



## **EDUCATIONAL VISITS POLICY**

**This policy includes the Early Years Foundation Stage (EYFS)**

***Date reviewed: May 2024***

***Date of next review: May 2026***

### **Introduction**

At St Wystan's School, we recognise the educational value of activities outside the classroom. We encourage all pupils to participate in them, and all staff help with the arrangements. At St Wystan's educational visits should:

- Be relevant to current learning;
- Enhance pupils' understanding of the curriculum;
- Provide hands-on, experiential opportunities to explore the curriculum;
- Develop social skills.

This document has been drawn up in accordance with the DFE's 'Health and Safety of Pupils on Educational Visits' document (last updated 2018).

Educational visits will be planned and operated in accordance with this policy and guidance so that everyone involved understands their responsibility and can participate fully and safely in learning outside the classroom. All staff taking or assisting on school trips will be aware of the policy and of all specific local requirements.

The children at St Wystan's should have the opportunity to participate in an educational visit off-site, at least twice, during any given academic year.

The information below applies to both day and residential trips. Specific additional information relating to residential trips is provided at the end of this section.

### **Inclusion**

Every effort will be made to make educational visits accessible to all pupils. Staff should plan for inclusion from the outset and should make appropriate, 'reasonable adjustments' to enable the participation of all pupils. However, parents should also be advised that the Headteacher reserves the right to exclude a pupil from a visit should it be felt that, for any reason, the pupil will not cope with the trip or their presence may be a danger to themselves or the wider group.

## **Roles and Responsibilities**

The trip leader is responsible for the planning, organisation and management of the visit. This includes identifying the purpose and objectives, undertaking a pre-visit, organising appropriate staffing, appropriate number of accompanying staff, completing all required documentation relating to the trip and submitting it in timely manner for approval.

At St Wystan's, the Headteacher is the Educational Visits Coordinator. The Headteacher will ensure the trip leader is competent to undertake the activity. The Headteacher is responsible for approving all trips, including overseeing the risk assessments.

The Operations Manager is responsible for approving the cost of each trip and, where relevant, will communicate directly with the Finance Team, regarding the billing of parents. The Operations Manager is responsible for ensuring the School has appropriate insurance cover in place, in relation to any trips and processing any claims that arise.

## **Consent**

When a child joins St Wystan's, parents/carers are asked to give permission for their child to walk supervised around the village of Repton - this could be a one-off trip or a regular walking route to a sporting facility.

Parents are required to give consent for their child to participate in educational visits organised by the School outside Repton Village, this includes the cost of a trip being added to the next bill. Consent will also be sought for all residential trips. While it is expected that all parents will give consent for their children to take part in an educational visit, where consent is not given, a pupil will be required to join another class for the duration of the trip.

Consent forms will be sent electronically to parents via Parent Hub.

## **Trip Paperwork**

The trip leader must ensure that all paperwork is completed prior to the trip taking place. Paperwork can be found at the following link: [Trip paperwork \(day and residential trips\) Updated April 2024](#)

Forms EV2 and EV3 (trip checklists for days and residential trips) give an overview of all steps to complete in advance of the trip and should be followed carefully.

It will be the responsibility of the party leader to check that all the consent forms and medical details for each child have been successfully collected by the deadline. It will be the responsibility of the Headteacher to consent to the trip going ahead, after reading the risk assessment.

## **Risk Assessments** (Forms EV4 day trips, EV5 residential trips)

The safety of all participants is of paramount importance for any trip. The trip leader is required to produce a written risk assessment, which identifies what could cause harm during the trip, those who may be affected and the reasonable and practical measures, that will be put in place to control them and to protect the participants. Where possible, the trip leader should undertake an

exploratory visit to the location, to identify any possible risks. The trip leader may obtain a copy of the venue's own risk assessment to supplement their own. Where a venue is providing instructor-led activities, the trip leader must be satisfied that the activities will be delivered safely and that the instructors are both trained and competent, and have safeguarding training.

The EV4 or EV5 risk assessment forms should be handed to the Headteacher at least four weeks in advance of the educational visit.

### **Water-Based Activities**

Although deaths of pupils on educational visits are thankfully extremely rare, many of those that have occurred in recent years have involved water-based activities, whether in swimming pools, the sea, lakes or rivers. It is important that risk assessments take account of:

- the competence of the group leader and the other adults who will be present;
- adult to student ratios;
- potential hazards;
- the likelihood of someone falling into the water;
- foreseeability of a 'panicky' swimmer;
- underwater hazards (e.g rocks or strong currents);
- getting the group in and out of the water easily;
- changes in weather;
- tidal conditions.

When a trip includes water-based activities, appropriate supervision must be in place.

### **Expectations of Staff**

- All staff should attend a pre-trip meeting. At the meeting they should be briefed on their responsibilities and the risk assessment should be discussed;
- Staff should ensure the supervision of pupils throughout the visit;
- Staff should take reasonable steps to avoid exposing pupils to dangers, which are foreseeable and beyond those which the particular pupils can reasonably be expected to cope – these should be outlined in the risk assessment;
- Regular headcounts and registers should be taken throughout the trip.

Sometimes, pupils may be given time to be in small groups, whilst remaining under the supervision of staff. In this case:

- Pupils should not be in groups of less than three;
- The geographical area should be clearly defined;
- A time limit should be set in proportion to the age of the pupils;
- Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.

### **Expectations of Pupils**

In advance of the trip, a safety code should be clearly defined. Pupils should be briefed on:

- rules and behaviour expectations;

- what to do in an emergency;
- what to do if they become separated from the group.

### **Transport**

Pupils may travel on foot, by public transport or using the Repton minibuses or a reputable coach company. Minibuses and coaches should be discussed with and booked by the Operations Manager. Whilst on the coach or minibus, pupils should remain seated with seatbelts on at all times. Where a member of staff is driving, an additional member of staff must be seated with the pupils.

Considerations when choosing a coach/minibus provider should include:

- Check that the coaches have appropriate seat belts for the age of the pupils (see below for more information on seat belts);
- Ensure that the coach company has a specific risk assessment for group travel with children and young people and that their vehicles are road worthy and regularly safety checked;
- If travelling abroad, the driver should have experience in driving the coach in the expected conditions, e.g. mountain roads and in snowy conditions;
- Where a minibus is being used, seatbelts must be installed and used during the journey.

Where pupils are travelling on foot, they should walk in an organised line with sufficient staff supervision at the beginning and end of the line. For larger groups, additional adults should be distributed along the line of walkers.

Staff members' private cars may not be used.

### **Clothing**

It is usual for pupils to wear full school uniform during a trip. Where an activity is outdoors, or more physical in nature, it may be more appropriate for pupils to wear full PE kit. For residential trips, a full kit list should be provided, outlining all clothing required for the duration of the trip.

### **Staff Pupil Ratio**

When arranging staffing for a trip, account should be taken of the nature of the group, the activity etc. Particular attention should be paid to the age and needs of the pupils in the group.

At least one supervising member of staff should have a first aid qualification. In the case of trips involving the early years, one member of accompanying staff must have a paediatric first aid qualification.

### **Identification Lanyards**

A set of pupil lanyards are available to be taken on trips. The lanyards give the name of the School and the trip mobile and School Office phone numbers. The trip leader should make a decision, as they risk assess the trip, about use of the identification lanyards. It is recommended they are used for larger groups and when the trip is in a busy environment.

### **Volunteers**

Parents may accompany a visit, provided a teacher employed by the School is the party leader and the majority of the supervisors are teachers. Where volunteers are invited to join a trip, the trip

leader will carefully ensure that each one is aware of their role and responsibilities. Volunteers should be provided with a copy of the risk assessment.

Any volunteers should be agreed in advance with the Operations Manager so that relevant background checks can be put in place in advance of the trip, and a volunteer risk assessment completed. Volunteers who do not have a DBS certificate will be fully supervised for the duration of the trip. Volunteers will not be permitted to undertake any kind of personal care for the children.

### **Staff Driving Repton School Minibuses**

All members of staff who drive a school minibus must hold a valid driving licence and be over 25 years of age. Staff must bring any endorsements to the attention of the Operations Manager and should complete the driving declaration. For minibus journeys of two hours or more, a second driver should be considered. Staff driving a minibus must have received induction training and have submitted their DVLA licence to the Operations Manager to be checked.

### **First Aid and medication:**

The trip leader should have with them:

- a list of any medical details such as allergies and chronic conditions;
- a first aid kit (may be delegated to another member of staff);
- any required medication (may be delegated to another member of staff).

### **Emergency Situations**

Should a serious incident occur during an off-site activity, the trip leader must:

- Ensure all staff and pupils are safe from danger and that steps are being taken to provide medical care for the injured;
- Contact the emergency services;
- Contact the School via telephone;
- Not speak to the press.

A member of staff must contact a member of the SLT on the School Office number (01283 703258) or on their mobile phone numbers. All accompanying staff should have the mobile numbers of the SLT with them for use if needed.

### **Emergency Procedures for Other Accidents/Incidents**

Should an accident/incident occur, the trip leader should fill in the school accident report form once back at school, along with the EV7 form.

### **Missing/ Lost Child**

If a child becomes detached from the group, the trip leader should follow the procedures outlined in the schools missing child policy.

### **Delayed Return**

If a visit is delayed, the trip leader should phone the Operations Manager. The Operations Manager will communicate the delay to parents via Parent Hub.

## **Additional Guidance for Planning Residential Trips**

### **Pre-Trip Meetings**

The trip leader will organise a meeting with parents, well in advance of the trip, to discuss the arrangements, any passport or visa requirements, approximate cost, activity schedule and accommodation. The final costs should be discussed with the Operations Manager before being notified to parents. Parents will be informed of the cost well in advance of the trip.

Written information sent to parents should include the following:

- Accommodation and meal arrangements;
- Travel arrangements including time of return;
- Activities and visits in which pupils will be allowed to participate;
- Health formalities e.g. any vaccination required;
- Advice on clothing, equipment and pocket money.

### **Staffing**

The number of accompanying staff must be discussed with and approved by the Headteacher.

### **Health and Safety**

Within practical limits, children will be supervised at all times whilst on residential trips. A pre-trip medical, consent and information form must be completed for each pupil.

### **Insurance**

The School's general policy covers the following:

*Employer's Liability* – this policy provides cover for the School's legal liability in respect of bodily injury, illness or disease to any employee rising out of, and in the course of, employment, and for legal costs incurred. Cover is provided on a worldwide basis for employees involved in approved School activities.

*Public and Product Liability* – this policy provides cover for liability in respect of third-party accidental injury or property damage.

*Occasional Business use* - this policy covers the loss of, or damage to, all academic staff and non-academic staff, who use their vehicle for School business.

*Volunteers* - Volunteers are also covered by the Employer's Liability policy during the period, in which they are assisting the insured. All volunteers will be covered by the terms and conditions of the Public Liability Insurance.

## **Overseas Trips**

### **Passports and Other Official Documentation**

When organising trips abroad, it is important to ensure that all passports are valid and relevant visas obtained beforehand. Some countries require passports to be valid for at least six months after the date of entry into the country. Some pupils may also require visas or visa exemptions to enter certain countries or to reenter the UK. This information must be outlined to parents well in advance

of the trip. Parents should be made aware that this is their responsibility and if a pupil does not have the necessary documents, they will not be able to attend the trip. All official documents will be retained by the trip leader for the duration of the trip. Documents should be secured in the venue's security safe.

- Details of the nearest British Embassy in the host country should be obtained.
- It is advisable for the adults to be fully briefed, to familiarise themselves with the basic laws and cultural requirements of the country; this information should be shared with the pupils.
- To minimise health and safety risks, any medical needs of the participants on the trip should be checked.
- It is the responsibility of the parents to arrange recommended vaccinations. Parents will be advised to do so well in advance of the trip.
- In some countries drinking tap water should be avoided – taking water-sterilising tablets is advisable
- A first aid kit should be taken.
- The address of the accommodation written in the language of the country should be available to everyone in the group, e.g. on a lanyard.
- All staff should know how to contact the emergency services and what to do if someone is ill.

### **Travel Guidelines**

The trip leader should take the following with them. These should be safely retained at the venue e.g. in the venue safe:

- Travel tickets, passports and visas;
- Medical papers including any relevant medical histories;
- Parental consent forms;
- Details of insurance arrangements and the company's telephone number.
- The trip leader should carry with them the name and address of the group's accommodation, and telephone number of named link person

### **Additional Information**

- AALA licence (a legal requirement for adventures sports e.g. rock climbing, Kayaking etc.)
- [Are you a - AALA - HSE](#)
- [LOtC - What and Why? - Council for Learning Outside the Classroom](#)
- [oeapng.info](http://oeapng.info)

**Review:**

**This policy will be reviewed on a two-year regulation rolling programme.**

Reviewed by	Headteacher
Date Reviewed	May 2024
Date of Next Review	May 2026