

Committee(s): Board of Governors of the City of London School	Date(s): 17 October 2018
Subject: Educational Visits	Public
Report of: Alan Bird, Head, City of London School	For Information
Report author: Andrew McBroom, Assistant Head (Co-Curricular)	

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

The Governors have oversight of the Educational Visits policies, procedures and implementation as part of their overview of Health and Safety. Further information on the role of the Governors can be found at: <http://oeapng.info/downloads/all-documents/> (National Guidance 3.4f).

Current Position

Educational Visits Policy and Handbook

The Educational Visits Policy and Handbook have been updated over the summer. The only substantive change to the policy was necessitated by GDPR. The following has been added:

The Corporation of London and City of London School's data protection policies apply to all aspects relating to educational visits.

In light of the new GDPR legislation, which came into effect on 25 May 2018, staff are required, as part of the standard risk assessment process for educational visits, to evaluate the risks associated with the handling and sharing of data. The generic risk assessment should be used. Visit Leaders and staff are required to be familiar with the guidelines provided in the generic risk assessment and Educational Visits Handbook. Staff are responsible for ensuring that all data is safely disposed of following a trip (for example, shredding paperwork and removing files carrying pupil/parent/staff information relating to the trip from devices).

Visit Leaders are not required to complete an additional GDPR risk assessment for each individual trip. However, If the data/information requirement for a trip exceeds simple contact/medical information, then a separate Data Protection Risk Assessment is likely; for example if there is a contract with a 3rd party who processes data on the School's behalf, sharing

passport information with a travel agent et cetera. This can be found at:
<https://intranet.cityoflondonschool.org.uk/policies-and-procedures/data-protection--compliance-1/gdpr/records--logs/risk-assessment-form>

Visit Leaders should consult the Educational Visits Coordinator and the Data Protection Coordinator for advice.

Risk Assessments

The standard Corporation General Risk Assessment Form format and risk assessment matrix has been adopted with success.

Health and Safety Audit

The policies and procedures received a very favourable write-up in the British Safety Council Five Star Health and Safety Audit.

Training

All staff continue to receive regular updates via email and on Staff Days. 'Teachmeets' focus on how to run effective educational visits and provide opportunities for staff to reflect on incidents on trips. New staff receive training as part of their drip-feed induction. Staff, particularly those running visits which involve adventurous training, regularly attend relevant INSET training. All staff who have not run a trip before have the process explained to them by the EVC. Visit Leaders are asked to complete post-visit reports which promote reflection and feed into future planning.

Incidents

In 2017-8 there was one major incident on an educational visit. Two boys were hospitalised with head and back injuries having been struck by some loose roofing panels whilst on a CCF Trip in Bavaria (January 2018). The Commanding Officer of the CCF dealt extremely well with the situation, following the guide on how to respond to a critical incident. Decisions taken ensure the boys received swift medical attention and other participants on the trip were kept safe. Communications were excellent, with the EVC and parents informed within minutes. Fortunately, neither of the boys were seriously hurt..

Staff Commitment

Staff at CLS continue to invest an enormous amount of time and effort in the planning, organisation of trips. It should be noted that this includes many weekends and holidays to provide what really is an extraordinary programme of educational visits.

Educational Visits for the Academic Year 2017-2018

A snapshot of the academic year

A huge number of one-day educational visits take place during the school year.

The Third Form continued their rich diet of weekly trips to places of cultural and social interest. Trips included: the Supreme Court, the National Gallery, Dr Johnson's House, Europe House, the Tate Modern, Cabinet War Rooms, Shakespeare's Globe, the John Soane Museum and the City of London Police Museum.

In the October, the Classics Department took boys to Rome, the Biology Department were in Boston as part of the iGEM Competition and the French Department were in Lille.

In November, the Model United Nations Society competed in an international conference in Paris.

In February 2018 the History Department were in Berlin and the Modern Languages Department arranged trips to Valencia and Hamburg. The location for the annual Ski Trip was in New Hampshire, USA. A Water Polo team competed in fixtures in France

In March, the Classics Department took a group to the Bay of Naples

In June the History Department ran their annual Battlefields Trip to Ypres and the Somme.

The final week of the summer term saw all boys off timetable with a vast array of trips and visits on offer. In the UK this included the British Museum, Portsmouth Harbour, St Paul's Cathedral, Harry Potter Tour and Bletchley Park. An adventure visit to Pembrokeshire took place, run by the PE department, with boys experiencing surfing, climbing, canoeing and coasteering. Outside the UK, trips went Lille and Switzerland and the First Form were in Normandy visiting the D-Day landing beaches, Mont St-Michel and the Bayeux Tapestry in a joint French and History trip

In August, the PE Department ran a pre-season Football and Basketball trip to Rotterdam

CCF and DofE continue to run a significant number of residential trips.

Challenges

The challenges remain similar to previous years (see reports); but demands on staff, costs and scheduling issues have not had a major impact.

A major concern is actually the high number of trips and the impact this might be having on pupil and staff attendance. This is something we are monitoring carefully in the year ahead.

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