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Bishop Challoner School



Educational Visits Policy



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The Educational Visits Policy applies to the whole school including the Early Years Foundation Stage.

Relevant Acts:

Health & Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Adventure Activities Licensing Regulations 2004

This Policy should be read in conjunction with:

Critical Incident Plan

Health & Safety Policy

Missing Child Policy

Minibus Policy

First Aid Policy

Aim

Bishop Challoner recognises the immense value that educational visits provide for the development of cross curricular skills and to personal and social education.

The aim of this policy is to encourage educational visits by providing staff with a system which will give them the confidence to plan and carry out such trips knowing they are following recognised best practice and have done all they can to ensure a safe and successful visit. For the purposes of this policy an educational visit is any event which takes place off the school premises.

Overseas Trips will be commencing again in the 2022/23 academic year.

Roles and Responsibilities

The Headteacher:

1. Approves all trips and visits
2. Checks all correspondence to parents

The Educational Visits Coordinator (the Deputy Head):

1. Ensures all visits comply with school policy
2. Checks the date in the calendar prior to the Headteacher approving any trip
3. Ensures staff are suitable to run a trip and have clear guidelines on expectations
4. Produces an annual trips overview for parents

The Health and Safety Coordinator (the Bursar):

1. Ensures risk assessments are suitable and sufficient and that they address all obvious hazards
2. That a contingency plan (Plan B) is in place and that emergency procedures are adequate

The Trip Leader:

1. Ensures that the visit is formally approved by the Headteacher prior to undertaking the visit
2. Liaises with the Educational Visits Coordinator (EVC) and the Bursar
3. Takes responsibility for the supervision and conduct during the visit including being responsible for the pupil's health, safety and welfare
4. The staff: pupil supervision ratio is sufficient in accordance with the age of the pupils and the activities being undertaken
5. Is accountable, confident and competent to lead the visit
6. Knows and adheres to the school's policies and procedures
7. A comprehensive risk assessment had been carried out, documented and communicated to all concerned
8. Ensures adequate safeguarding is in place, and any issues have been addressed
9. Ensures that a Plan B is in place for eventualities such as a coach breaking down; it being too wet for the activities
10. Defines the roles and responsibilities of other staff and pupils, briefs them and ensures effective supervision of what they do. Ensures all staff and pupils know who is the Trip Leader
11. Incidents are handled without undue delay, following organisational guidelines and reports any accidents, near misses or incidents
12. Ensures that all accompanying members of staff have access to a copy of the trip pack that includes; the nature and location of the visit, a copy of the trip form and the risk assessment, an up to date itinerary including all accommodation details, pupil contact and medical details as well as a copy of the emergency trips procedure and school insurance details, a copy of staff contact details, including the staff emergency contact. A copy of the trip pack must also be provided for the Emergency Contact and a copy left in the school office
13. Ensures there are suitable first aid provisions available

14. Ensures all information sent to parents has been checked by the Headteacher
15. Ensures parents are informed and are able to opt out
16. Residential trips and/or those that involve remote supervision of pupils will need to provide pupils and parents with a phone number that can be used in the case of an emergency; these will be provided by the school and should not be a member of staff's personal number. This number should be communicated to parents and pupils prior to the commencement of the trip. School phones can be obtained from the school office and should be organised in advance of the trip
17. Discusses financial matters with the Bursary at an early stage. This will include the financial arrangements for any part-time member of staff on the trip. NB. There should be a NIL cost to the school for any trip. The cost of the school trip will be paid by parents
18. Evaluates all aspects of the visit
19. Liaison with the Heads of Section/Learning Support Coordinator regarding pupils with specific needs and necessary adaptations to Risk Assessments
20. Ensures regular calls are made to inform the delegated staff member of progress of the trip.

Other staff on the trip:

The **accompanying teachers** are in loco parentis (i.e. responsible for taking immediate and appropriate decisions) of the pupils in their charge at any given time. They are responsible for:

1. Their own health, safety and welfare as well as those pupils and others allocated to them
2. Carrying out activities in accordance with instructions from the Trip Leader
3. An awareness of the contents of the trip pack including the risk assessment
4. Informing the Trip Leader of any serious risks or concerns

Mobile Phones:

Organise school mobile phones and contact numbers. At least two mobile phones should be taken, or one per group if the pupils are to be divided into more than two groups during the outing. Arrange an SLT home contact if the trip extends outside normal school hours and give them two copies of the details. Pupils should be given the school mobile number if remote supervision is planned.

Planning Visits:

This section is designed to provide practical guidance on the key elements of the educational visits planning process.

Parental Consent:

A 'one-off' blanket consent form for Junior and Senior pupils is used for parents to sign when their child enrolls at the school. However, parents should be told of each visit in writing and of travel arrangements and any extra safety measures required and given the opportunity to withdraw their child from any particular visit or activity. For nursery pupils written consent is required for every off-site visit.

For residential visits, potentially hazardous activities such as skiing, watersports, additional parental consent must be obtained as it should if swimming is to take place during the trip.

Specific consent is also required for abnormal arrangements such as dismissal from venue.

Permission is not necessarily required for participation in school teams. However, parents will be informed of where their child is when not on school premises and of any extra safety measures

Pupils cannot attend a trip that requires parental consent if the Trip Leader has not received consent. The Trip Leader is responsible for ensuring that all consent forms are handed in and correctly completed.

Letters could include any or all of the following from this checklist:

- Dates and times of departure and return;
- The purpose of the trip;
- The location where the pupils will be collected and returned;
- Mode(s) of travel including the name of any travel company;
- The size of the group and the level of supervision including any times when remote supervision may take place;
- Names of leader, of other staff and of other accompanying adults;
- Details on the estimated cost of the visit and arrangements for payment, including whether the deposit is refundable or not – consultation with the Bursary is essential here;
- Details of provision for special educational or medical needs;
- Procedures for pupils who become ill;
- Details of the activities planned including Plan B activities (ideally via an itinerary);
- For residential trips, standards of behaviour expected in respect of, for example, alcohol, smoking and general group discipline including prohibited items (this information takes the form of a code of conduct for parents and pupils to sign);
- Criteria and arrangements for sending pupils home early including who is responsible for paying for this;
- What pupils should not take on the visit or bring back;
- Policy on the use of mobile phones;
- School emergency contact and methods for parents to communicate with pupils in the event of an emergency at home;

- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
- Clothing, pocket money and equipment to be taken;
- Details of accommodation

Pre- meeting for Residential Trips

For all residential trips a briefing meeting must be held prior to the trip departure.

To enable parents to ask any further questions, it is wise to give the contact name and details of the Trip Leader.

All parents should receive a letter with all the briefing information.

External Activities

When using an external activity provider, schools must check that the provider holds the (Learning Outside the Classroom) LOtC Quality badge. If the badge is not held, the appropriateness of the organisation must be assessed by checking their:

- Insurance
- They meet legal requirements
- Health & Safety Policy
- Risk Assessments
- Training Records (staff competence)
- Safeguarding
- Accommodation
- Any subcontracting
- Additional licences

Adventurous Activities

When planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Two additional pieces of guidance have been published about health and safety issues.

Operating near water – excellent advice is now available in ‘group safety at water margins’ produced by CCPR and available at: <http://www.rospace.com/rospaweb/docs/advice/services/leisure-safety/groupsafety-watermargins.pdf>

Exploratory visits

Exploratory visits can form an important part of the planning of educational visits. They ensure that there is good prior knowledge of the places to be visited and that site-specific risk assessments are appropriately completed. Exploratory visits must be approved by the Headteacher. Such visits are not always necessary and early discussion with the EVC is recommended.

Residential Centres

Trip leaders must seek written assurance that Residential Centres follow safe practices, and obtain copies of key safety documents for review. There will be times where it is more appropriate for centre staff to be responsible for the pupils. In accordance with DfE guidance (Circular 22/94) it should be agreed in writing prior to the start of the course when (and in what circumstances) the centre staff will be responsible for the pupils and the pupils must know who is in charge at any given time. If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the staff must be satisfied of safety precautions.

Financial Matters

Early discussion with the Bursary is needed for all trips. If a trip takes place during term time the cost of arranging cover will normally be included in the financing of the trip. If a trip is in surplus after all bills are paid, the Trip Leader is expected to liaise with the Bursar on ensuring that the Bursary will arrange for the excess to be distributed to the parents of those pupils on the trip. There should not be any cost incurred to the school for trips.

Planning Transport

Hiring Coaches and Buses

The Trip Leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport pupils should ensure that the operator is on the school's approved list. When booking transport, the Trip Leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches, which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not appropriate for any visits.

School Minibuses

Trip Leaders must follow the guidance contained in the School's Minibus Policy found in the staff handbook.

Prior to booking the minibus seek approval from the line manager that they are happy to release the driver.

The Trip Leader should check that the insurance policy for the School minibus is appropriate if the minibus is to be taken abroad by contacting the Bursary.

Minibus Drivers

Drivers of minibuses must have D1 entitlement on their licence. The school minibuses operate under a section 19 permit and there is no element of hire or reward. All drivers must be over 21 years of age. Drivers may be asked to undertake a Local Authority Competency Test. It is the driver's responsibility to report any driving convictions. Drivers must inform the Bursary of any convictions immediately. Driving licences are checked annually by the Bursary's Assistant. Advice is available from DVLA (0300 790 6801).

Use of Private Cars

Use of own cars is discouraged. However, in exceptional cases employees using their own cars to transport pupils on educational visits should ensure that their vehicle is properly licensed and roadworthy and that the insurance covers business use. You must check with the Bursary prior to this arrangement being agreed.

Only under exceptional circumstances will pupils be allowed to drive to, from or on trips. Permission for this can only be granted by the Headteacher in response to a written request from parents.

Insurance

All educational visits are automatically covered through the school's insurance company, contact details available from the School Bursary. Some activities (eg. skiing and other winter sports) require additional insurance.

The Trip Leader should also ensure that the insurers are informed of any persons attending the trip with medical conditions to check whether the policy will extend to cover them.

The Trip Leader should ascertain the details of the insurance held by any tour operator and formally record the details received.

Tour Operators

Trip leaders must seek written assurance that reputable Tour Operators follow safe practices, and obtain copies of key safety documents for review. The 'Declaration for Activity Providers and Tour Operators' must be completed by the Tour Operator during the trips planning stage, and the answers and supporting documentation reviewed by the trip leader before the booking is confirmed.

Residential Visits

Before booking a residential centre or hostel, an exploratory visit is encouraged, wherever possible. The group leader should also confirm that the accommodation conforms to all the necessary fire and safety regulations. After arrival at any accommodation, it is advisable to carry out a fire drill as soon as possible.

The group leader must also consider the following issues:

- The group should ideally have adjoining rooms with the staff quarters near to pupils
- There must at least one member of staff for each gender in mixed groups
- There must be separate male and female sleeping and bathroom facilities for pupils and adults
- The immediate accommodation area should be exclusively for the group's use
- Ensure that there is appropriate and safe heating and ventilation and adequate lighting
- Ensure that the group are familiar with the layout of the accommodation and the position of fire exits as well as the location of the staff rooms
- Ensure adequate security arrangements are made to stop any unauthorised visitors
- Request assurances from the management of the centre or hostel that the staff working there have been checked as suitable for work with children
- There should be locks on the doors of the group's rooms but appropriate access should be available to school staff at all times
- Where possible, pupils should not be lodged in ground floor rooms

Visits abroad

Travelling abroad can be hugely rewarding for pupils and staff alike, but is extremely important that careful preparation takes place.

Some of the additional issues to be addressed by the group leader for an overseas visit are as follows:

- Hold a meeting with parents, pupils and staff at school to discuss all the arrangements for the visit prior to departure
- Ensure that group members are aware of local customs, attitudes and regulations
- Travel documents, passports, visas and GHIC cards will be needed for each member of the group in accordance with the requirements of the visit and the country which you are travelling to. It is also advisable to have a copy of the key documents and passport numbers etc. of all the group members in a sealed waterproof wallet. It is recommended that the validity of all pupil and staff passports/documentation etc. are fully checked at least two months prior to the visit
- Take along a copy of the contract/booking form for the accommodation
- Ensure that you hold details of the tour operator (if one is being used) and the name and telephone number of their local representative
- If you are using or organising your own transport abroad, you need to check local legislation covering the vehicle documentation and regulations as well as driver requirements
- Details of the location of the local hospital or medical services
- Details of the insurance arrangements together with a contact number for the company
- Ascertain if any particular vaccinations are required for the country which you are visiting
- It may be useful to have a passport-sized photograph of all the group members including staff
- Ideally, one of the staff/adults should be able to read and speak the language of the country being visited and to be able to hold a basic conversation and know what to say in an emergency
- Check the relevant local legislation in that country, particularly on health and safety matters (e.g. fire regulations)

- All group members should carry sufficient local currency to be able to make a telephone call or spend in an emergency
- Group members must always carry a contact telephone number for the Group Leader or a suitable alternative contact, as agreed
- The location and contact number for the nearest British Embassy or Consulate in an emergency.

Swimming and water-based activities

Swimming pools

Supervising staff will be aware of the local swimming pool facilities and group leaders should follow the recommended safe supervision levels (including the correct ratios of qualified lifeguards) at the pool for their group of pupils. Staff should closely monitor the risks involved in their regular swimming activities and adjust supervision levels for their individual groups as necessary. Group leaders must also ensure that they have the necessary specific parental consent for these activities.

Swimming in the sea or other natural waters

Swimming and paddling in the sea or other natural waters are potentially dangerous activities. They must only be allowed as formal and closely supervised activities, in a recognised bathing area with qualified surveillance such as by a lifeguard. Pupils must always be in sight of their staff supervisors and one member of staff should stay out of the water for better surveillance. In these circumstances, the Group Leader or another member of staff on the visit must also hold a relevant lifesaving award. Specific parental consent is required for such activities.

Water-margin activities

These are learning activity visits which take place near or in water such as a walk along the riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle or shallow water. It is a requirement that life jackets and safety ropes are a requirement for this activity. Specific parental consent is required.

Coastal visits

Group leaders should be aware that many incidents involving pupils have occurred by or near the sea. Some of the potential hazards and risks of a coastal activity include tides, sandbanks, glass, sewage, barbed wire, cliff tops and coastal paths. If such a visit is being considered, further expert advice should first be obtained from the local coastguard, harbour master and tourist information office before deciding whether to go-ahead.

Farm visits

Farms can be dangerous places and taking children to a farm needs to be carefully planned. The risks assessed should include potential injury from farm machinery, food poisoning and other infections. It is important to check that the farm is well-managed and that it has a good reputation for safety standards, animal welfare and good hand-washing facilities.

Assessing and Managing Risk

A risk assessment must be completed electronically by the Trip Leader at least 7 days of the departure of the trip and presented to the Bursar for his approval.

Risk assessment for educational visits is simply the careful examination of what could cause harm during the visit and judging whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt (physically or emotionally) or becomes ill.

Any concerns should be discussed with the EVC and at an early stage.

There are three types of risk assessments:

1. Generic risk assessments:

These assessments will apply to an activity wherever and whenever it takes place.

For example: it would be overburdening to require written risk assessments each time a group travelled by coach. A generic risk assessment results in a school procedure being adopted for all its coach journeys. This generic risk assessment would need to be adapted to form a procedure that allows for the differences in transporting a group of 6 year olds and a group of 16 year olds.

2. Visit and site-specific risk assessments:

Four essential factors must be taken into account:

1. The nature of the group (age, experience, maturity, behaviour, learning styles, any medical conditions, etc.)
2. The nature of the activity
3. The nature of the venue
4. The nature of the staff team (qualifications, experience, competence, number etc.)

The visit or site-specific assessment must be based on and guided by any generic risk assessments provided by the school. It may be based on an assessment from a previous visit but it cannot be an exact copy unless all four essentials are identical. The Bursar has copies of previous risk assessments and there are further samples on the S drive/Trips/Risk Assessments.

Should any of the four essentials change – i.e. a member of staff drops out or the composition of the group of pupils alters then the risk assessment is no longer automatically valid and must be revisited.

There is no real substitute for assessing the on-site risks than by the person who knows the composition and nature of the group.

Although 'first-hand' information can be gained from other people who have visited a site, this is a 'second best' option. The greater the potential risks of the location and the activity, then the weaker this option becomes. Prior knowledge of a venue or a pre visit will always remain best practice.

3. Dynamic Risk Assessments:

These are judgements made during the visit. Adjustments to the visit plan should be made if there are any unexpected circumstances, such as changes in the weather or pupil sickness etc. They are based on the experience, training and qualification of the staff team but must always be informed by the generic and visit specific assessments – they are not an excuse for throwing planning away and thinking on your feet.

Risk management:

This is the crucial outcome of risk assessment - the procedure that needs to be known and followed in order to have a successful trip with low residual risk. The keys to effective risk management are:

1. Adequate risk assessment – including Plan B and appropriate control measures
2. Appropriate 'rules' and policies – shared by all
3. Appropriate levels of staff skills / experience
4. Appropriate leadership styles
5. Good communication
6. Active supervision
7. Know your group's competence, and style
8. Teach by progression
9. Develop safety consciousness – involve the group
10. Disclosure of risks and parental consent
11. Effective emergency planning; it is important to identify who needs to know how the risk is to be managed for it to be fully effective.

A step-by-step guide:

Risk assessment should follow the process outlined below:

1. Identify hazards posed by the visit;
2. Decide who may be at risk from these hazards (e.g. pupils, staff, other people);
3. Make a judgement as to the level of risk posed by the hazard;
4. Look at any existing control measures (e.g. you may have a set system for walking the children to a local site, you may have staff with lots of experience of leading school trips, you may use qualified staff to lead activities etc.);
5. Make a judgement as to whether the existing control measures are adequate to reduce/ manage the risk to an acceptable level;
6. If your answer to step 5 is no then decide what other measures you need to put in place;
7. Plan what steps you would take in an emergency;

8. Record the outcome on a risk assessment form or alter a previously used one;
9. Share the results of the assessment with all concerned;
10. Review the assessment when things change (e.g. you take a different class to the same place) and each time this visit is undertaken.

Generally speaking hazards, once identified, can be dealt with by one of the following (examples in italics from a primary school walk to a local site):

Avoidance – pick another route or activity (walk a little further to cross the road by a footbridge)

Protection – suitable and sufficient supervision, use of safety equipment etc. (a member of staff walking on the traffic side of the group and at the back and front)

Briefing – warning participants, instruction in how to behave, training etc. (explaining to children the correct way to walk along the pavement – single file, two abreast etc. and why this is safer)

Those involved in pre-visits might find a simple form useful to take with them as a reminder. Here is an example (using a group of Year Five learning orienteering):

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is required to control the risk?
Getting lost while orienteering in local woodland area	20 pupils	Woodland has clearly fenced boundaries from the road. Pupils in groups of 3	Equip with whistle and instructions. Keep together. Pupils issued with mobile contact no. for Trip Leader Organise search teams Brief pupils on any restricted areas/activities.

Supervision:

The factors that you need to take into account when determining the correct ratio include the age, ability and gender of the group, pupils with medical or special needs, the nature of the activities, experience of the staff involved in off-site supervision, duration of the journey to the venue, type of accommodation (if applicable), competence of the staff on the specific activities involved, requirements of the venue, the competence and behaviour of the pupils and the first aid needs.

Recommended minimum ratios for various activities are as follows;

Nursery to Year 1- staff to pupils should be between 1:4

Years 2- 3 should be 1:8 plus one adult

Years 4-13 – one adult for every eleven pupils (minimum requirement)

The Headteacher should use their discretion for Years 12-13. Only for certain Sixth Form trips and with the express permission of the parents will trips be accompanied by a single member of staff.

The above adult to pupil ratio guidelines **are examples only** and the group leader must assess the risks and consider an appropriate safe supervision level for the group in question. There must be a minimum of one teacher in charge of the group and sufficient staff/helpers to cope with an emergency. If visits are in remote areas, involve hazardous activities, are of a residential nature or abroad, the level of supervision will need to be higher. The final approval of staff to pupil ratios will be determined by the School's Educational Visits Co-ordinator or a member of the SLT.

In addition to the person in charge there should be enough supervisors to cope effectively with an emergency. Mixed residential visits will usually need a member of staff from each gender and this would also be appropriate for some mixed non-residential visits.

Disclosure and Barring Service (DBS) Checks:

All staff and other adult helpers who will have regulated activity with pupils must hold an enhanced DBS certificate. DBS checks are organised and managed via the Bursar.

Any parent volunteers who regularly form part of the adult complement must have an enhanced DBS check by the school. Any volunteers on overnight stays must also have enhanced DBS checks by the school.

Head Counts:

Whatever the length of the visit, regular head counts should take place, especially before leaving the venue. All staff supervisors should carry a list of pupils on the visit at all times.

Preparing Pupils:

It is good practice for pupils to be involved in both the planning for a visit and the risk assessment.

The following is a checklist for a pupil briefing as they should understand:

1. The aims and objectives of the visit/activity;
2. The planned itinerary;
3. The background information about the place to be visited;
4. Address and phone numbers of any accommodation;
5. How to avoid specific dangers and why they should follow rules;
6. Why safety precautions are in place;

7. What standard of behaviour is expected from them, e.g. appropriate and inappropriate personal and social conduct including sexual activity, smoking, drinking etc;
8. The visits policy on mobile phones;
9. Who is responsible for the group and when;
10. Arrangements for remote supervision if these are relevant;
11. What to do if approached by anyone from outside the group or if worried or frightened by anything;
12. Rendezvous procedures;
13. What to do if separated from the group and how to call for help;
14. Emergency procedures;
15. How to keep valuables and money safe;
16. What not to bring back either within the UK or from abroad such as drugs, knives etc; For visits abroad:
17. Basic foreign words where appropriate;
18. Relevant foreign culture and customs

Behaviour on Trips:

All members of the party should be made fully aware that unsuitable behaviour could lead to them being sent home immediately at their parents' expense. This must be clearly communicated in all relevant correspondence to parents prior to departure.

If this is abroad, parents will be expected to pick up the pupil from the airport. If the trip is within the UK, parents will be expected to collect the pupil from the accommodation.

The Pupil code of conduct must be signed by the pupil and parent for residential trips.

Medical matters

Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required. Further guidance is contained in the school's Health and Safety Policy.

Any pupil travelling against the advice of their doctor is not covered by the School's insurance policy.

On all off site activities, at least one staff member in each group must be qualified in basic first aid and registered with the school as able to perform resuscitation and recognise major injuries of a life-threatening nature. For all EYFS, Year 1 and 2 visits, there must be at least one member of staff with a current qualification in paediatric first aid.

A first aid kit must be taken on all trips and this should be issued by the school office.

On a residential trip or a journey abroad, one of the adults is to be responsible for welfare matters, including medication, first aid etc. For all off-site activities and overseas trips, group leaders must:

- Be aware of any pupil's medical conditions, of the requirements for routine treatment and the pupil's GP's recommendations in the event of an emergency;
- Check that the pupil is fit enough and has sufficient medication for the duration of the trip;
- Carry a mobile phone and a first-aid kit to reflect the needs of the trip. Double check that minibuses are equipped with both;
- Ensure that all members of the group have had all necessary injections and vaccinations and hold the required confirmatory paperwork; this includes visa documentation and healthcare paperwork;
- Ensure that extra equipment is carried for emergencies where appropriate;
- Ensure that anyone who has additional needs is catered for.

The Trip Leader must consider the level of first aid needed and arrangements for the storage and delivery of any medication. Any special medical arrangements of individuals should be known by all staff and should be catered for.

Foreign trips should take notice of the advice given by the medical profession at the time. For overseas trips, a Global Health Insurance Card (GHIC) should be obtained for each member of the party. At least one member of staff should be trained in first aid appropriate for the trip. The first aid kit must be returned directly after the trip to the school office.

If a pupil has an Epipen all staff on the trip must be trained in its use. For trips during the summer or to hot countries, parents should be asked to provide the appropriate sunscreen/block and hat. These should be clearly labelled.

As part of the parental consent parents will indicate whether a pupil is taking medication and permission may be given for staff to administer it. Medication should be kept secure at all times and prior to administration should be signed for by the pupil and two members of staff. The Trip Leader or delegated member of staff must discuss this matter with the parent prior to departure.

Under normal circumstances a member of staff should accompany any pupil taken for medical attention. If there is a medical problem the school or contact person must be informed of the problem and kept updated on the situation.

A log of all accidents, incidents and near misses should be kept by a member of staff. If a pupil receives any medical attention from a health professional whilst on the trip the parents should be informed by telephone as soon as possible.

Emergency Planning and Procedures

Emergency procedures are detailed in the Emergency Packs with which all staff accompanying school visits must make themselves familiar. They must be taken on the trip.

Despite good planning and leadership, unforeseen accidents, emergencies or injuries may arise. Hence, emergency procedures are an essential part of planning a school visit. Staff have a duty of care to ensure the pupils are safe and healthy on the trip. They also have a duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

As early as possible on the trip, the Trip Leader must ensure that all members of the group are informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. They must also know the number of the trip phone and the rendezvous point in case of a problem. If a pupil is missing a member of staff should be left with the group and the other staff should carry out a search with the security personnel, if in staffed premises.

The following guidelines are designed to ensure rapid transfer of accurate information whilst dealing with the situation sensitively and effectively.

If an emergency occurs the school will need to be notified immediately and a log will be used by the school to find out more information.

The following factors need to be considered by the Trip Leader:

- establish the nature and extent of the emergency as quickly as possible;
- ensure all the group are safe and looked after;
- ascertain the names of any casualties, the nature and extent of the injuries and ensure immediate medical help for them;
- ensure a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together;
- inform the group what has happened and explain the course of action to be followed;
- notify the police if necessary;

- inform the school and the contact person - details should include: nature, location, date and time of incident, names of casualties and details of injuries, action taken so far and action yet to be taken and by whom. Access to telephones should be restricted until this has been completed;
- keep accurate, written records of the incident as soon as possible including all relevant facts, witness details, contact details after the incident and preserve any vital evidence;
- Do not speak to the media and do not allow pupils to speak to the media;
- do not release the names of anyone involved in the incident. The family of those involved must be informed as soon as possible. The contact would normally be made by the Headteacher, or a member of the Senior Leadership Team depending upon the nature of the emergency;
- inform insurers, including School insurers;
- an accident form needs to be completed as soon as possible

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases reactions do not surface immediately. It may be necessary to contact local Community Support Services and to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

In the event of death or serious injury overseas the nearest British Consulate or Embassy should also be contacted as soon as possible.

The Emergency Contact will initially take charge at school. They will form the link between the group, the School and the parents. They will take charge of arranging any possible/necessary assistance the group may require. They should have all the necessary information about the visit. They need to be aware that telephone lines can soon become clogged and will attempt to keep a number free for communication with the group.

Records of all communications must be kept

The Headteacher will take charge as soon as possible. They or a designated member of SLT will put into action the school's Critical Incident Plan. In the event of an incident causing media interest, they will liaise with the Chair of Trustees to control information and will ensure the security of the school site from press/public encroachment.

General Data Protection Regulations

In light of the GDPR requirements from 25 May 2018, there are a number of implications for the taking of an educational trip or visit that should be noted:

1. For all trips that require the use of an external provider and the sharing of data the School's GDPR letter should be sent to the company in question with the accompanying Information Sharing Agreement Form (ISA);

2. The company will be required to complete and return these documents which will be stored with the trip paperwork and should be forwarded to the Bursar. After this has been confirmed, parents should be sent the accompanying letter, edited appropriately by the trip leader, to confirm the ISA arrangement;
3. In the case of foreign trips, the above should also be followed. Importantly, for foreign trips consent for data sharing must also be sought from staff and pupils 12 years of age and over
4. We are required to know exactly who has been on a trip, and therefore had their data shared. As such, the Trip Leader should take a register of pupils before the trip departs on the day and to let the School office know all pupils are all present or if anyone is missing. The School office will notify the EVC. (N.B. School Post registers should not be assumed to be accurate as they record only those pupils who have signed up for the trip, rather than those who are actually present on the day)
5. All data held, shared by the School with staff (e.g. trip packs, personal and medical information, etc.) must be appropriately destroyed when the trip has returned. Secure shredding bins are available on site

Pupil Collection

No pupil should be left unattended at the end of a trip or fixture. It is expected that pupils will be encouraged to contact their parents during the return journey informing them of the probable time of arrival at school.

After the Visit

All visits should be evaluated. The form should be completed within one week of the visit having taken place and emailed to the Deputy Head. This evaluation should focus on four aspects:

- The extent to which the aims of the visit were successfully met;
- A review of the planning process and supervision systems;
- A judgement of the quality of any contractors used;
- Any accidents, incidents or near misses.

The review of the planning process should be an opportunity to review the appropriateness of generic and specific risk assessments, to look at any 'near misses' and to praise the effectiveness of the planning and the work of the staff. By doing this the School procedures for visits will be improved and staff development needs and opportunities can be identified.

Reviewed by: Mark Wallace, Kate Brooker, David Rolls

Review Date: September 2022

Next Review Date: September 2023

Appendices

The following forms should be COMPLETED for a domestic, one day off-site visit and can be found in Appendix A.

Appendix A

EV1 Trip Proposal Request Form – to be provided to EVC before trip approved

Day Trip Risk Assessment – to be provided to Bursar at least 7 days prior to departure

The following forms should be COMPLETED for a Residential Visit or Overseas Day Trip and can be found in Appendix B.

Appendix B

EV1 Trip Proposal Request Form – to be provided to EVC before trip approved

Trip Risk Assessment – to be provided to Bursar at least 1 month prior to departure, comprising:

1. Header Template
2. Itinerary
3. Register
4. Contact Details
5. Perceived Risks
 - 5a. Checklist for Pupils on Trip
 - 6a Trip Consent Form
 - 6b Code of Conduct
 - 6c Medical Questionnaire

Overseas: Copies of Passports and GHICs