



Name of policy	<b>Educational Visits Policy</b>
Date approved	September 2019
Date to be reviewed	September 2021

## **Introduction**

The school recognizes the value of school trips and visits and this policy has been prepared to enable trips and visits to be run, where appropriate, in an organized and safe manner. By following the procedure stated within this policy all those involved in trips (students, parents and staff) should have confidence that they will be run with both the safety of all parties concerned, and maximizing the benefits of the trip in mind.

Equal opportunities: The benefits of school visits and trips take many forms. Trips should primarily have an educational focus but other important benefits include developing lasting friendships, having fun, learning independence, being part of the school community, experiencing a sense of adventure and awe as well as helping to develop an understanding of an academic topic.

It is essential that all students have these and other opportunities and that recognition is given to the need for positive action to support the inclusion of students who have previously not had such access.

## **Agreeing Visits**

### School visits

- All visits must be agreed in advance with the Head teacher or Deputy Headteacher in his absence.
- All forms (see appendices) must be completed.
- All guidelines on the forms must be followed carefully.

### Visits to School

- Any curriculum visitor to school must be approved in advance by the Headteacher or Deputy Headteacher.

## **Principles**

The visit must arise out of the academic or pastoral curriculum. Trip organizers must be able to demonstrate:

- The relevance of the visit to the Schemes of Work/Programmes of Study
- How the visit will enrich the learning experience
- That relevant preparation work has been done in making materials, worksheets, etc.
- That the visit offers enrichment for all genders, abilities and ethnicities, irrespective of financial position
- That the visit is open and accessible to all genders, abilities and ethnicities and to students with mobility difficulties. (However, a variety of visits may be organized with particular aims and clients in mind e.g. a girls group visit.)
- The organization of the document will comply with the regulations laid down in this document.

- All visits must have a completed risk assessment form, approved by the Headteacher

## **Process / Procedure**

The policy of the school will be to draw upon the vast resources available in Bristol, elsewhere in the UK and abroad. Where the DfE or Bristol City Council has issued guidance concerning the conduct and organisation of off-site visits, activity organisers should ensure that they pay due heed to such guidance.

## **Insurance**

When a trip is undertaken as a part of the normal school curriculum, even though it is conducted off the school premises, the insurance arrangements for the school will prevail.

There are many types of insurance that it might be necessary to acquire depending on the type of activity to be undertaken: public liability; employers' liability; personal accident cover for all adults including teachers; medical treatment costs; specialised activity risks; evacuation for medical reasons when abroad; loss or damage of hired equipment; emergency costs including accommodation and transport; compensation against cancellation or delay, loss of personal possessions, baggage and money; legal assistance in the recovery of claims; failure or bankruptcy of an agent or travel company; travel abroad.

Much of this is covered by the school's main policy but activity organisers should always check to ensure that appropriate insurance cover is provided before a trip is undertaken.

Where a tour operator is used the type and extent of the insurance provided must be ascertained.

## **Emergency plans and procedures**

All staff and adults accompanying a visit should be familiar with the requirements of this policy and, where necessary, have practised the procedures involved (see appendix 5). Emergency plans must be made for every group making an off-site visit.

## **Licensed activities**

The Activity Centres (Young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations (1996) require certain activities to be licensed when commercial companies sell them or where Local Authorities provide them with or without charge. The activities that require a licence are:

- caving (including exploration of disused mines, cave diving and potholing);
- climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower;

- trekking, including mountain biking, off-piste skiing and horseback riding when this is undertaken in a remote area (more than 30 minutes from the nearest road or refuge) of moor land or mountain country;
- watersports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where water is more than 100 metres across or is known to be turbulent.

A licence holder has demonstrated that the Licensing Authority are satisfied that appropriate safety measures have been taken for the provision of the activity licensed. The presence of a licence does not indicate any standard of accommodation or catering. Before undertaking an activity that falls into the licensing category, headteachers should ensure that the provider is licensed.

The school staff (and designated volunteers) accompanying the activity retain overall responsibility for the students throughout the visit even when the students are being instructed by a member of the provider's staff.

The Licensing Authority is only required to license those activities that come under the auspices of the Act. Not holding a licence does not mean the activities offered by a provider are unsafe. However, where a provider is being used that does not require a licence, the school should be satisfied that the safety standards are appropriate and that where specialist staff are used they have appropriate experience and qualifications. In these circumstances, it is vital that a pre-visit is made to ensure that the safety standards are appropriate.

### **Visits organised by third parties**

Package deals are often a very attractive option for schools when intending to undertake an off-site activity. This particularly applies when visits abroad are to be made. The headteacher must be sure that the package is appropriate to the needs of the school and that insurance cover is sufficient. If necessary, additional insurance should be bought. Parents should always be informed of the amount of insurance cover available through the agent. The option to purchase additional cover might be made available by the agency. The headteacher should ensure that where the journey is abroad the company is able to refund costs of repatriation in the event of insolvency and to provide for the return of advance payments.

### **Students with special medical needs**

Students requiring specific medical needs is to take part in an off-site activity, the school should ensure that any protocol established between the school, the parents and the student's GP extends to the differing circumstances of that activity. For example, it may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the student concerned, the school must give careful and serious consideration to the student being included in the activity.

When the school is undertaking a residential visit, parents should be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If parents are unable to give this authorisation, the headteacher may decide that the resultant risk to that child precludes them from taking part.

If a student is included in the party where parents have been unable to give authorisation, a clear unequivocal statement should be supplied by the parent for any medical practitioner that may find themselves looking after the student's medical or surgical needs.

### **After the visit**

Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities.

The standard accident report form must be submitted to the Health and Safety Officer for any accident that resulted, or could have resulted in serious injury.

An incident report must be submitted to the school giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider.

### **Code of Conduct and Behaviour**

On all visits students should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public and conduct that enhances the reputation of the School. As far as possible, normal School rules apply as outlined in the school's Behavior Policy.

For visits involving overnight stays and overseas visits students and parents should agree to the following as a minimum:

- Students carrying out the instructions of the Group Leader and staff at all times.
- Local and National laws apply at all times

### **Expectation for trips abroad**

When travelling abroad it is expected that:

- The hotel is asked, in advance, to remove the contents of any mini-bar that private rooms may have.
- At least two members of staff must be alcohol free at all times.
- In mixed groups, girls and boys may not enter each other's rooms.
- Students are reminded not to carry, have in their possession or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon.
- Students are not permitted to smoke or drink alcohol, regardless of local or national laws.
- Students must adhere to all deadlines and be in their rooms at the time stated by the Group Leader. (Group Leaders must make proper arrangements to check this with frequent roll calls)

## **Repatriation**

For foreign visits parents should be told that in the unlikely event of a gross breach of the code of conduct, a student might be repatriated. This would be the decision of the Group Leader and in consultation with the School 24/7 Contact and the SLT. Repatriation would be at the parent's expense.

## **Remote Supervision**

'Unsupervised time' on a visit is no longer an acceptable concept. At all times group leaders and staff are responsible for students. Any period of 'remote supervision' must be covered by the drawing of clear boundaries for students, emergency procedures and how contact with staff can be made. It is good practice to issue students with a card giving mobile phone contact numbers of staff and the address and contact numbers of the place of residence if an overnight stay is involved. The associated hazards should be considered in the overall risk assessment. On expeditions students should normally be in groups of at least four and briefed on how to respond to an emergency. Parents must be fully briefed on the arrangements for any periods of 'remote supervision'.

## **Passports, Visas and EHIC**

Group Leaders should make a copy of all passports, visas and EHIC, and retain a copy throughout the visit. A second copy should be given to the EVC (and or 24/7 School Contact) before departure. For trips in Europe all students should have an EHIC (the successor to the E111).

## **Exchange Visits**

It is good practice to draw up a protocol with the host school in order to ensure that an agreed health and safety policy is adhered to by host families and that all the families involved are aware of the content of the protocol.

## **Meeting with Parents and Students Before Departure**

It is good practice to invite parents of students going on a visit, accompanied by the students themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. This applies to many longer visits and especially to overseas visits.

## **Parental Consent**

No student may go on a visit without parents having given their written consent by signing the consent form. Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.

- Any hazardous activities, the supervision provided and the risk assessment.
- Details of any period of 'remote supervision' and the control measures in place.
- Insurance arrangements including insurance for hazardous activities. (Longer and overseas visits) Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medication (Normally if a student needs to purchase and take any medication, he or she should obtain either in advance or at the time permission from a parent. Paracetamol should not be given to a student who is receiving other medication from a doctor. Aspirin, or preparations containing aspirin, may not be given.)
- Full contact details of the hotel/place of residence (Longer and overseas visits) and group leader.
- The Code of Conduct for the visit (longer and overseas visits).
- A copy of the risk assessment (for overseas visits or major expeditions) or a summary of the risk assessment where more appropriate.

The signed consent forms should be retained by the Group Leader throughout the visit. A copy of the set of consent forms must be given to the EVC (and or the 24/7 School Contact) before departure.

All staff should be given and retain through the visit a list of staff and students on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers for the hotel or equivalent if a longer or overseas visit. This information will only be held for the duration of the trip and will then be securely disposed of.

### **Reporting Incidents and Near Misses**

It is a requirement that any accident or 'near miss' on a visit should be reported immediately on return to the EVC and also through the procedure set out in the school policy for reporting accidents. If you have any area of Health and Safety concern you must report it to the EVC immediately on return.

### **Report on Visits**

Accompanying staff are asked to give some feedback on your visit (particularly expeditions, longer and overseas visits) to the EVC, to enable good practice to be maintained. Staff are also invited to share details of your visit and photographs on the school website, in line with the school's policy and requirements for consent when using photos.

### **Volunteers for School Trips and Activities**

The success of an educational visit often relies upon the good services and willingness of volunteers to accompany the trip. The role of volunteers must be very carefully considered and their legal responsibilities clearly understood. To offer help voluntarily does not negate legal responsibilities.

Volunteers who are engaged in formal, regular contact with students (e.g. through library duty, sports coaching or supporting a club or society) will be subject to the normal school procedure for checking staff, including a requirement for a DBS disclosure.

Volunteers (including parents) who may be considered by the school to accompany a school trip or visit that involves a residential stay will be subject to the normal school procedure for checking staff, including a requirement for a DBS disclosure. It is an offence for any person barred by the DBS from regulated activity with children to seek to volunteer for such activities.

Volunteer helpers have the same responsibilities as teachers on the trip and are responsible to the activity leader and must follow his/her instructions. Where the school has been able to identify volunteers well in advance of a visit, opportunities should be found for those volunteers to meet the students and get to know their names.

### **Exchange Visits**

Parents who intend to host and provide residential accommodation to students from Trinity Academy's exchange school partners are not subject to DBS checks since Vetting and Barring Scheme legislation regards them as private foster parents for stays of less than 28 days, that they are unpaid and that the parents of the exchange student agree to the choice of the host adults (DFE (formerly DCSF), December 2009). Trinity Academy's exchange school partners work closely with us to establish suitable hosting arrangements and, by taking part in the exchange, the parents from our partner schools confirm that they are content with the selection of host families, while retaining the right of veto at any stage.

Students on exchange visits **may only be released into the care of an adult**. Parent Volunteers who assist the School in one-off activities or shorter trips (not involving a residential stay) will agree to be subject to the school's guidance for their involvement. This guidance states that:

- Parent Volunteers will receive a copy of the Safeguarding and Child Protection Policy in advance of their involvement and will provide formal evidence to the school that they have received, read and understood this policy.
- Parent Volunteers cannot be included in the staff: student ratio for any trip or activity.
- Parent Volunteers must never be allocated sole responsibility for an individual child or group of children on any trip or activity.
- Parent Volunteers must always work under the direct supervision and guidance of a nominated member of staff on any trip or activity.
- The member of staff in charge of the trip or activity where Parent Volunteers are involved must make reference to their involvement and the guidance given to parent Volunteers in the Risk Assessment prepared in advance of the trip or activity.

If a member of staff in charge of a trip or activity has any questions about the guidance given above they should contact the EVC or the appropriate Designated Safeguarding Lead.

Appendix 1	Category of activity
Appendix 2	Risk Assessment Form
Appendix 3	Trip Planning Checklist



Appendix 4	Trip Review
Appendix 5	Emergency plans
Appendix 6	Trip flow chart

## **Appendix 1 Category of Activity for Educational Visits**

When assessing the most appropriate category in which to place an activity, account must be taken of various factors, including:

- The ages and abilities of the students involved
- The environment and site of the activity
- The prevailing or forecasted weather conditions
- The experience and qualifications of party leaders and supervisory staff
- Any special needs

**The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates. If in doubt, please contact the Education Visits Coordinator (E.V.C.)**

**Category A** comprises activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around.

For example:

- Visiting local libraries, museums, exhibitions, theatres, concerts
- Attending musical/arts events, festivals – on same day events
- Field study visits in environments presenting no technical hazards
- Visits to Swimming Pools where correct ratios of lifeguards are on duty
- Farm visits
- Zoological gardens, nature reserves and National Trust type properties
- Access to off-site playing fields, sports facilities, 'away' fixtures, and local walks, surveys, census gathering exercises

**Category B** comprises activities and events that are considered during the **risk assessment** process to be of higher profile than those of **Category A**.

For example:

- Orienteering in local parks or woodlands
- Walking, jogging, cycling (on or off-road), in non-remote countryside
- Local, low-level camping trips where basic facilities are available on site
- Field study work in non-remote upland or coastal areas
- Team building/problem solving exercises, low level (up to a height of 1.25m) rope courses and 'assault' course circuits
- Visits to major cities in the UK, visits to theme parks
- Horse riding/ pony trekking in non-remote areas
- Sponsored walks and large scale events where many people participate or watch

**Category C** comprises activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the **four generic groupings** covered by the Adventure Activities Licensing Authority. These groupings are: climbing, caving, trekking and water based activities.

For example:



- Climbing plus abseiling, the use of artificial climbing structures
- Caving plus mine exploration, cave diving
- Trekking plus piste skiing & artificial dry-slope skiing
- Water-based activities: canoeing, kayaking, sailing, off shore cruising, windsurfing, rafting, sub-aqua & snorkeling, water & jet skiing, paddle surfing, dragon boating, gorge walking and **open water swimming**.

**Additional Category C activities include:**

- Remote or 'wild country' camping (Ten Tors, Duke of Edinburgh's Award expeditions)
- Overseas visits & exchanges and overseas expeditions
- Motor sports, quad biking, motorbike scrambling
- Air-bourn activities (excluding commercial flights) i.e. gliding, hang/paragliding, parachuting
- Hybrid activities combining elements of rock & water i.e. gorge/ghyll scrambling, canyoning, sea traversing, 'coasteering'
- Archery
- Combat activities i.e. self-defence, judo, fencing, boxing, wrestling, martial arts (visit [www.baalpe.org](http://www.baalpe.org) for guidance)
- Pistol and rifle shooting, paint balling
- Fishing: inland waters, coastal & sea venues

Staff or managers should be certain of the educational benefits for their students of such activities as paint balling, pistol/rifle shooting etc. when undertaking their risk assessment

**Appendix 2 Risk Assessment Form**

<b>RISK ASSESSMENT</b>		 CATHEDRAL SCHOOLS TRUST	 TRINITY ACADEMY
<b>TO BE COMPLETED AT LEAST 14 DAYS BEFORE EDUCATIONAL VISIT</b>			
<b>Date and nature of activity:</b> <b>What are the collection arrangements?</b> <b>Depart &amp; return times:</b>			
<b>Pupils involved:</b>  <b>Attach list if required. Contact and medical details must be included</b>			
<b>What are the educational objectives of the visit?</b>			
<b>What is the cost of the trip? (per student and total)</b>			
<b>When was the last time the site was visited?</b>			
<b>What is the pupil/staff ratio?</b>		<b>Which members of staff are going?</b>	
<b>Is the trip category A, B or C ?      If Category B or C, who is the first aider?</b>			
<b>Who will be the emergency contact person at school during the trip?</b>			
<b>Does the trip involve any hazardous activities?</b>			
<b>Has the finance team been provided with details of the date, time and provider of the activity for insurance purposes?</b>			
<b>TRANSPORT - if transport is needed for the trip, state what type and the name of the provider used:</b>			
<b>Head of Trips approval:</b> Date:		<b>Headteacher's approval:</b> Date:	<b>Finance approval:</b> Date:
<b>Activity risks</b>		<b>Severity of risk (low, medium, high)</b>	
<b>Control Strategy</b>		<b>Likelihood of risk (low, medium, high)</b>	

### **Appendix 3 Trip Planning Checklist**

Trinity Academy – Trip Planning Check List

Date and nature of visit: (state whether trip is curricular or extra-curricular):

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	<b>Check</b>	<b>Copy to</b>	<b>Date</b>
1	Details to Headteacher for approval. Headteacher/EVC to inform Governors	EVC	
2	Details to Deputy Headteacher including costing, initial risk assessment and diary / staffing implications / letter to parents detailing the trip	EVC	
3	Inspection visit (if necessary)	EVC HEAD	
4	Risk assessment – noting any additional medical conditions	EVC/STAFF ON TRIP	
5	Collect deposits where necessary (sent to trip organiser). Subsequent payments to Finance Officer		
6	Student list approved and put on board in staff room for approval / information  <i>An accurate list of students and adults taking part in the activity should be left in school. Each teacher or helper accompanying the group should also have a complete list</i>		
7	Full details to parents including consent form, kit lists, etc. (Information evening held, if appropriate.)  <i>Signed parental consent forms giving contact and medical details are required for all off-site visits. More detailed forms are required for residential visits, hazardous activities and trips to the continent.</i>	EVC/ HEAD	
8	Collect in passports, EHICs		

9	<p>Give office/EVC all emergency contacts for staff, student and visit details</p> <p><i>A named member of senior staff contact must be available for each activity. This contact must have immediate access to all relevant information including lists of staff and participants and contact numbers.</i></p> <p><i>A precise itinerary should be left in school. Contact with school should be immediately available, if required.</i></p>		
10	<p>Reporting of minor accidents and near misses</p> <p><i>A system should be established which ensures that minor accidents are reported in accordance with school procedures. A log book should also be kept of any near misses which occur. These should be discussed by all staff involved and changes made to the agreed systems if necessary.</i></p>		
11	<p>Review of trip</p> <p><i>To identify the difficulties encountered as well as the benefits obtained. Apart from identifying possible dangers, it will act as a critical report on the quality and relevance of the activity</i></p>	EVC / HEAD	

#### **Appendix 4 Trip review**

On your return please discuss the trip with the Educational Visits Coordinator and then complete the details below.

Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_

Trip Organiser \_\_\_\_\_

Did the trip run as planned? If not how was it different? Were there any 'near misses?'

Recommendations for future visits – if applicable:

Would you recommend this trip again? If so when?

When completed please return to EVC

## **Appendix 5 – Emergency Plans**

Four fundamental matters must be considered:

### 1. Emergency action

Should an incident occur, action must be taken to retrieve any situation using the appropriate rescue services. When an emergency occurs, the teacher in charge should follow set procedures which will include:

- a) Taking steps to safeguard against further incidents by isolating the group from the scene; 2. administering first aid or immediate action to prevent further injury or trauma;
- b) Accounting for all members of the party, by checking the group list;
- c) Sending for immediate help;
- d) Ensuring that all accompanying adults are informed of the accident and the action that has been taken;
- e) Ensuring any injured student is accompanied to hospital by a responsible adult who has the authority to agree to treatment;
- f) Making appropriate arrangements for the other students.

### 2. Communications

- a) Immediately inform the headteacher and/or the link person giving full details of the incident. The group leader should control information by restricting access to telephones until communication has been made with the headteacher or link person.
- b) Ensure all parents have been informed.

### 3. Media cooperation

Any incident may attract media interest.

- a) Only the group leader should make comments and only the basic facts should be given.
- b) Names should never be released.
- c) Care should be taken in the preparation of any statement as legal action might follow an incident. (An ill-considered statement from a young person or adult member of the group may be inaccurate, excessively emotional and may prejudice any later enquiry.)

### 4. Reporting

- a) As soon as possible, whilst events are still fresh in everyone's memory, the group leader should begin to compile notes ready to formulate an official report.
- b) Note should be taken of the witnesses names and addresses.
- c) A full and comprehensive report must be prepared and Health and Safety at Work reports should be produced as necessary. (RIDDOR.)

## Appendix 6 – Trip flow chart

