



# Educational Visits and Events Policy

Title of Policy	Educational Visits & Events Policy
Applies to	Whole School
Endorsed by	Governors
Responsibility	Deputy Head (Academic)
Date reviewed	Michaelmas 2023
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## 1. Aims and scope

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

Educational visits are a valuable way to enable us to meet our purpose of inspiring success in our pupils and creating a brilliant foundation for life. We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum and form an integral part of our approach to furthering our pupils' education and personal growth.

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

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

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the School
- Trips abroad organised by the School

## 2. Legislation and guidance

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

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

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

## 3. Roles and responsibilities

### 3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Bursar and the governing body to approve residential trips of more than 24 hours

Approving is delegated to the team who approve visits on Evolve:

- The Bursar, Deputy Head (Pastoral) and EVC.

### 1.2 The Educational Visits Co-ordinator (EVC)

Mr C Dine is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### 3.2 Trip lead

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

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed

- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Complete the WCS Trip leader training.

### **3.3 All Staff**

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

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### **3.4 Parents and carers**

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

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

### **3.5 Volunteers**

Trip Leaders are to follow the [Volunteer Policy](#) when Volunteers are needed on trips.

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

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Volunteers that are DBS checked can travel on the coach for trips.
- Volunteers must be supervised in accordance with our visitor and safeguarding policies.

### **3.6 Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip

- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the [Senior School's](#) and [Prep School's](#) behaviour policy at all times.

## 4. Planning and preparation

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

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

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

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

See **appendix 1** for our flow diagram detailing the planning and approval of a visit using reach.

This flow diagram details the steps and level of authorisation required for different types of trips.

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

### 4.1. Inclusion

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

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

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

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

## 5. Risk assessment

There are a number of risk assessments that are applicable to all trips. These can be found in Shared Drive "Risk Assessments" These can be added to your trip form on Evolve.

Staff will carry out a full risk assessment at least 2 weeks before the start of all trips. This should be a collaborative exercise with the staff members taking the trip.

This will be completed using the school's risk assessment for visits template **appendix 2**, and approved by EVC. [Existing risk assessments](#) or those provided by the destination itself might also be used to support this process.

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

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

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

Every risk assessment will be approved by the EVC, and uploaded to evolve. However, unless the key findings and control measures are shared with Staff on the trip and pupils.

### 5.1 Staff ratios and first aid

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

- At least 1 male and 1 female supervising adult are present for Residential Trips (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS visits at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's [first aid](#) and [health and safety](#) policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

### 5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures [Driving and Vehicle Policy](#) We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

### 5.3 Use of external organisations

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

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

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

## 6. Volunteers

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

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

Trip Leaders are to follow the [Volunteer Policy](#) when Volunteers are needed on trips.

## 7. Communication and Consent

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

We will also communicate:

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

Where required, parents/carers will be asked to provide electronic consent for educational visits by completing the form on evolve.

Blanket consent will be sought at the beginning of the year for the Local Learning Area, Music performances and sporting fixtures. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

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

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

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## 8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

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

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider

communication plan that covers how routine communications should be handled in such situations.

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

In a case of a pupil being unaccounted for follow the [Missing Child Policy](#).

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

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

## 9. Charging and insurance

Charging will happen in line with [Appendix 3: Finance for trips](#).

Where charges are made for a school trip consent must be sought.

The School insurance policy covers most educational visits. Advice on what is covered should be sought from the Bursary. Additional arrangements may be necessary to obtain insurance coverage for activities abroad and activities of a potentially hazardous nature. The group leader should also ascertain the details of the insurance held by any tour operator being used. Additional cover may also be necessary for participants with medical conditions. The group leader should check this with the insurance company via the Bursar before departure. The group leader should write to the parents to tell them which responsibilities the School accepts and the scope of any insurance coverage the School is to arrange. It is advisable to make copies of the insurance schedule available to parents as early as possible in the booking process.

## 10. Residential and Overseas Visits

The Deputy Head (Pastoral) for the senior school and the Deputy Head of the Prep School, will approve all residential trips longer than 24 hours.

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

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

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with [Appendix 3: Finance for trips](#).
- Clothing and equipment provided, and what pupils must bring themselves



- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad the Bursar will complete the final authorisation., we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits. Leaders of such trips must speak with the EVC and If there is an adventurous element the Head of Outdoor Learning before any communications with pupils or parents.

All planning of overseas trips will follow BS 8848:2014. The EVC will support the trip leader to achieve this standard.

## 11. Blanket Consent and the Local Area Visit.

Blanket consent will be sought at the beginning of the academic year or when a pupil joins the School.

Blanket permission will be sought for

- The Local Area Visits from all pupils', not in EYFS, parents or guardians.
- The Local Area is defined as a visit from the school where the pupil could walk to the location in 30 minutes or less and involve no more than an everyday level of risk, such as for slips and trips, and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip and can be considered as a lesson in a different classroom.
- Sports Fixtures where the travel time on clear roads is less than 1.5h<sup>1</sup>  
The sports department will give notice through the SOCS system
- Musical commitments where the travel time on clear roads is less than 1.5h<sup>2</sup>  
The music department will inform parents of the Visit using the Evolve system.

## 12. Review

This policy will be reviewed every year by the Deputy Head (Academic) in consultation with the EVC and the Head of Outdoor Learning. At every review, the policy will be shared with the full governing board.

## 13. Links with other policies

This policy links with the following policies and procedures found on the policy shared drive:

- WS Health & Safety Policy
- PS Anti-Bullying Policy
- PS Behaviour Management Policy
- WS First Aid Policy
- WS Information and Records Retention Policy
- WS Risk Assessment Policy

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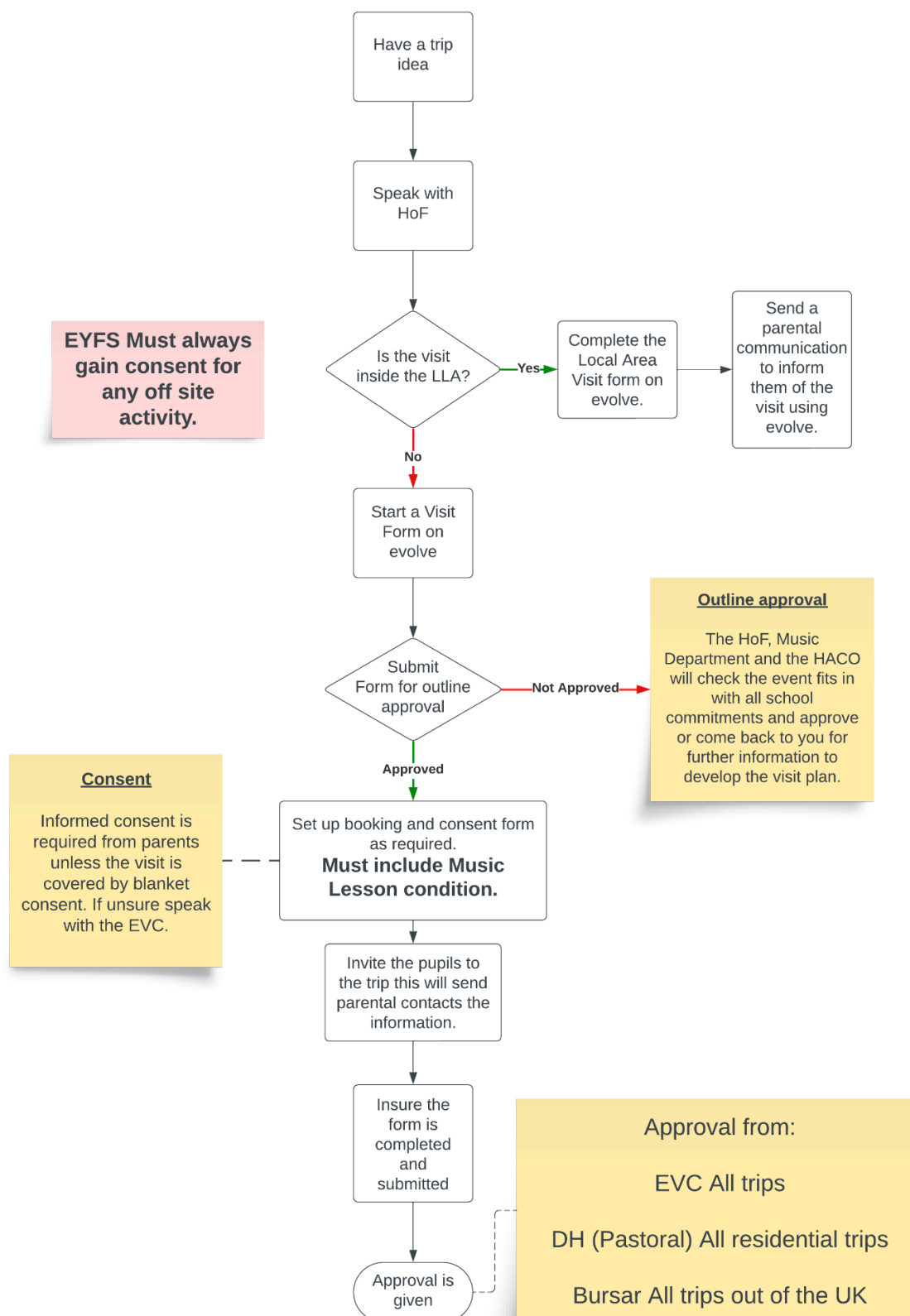
<sup>1</sup> Appendix 4 shows this area.

<sup>2</sup> Appendix 4 shows this area.

- SS EAL Policy
- WS Alcohol, Drug Misuse and Smoking Policy
- WS Anti-Bullying Policy
- WS Arrangements for Uncollected Children
- WS Co-Curricular Policy
- Little Wellies - Behaviour Management Policy
- Little Wellies - Smoking, Alcohol and Drugs Policy
- Little Wellies - Accident and Incident Policy
- WS Code of Conduct - Staff
- WS Child Protection and Safeguarding Policy
- Driving and Vehicle Policy
- Staff Code of Conduct

## Appendix 1: Proposed visit planning flow

To be completed by the staff member proposing the educational visit



## Appendix 2: Risk assessment template

This risk assessment should be conducted by the team staffing the trip and should focus on aspects not covered in the generic risk assessment that are already governing the trip.

If necessary EVC may ask for a more detailed risk assessment

S.T.A.G.E.D	Who is affected?	What are the issues?	How to manage?
Staffing			
Transport			
Activity			
Group			
Environment			
Distance			

## Appendix 3: Finance for trips

The cost of all educational visits and excursions ('trips') must be covered by a supplemental charge to parents/guardians. Where an element of the trip cost is to be financed directly by the School, such cost must have been agreed in advance with the Head of Finance and included in the School's annual budget.

A detailed trip budget should be prepared by the trip leader and a copy shared with the Finance Office Manager following approval of the trip on EVOLVE.

Payments from parents/guardians need to be received in advance of the school making payment to any external organisation. For trips of a substantial value this can be broken down into instalments providing a clear payment schedule is communicated to parents/guardians at the outset and the deadline for payment is met. It is the responsibility of the trip lead to ensure all payments are received from parents/guardians as per the payment schedule. If any payments are outstanding the Finance Department may place a hold on making any payment to external organisations until such time as all monies have been received from parents/guardians.

Any parents/guardians requesting for the cost of the trip to be added to their school bill must first seek approval from the Finance Department, via the Fees Manager ([s.vesty@wells-cathedral-school.com](mailto:s.vesty@wells-cathedral-school.com)). The School's preference is to handle settlement of trips outside of the normal billing pattern for Fees & Tuition.

An invoice should be received from the external organisation for the Finance Department to process (all invoices to be sent to [purchaseledger@wells-cathedral-school.com](mailto:purchaseledger@wells-cathedral-school.com)), alternatively payment can be made using a School credit card. There are a sufficient number of senior staff with access to such credit cards to facilitate such transactions. Under no circumstances should an employee use their personal credit card or personal funds to make payment for a school trip.

The School has in place a facility to provide dedicated payment cards for trip leaders to cover expenditure without the need to carry significant amounts of cash or foreign currency. Should the trip leader require access to this facility please contact the Head of Finance two months before any trip is scheduled to take place.

Where pupils may require bursary support for such trips, trip leaders should liaise directly with the Director of Development and Head of Foundation to confirm the timeframe for pupils to make applications for funding support.

## Appendix 4: 1.5h map

This map shows the area inside the 1.5h drive limit for the blanket consent Sports and Music.

