



QUEEN'S  
COLLEGE  
TAUNTON

Educational Visits Policy

Policy:	Educational Visits Policy
Applies to:	All staff at the College, both support and teaching
Owner(s):	Mark Neenan, EVC
Review:	24/05/24 MN
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## **1. Scope**

- 1.1. This policy applies to the whole College, employees and supervisors (as defined in clause 3 below) at Queen's College, Taunton.

## **2. Policy Statement**

- 2.1. This policy is provided to all employees and supervisors and is available on the School's website.
- 2.2. This policy can be made available in large print or other accessible formats, if required.
- 2.3. The Governing Body recognises the value to pupils of educational visits.
- 2.4. Such visits should:
  - 2.4.1. enhance pupils' understanding of curricular and co-curricular activities;
  - 2.4.2. provide opportunities to practise skills;
  - 2.4.3. develop pupils' social skills.
- 2.5. The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.
- 2.6. The Governing Body also recognises and accepts that such educational visits may present challenges to the health and welfare of pupils. The School adopts a sensible and proportionate approach to the risks posed by such visits. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands their responsibility and can participate fully in learning outside of the classroom.
- 2.7. This policy is drafted in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended.
- 2.8. This policy has also been drafted in accordance with the updated Department for Education (DfE), Health and safety: advice on legal duties and powers (February 2014) and the Health and Safety Executive's (HSE) School trips and outdoor learning activities (June 2011).

## **3. Definitions**

- 3.1. Adventure Activities include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skiing or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in, on or near water.
- 3.2. Early Years covers pupils who are aged five or under as defined in the Statutory framework for the Early Years Foundation stage.
- 3.3. Educational Visits include but is not restricted to the following activities which are arranged or facilitated by the School at any time:
  - 3.3.1. off-site visits;
  - 3.3.2. study and cultural visits;

- 3.3.3. hazardous and adventure activities and expeditions;
- 3.3.4. overseas trips and residential trips.
- 3.4. Educational Visits Coordinator (EVC) means the person to whom the Head of College delegates responsibility for the administration of Educational Visits.
- 3.5. Employee means anyone who works under a contract of employment at the School.
- 3.6. External Provider means any person or organisation other than the School or an Employee of the School who provides a service and or facilitates an activity under a contract during an Educational Visit.
- 3.7. First Aiders are members of staff who have completed an approved First Aid training course and hold a valid certificate of competence in First Aid or Emergency First Aid.
- 3.8. Group Leader means an Employee who has overall responsibility for the supervision and conduct of the Educational Visit.
- 3.9. Licensed Activities means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.
- 3.10. Parent means those having parental responsibility for a child.
- 3.11. Plan B means an alternative activity in the event that the planned activity on an Educational Visit cannot be undertaken safely.
- 3.12. Supervisor means any competent adult, aged 18 or over, who has responsibilities and duties assigned to him / her during an Educational Visit by the School (to include but not restricted to Parents, host parents and volunteers).

#### **4. Evolve**

- 4.1. Queen's College uses an internet based system called 'EVOLVE' to facilitate the efficient planning, management, evaluation and approval of visits. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by the College. EVOLVE also contains a variety of features including: search and report facilities, downloadable resources and information, staff records and visit history.
- 4.2. Evolve provides a very clear step by step guide to preparing, planning and submitting an off-site trip proposal
- 4.3. The following additional forms can be found within the Resources section (Forms and Templates menu) of [Evolve](#):
  - 4.3.1. Provider Assurance Form;
  - 4.3.2. Public Insurance Liability Document;
  - 4.3.3. Residential & Overseas Finance Form;
  - 4.3.4. Residential & Overseas Information and Consent Form.
- 4.4. The following forms can be found within the Resources section (Generic Risk assessment) of [Evolve](#):
  - 4.4.1. Generic Risk Assessment - January 2025



## 5. Legal requirements and responsibilities

- 5.1. **Employers:** Under the Health and Safety at Work etc Act 1974, employers are responsible for the health, safety and welfare at work of everyone involved in or affected by an Educational Visit (to include but not restricted to Employees, volunteers, helpers and pupils).
- 5.2. Employers will support employees in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.
- 5.3. Employers retain their legal responsibilities under the health and safety legislation but they can delegate the statutory tasks to others.
- 5.4. **Employees:** Under the health and safety legislation, Employees must:
  - 5.4.1. take reasonable care of their own and others' health and safety;
  - 5.4.2. cooperate with their employers over safety matters;
  - 5.4.3. carry out activities in accordance with training and instructions;
  - 5.4.4. inform the employer of any serious risks.
- 5.5. Employees also have a common law duty to act towards pupils as any reasonably prudent parent would do in the same circumstances. However, in some circumstances, such as where employees specialise in a particular activity or lead more hazardous or adventure activities there may be a higher duty of care.
- 5.6. **The Governing Body** will satisfy themselves that proportionate and sensible preparations have been carried out for Educational Visits, that appropriate safety measures are in place and that training needs have been addressed for Educational Visits.
- 5.7. The Governing Body will also:
  - 5.7.1. ensure that the Head of College / Group Leader shows how their plans comply with legislation, regulations and guidance, including the School's health and safety policy;
  - 5.7.2. ensure that they are informed about and assess less routine Educational Visits well in advance; for example Adventure Activities and those visits which involve an overnight stay or travel outside of the UK;
  - 5.7.3. ensure that, where appropriate, the Head of College reports back to them following trips particularly where there have been any major incidents or issues.
- 5.8. Decisions about Educational Visits are usually delegated to the Head of College and EVC who may then in turn delegate duties to others, such as the Group Leader.
- 5.9. **The Head of College** will ensure that Educational Visits comply with legislation, regulations and guidance including that provided by the Governing Body and the School's own health and safety policy.
- 5.10. The Head Of College will ensure that:
  - 5.10.1. the EVC is competent to arrange, administer and monitor Educational Visits;
  - 5.10.2. the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the Educational Visit;

- 5.10.3. Educational Visits do not take place unless specific approval has been given by the Head of College or EVC or another suitable member of the College Leadership Group in advance;
- 5.10.4. appropriate risk assessment(s) for the planned Educational Visit and a Plan B (where appropriate) have been carried out and adequate health and safety measures are in place;
- 5.10.5. those who are conducting the risk assessments have the necessary qualifications, knowledge, skills and experience to do so;
- 5.10.6. any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date;
- 5.10.7. Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures;
- 5.10.8. he/she has adequate contact details for the Group Leader and/or Supervisors on the Educational Visit;
- 5.10.9. the Group Leader reports back after the visit and ensures that any appropriate follow up action is taken;
- 5.10.10. adequate records are retained following the Educational visit.
- 5.11. **The EVC:** is responsible for helping to arrange and administer Educational Visits and to manage risks posed by Educational Visits.
- 5.12. The EVC will:
  - 5.12.1. consider applications for approval for an Educational Visit to take place or, where appropriate, refer the application for approval to the Head of College or Governing Body;
  - 5.12.2. ensure that there is adequate insurance cover for Educational Visits;
  - 5.12.3. work with the Group Leader to provide details of Educational Visits beforehand to parents, pupils and Supervisors (where required);
  - 5.12.4. ensure that adequate contact details for the Group Leader and/or Supervisors and the proposed venue are included in the EVOLVE visit form;
  - 5.12.5. monitor risk assessments, systems and accident reports and general practice on Educational Visits;
  - 5.12.6. ensure, as far as possible, they are spread through different age groups and the school year;
  - 5.12.7. check parental consent forms;
  - 5.12.8. keep records of previous visits, including details of accidents and incidents.
- 5.13. **Group Leader:** is the Employee responsible for the planning, undertaking and supervision of Educational Visits delegated to him/her by the Head of College.
- 5.14. The Group leader must have undergone on-site training from the EVC and show a good understanding of the process. This will include a formal 'sign-off' from the EVC.

- 5.15. The Group leader will follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits. This includes all risk assessments appropriate for the trip and regularly reviewing such risk assessments.
- 5.16. Where necessary, the Group Leader should obtain specialist advice from the EVC or another appropriate source(s) to enable Educational Visits to be undertaken safely.
- 5.17. Where required, the Group Leader will be appropriately qualified and will produce first hand evidence of such qualification e.g. original certificates.
- 5.18. The Group Leader has overall responsibility for:
  - 5.18.1. the preparation and planning of the Educational Visit in consultation with the EVC including obtaining approval for the Educational Visit to take place;
  - 5.18.2. carrying out a risk assessment(s) for the main activity and Plan B in case the primary activity is undeliverable (where appropriate) in accordance with the School's risk assessment procedures;
  - 5.18.3. the supervision and conduct of the Educational Visit;
  - 5.18.4. the Health and Safety of the group;
  - 5.18.5. the behaviour and discipline of pupils during the Educational Visit.
- 5.19. The Group Leader will also:
  - 5.19.1. ensure that all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are clear about their respective responsibilities;
  - 5.19.2. ensure that there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements;
  - 5.19.3. take immediate steps to terminate the Educational Visit if the health or safety of the pupils or anyone else on the Educational Visit is at risk;
  - 5.19.4. ensure that any insurance conditions are complied with;
  - 5.19.5. budget appropriately for the proposed visit;
  - 5.19.6. ensure that there is sufficient first aid provision for each Educational Visit from appropriately trained First Aiders, have a good working knowledge of first aid and be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils; If the trip includes EYFS pupils there will be at least one paediatric first aider;
  - 5.19.7. obtain and carry emergency telephone numbers and details of emergency points of contact.
- 5.20. The Group Leader has the full authority of the Head of College and has the right to return any pupil home if, after consideration of all relevant matters, he or she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent.
- 5.21. **Supervisor(s):** are those people who have been approved by the School to assist with the Educational Visit.
- 5.22. Supervisor(s) will:

- 5.22.1. should familiarise themselves with all aspects of the trip including risk assessments, prior to the trip. A working knowledge of Evolve is essential.
- 5.22.2. be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures;
- 5.22.3. do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances;
- 5.22.4. follow the instructions of the Group Leader and help with control, behaviour and discipline of the group;
- 5.22.5. speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the Educational Visit;
- 5.22.6. be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader;
- 5.22.7. not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- 5.22.8. All new staff receive training on planning school visits as part of their induction
- 5.23. Pupils must:
  - 5.23.1. follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School rules, code of conduct/alcohol and drugs policy;
  - 5.23.2. not behave in a way that put themselves or others at risk;
  - 5.23.3. dress and behave sensibly and responsibly, using safety equipment as instructed;
  - 5.23.4. if abroad, be sensitive to local codes and customs.
- 5.24. Parents must:
  - 5.24.1. provide clear information and updates on their child's health and/or any special needs, including the need for medical attention or medication;
  - 5.24.2. ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;
  - 5.24.3. reinforce the standard of behaviour and conduct expected of their child on the Educational Visit

## **6. Procedure**

- 6.1. The Group Leader / EVC will:
  - 6.1.1. undertake and complete the planning of and preparation for the Educational Visit;
  - 6.1.2. where necessary undertake an exploratory visit to areas or in respect of activities involving significant hazard, or he /she should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;
  - 6.1.3. obtain approval for the Educational Visit to take place by submitting a visit form on EVOLVE;
  - 6.1.4. undertake appropriate risk assessment(s) ;



- 6.1.5. For residential trips the group leader must consult with and discuss any potential pupil concerns with the Deputy Head - Pastoral.
- 6.1.6. ensure that appropriate parental consent has been obtained for the pupils to attend the Educational Visit;
- 6.1.7. brief in advance Supervisors, group members and Parents (where appropriate) particularly for Adventure Activity trips, an overnight trip or visits outside the UK.
- 6.1.8. ensure that all information on EVOLVE is accurate and accessible to all members of staff. Where trips are not on EVOLVE (eg. Games fixtures) trip information and central details will be on SOCS.
- 6.1.9. report back to the EVC after the Educational Visit; complete the Evaluation form on Evolve and record any relevant information through appropriate channels. Safeguarding concerns should be reported in accordance with the Safeguarding Policy.
- 6.1.10. retain appropriate records following the Educational Visit.

## **7. Charging**

- 7.1. The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to parents prior to the Educational Visit.
- 7.2. If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.
- 7.3. Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

## **8. Consent**

- 8.1. Specific parental consent is recommended for all Educational Visits.
- 8.2. The School must obtain specific consent from at least one parent in advance of the following types of Educational Visits:
  - 8.2.1. any visit which involves an Early Years pupil;
  - 8.2.2. any visit that extends beyond the normal school day;
  - 8.2.3. activities during a school holiday period or during weekends;
  - 8.2.4. overnight and residential stays;
  - 8.2.5. visits outside the UK;
  - 8.2.6. Adventure Activities;
  - 8.2.7. all activities involving remote supervision and/or where supervision will be exercised by an External Provider;
  - 8.2.8. Extraordinary travel arrangements (e.g. where private vehicles are being used, journeys which involve pupils using public transport or collection from a different venue);

- 8.2.9. activities for which risk assessment has shown a high risk as determined by the EVC;
- 8.2.10. activities where a parental charge is greater than £15.00.
- 8.3. If consent is refused by one or both parents the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

## 9. Risk assessment

- 9.1. A copy of the Generic Off-Site risk assessments can be found via [Evolve](#).
- 9.2. The School adopts a common-sense and proportionate approach to Health and Safety on Educational Visits with a focus on real risks, not those which are trivial and fanciful.
- 9.3. An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.
- 9.4. Group Leaders are trained in undertaking risk assessments and how these relate to the visit trip or activity they are planning. The generic risk assessment should always be reviewed before each trip and additional risk management added where necessary.
- 9.5. The Risk Assessment includes:
  - 9.5.1. identifying potential hazards of the location being visited
  - 9.5.2. listing the groups of people that are at risk from significant hazards
  - 9.5.3. listing control measures that are in place
  - 9.5.4. allowance for hazards which may not yet be fully understood due to lack of information
  - 9.5.5. monitoring hazards during the visit
- 9.6. The Group Leader should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment
- 9.7. Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- 9.8. If the visit involves one of the following factors (listed below), the Group Leader must carry out an additional written risk assessment for the Educational Visit:
  - 9.8.1. high risk or Adventure Activities;
  - 9.8.2. overnight and residential stays;
  - 9.8.3. visits outside the UK;
- 9.9. If any risk is considered to be unacceptable by the Group Leader and/or Head of College, EVC, Governing Body or Proprietors, the Educational Visit shall not go ahead or shall be terminated if already in progress.
- 9.10. Where appropriate the Group Leader should also consider and assess a Plan B and/or contingency plan in addition to the main activity, in case the main activity is undeliverable.
- 9.11. Regardless of the type of visit, the Group Leader must employ **dynamic Risk Assessment** throughout the visit taking account of any relevant changes in circumstances or factors such

as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and/or a Plan B activity carried out instead.

## **10. Insurance**

- 10.1. There shall be appropriate insurance cover in place for each Educational Visit;
- 10.2. The school has Employers Liability Insurance of **£xm** and Public Liability Insurance of **£xm**;
- 10.3. It also 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;
- 10.4. The EVC and / or GL should check with the Bursar when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required;
- 10.5. The GL should ensure that they have a copy of the school travel insurance with them on the trip;
- 10.6. Travel involving staff using their own cars is discouraged;
- 10.7. Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by parents. Parents should be told of any insurance that has not been verified.
- 10.8. The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

## **11. Supervision**

- 11.1. Supervision of pupils can be close or remote but must always be 24 hours a day.
- 11.2. There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.
- 11.3. Where a Supervisor is also a parent of a pupil on the Educational Visit that parent shall not usually count in the ratio for the group as a whole.
- 11.4. Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:
  - 11.4.1. deal with any emergency or incident;
  - 11.4.2. seek emergency and/or medical assistance;
  - 11.4.3. supervise the remainder of the party.
- 11.5. For local low risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate:

Nursery	1:4-6 (with a minimum of 2 staff) (1:3 for under 2-year-olds)
Reception	1:6 (with a minimum of two members of staff)
Years One to Two	1:10 (with a minimum of two members of staff)

Years Three to Six	1:10-16
Years Seven onward	1:16-20
All visits abroad	1:10 for all visits abroad

- 11.6. The ratio should become closer the more complex or hazardous the activity.
- 11.7. For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be employees.
- 11.8. For overnight stays, mixed gender groups should have at least one male and one female Supervisor. Any exceptions will require authorisation from EVC or the Head of College and require parental consent.
- 11.9. For overnight stays where there are pupils over 18 years of age the group leader must follow the [Guidance for Pupils as Adults risk assessment](#). When arranging accommodation for pupils on a residential trip, staff will endeavour to room pupils 18 and over in the same space. Where this is impossible, Sixth Formers should ideally be roomed together and the room allocations risk assessed through consultation with the DSL.
- 11.10. Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must, however, be able to contact a supervisor in the event of an emergency.
- 11.11. The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

## **12. Child protection**

- 12.1. The School's safeguarding and child protection policy and procedures will apply at all times during Educational Visits.
- 12.2. Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns that occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Person and/or to the Head of College in accordance with the safeguarding and child protection policy and procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead and/or Head of College.

## **13. Adventure Activities and external providers**

- 13.1. Where the main activity is an Adventure Activity or any activity which is facilitated by an External Provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. The Group Leader may wish to refer to the guidance Handbook for group leaders, Standards for adventure and Group safety at water margins.
- 13.2. Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or associations for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should

be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant Federations or Associations.

- 13.3. The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at: [www.aals.org.uk](http://www.aals.org.uk) and a record maintained.
- 13.4. If the Group Leader assigns the technical instruction of the group to an External Provider, he/she should agree with the External Provider in their respective roles. Everyone must have a clear understanding of the roles and responsibilities of Supervisors and External Providers.
- 13.5. The Group Leader and School staff retain responsibility for the moral and emotional well-being of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.
- 13.6. Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.
- 13.7. Prior to the commencement of any Adventure Activity, the Group Leader should be fully satisfied with arrangements for Health and Safety.
- 13.8. In the event that he/she is not satisfied he/she will consider whether it is appropriate to abort the activity altogether or whether it is safe and/or appropriate to undertake a Plan B.

#### **14. Transport**

- 14.1. Pupils will be properly supervised at all times whilst on school-arranged transport.
- 14.2. The Group Leader, as part of the planning and risk assessment of an Educational Visit, shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety, and supervision arrangements.
- 14.3. The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.
- 14.4. The group leader should be aware of any Low-Emission or Congestion charges and ensure they are paid.

#### **15. Off-site accommodation and trips abroad**

- 15.1. The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where practical, has been assessed by the School before use.
- 15.2. Where this is not possible, for example: on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.
- 15.3. The School will keep records of all assessments of lodgings arranged by the School or off-site accommodation used by the School.
- 15.4. Group Leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of External Providers including criminal background checks insofar as these are available and keep a record of checks which are made.



## **16. Travel Documentation**

- 16.1. All staff and pupils must have a valid passport and where eligible a EHIC/GHIC Card.
- 16.2. Group Leaders must check all staff and pupils passports before departure, allowing sufficient time to allow application for a new one. For most EU countries including France, Germany, Italy, Spain and Belgium, staff and student passports should have a date of issue that must be less than 10 years before the date you enter the country and an expiry date that must be at least 6 months after the day leaving the country. For travel to some non-EU countries the expiry date must be at least 6 months after the day leaving the country. Country-specific passport requirements should be checked at [Foreign Office website](#).
- 16.3. Group Leaders should identify students who require a Schengen visa and provide the necessary information for application; which is the responsibility of the student's family.
- 16.4. From Spring 2025 all non-EU passport holders will need to apply online for an ETIAS. All British passport holders will need to apply online for an ETIAS for permission to enter the Schengen area. The group leader should check the [country-by-country](#) list of visa exemption schemes for EU destinations.

## **17. First aid**

- 17.1. All trips should have a nominated First Aid trained member of staff. Where necessary administration of medicine training will have also been completed.
- 17.2. The Group Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.
- 17.3. The minimum requirements for Educational Visits are:
  - 17.3.1. a suitably stocked first aid container;
  - 17.3.2. at least one appointed person to take charge of first aid arrangements (in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit).

## **18. Accidents and emergencies**

- 18.1. All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.
  - 18.1.1. In the event of an emergency all members of the group should:
    - 18.1.1.1. assess the nature and extent of the emergency;
    - 18.1.1.2. take immediate action to safeguard themselves and other members of the group;
    - 18.1.1.3. remain calm.
- 18.2. The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:
  - 18.2.1. summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;

- 18.2.2. seek assistance from a First Aider, if appropriate;
  - 18.2.3. if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
  - 18.2.4. seek assistance from the Head of College, Deputy Head/EVC where appropriate;
  - 18.2.5. follow the procedures below.
- 18.3. The Group Leader should ensure that the incident is properly recorded and that the Head of College/Deputy Head is contacted as soon as reasonably practicable.
- 18.4. The Group Leader/Head of College/Deputy Head will make the arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.
- 18.5. Consider whether the accident should be reported to any external agencies, including the Police or the HSE pursuant to RIDDOR 2013.
- 18.6. Under no circumstances should anyone make a statement to the press or any admission.
- 18.7. Where a claim might be brought following theft or other loss, the local police must be informed.

## **19. Incidents involving the Police**

- 19.1. In the event of an incident occurring in which pupil(s) become involved with the police, the Group Leader should:
- 19.1.1. inform the EVC/Head of College/Deputy Head immediately, or as soon as practicable and ask that the School's lawyers be notified so that advice regarding the handling of the matter can be sought;
  - 19.1.2. inform the parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons;
  - 19.1.3. if local police have asked that the parents of the pupil(s) involved are not made aware of their child's involvement with the police, the Group Leader should do all that is reasonably required to satisfy himself/herself that the reason given is for legitimate legal reasons;
  - 19.1.4. consult with parents as to whether they wish the pupil to have access to legal representation and should assist where appropriate with arranging such representation if asked to do so by the parents, the cost of such legal representation to be funded entirely at the parents' expense;
  - 19.1.5. instruct a senior member of staff of the Educational Visit to act as an appropriate adult where necessary, unless the parents request otherwise.

## Appendix 1 Procedures for off-site visits

### A. Category A

#### **Sports fixtures / Activities usually involving teams or small groups in minibuses or coaches for a few hours, returning to school later in the day**

- a. Relevant staff inform Pupils and Parents of the fact that there is an upcoming sports fixture / activity that the pupil has been selected for; details are given as to where the activity is taking place (e.g. Millfield School), travel arrangements and departure / return times. This information should be posted on SOCS.
- b. All Staff i/c individual teams are considered to be the Group Leader for their activity.
- c. The Group Leader should ensure that the team sheet on SOCS is accurate at the time of leaving. This is essential for registration purposes and to ensure that the School Office (or a contact person if outside normal school hours) have correct information.
- d. Contact details (personal or school mobile phone number) must be given to the School Office.
- e. In the event of any concerns after normal office hours then the Director of Sport is the first point of contact.
- f. In the event of a serious incident then the appropriate Head or Head of College should be contacted. The Director of Sport will also be available.
- g. The Group Leader should follow the appropriate procedures regarding travel arrangements (e.g. minibus driving), as outlined in this document and the Minibus policy.
- h. The Group Leader should be aware of the most up to date generic risk assessment on Evolve but should also add a specific risk assessment where appropriate, depending upon the event/activity concerned. Risk Assessments for sports teams will be the responsibility of the Director of Sport and will be reviewed annually by the EVC.
- i. The Group Leader should have access to the relevant Year group's contact, medical and dietary details on EVOLVE or iSAMS. Where there are concerns over internet connectivity, the relevant records should be carried by the group leader. The laminated emergency staff contact card and a first aid kit should always be carried.
- j. On away fixtures, there should be sufficient staff cover to ensure a member of staff can accompany an injured pupil to hospital without compromising adequate staff ratios with the remaining pupils. The Director of Sport will identify fixtures termly where additional staffing is required.
- k. In the event of an injury, staff priority is to the injured pupil until medical support, a more qualified first aider or a member of the Ambulance Service arrives. Staff priority is then with the rest of the team/group.
- l. On return, match reports will be completed on SOCS for each team. Any safeguarding issues / accidents / injuries / near misses should be reported through the usual means.
- m. The recording of all accidents / incidents and near misses should be completed by the Director of Sport and any actions to reduce risks should be applied to Risk Assessments (and training of new staff) at an annual review with the EVC.
- n. Should the return be delayed, staff should contact the school office before 5.15pm or message parents directly through iSAMS, Evolve or SOCS

## B. Category B

### Curriculum-associated / Co-Curricular day or part-day visits, such as theatre trips, field trips, etc

- a. A visit form on EVOLVE should be completed and submitted for Outline Approval by the Head of Department, the EVC and the Estates Manager (Health and Safety). There should be no parental contact before Outline Approval has been granted. Once granted then final details are added, parental consent requested and the form is again submitted for Final Approval. After approval, the forms will be returned to the Group Leader.
- b. The proposal of offsite trips should be submitted at least 2 weeks prior to the date of the intended visit outside of school hours and 4 weeks if during the school day (lesson time).
- c. **Parental consent will depend on the nature of the trip but is encouraged for all trips.** (see policy criteria for details).
- d. **All parental communication about a trip should be done through Evolve.**
- e. Parents should be given the opportunity to alert us of any recent educational / medical considerations that post date the completion of the general school consent form at the start of the year.
- f. Participation Consent Form responses should be received on Evolve from all pupils prior to a trip
- g. Pupils should be made aware of the academic objectives of the trip and informed about clothing requirements, safety issues, standards of behaviour, etc.
- h. The group leader should follow the appropriate procedures as outlined in this policy.
- i. The Group Leader should have access to all contact and medical information via EVOLVE. Should there be concerns about internet connectivity then a copy of the approved EVOLVE trip form including a spreadsheet with pupil contact, medical and dietary information should be downloaded on a secure device. Leaders should also carry a laminated staff emergency contact card and a first aid kit.
- j. Should the return be delayed, staff should contact the school office before 5.15pm or message parents directly through iSAMS or Evolve.
- k. An evaluation on the visit form on EVOLVE should be carried out to assess the success of the trip and to highlight any concerns that may have arisen.

## C. Category C

**Adventurous activities (such as but not exclusively, climbing, DofE, canoeing, mountain biking, diving, ropes courses, etc)**

- a. Before a trip is planned, the EVC should be consulted. Information regarding staff qualifications, risk assessments, AALS licensing and LOTC Accreditation should be requested from any Centres being used. If not LOTC and AALS licenced/accredited. The provider must complete a provider assurance form (Appendix 4). This form will also be completed when the proposed activity falls outside the remit of the AALS scheme. Documentation should be checked by the EVC before authorisation will be given. Where possible a visit to the trip centre should be made before the trip.
- b. A visit form on EVOLVE should be completed and submitted for Outline Approval by the Head of Department, the EVC and the Estates Manager (Health and Safety). After Outline Approval has been given, final details are added, parental consent requested and the form is then submitted for Final Approval.
- c. Parental consent will be required for all adventurous activities (see policy criteria for details). Parents should be given the opportunity to alert the school of any recent educational/medical considerations that post-date the general school consent forms, which were completed at the start of the year. Parents need to be made aware of exactly what the activity involves and what qualifications the staff have gained.
- d. Pupils should be informed about clothing requirements, safety issues, standards of behaviour, etc.
- e. The group leader should follow the appropriate procedures as outlined in this Policy.
- f. The group leader should leave details of the trip including a list of pupils and emergency contact numbers on EVOLVE.
- g. The Group Leader, through EVOLVE, will have access to a list of contact numbers and medical details for the relevant Year groups and he / she should take a few moments to become acquainted with any details regarding the pupils in the party. should familiarise themselves with any pupils' additional/medical needs.
- h. Should the return be delayed, staff should contact the school office before 5.15pm or message parents directly through iSAMS or Evolve.
- i. An evaluation on the visit form on EVOLVE should be carried out to assess the success of the trip and to highlight any concerns that may have arisen.
- j. **Where a Category C trip (Adventurous Activities) involves a residential element either in the UK or abroad the following Category D procedures apply**



## **D. Category D**

### **Residential curriculum-related visits, such as trips abroad (e.g. Alps trip, Berlin trip, etc)**

- a. For a residential trip involving a mixed party there should be at least one member of staff from each sex.
- b. The EVC will assist, as required, group leaders in all aspects of the planning of a residential trip.
- c. As with other off-site visits, group leaders should follow the procedure outlined below:
- d. leaders must complete the Big Trips proposal form and authorisation must be confirmed from CLG before a trip can be publicised.
- e. A visit form on EVOLVE should be completed and submitted for Outline Approval by the Head of Department, the EVC, Finance Office and the Estates Manager (Health and Safety). After Outline Approval has been, final details are added, parental consent requested and the form is then again submitted for Final Approval.
- f. Parents need to give their consent and should be given the opportunity to alert the school of any recent educational / medical considerations that post-date the completion of the consent form.
- g. Pupils should be made aware of the academic objectives of the trip and informed about clothing requirements, safety issues, standards of behaviour, etc.
- h. The group leader should follow the appropriate procedures as outlined in this document and in the Staff Handbook (e.g. regarding travel arrangements, supervision, emergency procedures, etc.)
- i. Group leaders should ensure that appropriate insurance cover has been taken out (see the EVC for information) and that relevant documents and contact telephone numbers are included in his/her administrative file.
- j. The Group Leader should take with him/her a school mobile phone or tablet for access to the full trip details on EVOLVE.
- k. If there is concern over internet connection the group leader should download a copy of the approved EVOLVE trip form including a spreadsheet with pupil contact, medical and dietary information, on a secure School device. If this is not practical then a paper copy of the spreadsheet should be carried securely.
- l. The Group Leader should ensure that the School Office has access to the full details of the trip via EVOLVE and there is a senior member of staff manning the emergency contact phone.
- m. The Group leaders should also carry a laminated staff emergency contact card and a first aid kit plus any appropriate group equipment, and a mobile phone should be taken (an international mobile is available from the IT Department).
- n. On return to school, the School Office or home contact should be informed.
- o. An evaluation on the visit form on EVOLVE should be carried out to assess the success of the trip and to highlight any concerns that may have arisen.

## Appendix 2 [Provider assurance form](#)

Provider Assurance is required if the proposed provider:

- does not hold an LOTC quality badge (<http://lotcqualitybadge.org.uk/search>); or
- is not a member of the School Travel Forum ([www.schooltravelforum.com](http://www.schooltravelforum.com)); or
- does not hold an AALS licence ([http://www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php)); or
- will be providing activities not covered by the AALS scheme ([www.aals.org](http://www.aals.org))

## Appendix 3 Checklist for longer trips

The Group Leader is responsible for preparing packs for the School Office and each member of staff containing:

- the itinerary, with all addresses of locations during the trip etc
- The Group Leader's mobile number
- mobile numbers of participating staff
- a list of pupils with parental contact details and medical conditions
- copies of all passports and travel documents
- emergency contact numbers for the the Head(s) & EVC, designated member of staff on-call
- out of hours contact numbers
- address and contact details of nearest British Consul
- on exchanges contact details / addresses for schools and host families
- copy of travel tickets and insurance documents
- copy of the trip risk assessment
- location of nearest hospital

Day prior to departure / day of departure

- Collect tickets, foreign currency, etc from the safe
- Give trip information packs to nominated persons
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about expected standards of behaviour and sanctions if not followed
- Remind pupils to bring passports and EHIC / GHIC and ask to see a copy
- Collect travelling first aid kit (check contents)
- Collect school mobile phone and charger
- Collect any catering provisions

During the visit or activity

- Primary responsibility for the safe conduct of the visit rests with the GL. 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
  - Checking that all pupils wear their seat belts
  - Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil 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 pupils to be in their rooms at night. Conducting checks (using the other staff).
  - Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils 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 pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behavior
- Storing passports, valuables, cash and tickets in the hotel safe
- Keeping an account of all expenditure
- Recording all accidents and near misses

#### Legal Requirements & Education Standards,

##### References:

- A: ISI Commentary on the Regulatory Requirements, Section B Part 3 ([www.isi.net](http://www.isi.net))
- B: Social Care Common Inspection Framework ([www.gov.uk](http://www.gov.uk))
- C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the ISBA Bursar's Guide
- F: "Good Practice in Adventure Activities within the Education Sector" Adventure Activities Licensing Authority (AALA)
- G: Health & Safety on Educational Excursions, Scottish Government ([www.gov.scot.uk](http://www.gov.scot.uk))
- H: Health & Safety Executive, School trips and outdoor learning activities home page ([www.hse.gov.uk](http://www.hse.gov.uk))
- I: Institute for Outdoor Learning good practice ([www.outdoor-learning.org](http://www.outdoor-learning.org))
- J: Health and safety on Educational visits DfE Nov 2028 ([www.gov.uk](http://www.gov.uk))
- K: Outdoor Educational Advisers Panel National Guidance and Good Practice ([oeapng.info](http://oeapng.info))
- L: Council for Learning Outside the Classroom (LOtC) ([lotc.org.uk](http://lotc.org.uk))

