

# *Educational Visits, Residential Visits, Safety and Supervision on School Journeys*



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## 1. Aims and scope

This policy applies to the whole of the school including EYFS.

Statement of intent

- This policy applies to all educational off-site visits and all outdoor learning and adventurous activities carried out with young people.
- Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.
- Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.
- It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- › Visits to places of interest in the local area
- › Day visits to places such as museums and other cultural and educational institutions
- › Sporting activities

- › Adventurous and recreational activities
- › Residential trips organised by the school
- › Trips abroad organised by the school

## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- › [Equality Act 2010](#)
- › [SEND Code of Practice](#)
- › [KCSIE 2023](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## 3. Roles and responsibilities

### 3.1 Headteacher

The headteacher is responsible for:

- › Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- › Making sure staff, including the educational visits coordinator, have received any necessary training. Mike Connor last received training in October 2021
- › Working with the governing body to approve residential trips of more than 24 hours

**1.2 The educational visits coordinator (EVC)** Mike Connor is the appointed EVC at Hale Prep School. Their role is to:

- › Oversee and guide other staff to arrange and organise educational visits
- › Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- › Assess outside activity providers
- › Advise the headteacher when they're approving trips
- › Access the necessary training, advice and guidance

- › Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **3.2 Trip lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- › Inform the headteacher about the intent of the trip and gain approval
- › Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- › Inform the EVC about the trip so they can allocate staff and volunteers for the trip
- › Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- › Alerts the correct person for transport to be arranged
- › Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- › Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- › Inform the office staff to put the appropriate letter on the school spider, book a coach if required and inform the parents' of the costs.
- › Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- › Has a note of emergency contact numbers and access to a group register
- › Has a working mobile phone
- › Ensure that all seatbelts are deployed

### **3.3 Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- › Work with the trip lead

- › Look out for the health and safety of themselves and those around them
- › Help manage pupil behaviour and discipline as required while on the visit
- › Share any concerns or worries with the trip lead and others, as appropriate

### **3.4 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- › Provide all information required, such as emergency contact details and health/medicine information if applicable
- › Sign and return consent forms and any other documentation required promptly
- › Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### **3.5 Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- › Follow the directions of the staff and act accordingly
- › Behave appropriately and model good behaviour for pupils
- › Report any concerns to the trip lead or other staff present as soon as possible
- › Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **3.6 Pupils**

Pupils will be expected to :

- › Follow instructions given to them while on the trip
- › Dress and behave as expected for the length of the trip
- › Take responsibility for their safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's reputation at all times.

### **3.7 Use of Teachers' Vehicles minibuses**

Teachers are not insured to drive a minibus and should not drive one to transport pupils

If a teacher is required to transport children then they must provide the following to the school office:

1. A copy of their driving licence
2. A copy of their car insurance stating business class.

#### **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the headteacher and based on factors including:

- › Cost (including any potential cost to parents/carers)
- › Timing in the school year and any potential clashes
- › Educational purpose and value
- › Disruption to the normal running of the school
- › Health and safety considerations
- › Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- › Location and travel distance
- › Travel plans or options
- › Full cost breakdown, including multiple options where available
- › Accommodation options, where needed
- › Insurance detailed, where needed
- › Risk assessment plans and first aid provision
- › What safety measures can be put in place to reduce any risks

See **Appendix 1** for how to plan a trip.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the proprietor.

Once the risk assessment has been approved by the headteacher, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

#### **4.1. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## **5. Risk assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips. These will be recorded on Evolve.

This will be completed using the school's risk assessment template which can be found in the risk assessment folder on the shared drive, and approved by EVC. Existing risk assessments or those provided by the destination itself might also be used to support this process. These will be shared on Evolve to be reviewed by EVC.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.



Every risk assessment will be approved by the headteacher, a copy taken on the visit and another copy left with EVC.

### **5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- › For EYFS settings at least 1 qualified paediatric first aider is present on all trips
- › Appropriate first aid equipment will be taken on all trips, by the school's first aid and health and safety policies. These can be found in the school office.
- › All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- › Adults without a DBS check will not be left alone with pupils at any time
- › The trip lead will take regular headcounts and/or rollcalls

### **5.2 Transport**

Transportation for trips will be organised by the school office. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to the school site.

### **5.3 Use of External Organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## **6. Volunteers**

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Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- › The needs of the pupils going on the trip
- › The setting and circumstances of the trip
- › Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing.

Volunteers will receive a full induction from staff members on the day of the visit, before departure, including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Volunteers will not be left alone with children and will not be permitted to take them to the toilet alone.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks. For example, if a parent is using their car for transport they must have a DBS, this is free of charge. Written permission will also be requested from other parents for children to go with them in their car.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## **7. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via school spider and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- › Times and details of travel, including drop-off and pick-up times and location
- › Pupil-to-staff ratios and staff qualifications, where relevant
- › Clothing and equipment required, and whether this is provided by the school
- › Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school on the school spider.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and allow them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

## **8. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- › Serious and unexpected risk
- › Serious and life-threatening injury
- › Individuals going missing
- › A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and learning from any incidents that took place.

## 9. Charging and insurance

Where necessary, we may ask for the costs of educational visits to be paid, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 10. Residential visits

The headteacher and principal will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- › Staff have received any necessary training
- › All necessary permissions and medical forms are obtained at least 2 weeks before the start of the trip
- › All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- › The dates and time of departure and return to school
- › The full address and contact details of the destination
- › Planned activities and options
- › Meal provision

- › *Costs and charges, including deposits and the date by which this must be received.*
- › *Clothing and equipment provided, and what pupils must bring themselves*
- › *Public health requirements, including any required vaccinations*
- › *Accommodation options and arrangements*

## **11. Review**

*This policy will be reviewed every 2 years by the headteacher.*

## Appendix 1:

### How to plan a trip:

1. Ask the headteacher if the trip can be planned.
2. Book the trip, and inform the school office to book the coach (make a note of the company used as this will be required for risk assessments).
3. Draft a letter to be sent to the parents and give it to the school office to be sent to parents via spider.
4. Visit the location if deemed necessary.
5. Complete the risk assessment on Evolve, including information about staff attending the trip and risk assessments.

