

## **EDUCATIONAL VISITS POLICY**

### **Contents**

- 1. Introduction**
- 2. Legal Framework**
- 3. Responsibilities**
- 4. Planning a Trip**

### **1. INTRODUCTION**

1.1 This Policy complies with the latest DfE advice on Health and Safety of Students on Educational Visits.

1.2 Educational visits provide a valuable opportunity for students to encounter experiences which are not available to them in the classroom. This can enable them to develop their initiative, resourcefulness and independence. It is essential that all such visits are conducted with the highest regard for health and safety for all those taking part.

### **2. LEGAL FRAMWORK**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following existing policies and guidance:

- Complaints Procedures Policy
- Behaviour Policy
- First Aid Policy
- First Aid Procedures & guidelines
- Health and Safety Policy
- Charging Policy
- Returns and Refunds
- Pupil Equality Policy
- DBS Policy

### **3. RESPONSIBILITIES**

#### **3.1 The Trustee Board**

The Trustees have a responsibility for health and safety of students and staff and including whilst on Educational and Recreational School visits and the implementation of this policy.

#### **3.2 Headteacher/Principal**

The Headteacher/Principal or designated SLT member will apply this policy for educational visits on behalf of the Trustees. He/she or designated SLT member is also responsible for the authorisation of visits and for

- Acting as or appointing an appropriately experienced Educational Visits Co-ordinator (EVC)
- Planning, organisation and event timetabling
- Allocation of places in line with needs and priorities
- Competence, experience and suitability of leaders
- Capabilities and suitability of accompanying staff and other helpers
- Leaders' knowledge of local circumstances to be experienced
- Party size, age, aptitude and experience of students
- Child protection issues
- Medical needs of members of the party and first aid provision
- Supervisory ratios
- Assessment of health and safety risks inherent in the project
- Foreseeable emergency action and contingency plans, including the existence of a designated Deputy Trip Leader
- Financial and travel arrangements
- Informing parents of risks and safeguards and obtaining their approval
- Effective communication arrangements between responsible persons not on the visit, Trip Leaders and parent(s)/carer(s)
- affordability and value for money

#### **3.3 Chief Finance Officer (CFO) & Finance Team**

The CFO and finance team will ensure that

- adequate insurance is in place for all school visits.
- The Finance Team consults and advises the EVC and Visit Leader to ensure that Value for money is achieved with public funds
- Ensuring the educational visits operate in accordance with this policy
- Co-ordinate and control the financial aspects of Educational visits
- Ensure parent(s)/carer(s) of students who are in receipt of Pupil Premium are aware of the support available
- Put in place the practical arrangements including achievable notice of parental payment deadlines to allow reasonable time for parent(s)/carer(s) to pay, (4-week minimum for visits costing more than £40.00).
- Deadlines for parental payment, consent and/or confirmation of attending are set and adhered to in order to allow adequate time for specific arrangement for: supplier payments; transport; addressing issues raised by risk assessments; SEND and first aid provision.

- Late admission to trips will only be permitted with the agreement of the trip leader and in exceptional circumstances, if the aspects of planning listed in the previous point can be amended in time.
- Communication with parents/carers takes place to ensure all permissions and payments received are collated appropriately in a timely manner
- Reports on the financial viability of the trips to SLT and the trip leader
- Records progress on trip administration

### 3.4 Educational Visits Coordinator (EVC)

The EVC is the focus for necessary information and advice for visit leaders. An EVC should have suitable experience, training, knowledge of legislation and skills to perform the role. The role includes:

- Ensuring that educational visits are in accordance with this policy.
  - Supporting the Headteacher/Principal, SLT and trip leaders with approval and other decisions.
  - Supporting the trip leader to ensure risk assessments are in place
  - Ensuring External organisations involved in the visit comply with applicable safety standards either by ensuring that they hold the Learning Outside the Classroom Quality Badge or checking the details listed in section 4.5
  - Ensure that all Staff/accompanying adults are DBS checked, appropriately trained, competent in their roles and are aware of their responsibilities.
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- Ensuring itineraries are in place where appropriate
  - Ensuring that emergency arrangements have been made.
  - Maintaining records of all visits and appropriate training.
  - Ensures out of hours contacts are available
  - Review systems and, on occasion, monitoring practice.
  - Liaising between all appropriate parties including Outdoor Education Advisor (Evolve)

### 3.6 The Visit Leader

The Visit Leader has overall responsibility for the supervision and conduct of the visit and hence for the health and safety of the group. In this regard, the visit leader will be representing the Trust, School and Headteacher/Principal during the visit. He/she must therefore undertake the following:

- Seek internal authorisation for the trip from the appointed SLT member by completing the online Visit Approval Form (VAF) (if a VAF system is not in place written approval should be sought
- Ensure that sufficient notice is in place to allow time for approval and to allow the following number of term time weeks/months between approval of the visit and the date of departure:
  - **One day Trip:** 6 weeks
  - **UK Residential:** 12 school weeks
  - **International Trip:** 14 months
- Communicating the trip details to students including the purpose of the visit and the deadline(s) for required parental response
- Consider requests for late admission to trips in exceptional circumstances and only permit if the aspects of planning listed in the previous point can be amended in time.

- Ensuring itineraries are in place where appropriate
- Ensure the educational visit runs in accordance with this policy and DfE guidance; all current legislation and DfE guidance including but not limited to equal opportunities, safe use of minibuses, safeguarding and Foreign and Commonwealth Office guidance.
- Ensuring all essential documentation is completed including risk assessments and safeguarding measures.
  - Ensure that all Staff/accompanying adults are DBS checked, appropriately trained, competent in their roles and are aware of their responsibilities.
  - If staff are to drive a school minibus, ensure that they have the correct licence
  - Enlist adult staff and helpers to ensure sufficient adult/student ratios
  - Designate and fully brief a deputy trip lead
  - Arrange First Aid cover, all residentials need a first aid trained member of staff to accompany the students
  - Identify the educational purpose of the visit and benefits to students.
  - Ensure students who are in receipt of Pupil Premium are aware of the support available
  - and that for students with SEND needs, the SENDCO is contacted directly.
  - Where possible, activities and visits will be adapted to enable pupils with SEND to take part
  - Make appropriate and adequate preparations for emergencies and ensure that all accompanying leaders are familiar with these procedures.
  - Arrange for routine contingencies, including first aid, and arrange for clearly understood delegation in his/her absence and appropriate supervision when the group is sub-divided.
  - Ensure that all required student lists, emergency contact details, documentation, cameras, phones, equipment, petty cash, keys, tickets are obtained and prepared to be transported securely
  - Agree allocation of places considering the advice of the Finance Team, ensuring that applications from Pupil Premium students are prioritised within any ballots that may be required.

**During the visit:**

- Take all required student lists, emergency contact details documentation, cameras, phones, equipment, petty cash, keys, tickets securely.
- Register the students regularly, reporting any absences to attendance before departure
- Meet the objectives of the visit.
- The Risk assessment mitigations are in place including but not limited to headcounts and established meeting points
- Monitor the local conditions in respect of weather, travel issues or circumstances that may cause harm or require plans to be reviewed
- All staff and volunteers are following direction and supervising the students
- Ensure the overall maintenance of order and discipline.
- Behave in a manner which follows the ethos and policy of the School and Trust
- Report students' and staff attendance prior to departure.
- Make adequate arrangements for the safety and well-being of all students at all times.
- Obtain VAT receipts for any expenditure incurred
- Record any incidents that occur
- Encourage feedback and photography of the experience (on school devices only)
- Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.
- Ensure the group leaders have details of the school contacts and the students in their care.

#### **After the visit:**

- Review the visit and submit feedback when prompted
- Report any incidents and/or accidents that took place on the visit
- Safely return confidential information and documents
- Return keys, camera, petty cash, receipts
- Submit an article for publicity purposes.

#### **4. PLANNING A TRIP**

The majority of trips should be planned well in advance and included in the school's calendar. However, it is appreciated that some shorter notice opportunities may arise.

- Staff should initially discuss the outline of the trip details with SLT or department leads and formally obtain permission, via the VAF (or in writing if no VAF system is in place) for the trip, from the designated SLT member in respect of curriculum suitability and to ensure that it does not clash with any other activities.
- Once approval for the trip to go ahead has been confirmed, all bookings and deposits must be actioned by the Finance team.

##### **4.1 Educational Visits Planning Guide**

A Planning Guide has been prepared to assist Group Leaders in organising trips. Details are available from the Finance team.

##### **4.2 Curriculum Categories**

The Category of visit should be included on the VAF or request for formal approval. Visits fall into the following categories:

- **Essential Curriculum Trip** - Trips essential for curriculum delivery. These will normally take place during school time.
- **Beneficial Curriculum Trip** - Trips considered desirable for curriculum delivery. They may be allowed to take place in school time, depending upon other events within the school calendar.
- **Beneficial Wider Curriculum Trip or Personal Development** - Trips desirable but not directly related to curriculum. They will not normally take place during the school day.
- **Recreational Wider Curriculum** – Trips not related to the curriculum.

The Trust takes every opportunity to support Pupil Premium students for all of the above categories. For example, it is possible that, in allocating places for educational trips, the number of applicants may exceed the number of places available. In such instances, in line with national priorities, the Trust will positively prioritise applications from Pupil Premium students within any ballots that may be required.

##### **4.3. Health and Safety Categories**

Guidelines are categorised according to the potential hazards. If in doubt, assume a higher category and seek advice from the EVC.

- **Category 1** - Day trips to non-remote areas, sports activities or activities in approved LA Centres. These may be approved by the EVC.

**Category 2** - Visits involving overnight stays and trips abroad.

- **Category 3** - Trips to remote areas, near water, involving hazardous activities and visits abroad to rural areas.

**For Category 2 & 3 Visits:** Completed Risk assessments must be reviewed and approved by the Headteacher/Principal and/or Evo

#### 4.4 Risk Assessments

Trip leaders must complete Risk Assessments for each trip, with guidance from the EVC. For categories 2 & 3 in 4.3, risk assessments need to be submitted for review. This should be used as a working document shared with other staff on the trip and SLT not on the trip.

The following should be included in the risk assessment where applicable

- First Aid provision (always applicable)
- Supervision ratios, these should be appropriate for the age of students, location of visits, length of stay and risk of the activity
- SEND staffing and needs
- Specific medical needs
- Missing child procedure
- Transport
- Minibus safety
- Terrorism
- Safety briefing for staff and students
- Use of uniform or distinctive clothing to identify students
- Use of outside organisations (see 4.5)

If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, follow the guide to the [British Standard for adventurous activities outside the United Kingdom](#)

#### 4.5 Use of Outside Organisations

Schools using an outside organisation to provide an activity must check they have appropriate safety standards, licences and liability insurance.

The Council for Learning Outside the Classroom (LOtC) awards the [Learning Outside the Classroom Quality Badge](#) to organisations who meet nationally recognised standards.

If an organisation does not hold the badge, the school must check that they're an appropriate organisation to use. This could include checking:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies

- their risk assessments
- control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed

#### **4.6 Letters to Parent/Carers and consent**

- Consent is required to take student off site. Consent can be obtained as part of the admissions process and held on file. Additional consent may need to be obtained if the planned activities are outside of the scope of the consent on record. Regardless of the consent in place, parent(s)/carer(s) should be informed if students are to leave school.
  - Charging and cancellation arrangements should be communicated to the parent(s) /carer(s) including details of how to request any available financial assistance, in accordance with the Charging Policy and the Refunds and Returns Policy/Procedure
- ▲ Invitations and details of visits are sent by the Finance Team, in consultation with the trip leaders, who will ensure that it complies with the latest DfE Guidance – Charging for school activities.

#### **4.7 Emergency contact numbers**

- The school office is the focal point of contact for parents when children are away; therefore, the designated staff must be made aware of departure and return times and be kept informed of any incidents or changes in the time of return.

#### **4.8 Educational Visit Information**

- The Group Leader, Out of Hours Contact and the designated administration staff must have the following information for each visit
  - List of Students
  - Emergency Contact Information Form (Includes Staff NOK details)
  - Risk Assessment
  - Medical and Dietary information
  - Insurance Contact details.