

Policy Name:	EDUCATIONAL VISITS POLICY
Policy Type	Discretionary
Issue Date	04 January 2024
To Be Reviewed	3 years – 04 January 2027
Approved by Governing Body	Executive Headteacher

Introduction

The trust has a copy of Health and Safety on Education Visits 2018 guidance. It can be downloaded from <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>. All staff who lead or accompany school visits should familiarise themselves with this guidance. Staff following these guidelines can be confident that they will be fully supported by the trust in the unlikely event of an accident occurring and that they will be covered by the trust insurance in respect of any action brought against them.

Legal Responsibility

(1) The trustees are ultimately responsible for the health and safety at work of all staff and students. These guidelines are one way of discharging its responsibilities in relation to school visits. The trustees' day to day responsibility is delegated to the Executive Headteacher and, in turn, the Headteachers.

(2) Headteachers are responsible for both staff and students and also for any accompanying adult on a school visit. It is important for everyone involved that the Headteacher is satisfied with the arrangements and that there is a record that they have been approved. Risk assessment/s for school visits is the key to successful safety planning. It is important to appreciate that risk assessments are an ongoing process, which continues throughout the visit, not just a paper exercise; neither staff nor the trustees are likely to be found at fault if they have made all necessary preparations and ensured that activities are carried out in accordance with proper procedures.

To assist in this process, the role of Educational Visits Co-ordinator should be formally recognised.

(3) The Visit Leader is responsible for the planning and organisation (or the co-ordination of this in appropriate cases) of the visit and for taking day to day decisions once the visit is in progress. There must always be a designated Visit Leader, who is a member of the school staff.

(4) The accompanying staff are in loco parentis (i.e. responsible for taking immediate and appropriate decisions) of the students in their charge at any given time. Recent case-law has established that a member of staff is unlikely to be held negligent if his or her decision is one within the reasonable range of options available to a reasonable adult in the particular circumstances.

(5) Even if other adults accompany the visit, the staff remain responsible in law for the students. It is, therefore, essential that adults are properly briefed on their role.

Educational Visits Co-ordinator (EVC)

Educational visits are managed through the school's respective Data Services/Enrichment Administrator.

(1) The DfE guidance from November 2018 states that 'Schools should appoint an educational visits coordinator and make sure they have the training they need.'

(2) The EVC will report to the respective Senior Leadership Team (SLT) member with responsibility for Educational Visits and, in turn, to the Orbis Enrichment and Compliance Director.

(3) Functions and Competencies of the EVC are as follows:

- to support the trust in approving visits and other decisions relating to visits;
- to organise thorough induction of visit leaders and other adults taking students on visits;
- to make sure that Disclosure and Barring Service (DBS) Records are in place as necessary;
- to work with the visit leader to obtain the consent or refusal of parents/carers and to provide full details of the visit beforehand so that parents/carers can consent or refuse consent on a fully informed basis;
- to support visit leaders in completing risk assessments for each visit;
- to organise a school framework/cascade system for emergency arrangements and ensure there is an emergency contact for each visit. This will always be a member of the SLT;
- to keep records of individual visits including reports of accidents and 'near-accidents';
- to review systems and, on occasion, monitor practice.

The Headteacher's Role:

- to assign, recommend or endorse competent people to lead or otherwise supervise a visit;
- to assess and advise on the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations (particularly relevant for outdoor adventure activities) from an awarding body. It may include practical observation or verification of experience and analysis of the quality of risk assessment;
- to identify training needs and ensure that training is in place for leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness, etc.

The EVC, along with the Headteacher, therefore, has responsibility for ensuring that all staff organising school visits plan these properly and carry out appropriate risk assessments and checks on providers. The monitoring and reviewing process will provide the school with a formal mechanism for demonstrating that it takes on board any lessons from visits where things may not have gone quite according to plan, to introduce new checks and identify training needs as appropriate.

The EVC should be competent to carry out all of the above functions and be fully familiar with 'Health and Safety of Pupils on Educational Visits: A Good Practice Guide (HASPEV)'.

Disability Discrimination Act

(1) Under Part IV of the Disability Discrimination Act 1995, it is unlawful for the trust to treat a disabled student less favourably, because of her/his disability, than her/his non-disabled peers. The trust makes reasonable adjustments to ensure that disabled students are not put at a substantial disadvantage compared with non-disabled students. The duty not to discriminate (without justification) extends to all aspects of school life, and is particularly relevant to school visits.

(2) When planning a visit, staff ensure that they consider carefully the suitability of the journey, venue and activities involved, in the light of the needs and abilities of any disabled students to whose class/year group the visit is offered. Staff consider if an alternative venue or activities could be arranged to enable the disabled student to participate, and discuss with the student and their parents/carers what adjustments to the proposed visit (e.g. additional adult supervision, ground-floor accommodation, alternatives to water-based activities) could reasonably be made. It is **not** acceptable to impose any blanket restrictions (e.g. students with epilepsy cannot go on the visit because there will be swimming sessions, or a student in a wheelchair cannot go because a long hike is planned); each student's needs must be assessed on a case-by-case basis, and possible difficulties anticipated and addressed at the initial planning stage.

(3) Further guidance can be found in Circular No. 2002/159 and in the code of Practice for Schools issued by the Disability Rights Commission (www.drc.org.uk).

Charging and Remissions policy

All visits will be filled on a first come, first served basis. We recognise that the law prohibits charges for most activities which take place in school time and invite parents/carers to make voluntary contributions in support of any activity organised by the school/s whether during or outside school hours.

Charges will be made for:

- Accommodation and food on residential visits;
- Transport;
- Activities which take place wholly or mainly outside school hours and which are not provided as part of the syllabus for prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Voluntary contributions will be invited to fund activities taking place wholly or mainly during school hours for which the costs cannot be met from the school's budget. Parents/carers will be informed in writing that any contribution is voluntary and failure to contribute will not involve the relevant parent's child being treated differently from any other child in the school. Parents/carers will also be informed in writing that if insufficient funds are raised through voluntary contributions then the visit may not go ahead for that student.

Disadvantaged students (from families who qualify for Free School Meals (FSM) and Pupil Premium (PP)) are invited to discuss funding with the visit leader or the EVC who will redirect the parents/carers to the relevant member of the SLT.

Insurance – General

The schools are insured for any legal liability it may have for claims made on it for damages as a result of an injury to a young person caused by negligence (alleged) of its employees or officially authorised volunteers in carrying out its statutory and common law obligations (UK and Europe).

To be covered by this you MUST gain permission for the visit from the Headteacher, via the EVC, and ensure you complete all the appropriate paperwork.

NEGLIGENCE: On an educational visit you have 'enhanced duty of care', with a duty to take such *reasonable care* of your students as a prudent parent/carer would take of his/her child, *having regard to all circumstances*. Staff liability continues THROUGHOUT the visit, including any time outside normal hours of attendance, from when the students are *dropped off at the start to when they are collected at the end of the visit*.

Preliminary Approval

This should be obtained from the Headteacher (after discussion by the SLT) by the Visit Leader as soon as the visit is first contemplated and prior to any detailed planning and preparation. A **Permission to Plan Form – EV1** (see Appendix 1) must be completed and returned to the EVC. The Headteacher should:

- be clear about the purpose of the visit – curriculum, enrichment, careers, etc.;
- be satisfied it is suitable for the age and experience of students;
- be satisfied the Visit Leader has appropriate experience to undertake planning and organization;
- agree arrangements for detailed planning and preparation;
- confirm that the SLT link, will be available during the period for emergency contact.

A detailed budget must be prepared (including provision for contingencies) in order to determine the cost to students. Note: if any adults supporting the visit are non-staff then the visit budget must include the cost of completing these checks.

After approval has been given, the next stage is dependent on whether this is a day visit or residential.

Sport Fixtures and any other Regular Visits

Any students whose behaviour prior to the visit raises concerns may be stopped from going on the visit. Students are expected to uphold the school's code of conduct whilst involved in off-site visits and to obey the leaders' safety instructions.

Parents/carers are requested to confirm, when giving consent for their child to attend a sports fixture or any other regular visit, that the following are up to date:

- emergency contact details,
- medical details;
- dietary requirements.

If the sport fixture/regular visit takes place during the school day, the visit leader must ensure that the attendance officer receives the visit register before departure.

Non-Residential Visits

Any students whose behaviour prior to the visit raises concerns may be stopped from going on the visit. Students are expected to uphold the school's code of conduct whilst involved in off-site visits and to obey the visit leaders' safety instructions.

Parental Consent. Written parental consent is obtained for every activity which is not of a routine curricular nature of which parents/carers have been made aware via general school information.

Behaviour. Parents/carers will be asked to support their child in adhering to, both, 'The School Code of Conduct', 'Off-Site Visits Agreement' and 'Behaviour Policy'.

Risk Assessments.

Risk assessments relevant to the activity will be sent to the visit lead by the EVC. These will then need to be read and an EV5a form signed and returned to the EVC by each staff member.

Visit Leaders must be aware of the acceptable use policy in relation to taking photographs of students and check photo consents. If any photographs of students are taken on any devices, the visit leader must be aware and as soon as the visit returns to school, all photographs downloaded to the school network and then deleted from any device.

Any minibus drivers must have a current MIDAS qualification, sign the agreement form and complete the medical survey.

When it is necessary for sixth formers to use their own cars, which is not recommended, compliance with legislation is their own responsibility.

Wherever practicable, adult:student ratios of 1:10 are observed and in many cases, the ratio may be lower. These will be decided by the Headteacher on approval of the EV1 form.

Consideration of the appropriate ratio should form part of the risk assessment, taking into account the nature and location of the visit and any special needs of students. Depending on the circumstances, the Visit Leader may assess that that a lower ratio is necessary.

The Headteacher must ensure that the Visit Leader and additional adults are always members of staff employed by the school (less supporting outside agencies).

The complete visits pack must always be taken on visits. It contains the following:

- Tablet containing:

- all student/staff details including medical details, consent forms and photo consent;
 - the itinerary;
 - emergency contact number for SLT;
 - copy of contract/booking forms relating to the visit;
 - transport company contacts;
 - if multiple forms of transport (e.g. 2 coaches) are needed then a pre-arranged list of staff and students for each vehicle must be carried and a copy left with the home contact;
 - 24 hour emergency number for tour operator/transport (if relevant);
 - First Aid Kit (including sick bags);
 - Students' medication (including epipens) if required.
- Visit Leaders must have prior experience of visits and attended the in house training, before leading a school visit. Also, 50% of visit staff must have attended the in house training.
 - The Visit Leader or other member of staff must have appropriate first aid training.
 - Appropriate back up arrangements for contacting parents/carers in an emergency are made in the event of problems arising both during and out of school hours (through SLT link).

RESIDENTIAL VISITS

Any students whose behaviour prior to the visit raises concerns may be stopped from going on the visit. Students are expected to uphold the school's code of conduct whilst involved in off-site visits and to obey the visit leaders' safety instructions.

Note: for residential visits the **Permission to Plan Form – EV1** must be submitted to the EVC preferably two terms before departure so that any concerns can be addressed in good time. It is appreciated that details may change (e.g. flight schedules, opening times, numbers, supervising staff, etc.) between submission of the form and departure and the school will need to develop local arrangements for the authorisation of these, and their communication to parents/carters.

Parental Consent

The initial communication (see sample letter EV2 – Appendix 2) should include instructions for the giving of parental consent.

Risk Assessment

See details in 'Day visit' section. In addition to the above;

- read the DfE Guidance on residential visits;
- <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- wherever practicable carry out a reconnaissance visit to the locality to assist in formulating

the programme. (information should be sought on e.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues (e.g. fire procedures), shelter, toilets, costs, accommodation, contingency arrangements, references from previous users).

N.B. If a Visit Leader has already led a visit to the same location, updating information may be obtained without a visit. If the visit is organised by a tour company and the visit will be accompanied by the tour company representative, the Headteacher may consider that a reconnaissance visit is not necessary.

The Visit Leader should prepare a detailed plan of the visit, which should reflect the age and experience of the students and the qualifications and experience of accompanying staff and/or (e.g. field) centre staff, so that s/he knows what the students will be doing and what the responsibility of each member of staff will be from leaving school until their return. Built into this plan should be some off duty time for individual members of staff and regular briefings for students and adults.

A detailed budget should be prepared (including provision for contingencies) in order to determine the cost to students. Note: if any adults supporting the visit are non-trust staff then the visit budget must include the cost of completing these checks.

Having decided the plan for the visit, the Visit Leader should then anticipate what might go wrong at each stage of the visit and have thought out measures in advance for dealing with potential problems.

Fire Evacuation Practice. For residential visits a fire evacuation practice must be carried out within 24 hours of arrival. All visit staff must be clear on their roles and responsibilities in the event of an evacuation.

Home (SLT) Contact

If the visit is out of school hours, a SLT 'Home Contact(s)' will be required.

The 'Home Contact' needs to be agreed and available 24 hours a day while the visit is away. It may be more than one person.

Parents/carers are to be provided with a local 01536/01604 number, which is either diverted to a 'visit phone' number or the Visit Leaders mobile phone number, should the parents/carers need to contact the Visit Leader in an emergency whilst the visit is away.

The visit organisers are to contact the home contact on safe arrival and at a convenient time each day for a general update. Final contact needs to be made when the students are safely returned to the care of their parents/carers.

The home SLT contact must be provided with the following (a link to the visit folder on the r:shared drive):

- Contacts and medical details for the students and staff.
- Staff contact details while away.
- Accommodation contact details.
- Transport details including contact numbers.

- Organising company's details in the UK and abroad (24 hour number).

As with Day Visits detailed risk assessments will need to be prepared and signed by the Visit Leader. The EVC can support the Visit Leader in completing these.

The Visit Leader should be prepared to discuss contingency plans with the Headteacher at the time of seeking approval.

Training and Experience

Records of previous visits with follow up reports on the successes and problems can be useful training and source material for planning.

Staff:Student Ratio (non-hazardous activities)

Minimum ratio: 1:10. Reducing the ratio must be agreed by the Headteacher.

Minimum two members of staff.

Depending on the circumstances of the visit, the Visit Leader may assess that a lower ratio is necessary.

If only two members of staff accompany the visit, procedures must be in place to provide cover if a member of staff has to return home.

In their own interests, male members of staff must always be accompanied by a female member.

Regular briefings for students/staff

These should include:

Students

- Rendezvous procedure for lost group members.
- Groupings for study or supervisory purposes.
- A system of recall and action in emergencies.
- Relevance of visit to prior and future activities.

Staff

- Careful supervision to cover the whole time away.
- Anticipation of hazards.
- Standards of student behaviour expected.
- Regular register of students.
- How much help to give to students in their tasks.
- A list of names of students in sub groups.

First Aiders

A travelling first aid kit is taken and at least one member of the visit is a trained First Aider.

Information to and from Parents/Carers

Parents/Carers need as detailed information as possible in order to be able to decide that the student should participate in the visit. There are Government regulations (Package Holiday Regulations) which require certain information to be given to parents in advance of making payment. A model letter covering all relevant points is attached at Appendix 2. If not all information is available at the time of writing, this should be stated and a follow up letter (or letters) written as soon as possible.

In most cases, a meeting is held with parents/carers in advance of the visit taking place in order to:

- give a full briefing of the visit;
- check medical advice has been understood and any vaccinations/GHIC cards, passports etc. obtained;
- agree pocket money;
- advice on clothing/equipment needed;
- go through the code of conduct;
- explain arrangements if students to be unaccompanied at any time (N.B. students should be in groups of not less than 4 and a member of staff should remain in a fixed location);
- explain insurance cover (parents/carers should be given a copy of the policy on request);
- explain the importance of emergency contact numbers;
- go through the emergency procedure;
- check passports/visas obtained and **valid for 6 months from the date of return.**

A meeting is useful both to reassure parents/carers that the students are in safe hands and as another check for the Visit Leader that planning and preparation has been thorough.

A consent form must be signed (see Appendix 3). Students over the age of 18 may complete their own personal details, but consent should be obtained from parents if they are required to pay.

A signed and completed medical consent form (see Appendix 3) must be collected for each student and a copy taken on the visit.

Parent/Student Agreement (see Appendix 5) must be explained to parents/carers and students and a signed copy must be taken on the visit

Should a medical incident or injury occur the Casualty Monitoring Card EV12 appendix 10 must be completed.

Transport

Coaches

If coach companies local to the destination are being used, confirmation of insurance cover from the company's insurers and a copy of the operator's licence are to be obtained.

It is appreciated that this may be difficult outside the UK and the Headteacher must use their discretion in approving arrangements.

All coaches used in the UK are fitted with seat belts.

Minibuses

Where possible the school minibus/es should be booked well in advance. See minibus policy and procedure.

Students' Cars

These should not be used as part of the arrangements. There is no objection to students driving from home to an agreed meeting point.

INSURANCE

Travel Insurance

Travel insurance must be taken out for all visits. Details of the school's cover are contained in the '*School Insurance Policy & Confirmation of Risk Protection Arrangement (RPA) Overseas Travel*' which is available from the Finance Office/s.

Where a travel company is used, it may be preferable to take out insurance through the travel company. There is never any need for the school/s to take out dual insurance.

Details of insurance should be given to parents/carers on request.

Personal Accident

In addition to any cover provided by the travel insurance, all students, school staff and any authorised persons accompanying the group are covered world-wide for personal accident resulting in permanent injury.

Shared Responsibilities (e.g. residential centres/joint school visits/exchange visits). Difficulties sometimes arise where others are involved in the school visit. These can usually be eliminated by careful planning.

Residential Centres

The centre's safety procedures should be checked at the initial planning stage. There will be times where it is more appropriate for centre staff to be responsible for the students. In accordance with Health and Safety on Education Visits guidance (Nov 2018) it should be agreed at the start of the course when (and in what circumstances) the centre staff will be responsible for the students and the students must know who is in charge at any given time. Any residential centre must have public liability insurance with cover at a minimum of £5 million – this is particularly relevant for DofE groups at campsites.

Joint Visits with other Schools

There should be one overall Visit Leader. The Headteacher should be satisfied with the procedures in place at the partner school if these are to form the basis of the planning of the visit. The responsibility of the staff of each school for the students of the other should be agreed and made clear to the students and their parents/carers.

Exchange Visits

If students live in families, but a member of staff is present in the locality, it should be made clear to students and host families when the member of staff will be available at an agreed location. It is important to ensure that all students know how to contact a member of staff immediately if they have any unease about the family with whom they are staying. Staff should be alert to any student whose behaviour appears to suggest that they are unhappy or out of sorts.

Procedures should be given to the host families to explain what action they should take in the case of illness/accident. Parents/carers should be aware of the arrangements. Some sort of protocol should also be established for host families to clarify expectations e.g. number of beds, meals, privacy.

If activities are planned with a foreign school, it is important that the extent of responsibility of the foreign staff is agreed with them in advance and that students are aware when the foreign school staff are in charge. The usual expectation is that the staff at the host school will be responsible for the safety of the students whilst attending the school. Outside the school day, other than on excursions organised by the host school, the accompanying school staff will be responsible.

Whenever a member of staff is advised of the illness of/accident to a student s/he/they should investigate personally immediately and inform the student's parents/carers straight away.

Use of Tour Operators

The Visit Leader establishes that any tour operator and/or coach company to be used is reputable and that their health and safety policy and procedures/Safety Management System are checked before a booking is made.

If the tour operator is arranging accommodation and activities, the Visit Leader should make the school's requirements and expectations very clear. The risk assessment for the visit should include seeking confirmation that all those requirements have been met, and particularly that all aspects of the visit organised by the tour operator meet relevant health and safety standards.

Where the tour operator is arranging accommodation with overseas host families, the operator should be asked to confirm that appropriate local checks have been made on the suitability of such accommodation from a child protection perspective. If there is no local vetting procedure, the Visit Leader should seek further assurances or consider if the visit should take place. If the families are those of the students of the host school, checks may not be appropriate.

NB: Students should be provided with an opportunity to comment on the experience through some form of evaluation/feedback mechanism.

Information to be carried by the visit leader

A tablet containing:

- all student/staff details including, medical information, consent forms and photo consent;
- the itinerary;
- emergency contact number for SLT;
- copy of contract/booking forms relating to the visit;
- transport company contacts;
- if multiple forms of transport (e.g. 2 coaches) are needed then a pre-arranged list of staff

- and students for each vehicle must be carried and a copy left with the home contact;
- 24 hour emergency number for tour operator/transport (if relevant);
- First Aid Kit (including sick bags);
- Students' medication (including epipens) if required.
- Copy of insurance policy.

Before departing the visit leader must:

- Ensure that all visit staff have read all relevant risk assessments and signed EV5a;
- Read through Checklist for Residential Visits – EV8 (see Appendix 8) and ensure all items have been completed.
- Read through the guidance: During a Visit – EV9 (see Appendix 9).
- Meet with, email other visit staff.

Additional Guidelines for Hazardous Activities

See DfE Guidance for further information on swimming and farm visits.

Definition

The activities which are considered by the school's insurers to be hazardous are listed in the insurance policy.

Staff:Student Ratio

Generally, there must be one **qualified** adult to 10 students during the hazardous activity. However, different sporting bodies and activity centres may have other guidelines. Activity staff may be used. Qualifications must be those approved by the sport's National Governing Body for the level of activity involved. This must be checked with the Sport's Governing Body. Qualifications must be checked in advance and checked on arrival by the Visit Leader, where school specific tour operators are used this checking process may already have been completed.

Details of Governing Bodies for most sports are contained in 'Safe Practice in Physical Education, School Sport and Physical Activity' (2020), ISBN: 978-1-909012-47-9

Use of Activity Centres

Visit Leaders should have read DfE Guidance and checked the Learning Outside the Classroom Quality Badge when planning the visit.

The centre will be responsible for ensuring the safety of the students during activities organised and supervised by centre staff. For additional advice see DfE Guidance.

Duke of Edinburgh (DofE) Award Scheme

Due to the particular requirements of the DofE programme, it may not be possible to follow these guidelines. If this is the case, DofE safety guidance will take priority, but the Headteacher must approve any departure from the trust's guidance.

Combined Cadet Force (CCF)

CCF hazardous activities must, also, conform to the CCF Safety Management System. Furthermore, such activities must, also, be processed through 'Westminster'.

Emergency Procedures

These procedures are based on DfE guidance and should be used in the event of serious or fatal injury. In any shared responsibility situation, they should be agreed in advance with the centre/other school involved. An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the visit should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The Visit Leader (or staff member in charge of a small sub-group if out of contact with the Visit Leader until Visit Leader can be contacted) should:

- establish the nature and extent of the emergency;
- if there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid;
- establish the name(s) of the injured and call whichever emergency services are required;
- make sure all other members of the visit are accounted for and are safe;
- advise other visit staff of the incident and that the emergency procedures are in operation;
- ensure that an adult from the visit accompanies casualties to hospital;
- ensure that the remainder of the visit are adequately supervised throughout and arrange for their early return to base;
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the visit are accounted for;
- control access to telephones until contact is made with the Headteacher, emergency contact point or designated senior member of staff and until s/he has had time to contact those directly involved. Give full details of the incident, i.e.:
 - Name;
 - Nature, date and time of incident;
 - Location of incident;
 - Details of injuries;
 - Names and telephone numbers of those involved;
 - Action taken so far;
 - Telephone numbers for future communication.

For serious incidents where the media may be involved, try to identify alternative telephone numbers at 'home' and 'off site base' as other lines will quickly become jammed. It is not for the Visit Leader or other visit members to discuss matters with the media; procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

- The Headteacher or designated senior member of staff should alert the Executive Headteacher and Chair of Governors, giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The Headteacher should arrange to contact parents/carers of those involved. For a serious incident, the Headteacher should contact parents/carers of all visit members. It is also the Headteacher's responsibility to act as a link between the group involved, the Chair of Governors and the parents/carers.
- If it is necessary to talk to the media, the Headteacher should agree with the Chair of Governors who should make the initial statement. A designated person should then act as the ongoing point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.
- The Visit Leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other visit staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms/statements should be completed and insurers and the Health and Safety Executive should be contacted.

Evaluation

The evaluation form (see Appendix 8) should be completed and forwarded to the EVC for central filing.

Appendices:

- Appendix 1: EV1 - Visits - Permission to Plan Form.
- Appendix 2: EV2 Sample Communication.
- Appendix 3: EV3 Parental Consent Form for a School Residential Visit (Operoo Version).
- Appendix 4: EV5 Staff/Student/Parental Agreement.
- Appendix 5: EV5a Visit Leader Risk Assessment Sign Off.
- Appendix 6: EV8 Checklist for Visit Leaders (Residential Visits).
- Appendix 7: EV9 Guidance during a Residential Visit.
- Appendix 8: EV10 – Evaluation form.
- Appendix 9: EV11 – Planning Checklist for EVC.
- Appendix 10: EV12 – Casualty Monitoring Card

Appendix 1: EV1 - Visits – Permission to Plan Form

This form MUST be completed, and permission obtained BEFORE any bookings are made, or a visit publicised to students.

Please pass to Data Services/Enrichment Administrator. This will then be passed on to the leadership team as soon as possible.

Once permission has been given, the visit will be entered into the school diary. If for any reason a visit cannot run as per the permission to plan form, Data Services/Enrichment Administrator will see the visit leader in person.

** For residential visits please submit at least 2 terms in advance.*

** For day visits please submit at least 6 weeks in advance.*

Staff Member Leading Visit	
Visit Name Visit Purpose – curriculum, enrichment, careers.	
Visit Venue	
Visit date/s and times	
Mode of transport If school minibus is being used who is driving the minibus? (Data Services/Enrichment Administrator will book the minibus.)	
Year groups involved	
Number of students involved and proposed list of names attached	
Names of teaching staff involved*	
Names of additional staff involved	
Visit purpose and outcomes to include approx. costs and details of who is paying for it – students or which budget will it come from?	
Are the students required to wear school uniform on this visit? (delete)	Yes No

** Please complete cover requirement table (attached) for all staff involved. This is required prior to SLT sign off.*

Line Manager Checklist

Check	Approved/Comments
Calendar Clash/tight fit?	
Cover implications?	
Staffing Ratios? 1:10 unless permission obtained from Headteacher.	
First Aider/Epipen Trained?	
Staff suitability – sex, experience, commitments, how many trip are they already committed to?	
Transport plan?	
Minibus Required / Available?	
Minibus Driver (Single minibus driver allowed?):	
What other trips have the cohort had already/planned?	

Agreed by line manager. Name _____ Signed _____

Permission to plan and book the trip/visit: Headteacher _____ Date _____

FINANCE SIGN OFF Kingsthorpe College Only

Schedule of Payments & Deposit amount	
Dates and Amounts to be paid including final payment due	
List of student names attached for ParentPay Yes/No	Finance checked and signed off
EVC checked & signed	SLT Final approval and signed off

Expenditure – Breakdown of costs			
	Costs	Anticipated	
TRANSPORTATION			NUMBER OF STUDENTS GOING ÷ total costs £ Price per student Actual amount being charged per student = £ (Round up or down)
Mini Bus charges to include mileage and driver costs		Fixed 80p per mile	
Coach Hire details (County Lion Preferred supplier)			
Train Fare (See Trainline.com)			
OTHER EXPENSES			
Entrance Fees			
Accommodation (if applicable)			
Supplier/Venue details including address, contact name & telephone number Please indicate card/cheque or invoice for payment			
Method of Payment cheque			

Cancellation Policy (Please provide full details)			
Total cost of Trip	£		

- **PLEASE ATTACH A COPY OF THE LETTER TO PARENTS FOR FINANCE AS REQUIRED FOR AUDIT PURPOSES**
- **PLEASE ATTACH A LIST OF ALL THE STUDENTS ATTENDING THE TRIP SO DETAILS CAN BE UPLOADED ONTO PARENT PAY**

COVER REQUIREMENTS FOR SCHOOL VISIT

Date:			Time leaving:					Time returning: -	
Visit Name:						Students involved:			
Destination:									
Staff & others accompanying visit	Staff cover requirements (please identify groups)							Sixth Form Lessons Cancelled	Special arrangements e.g. groups on visit / potential room change / merged classes
	a.m. reg	P1	P2	P3	P4	p.m. reg	P5		

Appendix 2: EV2 – Sample Communication (via Operoo online form/ParentPay)

16 January 2024

Dear Parent/Carer,

NAME OF VISIT

In support/As part of your child's (or Name)'s **KS3/4/5 Subject** course I am organising an educational visit to **place** on **date**. The aim of the visit is

We will be travelling **by coach/by minibus/by train/on foot** from **Southfield School/other** at**am/pm** and returning to **Southfield School/Kingsthorpe College/other** at**am/pm**.

The proposed programme for the visit will include...although there may be necessary changes depending on the **weather/availability/circumstances**.

The cost of the visit is £...per student which covers the transport to and from Southfield School/Kingsthorpe College/accommodation/**admission charges and guide fees**. A deposit of £... will be required to secure your child a place on the visit. Please make your payment via the weduc/Parent Pay app:

- Log in to WEDUC/Parent Pay
- Select 'Access WEDUC/ Parent Pay payments'
- Select Student
- From the Visits and Offers Purse, click on 'Offers Available'
- You will then be able to see your child's visit offer
- Click 'Add to Basket' for selected visit, then click 'Add to Basket' again when visit opens
- Click 'View Basket' at the top of the page
- Click 'Checkout' at the bottom of the page
- Then click 'Checkout' again to complete the payment.

There may be times (**specify if known**) during the day when your child will not be under direct staff supervision. They will be given clear instructions regarding areas to be used and those that are out of bounds, along with any other guidelines for safety. They will also be told where a member of staff will be stationed in case of emergency. An emergency telephone number for students and parents/carers be provided nearer the visit.

School uniform **must/need not** be worn. Suitable clothing/equipment for the visit are as follows...

Students will be responsible for their own valuables (money, phones, etc) throughout the visit.

Any students whose behaviour prior to the visit raises concerns may be stopped from going on the visit. Students are expected to uphold the school's code of conduct whilst involved in off-site visits and to obey the visit leaders' safety instructions.

Details of the school's insurance policy are available on request.

If you wish your child to take part in this visit then please submit this form and make the appropriate payment by **date**.

Yours sincerely,

Visit Leader

Appendix 3: EV3 – Operoo/ParentPay Example

Visit Name

Date:

Dear Parent/Carer,

Please could you complete and sign the below as your written consent and also to confirm that your Arbor account is up to date regarding emergency contacts and medical information.

If you have problems logging into your Arbor account to verify the details, please email admissions@southfieldsch.co.uk or admin@kingsthorpecollege.org.uk

For your reference, the original letter is downloadable below.

Many thanks.

Kind regards,

Data Services/Enrichment Administrator

I give permission for my child's photograph to be taken and used on our socials and school website.

☐ Yes

☐ No

Acceptance *

Yes, I give permission for @Profile_Name to attend this visit.

I advise that their Arbor medical and emergency contact details are up to date.

In the event of any illness or accident, I authorise the person in charge to obtain all necessary medical/surgical and hospital treatment and I accept the risks involved.

I also acknowledge if this request is not completed, @Profile_Name, will NOT be permitted to attend these activities.

☐ Accept

☐ Decline

Appendix 4: EV5 – Staff/Student/Parental Agreement **(via Operoo/ParentPay online form)**

In the light of previous events, including comments made by a judge, following accidents/incidents occurring during school visits we feel it is necessary to clarify some rules and responsibilities regarding visits.

Members of staff wish to make it clear that the standard of care to be observed by them will be no less than in any school visit, but they are extremely concerned to find that the courts might hold them personally responsible for injury occurring out of disobedience or crass foolhardiness on the part of the child.

If you are prepared as parent or carer to accept this agreement, please sign at the foot of this document on behalf of yourself and your child.

OUR OBLIGATION TO YOUR CHILD

We will give clear instructions to the students, in groups or individually, depending on the circumstances, as to what we are planning and what we expect of them. Certain rules will apply:

1. No fireworks, alcohol, cigarettes or other substances will be taken on the visit, purchased or ingested.
2. No student is to leave any group and go off alone or with a stranger.
3. Responsible behaviour is expected at all times.
4. Students will be given full safety instructions, which must be followed exactly.

We will use our best endeavours to be vigilant and care for the best interests of your child and to give such nursing care, as we are able to a child falling sick or suffering an injury.

We will not ask your child to do anything that would expose her to a life-threatening situation.

Inevitably, your child will be exposed to a higher risk taking part in some of our activities than if they stayed at home. Staff cannot give any assurance that a child will not incur injury as a result.

YOUR CHILD'S OBLIGATIONS TO OUR STAFF

1. To follow all verbal instructions given to them as a group, or individually, promptly and without argument.
2. To follow any written rules as to conduct or behaviour that may be issued (including those detailed within this document).
3. To be positive and attend pre-arranged meetings on time.

Appendix 5: EV5a – Risk Assessment Acceptance - Visit Leaders

For the educational visit planned for

Location	
Date(s)	

The following risk assessments are applicable:

< List all applicable risk assessments here – could be a screen shot of the visit risk assessments folder >

Please discuss thoroughly the hazards on the risk assessment/s with those identified as having involvement in the particular activities. The discussion must include the control measures that are in place to avoid an accident or ill-health happening.

Please ensure the people you are discussing the risk assessment/s with have a full understanding of the hazards and risks and what is expected of them in controlling the risks and any action they need to take.

PLEASE READ THE NOTICE ABOVE BEFORE SIGNING THIS FORM I acknowledge that I have read and understood the Risk Assessment/s associated with this visit	
Visit Leader (Print)	
Visit Leader (Sign)	
Date	

Appendix 6: EV8 – Checklist for Visit Leaders (Residential Visits)

TASK/ACTION	DATE COMPLETED	COMMENTS
Roles and responsibilities for all supervisors explained		
Staff Training Completed		
Significant risks identified with control measures to be used		
Group lists prepared		
Insurance arranged / checked		
Activity plans prepared		
Emergency contact lists prepared		
Medical information gathered		
Code of Conduct and Behaviour discussed with students		
Travel details, stops etc. clear		
Plan 'B's clear and risk assessed		
Recreation or 'Downtime' procedures		
Night time emergency procedures		
Students' pocket money/entrance fees		
Emergency/Contingency fund arranged		
Medical/First Aid Kits ready		
Venue information understood by all		
Buddy pairs/groups organised		
Location and contact details of key services noted in locality		
Parents meeting arranged		
Information for non-attending parents		
If oversees visit, passports / GHIC cards checked and collected		
Meal arrangements on travel days organised		
Key information retained at school with 'Home Contact'		
Conduct staff meeting, prior to event.		

Appendix 7: EV9 – Guidance during a Residential Visit

ASSEMBLY, DEPARTURE AND THE JOURNEY

- Meet in good time.
- Allow for packing *of* vehicle.
- Allow for the time-consuming attention *of* parents/carers/friends.
- Delegate tasks *of* supervising luggage, group equipment and
- **The all-important register and head-count.**
- A check list *of* important items/issues is helpful.
- Remind the group about the behavioural guidelines previously established, relevant to the particular journey about: seatbelts, eating, drinking, other people, litter etc.
- If travelling by coach, check its general condition and cleanliness and the provision and visual condition *of* seat belts.
- Identify the location *of* first aid, fire extinguishers and emergency exits before allowing students on board.
- Any minor deficiencies should be noted (*if* possible with driver acknowledgement); serious defects may require the provision *of* an alternative vehicle.
- If on a ship or at an airport, group members may easily become detached from the main group. All members should know what to do in the event *of* becoming 'lost'. Arrange a definite, easily recognisable 'base'.
- Students may carry a card, with relevant details, to help the re-establishment *of* group contact.
- Be prepared for travel sickness and beware the risk *of* losing valuable documents, e.g. passports.
- Arrange appropriate refreshment stops and ensure adequate supervision.
- **Register and count them out and register and count them in.**

ON ARRIVAL

- Depending on the type *of* visit this may require considerable patience, adaptability and organisation. Establish a temporary base for people, luggage and equipment whilst liaison with centre/camp management is made.
- Introduce resident staff and give a briefing relating to:
 - toilets and other immediately required facilities
 - room/tent allocation
 - luggage arrangements
 - facilities
 - routines, rules, duties, responsibilities
 - expectations *of* behaviour
 - security and fire routines and drill
 - recreation facilities.
- Where problems are perceived with the arrangements, an objective discussion and co-operative approach with the management will normally be most effective. Talk through issues, rather than complain. If you are unhappy about fire precautions, safety or security arrangements, make your point firmly with the management and insist on improvements.

- Several serious incidents have occurred on the continent in recent years whereby intruders have gained access to group accommodation. Leaders should check:
 - day and night building security arrangements
 - procedures for summoning help should the occasion arise.

FIRE

- Rules with regard to vaping and smoking should be established; smoking and vaping indoors or tents is prohibited.
- Rules relating to the locking of rooms overnight will need consideration. It may generally be wiser to insist that rooms remain unlocked.
- On arrival the accommodation should be checked thoroughly to ascertain
 - the availability of warning alarm procedures and location/use of equipment
 - evacuation procedures and emergency exits (carry out fire evacuation drill).
- Make visit aware of fire evacuation procedures to be carried out at the earliest opportunity; this must be before bed-time on the day of arrival.

GROUP CONTROL

- Group control should be maintained at all times; it is better to be over-directive initially, one can always relax.
- Control is facilitated by:
 - clear, unambiguous instructions with regard to where, how, when
 - a regular roll-call or head-count, especially at key points during the day
 - some means of group identification (identical hats, lapel badges etc.)
 - a recognised recall system (whistle etc.)
 - issuing each child with a card giving accommodation address and a request for assistance in the language of the country
 - positioning an adult at head and tail of any line, and at intermediate points where necessary.

GROUP SIZE

- Work groups should be kept manageable in size, appropriate to the conditions.
- Leaders should be aware that the suggested ratios of staff/students are MINIMUM ratios and will need adapting to circumstance.
- Large groups are often difficult to manage, and should be avoided in most outdoor situations. Always consider sub-dividing the visit, each sub-group with an appropriately experienced leader.
- Establish a daily routine with regard to briefings which should include:
 - potential dangers;
 - safety rules (give reasons);

- expected conduct;
- rendezvous points;
- action in event of being separated or in an emergency;
- clothing, food, medication and weather.

PARTICIPATION IN 'ANCILLARY' ACTIVITIES

On visits, staff frequently organise or permit participation in activities which are not central to the visit e.g. swimming/paddling. Whilst adding appreciably to the enjoyment and atmosphere of the visit such activities may carry a substantial degree of risk. Leaders are advised to plan and organise accordingly.

SWIMMING ON EDUCATIONAL VISITS

The opportunity may arise for students to participate in swimming during educational visits, either in public pools or in open water. Refer to the generic risk assessment for swimming. If the requirements in this document cannot be met, swimming must not be permitted.

FREE-TIME ARRANGEMENTS

Free-time arrangements need supervision, the level of which is dependent on student age and maturity and the circumstances. Leaders should know the whereabouts of the group (within stated limits) and students should have no doubts whatsoever about the rules and sanctions, in the event of misbehaviour.

'Free-time' needs organising. Student or staff organised games, competitions, etc., are important in avoiding boredom and consequential behavioural problems. Such activities also add enormously to the value of the visit.

Young people in the older age ranges may reasonably expect and will appreciate less formal arrangements of free time. However, behavioural expectations, sanctions and rules regarding alcohol should be established and adhered to.

Never allow young people to go off alone. Insist on minimum group size of at least 3 and the need for mutual support.

HOMESICKNESS, ACCIDENTS AND ILLNESS

Homesickness requires that the leader follows a balanced approach. It is recommended that any sufferer be kept away from the telephone. Parental contact can exacerbate the situation, especially if they decide to visit. If the condition is not self-curing within a reasonable time the student may have to be returned home. Before doing this discuss the issue fully with a parent/carer.

Accidents and illness may require the application of first aid but proper medical assistance should be sought in appropriate cases. In cases of hospitalisation sufferers should be accompanied by an adult they know and arrangements made for frequent visits.

Accidents involving injury or damage to an individual, student or adult, require that the visit leader (or other adult at the scene) make a contemporaneous, written record of the exact circumstances of the incident, listing all relevant factors, including diagrams where helpful. Such records should be retained on file in support of the report of the incident in the Accident Report Book on return to school. Advice on First Aid is given in DfE booklet "Guidance on First Aid in Schools".

It is recommended that either an Accident Report Form or a photocopy is taken on the visit to ensure sufficiently comprehensive information is recorded. This should be sent to the county health and safety officer as per normal school procedure.

In the event of major accidents, the Emergency Procedures should be applied.

THE RETURN JOURNEY

Brief the group about the return journey and involve them fully in any preparations. If the exact time of departure is uncertain plan activities which purposefully occupy the group.

Leave nothing behind, particularly litter. Thank all resident staff involved in your stay.

Where customs controls are involved, check on duty-free concessions beforehand and inform the group about illegal imports. Failure to conform to customs duty regulations can be costly, time-consuming and embarrassing.

If a significant delay occurs, measures must be taken to inform parents of the delay, to assure them and to give some indication of the expected, amended return time. Your Emergency Contact will prove invaluable in this eventuality, as will a network of parental contacts.

VISITS ABROAD

Travelling abroad can be hugely rewarding for students and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this booklet applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK and different regulations may apply.

Operators

School visits abroad can take a number of forms. One option is to use a commercial tour operator specialising in school journeys, who will organise travel, hotels, visits and all other necessary details. Such operators have responsibilities under the Package Travel, Package Holidays and Package Tours Regulations 1992. The group leader should check the status of any firm used.

Points to consider:

- Firms who are members of the Association of British Travel Agents (ABTA) or the Association of Independent Tour Operators (AITO) have signed up to a code of conduct and provide financial guarantees.
- The Schools and Group Travel Association (SAGTA) is an independent association with a members' code of good conduct and safety rules. All its members are in ABTA.
- The Civil Aviation Authority issues licences (Air Travel Organisers Licence or ATOL) to tour operators selling package holidays by air or flights only. The licence is a legal requirement.
- Agents who are not bonded by ABTA or A TOL must have insurance against insolvency. Or they must place all monies they have received for a visit in a separate trust account under a trustee's control.

Alternatively, there are also voluntary bodies established to promote school journeys, such as the School journey Association of London (SJA).

- Group leaders may wish to check whether foreign operators based abroad are members of trade associations offering assurances similar to those of ABTA. Details should be available from national tourist offices or embassies.
- Even if a tour operator is used, the school must still carry out their own risk assessment when planning the visit. (See Provider Checklist).

Operating your own visit

The Head of School or group leaders who decide to arrange travel independently may seek the advice and help of the Foreign and Commonwealth Office's (FCO) Travel Advice Unit or the government funded Central Bureau for Educational Visits (CBEVE)

Visits and Exchanges (CBEVE)

Group leaders organising their own visits should be aware of the Directive on Package Travel, Package Holidays and the Package Tours Regulations 1992, as mentioned above. These regulations impose obligations and liabilities on the "reorganiser" or "other visit to the contract" in the case of package travel. Schools organising their own educational visits abroad should be able to justify why their visit is not within scope of these regulations.

A package is a combination of any two of:

- Accommodation;
- transport;
- and other.

Appendix 8: EV10 – Evaluation Form

Visit Details

School / Group								
Group leader								
Number in group	Male		Female		Staff		Age range of students	
Venue							Dates	
Purpose(s) of Visit								
Providers / commercial organisations used								

Please comment on any relevant areas

Preparation and planning	In hindsight, are there any aspects of this you would do differently?
Aims and objectives	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focused or too narrow?
Staffing	Any comments about staff ratios and levels of competence required
Travel / Transport	Suitability of arrangements, problems encountered. Please rate any commercial provider
Venue	Suitability / appropriateness. Issues encountered or things you might change next time
Supervision	Any thoughts on the way supervision was provided – anything you may do differently next time?

First aid	Suitability of arrangements, first aid administered
Incidents or near accidents	Record here anything you feel was a potential problem, for other groups which you would be aware of, were we to run the same visit again

Quality of contractors

How would you rate the contractor? Please tick:	Very good, will use again	
	Good but minor issues need addressing	
	Would only use again if significant issues were resolved	
	Will never use again	
Positive comments		
Negative comments		

Any additional comments

--

Completed by Date

Appendix 9: EV11 – Planning Checklist for EVC

SCHOOL	EVC	LEADER		
VISIT TO	DATE(S)	TRANSPORT Method and Company		
STAFF EXPERIENCE (Indicate First Aider †)		OTHER SUPPORT		
STUDENTS (MALE – FEMALE – SPECIAL NEEDS)		M.....	F.....	SEN.....
TASK	DATE COMPLETED	BY WHOM		
APPROVAL/NOTIFICATION				
RISK ASSESSMENT DISCUSSED AND AGREED				
HEAD OF SCHOOL APPROVAL				
GOVERNORS, NOTIFICATION OR APPROVAL				
PRELIMINARY VISIT UNDERTAKEN				
VENUE(S) BOOKED				
TRANSPORT ARRANGED				
PARENTS LETTER ISSUED (Operoo)				
MEDICAL DETAILS REQUESTED (Operoo)				
CONSENT FORMS RETURNED (Operoo)				
LIST OF STUDENTS COMPILED				
VISIT HANDBOOK ISSUED				
FINANCE/MONEY COLLECTION AGREED				
EMERGENCY CONTACTS ARRANGED				
FIRST AID PERSON APPOINTED				
FIRST AID KIT(S) PREPARED				
FREE SCHOOL MEALS ORGANISED				
STUDENTS LEFT IN SCHOOL – PLANNING				
STUDENTS ID CARD ISSUED				
INSURANCE ARRANGED				
LEA ADVICE SOUGHT (IF APPROPRIATE)				
EVALUATION AND REVIEW HELD				
FINANCIAL REPORT COMPLETED				

All tasks completed in accordance with school policy and LEA/DfE guidance.

Signed by EVC..... Date.....

Appendix 10: EV12 – Casualty Monitoring Card

Date	Time	Location – six fig grid including map letter code (OS Locate app)
Casualties name		Address
Casualties contact number:		
In Case of Emergency Contact Name:		In Case of Emergency contact number(s)
Mechanism of injury. (What happened? How did it happen to the casualty?)		
Name of first aider		Tel numbers of first aiders present

Indicate injury site on diagrams and add any comments



