reflect the maturity and competencies of those attending.</p>	22
5.13	<p>Off-Island Visits - Ratio of 1:10 with a minimum of 2 members of staff. Mixed groups should have a member of staff of each sex.</p>	23
5.14	<p>Visits Including Adventurous Activities - See separate 'Safety in Outdoor Education' document.</p>	23
5.15	<p>Young People - All under 18 year olds regardless of whether they are on the school role are counted as pupils.</p> <p>Over 18 yr olds may be counted as staff at the Headteachers discretion.</p>	23
5.16	<p>Residential Centre Staff - EVL's are advised to check who has responsibility for 'down-time' and overnight supervision.</p>	23
5.17	<p>Joint Visits - Someone from one school has to act as the EVL. The Heads from each school need to approve the visit.</p>	23
6.	<p>CHARGES FOR SCHOOL ACTIVITIES</p> <p>Charges cannot be made for compulsory school activities.</p>	24
7.	<p>INSURANCE</p> <p>The Department currently arranges insurance for off-island visits and makes a charge to the school based on the numbers attending. Schools may opt out of this arrangement and make their own insurance arrangements. The Policy requires adequate insurance to be in place. For further information and advice 685828</p>	25
7.10	<p>Claims - Contact the Department as soon as possible on 685828. At no time must an officer of the Department accept liability for any injury or damage to an individual or third party's property.</p>	26
8.	<p>PARENTAL INFO, PUPIL DETAILS & CONSENT</p>	27
8.1	<p>Approaches to Consider – For regular activities, annual approval is sufficient.</p> <p>Schools using outside providers e.g. Children's Centre, Ardwhallan, Motor Project and school arranged extended work or offsite experiences for individual pupils come under this policy. The work experience programme run through employed.im is not covered by this policy. Schools arranging work experience outside employed.im are advised to check with the work experience providers that the risk management and insurance requirements are met.</p> <p>Note: For all off-island visits regardless of the nature of the visit, this policy applies. This includes visits to the armed forces that establishments may classify as work experience.</p>	27

8.5	Information - Giving parents and pupils relevant and timely information is essential. Meetings involving parents have proved very helpful in building trust and an understanding of expectations, including the behaviour of pupils, arrangements and a rationale for contacting home and what will happen if there are delays or other incidents.	28
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9.	DURING THE VISIT This section details some of the guidance for EVL's. Experience has shown that particularly stressful and/or 'risky' times are: At the end of long journeys when everyone, including staff are tired. <ul style="list-style-type: none"> • During 'down-time' at the end of the day or 'free-time', these are when the majority of accidents occur • Access to mobile phones and contacting home; posting messages and photos on social media is becoming both positive and problematic of EVL's • Having sufficient staff to deal with an ill or injured pupil • Delays or disrupted travel arrangements. 	30
10.	TYPES OF VISITS This section contains details of the range of visits and activities. The majority of visits take place locally and the registration system allows for an activity that may take place over a number of visits to be recorded as a single entry, a series of sporting fixtures or regular riding for the disabled sessions for example. All off-site visits must be recorded on the EVOLVE system.	34
10.9	Visits requiring notification to the Governors - Where there is a higher or more complex risk attached to the activity, the School Governors should be notified.	35
10.10	Monitoring Visits - The Department will monitor visits via the on-line registration system. Anyone requiring assistance is advised to contact the Department as early as possible in the planning stage.	36
10.18	Special Cases - The Duke of Edinburgh Award requires notification of expeditions on its own particular forms and within a specific time scale. Details from the Awards Coordinator 686051.	37
10.23	Staff Competence and Development - Details of the National Governing Body awards for leading outdoor activities can be found in the Safety In Outdoor Education Document. Headteachers and senior managers are responsible for ensuring competent staff are in place to lead visits.	37
10.26	Prohibited Activities – listed	38
10.28	Wild Country Areas – trips to these areas are subject to additional requirements. Coastal cliff paths come under this category.	39
11.	VISITS (INCLUDING THE UK) Advice and guidance on arranging visits abroad. There are staff within schools who can provide information and advice. Contact the Department on 696057.	40
12.	EXCHANGE VISITS Advice and guidance on arranging exchange visits. There are staff within schools who can provide information and advice. Contact the Department on 696057.	46

13	EMERGENCY PROCEDURES Procedures to be followed should be available to the EVL whilst on the visit. The incident will be reported to the Headteacher who should know how to contact senior Department officers out of hours. All accidents and incidents must be recorded and reported to the Department.	46
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14.	TRANSPORT ARRANGEMENTS	49
14.4	Minibuses - It is recommended a second adult accompany groups on a minibus journey. Drivers require a PPV licence and the vehicles a PPV plate. Vehicles taken off-island should only be driven by Department employees and are subject to driver time regulations https://www.gov.uk/drivers-hours/gb-domestic-rules A list of those travelling in the minibus must be carried	49
14.9	Emergency Provision - A list of those travelling in the bus must be carried	49
14.10	Seatbelt Requirements – seatbelts must be used in minibuses. Buses and coaches are not subject to the same regulations as minibuses and may or may not have seatbelts fitted.	50
14.12	Transporting Pupils in Private Cars – EVL’s should be satisfied that drivers are suitable and parents are informed of any arrangement to use private cars with the option to say no. This also applies to pupils using their own cars to transport peers on school activities.	50