

# Educational Visits Policy



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Approved by	LGB
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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 Principal or other designated member of staff.

Educational visits are a valuable way to support development of THE MFG character values, supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, 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](#)

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Principal

The Principal 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 Chief Operations Officer (COO) to approve residential trips of more than 24 hours

**1.2 The educational visits co-ordinator (EVC)** Neal Packard 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 a suitable trip lead for each visit
- Assess outside activity providers
- Advise the Principal 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
- Must have completed the National College Certificate in Organising and Managing School Trips for Secondary Schools and Academies
- Trips must always have a teacher who is employed by the school as the leader unless authorised by the Principal

### **➤ 3.3 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 Principal
- 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**

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
- Have completed the MFG volunteer code of conduct (appendix 3)

### **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 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 Principal 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 is 1:15/20 depending on the risk assessment
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit and added to a trip request form, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, 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 trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Principal will seek approval of the Chief Operations Officer (COO).

Once the risk assessment has been approved by the Principal, and the COO where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

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 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**

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template Evolve in **appendix 2**, and approved by the Principal and the EVC Existing risk assessments can be found on the staff SharePoint 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 Principal, and a copy taken on the visit and another copy left with the EVC.

### **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 is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips having completed:-

[Certificate in First Aid Awareness in Schools & Colleges \(nationalcollege.com\)](http://nationalcollege.com)

[Administering Medication Training Course for Schools \(nationalcollege.com\)](http://nationalcollege.com)

- Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety policies. These can be found on The MFG website.
- 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, First aid 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.

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

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## 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, if appropriate. Communication will be via letter email 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 written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

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, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

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.

There will also be 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 to learn from any incidents that took place.

## 9. Charging and insurance

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

All costs of trips and payment plans in line with the tour operator's payment schedule will be communicated in the initial letter to parents.

Pupils that are registered as Ever6 FSM and for whom the school receives a Pupil Premium grant allocation may not be expected to pay any voluntary contribution. This is reviewed on an annual basis dependent upon the continuation of the Pupil Premium grant and the school's priorities in spending the grant.

In cases of hardship financial assistance may be available.



Costs may include cover implications.

Payments will be on Arbor and these will track these for trips.

Day visits shall be of a modest cost.

If 10% of the children are not funded by voluntary contributions the whole visit must be cancelled and/or reassessed.

#### 10. Residential visits

The Principal, together with the COO, 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 our charging and remissions policy (this will include information about exemptions)
- 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, we will make sure that any organisation providing activities holds 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.

#### 11. Review

This policy will be reviewed every year. At every review, the policy will be shared with the full LGB.

#### 12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy

- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

#### Appendix 1: Proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC through the Microsoft form

1. Name of staff member proposing the visit:
2. Date of request:
3. Trip Description
4. Objectives
5. Type
  - On site
  - Off site
  - Residential
  - Adventurous
6. Date from
7. Date to
8. Staff required
9. How can classes in school be covered internally/ merged to ensure high quality teaching when the staff will be on the trip?
10. Number of students
11. Which year groups?

12. Curriculum links?
13. How you liaised with other curriculum areas who may benefit from the trip>
14. Give further details of the links
15. Expected staff to student ratio (usually 1:15 or 1:20 in secondary depending on the trip)
16. How will the trip be financed?
17. Any attachments that describe the trip/ event

## Appendix 2: Example risk assessment template

### Risk Assessment for: Travelling by Mini Bus/Coach

- › Please read the risks below. This is not an exhaustive list so please add any additional risks that you have identified at the bottom. **Strike through** any that do not apply to your visit.

Risk	Actions taken to minimise risk
Mini Bus/coach breaking down	Use reputable company.
	Ensure that all recent checks on minibus have been undertaken.
	All students to disembark to vehicle and wait safely clear of the highway (if on motorway this must be behind the crash barriers).
	Ring breakdown services immediately to ensure speedy recovery
	Ensure students remain warm and dry.
	If the decision is to remain on the vehicle it must be out of way of other vehicles and the engine must be turned off.
	Ensure that a member of staff remains with the students at all times A high vis jacket must be taken on the trip in case of breakdown. These must be worn if passengers need to wait outside the vehicle.
Accident involving vehicle	Give clear instructions to all students that they must wear their seat belts at ALL times
	Give clear instructions to all students that they must remain in their seats at all times
	Ensure that the driver takes appropriate stops (as appropriate to length of journey).
	Ensure that students do not distract the driver
	Assess the situation and if safe to do so all students to disembark to vehicle and wait safely clear of the highway (if on motorway this must be behind the crash barriers).
	Ring emergency services immediately to minimise further danger.
Delay in times	Assess any injury and ring for medical assistance as necessary.
	Ring the Principal/Vice Principal as soon as is safe to do so to report accident.
Any additional risks	Students to ring parents/carers to advise of any difference in times to those previously published.
	Ring School/College to advise as soon as safe to do so.

Risk Assessment completed by: (please state full name)..... Date:.....

### Appendix 3: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Principal at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found the website.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**

## Appendix 4: Time line

The following timescales are essential to make sure the trip information is checked, and approved at each level.

Once the trip has been approved at each level, you will get an email. It is essential that the deadlines are met otherwise the trip will not go ahead.

Overseas and residential trips should be approved 12 months in advance in order for planning to take place, and reasonable payments plans to be set up for parents.

<b>Trip/event type</b>	<b>Stage 1 – SLT approval</b>	<b>Stage 2 - EVOLVE</b>	<b>Stage 3 - Arbor/communication to parents</b>
<b>On site event</b>	6 weeks before	4 weeks before	5 weeks before Letter out to parents Inform Kitchen staff of trip date  4weeks before Reminder to parents  3 weeks before Reminder to individuals and funds chased up
<b>Off-site event/trip</b>	8 weeks before	5 weeks before	7 weeks before Letter out to parents Inform Kitchen staff of trip date  6weeks before Reminder to parents  5 weeks before Reminder to individuals and funds chased up
<b>Off-site event/trip that is overnight/overseas and/or adventurous</b>	12 months before	15 weeks before	11 months before Letter out to parents  When required Reminder to parents  When required Reminder to individuals and funds chased up

The below timescales allow for the risk assessments to be checked, and altered if needed.

Trip/event type	To VP	To Principal	To COO
On site event	4 weeks before	3 weeks	Not required
Off-site event/trip	6 weeks before	4 weeks before	Not required
Off-site event/trip that is overnight/ overseas and/or adventurous	16 weeks before	14 weeks before	6-8 weeks before

There are multiple stages to the process of requesting a trip and preparing the paperwork and risk assessments.

The first is to request SLT approval for the trip. ***Only when the trip is approved, should a trip be advertised or booked.***

*When approved, you can move to step 2, completing EVOLVE.* This must be done for any event where students are taken out of school, or any exceptional event outside normal school hours held on site.

### **Stage 1 - SLT Approval**

Any request for a trip should be made through this form.

**<https://forms.office.com/e/V0hwrqkDT>**

Any off site trip or event that takes students out of their normal lessons should use this form and any further action should not take place until written approval has been received from SLT.

Stages 2 and 3 should also be completed for all fixtures off site.

***If a trip is organised without approval, then it will not be allowed to go ahead.***

### **Ratios**

At secondary, the ratio of teachers to students should be 1:15 or 1:20. This ratio need to be adhered but also consider and risk assess if you need any more adults to support individual children. 1:1's may/may not be counted in the ratio this will be on an individual basis (i.e. support assistants to be with certain students as they are in school).

## **Stage 2 - EVOLVE**

EVOLVE is the system that stores all documentation and information for the trip itself e.g. risk assessments, itinerary, letters, student visits etc.

For help logging on for the first time, contact VP i/c Trips (NPA).

Documentation on using EVOLVE is given to the right, with sample risk assessments.

EVOLVE goes through an approval process starting with the VP i/c Trips (NPA), then the Principal, and finally the Chair of Governors for Residential and Adventurous trips.

You **MUST** adhere to timescales given below or your trip may not go ahead.

To access EVOLVE, [click here](#).

## **Stage 3 - Arbor/communication to parents**

Inform Sarah Potter in admin about the trip (please forward the email with SLT approval) so the trip can be added to Arbor and communication can be arranged home.

The Admin link for trips will arrange a meeting between yourselves and NPA to discuss the trip in more detail, go through Evolve and discuss the risk assessments you will need to add to Evolve.

You will also need to request a leave of absence for all staff involved where you are out of school during normal school hours.

## **Evolve - EVC**

Educational Visits Co-ordinator (EVC) is Neal Packard

Go through Evolve steps to complete the risk assessment.

(If you need your password resetting or a member of staff is not on evolve please email Neal Packard.)

Documents that need to be included ....

- Minibus Risk Assessment
- Minibus Travel Information (include driver/adults/children passenger lists & Med/SEND list)
- Coach Risk Assessment (the company will normally send this)
- Medical & SEND needs (if travelling on a coach this needs to be separate, if on the minibus it's already on the minibus assessment to complete)
  
- Route map
- Itinerary of the day
- Assigned adult/volunteer & child group lists
- Copy of the letter sent to parents
- Risk assessment of the destination

## **On the Day**



You must take with you:

- Trip phone
- Medical kit
- Hi-vis jacket for all staff (in case of transport breakdown etc.)
- Contact and emergency details which will be emailed to you - check you have these on your phone

## **Finance**

How the trip will be paid will be discussed with the VP i/c Trips (NPA).

Arbor will be used for payment and this will need to be set up by Admin. It will also manage the consent process.

Coach bookings will need to be made through Finance.

For Pupil Premium contributions, please contact the VP i/c PP

Free School Meal students are entitled to a lunch - please let Catering Manager know the names of entitled students 1 week in advance of the trip.

## Own Car use

If you are using your own car then the 'Annual Motor Declaration for staff owned vehicles' need to be completed and added to the risk assessment. Contact Finance for more information.

New regs also mean that you have to undertake a driver check on anyone using: <https://www.gov.uk/view-driving-licence>

## Useful Information

Evolve has a resources tab which is really useful.

The screenshot shows the EVOLVE system interface. At the top left is the 'EVOLVE' logo. At the top right is the Calderdale Council logo and the user name 'Holly Ashton' with a 'Logout' button. Below this is a navigation bar with tabs: Home, Resources, Add, Track, Evaluate, and Reports. A search bar is located in the top right corner. The main content area is titled 'What do you want to do?' and features four icons: a document icon, a 'kaddi' icon, a 'SEARCH' icon, and a puzzle piece icon. Annotations with arrows point from text boxes to these icons: 'Guidance, policies and documents' points to the document icon; 'Places to go and things to do' points to the 'kaddi' icon; 'Find out who has been where' points to the 'SEARCH' icon; and 'Training' points to the puzzle piece icon.

Each member of staff needs the following information in an info pack and a trip pre-meeting 1 week before and the uploaded to Evolve:

- Group leaders phone numbers
- Copy of group lists, Medical needs, SEND, behaviour – can be printed from the Trips page in Arbor, and annotated as appropriate.
- Planned activities
- Map of sight – toilets, lunch location, any workshop identified etc.

