

## EDUCATIONAL VISITS (NON-EYFS): POLICY and GUIDANCE

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Last reviewed: 31.08.2024



Your school must have a nominated and trained EVC (Educational Visits Coordinator).

As a minimum, the EVC should have completed:

- [Online Education Visits Co-Ordinator \(EVC\) Training](#) (or equivalent)
- the educate [Risk Assessments for School Trips](#) module

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Bredon School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

While this current policy document may be referred to elsewhere in Bredon School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility September 2018](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative

- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BrightSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Bredon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Bredon School.

The policy documents of Bredon School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## **1 Scope**

1.1 This guidance is applicable to all those involved in the organisation and delivery of educational visits for non-EYFS students.

1.2 This policy does not apply to routine visits.

## 2 Objectives

### 2.1 To ensure that

- visits are well planned and significant risks are identified and managed
- there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable
- there are those in charge of visits have the necessary competence to manage situations appropriately

## 3 Guidance

3.1 The school has a nominated and appropriately trained Educational Visits Coordinator ("EVC").

3.2 The EVC is responsible for the implementation of this policy. This responsibility includes ensuring that data protection requirements are observed by themselves and all others involved in managing and participating in an educational trip or visit.

3.3 Off-campus learning outside the classroom environment is an essential part of the school's curriculum. Trips and visits include the following:

- field trips, eg geography, history, art, science
- adventure activities or outdoor ed, eg canoeing, climbing, trekking, horse riding, sailing
- sports teams and ski trips
- Duke of Edinburgh Award programme
- Combined Cadet Force ("CCF") activities, including weekend exercises, military camps
- day trips to historic sites, museums, galleries, natural features, farms, drama productions

Sub-contracted / external educational training providers guidance is included within the Trips and Visits policy.

Sub-contractors / external educational training providers required to understand Prevent and extremism and radicalisation risks and uphold Bredon School values.

3.4 The school calendar lists the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

3.5 Parents are notified in advance of:

- the selection of a child for a sports team where they will be given a list of fixtures
- a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- planned trips and visits for year groups

3.6 Parents of students opting for trips attend the school for a full briefing (where applicable). This briefing is also provided in written form both for those unable to attend the on-campus briefing event and for those who do attend.

3.7 Individual written consent is obtained where students are taken on a trip or visit that:

- extends beyond the normal school day
- involves an overnight stay
- involves collection from a different venue
- involves overseas visit
- involves extra cost to a parent

This will be done via a google form or another such database and will be released with the following information for every trip via the Deputy Head (Co-Curricular) or Group Leader.

#### *PUPIL RULES FOR OVERNIGHT TRIPS/TOURS*

*The purpose of the rules set out below is to ensure that the enjoyment of the trip is not hindered for any pupils or teacher.*

#### *ALLOCATION OF PLACES TO OVERNIGHT/INTERNATIONAL TRIPS*

*In allocating pupils onto international or residential trips, trip leaders will carefully consider each individual's record of attendance, behaviour and academic progress. Should concerns arise regarding the suitability of a pupil to attend a particular trip, the allocation of a place on this trip will be discussed at a panel meeting consisting of the Headmaster, Deputy Head (Co-Curricular) and Deputy Head (Pastoral & Safeguarding).*

*Where the concerns regarding the allocation of a place are considered to be legitimate pupils may be withdrawn from the trip.*

## **RULES**

- 1. All school rules, and in particular the Behaviour Management Policy, apply with the exception of uniform policy on specified trips.*
- 2. Pupils are expected to always treat teachers/supervisors/instructors/tour guides with respect.*
- 3. Pupils are to remain with the group during the day and evening unless authorised by the teachers.*
- 4. During any free time, pupils should always travel in groups of a minimum of 3. Under no circumstance should any pupils walk on their own.*
- 5. Pupils are expected to attend all set meals.*
- 6. Hotel rooms/apartments are to be kept clean and tidy.*
- 7. All pupils are expected to turn up on time for all roll calls.*
- 8. Pupils are expected to comply with set bedtimes and lights out times.*
- 9. It is forbidden for male pupils to enter the sleeping accommodation of female pupils and for female pupils to enter the sleeping accommodation of male pupils unless given permission to do so by a teacher.*
- 10. Foul language is not acceptable from any pupils on the trip at any time.*
- 11. The consumption of behaviour-affecting drinks such as Red Bull, espresso coffees or other drinks with enhanced caffeine is prohibited.*
- 12. Smoking and vaping is prohibited as under the school rules.*
- 13. Being in the possession of or consumption of alcohol or any other behaviour-altering substances in any form will be considered a serious violation of the rules.*

## **SANCTIONS**

*Failure to comply with the rules of the trip will lead to sanctions which will be decided by the teachers/supervisors on the trip. Sanctions might include loss of pass for certain activities, etc. More serious breaches of rules will result in phone calls to parents and guardians with possible follow up action in school after the trip. Where necessary, disciplinary meetings will be convened by the staff. In the event of very serious and uncontrollable incidents, pupils may be required to return home. The costs in such an event will be charged to the parents/guardians. This will be done after full communication with the parents and guardians.*

*The teachers accompanying the group reserve the right to amend any rule during the trip as necessary. Clear notice will be given of any such changes to the pupils.*

## **PRACTICAL ADVICE**

*Any pupils taking part on a trip should try their best to adhere to the following advice while on the trip:*

- Do your best to help fellow pupils and teachers at all times.*
- Do your best to ensure that all pupils are included in group activities at all times.*
- Do your best to be considerate of others at all times.*
- Prompt and good-natured compliance to staff instructions is essential.*
- Treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above.*

## **DRESS CODE**

*Clothing should be appropriate for activities and be worn with the expectation of getting dirty. Please do not bring any expensive or labelled items.*

*There should be no inappropriate or revealing clothing, including crop tops, very tight or very short shorts, or very short dresses. Clothing should not carry inappropriate wording or slogans.*

3.8 The completed and signed consent form includes details of how to contact a parent in the event of an emergency. The form must be returned to the school at least three days before the start of the trip. The google form or another database will allow parents to sign for a pupil in their care.

3.9 Parents are expected to support the school in ensuring that students follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any student who declines to follow reasonable instructions or if in their view it is necessary for some other substantial reason.

3.10 The EVC:

- supports the Headmaster in the process of approving visits
- ensures, as far as possible, they are spread through different age groups and the school year
- helps staff involved with organising tours
- checks parental consent forms
- keeps records of previous visits, including details of accidents and incidents

3.11 All staff who are involved in school visits receive training on planning and conducting school visits, as appropriate.

3.12 Every planned trip or visit has a nominated Group Leader ("GL") who is responsible for organising and running. A deputy GL is also nominated.

3.13 The EVC holds a briefing session for all those nominated as a GL, which covers:

- conducting risk assessments
- emergency procedures
- school insurance cover
- budgeting for visits
- circumstances when a trip may be terminated

3.14 The GL holds a current first aid certificate and / or ensures that an appropriate number of the accompanying staff members does.

3.15 Where a school minibus is used, the driver has the appropriate qualifications. Other than for short journeys (eg under 30 minutes duration) a second qualified driver is present. The driver(s) completes a driver's declaration form, which is retained by the EVC.

### 3.16 Personal Liability

The GL acts "in loco parentis". This means that they "have a duty under common law to take care of students in the same way that a prudent parent would do".

The school as employer of the GL supports them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

### 3.17 Insurance

- The school has Employers Liability Insurance of £10m and Public Liability Insurance of £10m.
- The school has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving.

- The EVC and / or GL checks with the Bursary when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arranges for an extension where required.
- The GL ensures that they have a copy of the school travel insurance with them on the trip.
- Travel involving staff using their own cars is discouraged. Where this is permitted by formal arrangement, staff must provide evidence of business insurance cover (including the carriage of pupils).

### 3.18 Trips and visits planning

The following list relates to planning for longer trips.

**At least twelve months for international trips months in advance it is recommended that:**

- assurance is sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's students on a site other than the school
- suitable advice is obtained from the EVC on suitable dates, previous experience and requirements etc
- key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants are discussed
- the staff to student ratio is calculated; although staff to student ratios for school trips are not prescribed in law, the school takes due account of the staff student ratios recommended by the DfE for off site activities as a minimum, namely:
  - **1:10 for years 4-6**
  - **1:15 -20 for Years 7 upwards (with a larger ratio permitted for over 16s)**
  - **1:10 for all visits abroad**



- a draft itinerary is prepared
- the modes of transport for the whole journey are decided
- a costing for the visit, remembering to allow a contingency for delays and emergencies is prepared
- if an adventurous activity is involved, it is ensured that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit are obtained
- a risk assessment is prepared
- other members of staff who are willing to participate are identified, remembering:
  - male / female ratios
  - language skills
  - medical assistance
  - nature of activities
- a check is made that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider
- a reconnaissance visit to the location is undertaken if the school has not visited it before, or a reference from another school where this is not possible
- the minimum and maximum numbers for the visit to be viable are established
- any visa and medical requirements are established
- the cost of any deposits required both for travel and the activity provider are established and the deposit required from participants is calculated
- the travel advice unit of the Foreign and Commonwealth Office is checked, depending on the location

- a written case for countersigning by the EVC and approval by the Headmaster is prepared

### 3.19 Risk Assessment

- GLs are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The risk assessment covers:
  - identifying potential hazards of the location being visited
  - listing the groups of people that are at risk from significant hazards
  - listing control measures that are in place
  - allowance for hazards which may not yet be fully understood due to lack of information
  - monitoring hazards during the visit
- The GL asks for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These form part of the overall school risk assessment.
- Risk assessments from previous visits can be used as a starting point for a revised assessment, but they are not adopted without checking for changes which may have occurred.
- The EVC maintains a dossier of generic risk assessments relating to sports activities, regular school visits and theatre / museum visits. Currently, this is held on BusinessSafe.
- The EVC ensures that, as appropriate, specific Risk Assessments are in place for individual students in advance of any visit.

3.20 After permission for the trip has been granted (**at least a term in advance, with appropriate budget**) by the Headmaster and, in the case of any overseas trip, by the Cavendish Education Compliance Director:

- a preliminary letter is written to send to parents and guardians of the target age group (which should be reviewed by the EVC), outlining:
  - the purpose of the trip
  - the programme
  - the expected maximum cost

- the process for expressions of interest and date by when deposit must be paid
- the parents' briefing scheduled six weeks before departure
- any restrictions on numbers
- students are briefed about the visit, its dates and purpose
- the names of all students wishing to participate are checked with the Medical Centre' any medical requirements are discussed with the EVC, including those for special educational needs
- the payment for the trip is collected and accounting procedures are arranged with the Bursary
- arrangements are made with the Bursary to pay any deposits on accommodation, travel, activity centre etc
- on exchange trips, students are assigned to host families

### 3.21 At least six months in advance:

- costs are finalised with the travel company
- where possible, it is checked that all coaches and other vehicles are fitted with seat belts
- the cost for parents (including contingency provision) is confirmed
- parents are informed of medical and visa requirements; any non-British passport holders' parents are advised that it is their responsibility for ascertaining any visa requirements for their child
- arrangements are made with the Bursary for the parents to be billed for the balance of the cost of the trip / to collect the balance of the money for the trip from students and pass to the Bursary for crediting to the trip account
- arrangements are made for the Bursary to pay the travel company /airline / hotel etc with the balance required
- arrangements are made for a school credit card to be issued for the duration of the trip
- arrangements are made via the Bursary for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date
- students are briefed, ensuring that any specific advance requirements have been communicated

### 3.22 Six weeks in advance

- the Bursary is given details of any foreign currency / travellers cheques etc and agree collection requirements (typically the GL needs to sign and produce relevant documentation at a bank or airport terminal)
- arrangements are made for a trip briefing with parents which covers:
  - the itinerary, including meeting and collection points
  - contact details for hotels / hostels/ names and addresses of host families
  - the number of the school mobile phone issued to the GL
  - the kit, equipment, dress code of country and money requirements for students
  - the expected rules of behaviour for the trip and the arrangements where such rules are not followed by students (including possibility of sending students home at parents expense); this includes, alcohol, tobacco etc usage
  - the arrangements for dealing with emergencies and informing parents of them
  - the arrangements for communicating with parents in the even of return from the trip being delayed
  - the need to notify the school of contact with an infectious disease 4 weeks before travelling
  - the reasons for why a consent form is essential
  - the need for a copy of each students passport
- All parents are sent a copy of the consent form for overseas and overnight trips. All other trips are covered by the consent forms signed upon admission. and the return date. Guidance on consent forms can be found here [https://oeapng.info/search-results/?download\\_search=consent+forms](https://oeapng.info/search-results/?download_search=consent+forms)
- Arrangements are made with the catering department for any catering requirements.
- Students are briefed on the expected standards of behaviour and on cultural differences.
- Travelling first aid kit(s) are booked from the school Medical Centre

### 3.23 1 month in advance

- parents who have not returned their consent forms are chased, pointing out that their child will not be able to participate unless the form is received 10 working days before departure
- copies of each student's passport are obtained
- all travel tickets are checked and stored in the school safe
- if collecting currency / travellers cheques etc, arrangements are made for storage with the Bursary in the school safe and a record made of any serial numbers etc
- the school credit card is signed for and stored in the school safe
- accompanying staff members are met with to discuss all practical arrangements for the trip and roles and responsibilities
- packs for the School Office and each member of staff are prepared, containing:
  - the itinerary, with all addresses of locations during the trip etc
  - the GL mobile number
  - the mobile numbers of participating staff
  - the list of students with parental contact details and medical conditions
  - copies of all passports and travel documents
  - the emergency contact numbers for the Headmaster, EVC, designated member of staff on-call
  - the out of hours contact numbers
  - the address and contact details of nearest British Consul or equivalent
  - on exchanges, the contact details / addresses for schools and host families
  - a copy of travel tickets and insurance documents
  - a copy of the trip risk assessment
  - the location of nearest hospital
  - the copies of serial numbers of travellers cheques

### **3.24 Day prior to departure / day of departure**

- tickets, foreign currency, travellers cheques etc are collected from the safe
- trip information packs are given to nominated persons
- each student is given the names, addresses and phone numbers of their accommodation
- students are reminded about expected standards of behaviour and sanctions if not followed
- students are reminded to bring passports and ask to see a copy
- travelling first aid kit(s) are collected and the contents checked
- student medication (in particular, controlled medication) is securely collected, accompanied by documented protocols in each instance
- school mobile phone and charger are collected
- any catering provisions are collected

### **3.25 During the visit or activity**

- Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They liaise with the partner school in the event of difficulties between a student and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:
  - carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc
  - carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
  - checking that all students wear their seat belts
  - checking the fire exits and escape routes at each hotel or hostel. Ensuring that every student walks through the emergency escape route at each hotel.
  - ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
  - setting times for students to be in their rooms at night. Conducting checks (using the other staff).

- ask all students to write their mobile numbers on a sheet of paper. Give all students the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
- setting agreed times and locations for checking students when they work or are allowed out unsupervised in small groups.
- enforcing expected standards of behaviour
- looking after (or reminding students to look after) passports and valuables
- storing cash, travellers cheques and tickets in the hotel safe
- keeping an account of all expenditure
- recording all accidents and near misses

### **3.26 Illness or minor accidents**

- If a student has a minor accident or becomes ill, the GL, or another member of staff, takes him/her to the local hospital or clinic.
- If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement.
- If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the student, accompanied by a member of staff, to be repatriated to the UK.
- The GL phones the student's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

### **3.27 Emergency procedures**

- In the event of a serious accident resulting in the death or injury of one or more of the students and staff, the GL's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should, if possible, accompany the injured student(s) to hospital.
- After ensuring that the rest of the group are safe and looked after, the GL:

- informs the Headmaster or on-call member of the SLT of what had happened
  - where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained
  - arranges for the school's insurers to be contacted as quickly as possible, together with the British Consul or equivalent, if the accident happened overseas
  - makes a full record of the incident, the injuries and of the actions taken; if relevant, the need to RIDDOR-report is considered, making use of (and making a record of the use of) the [RIDDOR Reporting Decision Matrix template](#)
- Where appropriate, the school communications plan is implemented. Where possible, communication with the media is left to the Headmaster. The GL refers the media to the school. If a comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Students should be discouraged from talking to the media.

### 3.28 Delayed return

- If the return from a visit is delayed, the GL phones the school office or the On call SLT member (out of school hours), who in turn phones all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

### 3.29 On return

- The GL provides the EVC with a report on the visit.
- The GL returns all school property (together with a report of any lost or damaged property).
- The GL instructs all students to delete their records of the school mobile and of any staff mobiles.
- The GL reminds all staff to delete any records of students' mobile numbers that they may have acquired during the visit.



- The GL returns any unused cash or travellers' cheques to the Bursary. The prepaid foreign currency card and the school credit card should be returned together with all related transaction vouchers.
- The GL produces a schedule of all expenditure on the trip. Unused balances are returned to the parents by way of credits shown on the next school bill.

### 3.30 Report for Governors

- The Headmaster's termly report to the Governors contains a synopsis of all the school trips and visits that have taken place since the last report. The EVC, who prepares this report, invites the GL to draft a short report.

## 4 Overseas trips

4.1 In addition to the actions identified in Section 3 above, those planning and managing overseas trips also take account of:

Consider, as part of our assessment, issues such as-

- the political and social climate of the place(s) being visited
- cultural issues at the destination
- travel advice from the Foreign, Commonwealth and Development Office.
- any additional risks because of working at / visiting a remote or hazardous location
- any additional risks because of working at / visiting abroad
- any additional risks because of working at / visiting overseas at particular seasons
- any additional overseas health risks, including limited or different access to health, welfare or first aid facilities
- any additional risks because of working exceptional hours
- repatriation arrangements.

## 4 Related school policies

This policy is related to other relevant school policies including:

- Behaviour management Policy
- Anti-bullying Policy
- Safeguarding Policy
- Data Protection Policy
- Equal Opportunities for Pupils Policy

- The care of students who are unwell, including first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of prescribed and non-prescribed medication
- Health and Safety Policy
- provision for pupils with particular religious, dietary, language or cultural needs
- Supervision of Pupils Policy
- Staff Disciplinary Policy
- Whistleblowing Policy
- National Minimum Standards for Boarding Schools

## 5 References

- the Department for Education guidance [Health and safety on educational visits](#)
- ISI Commentary on the Regulatory Requirements ([www.isi.net](http://www.isi.net))
- [Social Care Common Inspection Framework](#)
- Health and Safety at Work” Section H of the [ISBA Model Staff Handbook](#)
- [“Health and Safety and Welfare at Work” Chapter N of the ISBA Bursar’s Guide](#)
- [“Insurance” Chapter K of the ISBA Bursar’s Guide](#)
- [Adventure activities licence \(England, Wales and Scotland\)](#)
- [Health & Safety Executive School Trips FAQs](#)
- [Health & Safety Executive, School trips and outdoor learning activities](#)
- [Institute for Outdoor Learning good practice](#)
- [Outdoor Educational Advisers Panel National Guidance and Good Practice](#)
- [Council for Learning Outside the Classroom \(LOtC\)](#)

## 6 Review of implementation

The implementation of this Policy is reviewed annually by the school’s Senior Leadership Team in consultation with staff and a report is made to the Governance Body.

The school may submit to Cavendish Education proposals for amendments to this Policy.