

Educational Visits Policy

Date Drafted	January 2023
Reviewed and approved by Trustees	February 2023
Date to be reviewed	February 2025

Document Revision History

Date	Revision	Description of Change
2022.03	V01	First Version – approved by Trustees in March 22. Incorporated all supporting documents in the Appendices
2023.01.24	V02	Now split Policy from supporting documents by creating a separate Implementation Pack, which contains templates, forms and guidance in detail.

Glossary of Terms

Term	Description
BAA	Business Administration Assistant
CEO	Chief Executive Officer (of Endeavour MAT)
COO	Chief Operating Officer (of Endeavour MAT)
EVC	Educational Visits Coordinator
EVIP	Educational Visits Implementation Pack
HBC	Home-Based Contact
HoF	Head of Finance (of Endeavour MAT)
HT	Head Teacher
KCC	Kent County Council
LGB	Local Governing Body
PS Purchasing	The Purchasing part of the Trust-wide Finance Management System, PS Financials
SBM	School Business Manager
TL	Trip Leader
TO	Trip Organiser

Links to other Trust and School Policies

Entity	Description
School	Bursary Policy
School	Health and Safety Procedures
School	Pupil Premium Policy
School	Safeguarding Policy
School	Supporting Students with Medical Conditions Policy
Trust	Acceptable Use of IT
Trust	Charging and Remissions Policy
Trust	Finance Regulations Manual
Trust	Health and Safety Policy

Contents

1. Aims and Purpose of Policy	4
2. Categorisation of Trips	4
3. Authorisation of Trips and Visits	5
4. Equal Opportunities	5
5. Health and Safety Issues	5
6. Timelines for Organising a Trip / Activity.....	5
7. Trip Planning	6
8. Risk Assessment and Risk Management.....	6
9. Role and Responsibilities of Non Trip Participants	9
10. Roles and Responsibilities of Supervisory Trip Participants.....	11
11. Roles and Responsibilities of Students & Parents	13
12. Financial Considerations	14
13. Safety Management	15
14. Review	16

Note that this Policy should be considered in conjunction with the current version of the Educational Visits Implementation Pack (EVIP).

1. Aims and Purpose of Policy

Endeavour MAT is keen to promote learning that takes place outside of the classroom and recognises the range of benefits that can be derived from off-site visits. The following policy acts as guidance for all schools within the Trust, although the responsibility for ensuring the policy is adhered to rests at local level and individual Head Teachers will be accountable for sharing the policy and agreeing a monitoring cycle with their respective Local Governing Bodies.

1.1 The following policy aims to clarify Endeavour MAT's requirements for:

- Managing and running off-site visits;
- Documenting the educational value of off-site visits;
- Giving guidance on procedures and risk assessments to ensure the safe and responsible running of visits;
- Provide a summary of the roles and responsibilities for those involved in running a visit; and
- Provide guidance through an additional companion **EV Implementation Pack** (EVIP) to tools, templates and documents that are to be used in planning and running off-site activities and educational visits.

1.2 Aims and purpose of off-site activities and educational visits

The general aims and objectives for educational visits/activities are:

- For students to learn a variety of new skills;
- Develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility;
- Work cooperatively with others;
- Provide experiences outside the scope of the normal curriculum;
- Promote the achievement of short-term goals;
- Reinforce the development of social and personal skills in new situations;
- Encourage self-assessment;
- Broaden knowledge and experience of another culture;
- Encourage corporate spirit and allow intra Endeavour MAT opportunities;
- Promote and improve personal physical ability;
- Visit a foreign country and encourage students to use a foreign language;
- Enhance the delivery of the curriculum.

2. Categorisation of trips

Visits carry varying amounts of risk, depending on the activity and location involved. In order to reflect the degree of risk, trips fall into the following categories:

Type A (Low risk): Day trips without overnight stays that do not have an element of 'adventure/risk' e.g. museums, art galleries. Note, sports fixtures also fall into this category. In general, all of these trips will be covered by the **Global Consent Form** (see EVIP).

Type B (Medium risk): Trips that involve higher risk activities as part of the programme, including any activity involving water. They may or may not involve overnight stays, and could be within the UK or abroad, e.g. day trip to an outdoor pursuits centre, expeditions or visits to a European country. This category of visit will require the **Cat B and C Consent Form** (see EVIP).

Type C (High risk): These are trips that involve visit to an overseas country (including but not limited to where it is unlikely that a pre-visit will have taken place) or where a range of adventure activities may be taking place or factors that can't easily be controlled from the base school (e.g. Thailand volunteer work, Chinese exchange visits).

3. Authorisation of Visits

The Head Teacher has the responsibility to agree the categorisation of trips with the EVC and has the authority to sign off Category A and B trips. Category C trips will need to be agreed by the LGB in each school. Before agreeing to a school visit the EVC will consider the following issues:

- (a) The risks involved (see example Risk Assessments in the EVIP)
- (b) The frequency of off-site visits already made by that year group/curriculum area
- (c) The staffing required and the impact on staff within the school in terms of cover
- (d) Other implications which may be brought to bear upon the school, such as the clash of dates with other planned activities or the extra administrative support required in the organisation of the visit

The EVC will then complete an **SLT Notification Form** (see EVIP) and send this to the respective HT, who will consider the value of the proposed trip relative to the curriculum and expected learning outcomes.

4. Equal Opportunities

In implementing this policy Endeavour MAT expects the Schools to take into account the School's equal opportunities policies, and to ensure that any reasonable adjustments are made to accommodate all students who wish to participate. The use of Pupil Premium funding to support students who may otherwise not be able to participate in visits is encouraged.

5. Health and Safety Issues

At the heart of all successful school visits lies the overriding requirement to keep student safety at the centre of the visit. At no time should the health and safety of the students be compromised. The Trip Leader, supported by all accompanying adults, should be made aware of this from the outset. It is the responsibility of the Trip Leader to ensure that the whole visit from departure to return is thoroughly risk assessed and that all control measures are planned for and recorded. It is also the Trust's policy (in line with the recommendations of KCC) that all must be recorded on KCC's EVOLVE system.

The Outdoor Learning unit of KCC's The Education People, manage the EVOLVE process, but are also on hand to offer assistance with the organisation of the visit. All residential visits will have a 24/7 emergency contact from the Senior Leadership Team. This should be called upon in the event of any incident to ensure that the most appropriate course of action is followed. A debrief meeting should be held upon return and appropriate notes made of any concerns or suggestions for future trips. This should be made available to future trip organisers.

6. Timelines for organising a Trip/Activity

To ensure smooth planning and prevent any last-minute hiccups, it is important to be mindful of the time required to organise and sign off a trip, particularly for Type B and C activities. Trip Leaders should therefore always work within the following timelines:

Type A (Low risk):

- For trips undertaken regularly and where no voluntary contribution is being sought, (e.g. sports fixtures), where risk assessments are already in place, authorisation must be ideally obtained a minimum of two weeks in advance of the event. It is recognised however that fixtures have to, on occasion, change at the last minute and each school will have its own local arrangements under the responsibility of the Head Teacher, for ensuring that the safety of students is paramount.
- For new trips or those not regularly undertaken or requiring a Parent Pay contribution, authorisation must be obtained a minimum of **one month** in advance of the trip.

Type B (Medium risk):

- For any trip involving water, authorisation must be obtained a minimum of **3 months** in advance of the proposed date (including school holidays).
- For trips with an overnight stay and/or visits to Europe, authorisation must be obtained a minimum of 3 months in advance of the proposed date (including school holidays).
- For trips with an overnight stay outside the UK and EU, authorisation must be obtained a minimum of 3 months in advance of the proposed date.
- For day trips within the UK with no overnight stay, authorisation must be obtained a minimum of 2 months in advance of the proposed date (including school holidays).
- In exceptional circumstances we will consider authorising a trip outside these timescales. However, funding for the trip must be in place for this to happen.

Type C (High risk).

- For such trips a minimum of **9 months** planning time is expected

With category B and C visits, it is imperative that all of the paperwork that needs to be uploaded to EVOLVE is with the EVC a minimum of 6 weeks prior to the departure date as this is the time required by KCC to audit the risk assessments.

7. Trip Planning

When organising a trip, the following documents must be completed and submitted before the trip can be approved:

- **Request for Approval of Off-site Visit/Activity** form. This template is stored in the Educational Visits area on the MAT Staff Portal and should be completed and emailed to the School's EVC. (See EVIP for a copy of the form template). It includes an outline budgeting tool so that an estimated cost for the visit can be provided (see EVIP for a copy of the tool).
- Once approval in principle has been received, the Trip Leader will need to undertake a series of **Risk Assessments**. These are reviewed, together with a series of other checks in conjunction with the EVC, which will include considerations such as Trip Category, vulnerable students, equality for all, frequency of trips for the year group, itinerary and impact on staffing and cover, and if deemed acceptable, the Trip Leader generates a refined and updated **final budget** (using the **Trip and Activity Costing – Finance Planning Sheet** tool for the SBM to check).
- The Trip proposal is then submitted to the HT by the EVC for consideration, and approval, if acceptable.
- If approved, a copy of the **trip letter is lodged with** the Business Administration Assistant/ School Business Manager to enable the Trip to be set up on the parent payment system.

8. Risk Assessment and Risk Management

Risk Assessment and Risk Management are legal requirements. The aim is to make sure that no one gets hurt or becomes ill where this could have been reasonably foreseen. The risk can be minimised by:

- Supervision;
- Protection;
- Training; or
- A combination of these.

The School is only responsible for risk assessing those parts of the visit/activity that it is organising. If services are being "bought in", then the provider is legally responsible for risk assessing these parts of the activity. However, the Trip Leader must confirm that the provider's Risk Assessments are in place, and the School Risk Assessment should take note of this.

The School is always responsible for risk assessing the students they are accompanying.

A Risk Assessment is no more than a careful examination of a hazard that could cause harm to people during activities. In this way the Trip Leader can weigh up whether sufficient precautions have been taken to prevent harm or whether more needs to be done. The aim is to take all reasonably practicable steps to make sure that no one gets hurt or becomes ill.

A written Risk Assessment must always be carried out before setting off on a visit or activity, whether residential, day or part day. This is normally undertaken by the Trip Leader with relevant help from the Educational Visits Coordinator (EVC). Exemplar templates are available from the EVC and a generic example is shown in the EVIP.

A copy of the completed Risk Assessment must be given to and approved by the EVC before the visit or activity commences. The EVC will pass the completed Risk Assessment to the Head Teacher to approve. Type B and C Risk Assessments should be made available to parents at briefing evenings and displayed prior to the visit in order that participating students have the opportunity to read and understand their content.

The completed Risk Assessment must be read and understood by all staff accompanying the off-site visit/activity and each member of staff should have a copy of the agreed Risk Assessment and control measures.

8.1 What to consider when producing a Risk Assessment.

The Risk Assessment should include consideration of the following:

- What are the hazards, and what level of risk do they offer?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Trip Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What information / training is necessary for the group members?
- Is the protective clothing and equipment fit for purpose?
- How are special educational needs and medical needs going to be addressed?

When carrying out a Risk Assessment, Trip Leaders should ask themselves this question – “Is what I am about to do such that I would do it if it was my own child of this age, ability and aptitude?” Unless the answer is an immediate “Yes”, then don’t do it! Change the arrangements so that you are confident that you would be personally satisfied with them for your child.

The programme of a trip/off-site visit/activity, as set out in the Risk Assessment, should not be deviated from. However, any Risk Assessment should be on-going such that it can take account of, for example, illness of staff or students, changes in weather, or availability of activities. This also includes emergency situations.

8.2 Continuing/on-going Risk Assessment

The Trip Leader and at least one other member of staff should reassess risks whilst the visit/activity takes place. On-going Risk Assessments normally consist of judgements and decisions as the need arises. They must take account of local expertise on, e.g. tides, potential for flooding, volume of traffic, local hazards etc. On-going Risk Assessments are not usually recorded until after the visit/activity but must be recorded as soon as possible when a copy should be given to the EVC. This is often referred to as a “Plan B” or contingency plan. On category B and C trips these changes will need to be recorded on Evolve in the evaluation.

The EVC will be available to assist colleagues who need assistance in completing a Risk Assessment.

8.3 Risk Assessment for SEN students, and disabled members of the group, and those with medical needs

The Disability Discrimination legislation and regulation place duties on the School not to discriminate against students for reasons relating to disabilities. The Endeavour ethos means that wherever possible we would want to ensure the inclusion of disabled students on off-site visits. The EVC will help with details.

Where students are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the SEN and Disability Discrimination Act. All reasonable steps must be taken to include young people covered by the Act.

The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should also include details of any special aids and equipment that the student may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the student are reasonable or not.

Where students have statements of special educational needs which provide support in school for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement.

The School should, however, build the costs of the necessary support beyond this into its planning for the visit or activity so that it is included in the overall package. In certain circumstances, other funding may be available for students with physical disabilities. For details please see the EVC.

For students with mobility difficulties who hold a "Blue Badge" for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a Ferry Port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled student to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

8.4 Risk Assessment and Contractors (Providers / Tour Operators)

Contractors (Providers) may include tour operators, outdoor education centres, farms, museums, activity centres etc., i.e. any services that are paid for. Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Written assurances must be obtained from contractors that risks have been assessed and that the contractor's staff are competent to instruct / lead students of the group's age and range on the activity. Wherever possible written risk assessments should be obtained from the contractor, but leaders should not indicate that they take any responsibility for these assessments. They are for the information of the leader.

Risk Assessments for Category C visits are often likely to have been completed by staff in the country you will be visiting. These need to be analysed carefully with requests for changes to be made if appropriate. In developing countries where less reliable information may be available, risk management is especially crucial.

The Trip Leader should check that the company shows due diligence in checking, for example, the safety and suitability of accommodation and transport (e.g. students should not be expected to share beds; the road transport must have seat belts etc.). Details of insurance should also be obtained and checked. Staff who need assistance with this should see the EVC.

8.5 Staffing Ratios

When considering staffing for an activity or visit, it is essential to recognise that the following guidance represents the minimum level of staffing only and in reality, will be determined by the Risk Assessment. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time. The following points need to be taken into account:

- The leader of any off-site visit or activity should be a teacher or person trained and experienced in off-site leadership;

- There should normally be a minimum of two adults with any party engaged in an off-site visit or activity;
- The gender balance of the group;
- The needs of individual students within the group including those with special educational or medical needs;
- Adventurous activities will usually require a higher staff: young person ratio. The figure will be determined by the Head Teacher after a suitable risk assessment by the Trip Leader;
- All residential visits should be accompanied by at least two adults. Where the group population is of mixed sex then both male and female adults must be present. This also applies to home-stay visits;
- For visits abroad, all groups of students below sixth form level should be accompanied by at least two members of staff.

The minimum staffing ratios are included on the **Request for Approval of Proposed Off-site Visit/Activity** form (see EVIP) and further advice will be provided by the EVC if required, but for general guidance the ratios are as follows:

Primary (excluding early years):	
Day visits:	1:6 – 1:12 depending on the activity and age of the students taking part
Residential:	1:12 year groups 4 and above only
Trips abroad	1:10

Secondary	
Day visits:	1:15 – 1:20 depending on the activity and age of the students taking part
Residential:	1:15
Trips abroad	1:10
<i>For adventurous activities, ratios depend upon the activity, competence and age of students and experience of staff.</i>	

9 Roles and Responsibilities of Non-Trip Participants

9.1 Role of the Trustees:

The Trustees are ultimately accountable for the visits taking place across Endeavour MAT. Endeavour MAT Trustees delegate authority to the CEO to be responsible for monitoring the quality and safety of School off-site activities. The CEO must:

- Be familiar with the requirements of the appropriate legislation and codes of practice;
- Ensure the Head Teachers are carrying out their delegated responsibilities
- Check that LGB's are involved at the appropriate stage for the authorising of Category C visits.
- Monitor the management and approval procedure for educational visits and off-site activities;
- Support the School in any emergency situation, including dealing with the media;
- Periodically assess the effectiveness of this policy and ensure that any necessary legislative / organisational changes are made;
- Provide guidance on the financial management procedures to be used for trips and visits (including the Charging and Remissions Policy);
- Support the schools in the event that any parental complaints are received.
- Review procedures

9.2 Role of the Governors:

- To ensure that the Head Teacher and the EVC have adhered to the guidelines promoted by KCC at <http://www.outdoorlearningkent.co.uk/educational-visits-advice-and-guidance>

- To ensure that visits are approved as necessary by the responsible person before bookings are confirmed.
- To approve category C visits and be kept informed of planned category B visits. In these instances, to ensure that bookings are not completed until external providers have met all the necessary assurances;
- To ensure that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the student group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?
- To ensure measures exist to obtain parental consent on a basis of full information and to be kept apprised of parental complaints, becoming involved if required as set out in the Complaints Policy.
- To review bi-annually the Educational Visits procedures within the school, including incident and emergency management systems.

9.3 Role of the Head Teacher (HT):

The HT has responsibility for the day-to-day implementation of off-site activities and visits procedures and conditions for all staff and students.

At the HT's discretion, a trip can be cancelled as a result of local knowledge or a national position regarding a terror threat or other contextual circumstance. This includes incidents where the UK's security levels may have changed to 'critical'.

The HT's role and responsibilities with regard to Off-site activities are as follows:

- To agree the category of trips
- To ensure that visits comply with the guidelines and regulations provided by Kent Outdoor Education Unit and the Schools own Health and Safety Policy.
- To ensure that the Governing Body is kept appropriately informed, consulted and accreditation or verification of providers has been checked.
- To ensure that the EVC is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- To ensure that the EVC keeps him or her informed of the progress of the visit and that this information is relayed to Governors (and to parents as necessary).
- To ensure that the activity leader is competent (experience and training) to undertake the activity.
- To check that the EVC has designated an appropriately competent Trip Leader who will meet the KCC criteria. For less routine visits, the HT will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- To ensure that in the event of a major incident or accident, Kent Outdoor Education Unit guidelines are adhered to in terms of informing, parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.
- To ensure the arrangements are in place for the educational objectives to have been satisfactorily resolved within the risk assessment.
- To have responsibility for halting visits where the risk has altered and become a much higher threat than when originally planned.

9.4 Role of the Educational Visit Coordinator (EVC):

- To notify Trip Leaders of approval once agreed by the HT (and LGB, when required).
- To provide adequate documentation to support planning of all trips and visits.
- To ensure all off-site visits are thoroughly planned using standardised Trust wide -documentation.
- To ensure all staff are aware of the guidelines available through the latest KCC advice <http://www.outdoorlearningkent.co.uk/educational-visits-advice-and-guidance> making note of any areas concerning their particular visit.
- To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- To work with the Trip Leader to obtain the relevant consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To organise the emergency arrangements and ensure there is an assigned member of SLT as the emergency contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.
- To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses'). These need to be recorded on Every.
- To ensure that arrangements are in place for the Local Governing Body to be made aware of visits so that questions can be asked as necessary.
- To ensure that KCC Approval system (EVOLVE) has been completed in full has been submitted by the appropriate deadlines. Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered as a notification on the EVOLVE system.
- To ensure that visit evaluation is used to inform future visits and training needs. Further staff training should be made available where a need is identified.
- To review systems and, on occasion, monitor practice.
- Organise a debrief meeting upon return to discuss any concerns, near misses, incidents or suggestions for future trips. This should be documented and be made available to future trip organisers. A standard evaluation form is also available in EVIP.
- To ensure DBS clearance has been received by the Head Teacher's PA for all staff and volunteers.
- To ensure that any use of pupil information complies with the Data Protection and e-Safety policies.
- The ratio of supervisors to students is appropriate and complies with KCC Outdoor Education Centre guidelines.

10 Roles and Responsibilities of Supervisory Trip Participants

10.1 Role of the Trip Leader (TL):

The Trip Leader has full responsibility for the safe running of the activity including pre planning and the financial outturn of the trip following guidance and ensuring all participants are aware of their roles. To achieve this the Trip Leader will;

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and obtain EVC approval for any visit off-site, as outlined in this policy.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential trips. Itinerary - there is no standard form for this document, but it should include key details such as departure and arrival times, a brief outline of the planned activities happening each day, including the activity locations and approximate times wherever possible. This is to enable a proper and full assessment of any risks to take place. Type A and B trips only. For Type C trips, once the trip has been approved, an itinerary will be provided by staff in the country you are visiting, to meet the proposed objectives and outcomes for the trip.
- Leave full details (including medical notes) of all pupils and accompanying adults on the visit with the

emergency school contact and the school, including the home contact details of parents/guardians and next-of-kin as appropriate.

- Have prior knowledge of the venue – the Trip Leader should normally have made an exploratory pre visit.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- To obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Allocate supervisory responsibility to each adult for named students and ensure that each adult knows which students they are responsible for. To ensure that each student knows which adult is responsible for them and that all adults understand that they are responsible to the Trip Leader for the supervision of the students assigned to them.
- Undertake and complete a comprehensive risk assessment.
- Consider stopping the trip/off-site activity if the risk to health and safety of the students is unacceptable and have in place procedures for such an eventuality.
- To ensure that all adults involved in supervising the trip/off-site activity are aware of the Risk Assessments **including 'Plan B'** and the expected standards of behaviour.
- To ensure that the ratio of supervisors to students is appropriate for the needs of the group.
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- To ensure that group supervisors and the emergency contact have a copy of the students SEN or medical needs.
- To ensure arrangements are set up with the Business Administration Assistant/ School Business Manager for the collection of payments for visits.
- Attend a debrief meeting upon return to discuss any concerns, near misses, incidents or suggestions for future trips. This should be documented on an evaluation form and be made available to future trip organisers.
- To ensure adequate First Aid provision.
- To ensure all adults participating in the visit have read and understood the expectations as set out in the Staff Code of Conduct (see EVIP).

10.2 Responsibility of participating Teachers

- To ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances.
- Follow the instructions of the Trip Leader and help with control and discipline.
- Notify the Trip leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable.

10.3 Responsibility of non-teaching adult supervisors

Non-teaching adults should be clear about their role and responsibility during the visit and must:

- Ensure the health and safety of group members.
- Not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the Trip Leader and teacher supervisors.
- Help with control and discipline; speak to the Trip Leader or teacher supervisors if concerned about the health and safety of students at any time during the visit.

10.4 Voluntary help in accompanying school visits

- The use of voluntary helpers should only be permitted by the Head Teacher or EVC This permission will be based upon knowledge of the volunteers and their previous experience and training (on the job). The fact that help is voluntary does not negate the legal responsibility of those involved.

- DBS checks should be carried out on all volunteer helpers – hence much advance notice is needed and those intending to use voluntary help should liaise with the EVC as early as possible in the planning phase
- All volunteer helpers have the same responsibility to follow the instructions of the Trip Leader.

10.5 Children of accompanying staff

All staff should be aware of the problems that can arise when their own children accompany them on a particular visit or activity. In these situations, a conflict of role may occur. Where staff do take their own children on a visit or activity the member of staff must not be included in the staffing ratios. The member of staff will be supernumerary and will be available as extra help and supervision.

11 Roles and Responsibilities of Participating Students & Parents

11.1 Role of the Student

- To be aware of the risk assessments including ‘Plan B’.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand, accept and sign (with parent/carer witness) the Student Code of Conduct document (see EVIP) which details expected standards of behaviour on trips.

11.2 Responsibility of Parents

Parents should be able to make an informed decision about whether their child should go on the visit. The Trip Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions. Where appropriate, the Trip Leader should tell the parents how they can help prepare for the visit. Special arrangements may be necessary for parents for whom English is an additional language.

In addition, parents have a responsibility to:

- Support the signing and witnessing of the acceptance of the Student’s Code of Conduct (see EVIP)).
- Agree the arrangements for sending students home early due to a parental request and agree who will meet the costs.
- Provide the Trip Leader with emergency contact number(s) using the Consent Health and Information Form (see EVIP)
- Sign the consent form (see EVIP).
- Where appropriate, provide additional information about their child’s emotional, psychological and physical health;
- Collect their child/ren if they misbehave and it is considered necessary to send them home

12 Financial considerations

12.1 Voluntary contributions

When planning a visit, Trip Leaders must consider and construct a budget that aims to breakeven, at cost, after voluntary contributions are considered and any Pupil Premium funding is applied. This must be summarised and agreed as part of planning the trip and a copy of the **Trip Budget** (using the supplied tool **Trip and Activity Costing – Finance Planning Sheet** in the EVIP) provided to the School Business Manager.

It is also important to note that no charges or contributions can be requested from parents in relation to any activity that is an essential part of the syllabus for an approved public examination for which the student has prepared at school. And further, that where provision of essential activities requires a residential visit contributions may only be sought in respect of board and lodgings. All other costs would need to be met by the school.

Similarly, contributions for optional trips must be on the basis of an equal per student amount based on the direct costs (excluding subsistence and other costs in relation to staff), in line with the Charges and Remissions Policy and aiming to break even.

If the costs of an optional trip cannot be met through voluntary contributions the activity will be cancelled, as no parent choosing to contribute will be asked to subsidise others.

Trip Leaders will need to request bookings to be made and orders placed in the usual way, in accordance with the **Finance Regulations Manual** and will be responsible for monitoring payment of contributions based on information provided by the Business Administration Assistant/ School Business Manager periodically. The EVC will have an overview of the necessary bookings and financial commitments needed for all trips and will act as the approver on **PS Purchasing** for orders and payments in respect of trips that have already been requested by the Trip Leader and it is the Trip Leader who is responsible for managing the outturn of the trip budget, to be signed off using the **Trip and Activity Costing - Finance Wrap-up form** (see EVIP).

12.2 Insurance

The cover on the School's travel insurance policy for personal items is generally low and students are advised not to take items such as expensive cameras or jewellery with them, or to arrange their own personal cover. The Insurance Company provide a 24 hour emergency assistance line and app, details should be obtained from the EVC before embarking on the trip.

12.3 Currency (Cash) and Pre-paid Currency Card (Emergency) considerations

Should the Trip Leader need to take foreign currency on the proposed trip, then this should be typically kept to as low a value as possible, and should be built in to the Trip Budget from the outset with clear description of how this is to be spent. As currency takes time to arrange, this should be requested from Finance by the Trip Leader a MINIMUM of 2 weeks prior to the departure date of the trip.

For overseas trips deemed to require access to significant value of emergency funds during the trip on the part of the Trip Leader a pre-paid/charged currency card will be provided for the duration of the trip. All such arrangements will require the authorisation of the COO or Head of Finance (HoF) for a pre-paid card to be issued and should be requested from Finance by the Trip Leader a MINIMUM of 2 weeks prior to the departure date of the trip.

13 Safety Management

The following procedures must be in place, in case of a major incident on the trip:

13.1 Emergency procedures:

A **Home Based Contact** (who is a senior member of staff not attending the activity/visit) must be appointed, who can be contacted at any time in case of an emergency. They should be on call for the full duration of the visit 24 hours a day and live within reasonable travelling distance of the School. They should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;

A list of all students, staff and volunteers attending the visit, with contact numbers, must be kept by the School and by the Home Based Contact throughout the duration of the visit;

A list of names with contact details for all parents/carers of students and the next of kin for accompanying teachers and other supervisors must be kept by the School and the Home Based Contact throughout the duration of the visit; and

Due to GDPR it is **no longer possible** to create Telephone Trees to share parental contact details.

Local plans for using social media e.g. The School Twitter feed to disseminate arrival times etc. need to be shared with participants and their parents/ carers.

In the event of a serious incident the **Home-Based Contact** (HBC) should also notify the CEO and the Head Teacher of unfolding events.

13.2 During a visit/activity:

- Establish clear procedures for safe practice during the visit/activity;
- Ensure that wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- Ensure that every member of the group knows in advance the course of action to follow if they get lost;
- Ensure every group has a named person in charge;
- Whenever a party is to be subdivided, or the Trip Leader is to be absent for any reason, the Trip Leader must make a clear delegation of responsibility to another adult.
- If a Trip Leader delegates responsibility for the supervision of some, or all of the students at various times to other members of the staff team, they must satisfy themselves that this individual to whom they are delegating responsibility: - is competent to take charge of the group of students undertaking the particular activity in this locality; - has been fully and properly briefed as to their role and responsibilities; - is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.
- The Trip Leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which students they have a responsibility and where those students are at all times and that each student knows who the leader is of their particular group.
- The Trip Leader is recommended to hold a brief daily staff meeting at the start of the activity or start of the day.

13.3 First Aid

Any injury incurred by a student or member of staff on an off-site activity must be reported by completion of an Accident Report Form as for all accidents within the School. Ideally this will be reported online using the standard Trust-wide accident reporting system at each school, but in the last resort via telephone and/or paper backup reporting form, scanned and emailed to the school office at the earliest opportunity.

All off-site visits and activities should normally be accompanied by a member of staff who is a qualified First Aider. (See the section on 'First Aid' in the School's Health and Safety Policy). Please note that a First Aid Kit should always be taken on a trip or visit/off-site activity.

13.4 Parental Communications

The need for close communication with parents is expected, so that parents are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems. The Educational Visits Coordinator (EVC) and the School Office must be advised of all visit and activity itineraries and contact phone numbers so that contact with the party can be maintained at all times. If the visit or activity finishes outside school hours or away from the School premises, parents must be notified of the arrangements for dismissal and collection. Careful consideration must be given, in particular, to dismissal arrangements late in the evening.

13.5 Mobile Phones

At the discretion of the Trip Leader, students are allowed to take mobile phones on educational visits but they should be used for emergency purposes only. The same procedures that the School adopt during the school day may also be adopted on a trip; phones may be handed into staff and returned to students at set times of the day; this will be at the discretion of the Trip Leader. Likewise, misuse of mobile phones may also result in the confiscation of a student's mobile phone. Please ensure that parents are made aware of this rule.

As in the School, students will be responsible for their own belongings. For personal safety reasons, students should be advised not to carry mobile phones in a prominent and vulnerable position. On trips abroad, the cost implications of making calls from abroad should also be pointed out to students.

Mobile phones, however, can be a vital lifeline on exchange visits. Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision. Each student should have the contact telephone number and should know an emergency code, e.g. a word or a phrase, to be used to indicate that there is a serious problem and help is needed.

14 Review

14.1 On return from a visit:

- The Trip Leader should notify both the **Home-Based Contact** and the Head Teacher of a safe return. A short telephone call or text message will fulfil this requirement.
- After returning from the trip, the Trip Leader is responsible for reviewing and recording details of the visit by completing the evaluation form on Evolve.
- Write any thank you letters where required.

The provision of opportunities for offsite education will be reviewed each year at the time when the draft calendar is being compiled for the coming academic year. A visit that happens one year will not automatically be transferred to the following year.

All incidents or near misses will be reported to the EVC once the party returns and any amendments to current practice will be incorporated into the School's policies and procedures.

14.2 Monitoring and Review of the Policy

The Head Teacher will monitor the implementation of this policy and will report regularly on off-site activities and educational visits to the LGB.

Endeavour MAT will review the policy bi-annually and assess its implementation and effectiveness, taking into account the views expressed by the schools via the CEO and Chairs of the LGBs.