

# Educational Visits Policy (CST)

This policy is applicable to the whole of CfBT Schools Trust (CST), including all schools.

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## 1. Scope and publication ¶

This policy applies to employees and supervisors (as defined in the Definitions section below).

This policy is provided to all employees and supervisors. It can be made available in large

print or other accessible formats, if required.

## 2. Aims of this policy ¶

The Trustees and Local Governing Body recognises the value to pupils of educational visits.

Such visits should:

- enhance pupils' understanding of curricular activities
- provide opportunities to practise skills; and
- develop pupils' social skills.

The Trustees and Local Governing Body also recognises and accepts that such educational visits may present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside the classroom.

This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997) and the Health and Safety at Work Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended.

This policy has also been drafted in accordance with the updated Department for Education (DfE), *Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies*(2011) and the Health and Safety Executive's (HSE) *School trips and outdoor learning activities* (June 2011).

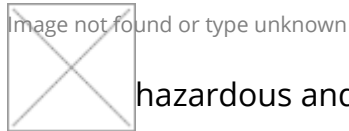
**It is important that this policy is read in conjunction with the Critical Incident Plan.**

## 3. Definitions ¶

**Adventure activities:** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and cadet and other uniformed activities. An activity may be considered to be hazardous not only because of the nature of the activity itself but also the environment in which it will take place, to include, but not restricted to, activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

**Early years:** covers pupils who are aged five or under as defined in the *Statutory framework for the Early Years Foundation Stage* (Sept 2014).

**Educational visit:** includes but is not restricted to the following activities: off-site visits; study



and cultural visits; hazardous and adventure activities and expeditions; overseas trips and residential trips.

**Educational Visits Coordinator (EVC):** means the person to whom the Headteacher of school delegates responsibility for the administration of educational visits.

**Employee:** means anyone who works under a contract of employment at the school.

**External provider:** means any person or organisation other than the school or an employee of the school who provides a service and or facilitates an activity under a contract during an educational visit.

**Group Leader:** means an employee who has overall responsibility for the supervision and conduct of the educational visit.

**Licensed activities:** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing trekking and water sports [1].

**Parent:** means those having parental responsibility for a child.

**Plan B:** means an alternative activity in the event that the planned activity or an educational visit cannot be undertaken safely.

**Supervisor:** means any competent adult, aged 18 or over, who has responsibilities and duties

assigned to him/her during an educational visit by the school (to include but not restricted to parents, host parents, and volunteers).

*[1]The HSE is currently consulting on a proposed replacement for the licensing regime established under the Activity Centres (Young Persons' Safety) Act 1985.*

## 4. Legal requirements and responsibilities ¶

### **Employers**

Under the Health and Safety at Work etc Act 1974, employers are responsible for the health, safety and welfare at work of everyone involved in or affected by an educational visit (to include but not restricted to employees, volunteers, helpers and pupils).

Employers retain their legal responsibilities under the health and safety legislation but they can delegate the statutory tasks.

### **Employees**

Under the health and safety legislation, employees must:

- take reasonable care of their own and others' health and safety
- co-operate with their employers over safety matters
- carry out activities in accordance with training and instructions
- inform the employer of any serious risks.

Employees also have a common law duty to act towards pupils as any reasonably prudent parent would do in the same circumstances. However, in some circumstances such as where employees specialise in a particular activity or lead more hazardous or adventure activities there may be a higher duty of care.

### **Regional Directors and the Local Governing Body**

#### **Regional Directors and Local Governing Body will:**

- Satisfy themselves that proportionate and sensible preparations have been carried out for educational visits that appropriate safety measures are in place and that training needs have been addressed for educational visits.
- Ensure that 'in principle' and final approval of all overseas and residential trips must be sought from the relevant Regional Director (or Director of Secondary Academies).

### **Regional Directors and Local Governing Body will also:**

- Ensure that the Headteacher/Group Leader show how their plans comply with legislation, regulations and guidance, including the School's Health and Safety policy.
- Ensure that they are informed about and assess less routine Educational Visits well in advance, for example adventure activities and those visits which involve an overnight stay or travel outside of the UK.

### **Headteacher**

Decisions about educational visits are usually delegated to the Headteacher. The Headteacher may then in turn delegate duties to others, such as the Group Leader.

### **The Headteacher will:**

- Ensure that educational visits comply with legislation, regulations and guidance including that provided by the Local Governing Body and the school's own Health and Safety Policy.
- Ensure that the EVC is competent to arrange, administer and monitor educational visits.
- Ensure that every educational visit will have a Group Leader who has been appointed or approved by him/her.
- Ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the educational visit.

If the Headteacher takes part in the educational visit as a group member, he/she will follow the instructions of the Group Leader who will have sole charge of the Educational Visit.

### **The Headteacher will also ensure that:**

- Educational Visits to local or national locations do not take place unless specific approval has been given by the Headteacher or EVC in advance; overseas or residential trips must also be approved by the relevant Regional Director.
- Appropriate risk assessment(s) for the planned educational visit have been carried out, a Plan B (where appropriate) has been drawn up, and that adequate health and safety measures are in place.
- Those who are conducting the risk assessments have the necessary qualifications, knowledge, skills and experience to do so.
- Any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date.

- Supervisors are properly assessed in accordance with the school's Safeguarding and Child Protection policy and procedures.
- He/she has adequate contact details for the Group Leader and/or supervisors on the educational visit.
- He/she has the address and phone number of the venue(s) and a contact name for each.
- There is a contingency plan for any emergency or delay.
- The Group Leader reports back after the visit and ensures that any appropriate follow-up action is taken.

### **Educational Visits Coordinator (EVC)**

The EVC is responsible for helping to arrange and administer educational visits and to manage risks posed by educational visits.

#### **The EVC will:**

- Support the Headteacher, Regional Director and the Local Governing Body with approval for educational visits and other decisions relating to them.
- Consider applications for approval for an educational visit to take place or, where appropriate, refer the application for approval to the Headteacher, Regional Director or Local Governing Body (optional forms for approval are attached at Appendix 3).
- Ensure that there is adequate insurance cover for educational visits.
- Work with the Group Leader to provide details of educational visits beforehand to parents, pupils and supervisors (where required).
- Keep records of educational visits, including reports of accidents and 'near-misses'.
- Monitor risk assessments, systems and accident reports and general practice on educational visits on a regular basis.

### **Group Leader**

Before anyone is authorised to act as a Group Leader, he/she must read this policy including Appendix 1 and 2, as well as any other relevant policies applicable to the educational visit.

The Group Leader must follow legislation, regulations, guidance and applicable school policies relevant to educational visits, including the Health and Safety, Behaviour, Anti-bullying, Child Protection and Safeguarding, Looked-after Children and Tackling Extremism and Anti-Radicalisation policies.

The Group Leader should obtain specialist advice from the EVC or another appropriate

source(s) to enable educational visits to be undertaken safely.

Where required, the Group Leader will be appropriately qualified and will produce first-hand evidence of such qualification e.g. original certificates.

The Group Leader has overall responsibility for:

- The preparation and planning of the educational visit (in consultation with the EVC or another appropriately qualified person) including obtaining approval for the educational visit to take place (forms for approval are attached at Appendix 3).
- Carrying out risk assessment(s) for the main activity and Plan B (where appropriate).
- The supervision and conduct of the educational visit.
- The health and safety of the group.
- The behaviour and discipline of pupils during the educational visit.

**The Group Leader will also:**

- Ensure that all those attending or involved in the educational visit know who is in charge at any time and that all Supervisors and External Providers are clear about their respective responsibilities.
- Ensure that there is a plan for emergencies and that everyone on the educational visit is aware of emergency arrangements.
- Take immediate steps to terminate the educational visit if the health or safety of the pupils or anyone else on the educational visit is at risk.
- Ensure that any insurance conditions are complied with.
- Ensure that there is sufficient first aid provision for each educational visit from appropriately qualified personnel, have a good working knowledge of first aid and be aware of and adhere to the school's policies on first aid and administration of medicine, and obtain relevant medical information for pupils.
- Obtain and carry emergency telephone numbers and details of emergency points of contact and communicate with the Headteacher and/or directly with parents during the educational visit, where appropriate.
- An educational visits mobile phone will be taken on all school visits. The number for this mobile phone will be given to each helper on the visit.

The Group Leader has the full authority of the Headteacher and has the right to return any pupil home if, after consideration of all relevant matters, he/she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent.

The Group Leader will make arrangements for another appropriately qualified person to join the party and take over his/her responsibilities in the event of incapacity or injury to him/her.

**A delegated administrative assistant or Teaching assistant is responsible for:**

- Obtaining quotes for transport
- Working out the budget
- Booking the venue and the transport
- Sending out letters to parents and collecting permission slips
- Checking that enough money has been collected to make the visit viable
- Checking the first-aid box
- Arranging for the early collection of School Meals (if necessary)
- Checking on the availability of a RADAR/Disabled toilet (if necessary)
- Checking the current entry costs.

**Supervisor(s)**

Supervisors are those people who have been approved by the school to assist with the educational visit.

**Supervisor(s) will:**

- Be properly checked and assessed in accordance with the school's Safeguarding and Child Protection policies and procedures.
- Do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances.
- Follow the instructions of the Group Leader and help with control, behaviour and discipline of the group.
- Speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the educational visit.
- Consult with the Group Leader and, where appropriate, take immediate steps to terminate the educational visit if there is an unacceptable risk to the health and safety of pupils or anyone else attending the educational visit.
- Be aware of potential conflicts of interest if their own children are members of the



group and discuss this beforehand with the Group Leader.

- Not be left in sole charge, except where it has been previously agreed as part of the risk assessment.

**Pupils must:**

- Follow the instructions of the Group Leader and Supervisor(s) during the educational visit and comply with the School Behaviour Policy and school rules.
- Not behave in a way which put themselves or others at risk.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or a Supervisor about it.
- Dress and behave sensibly and responsibly, using safety equipment as instructed.
- Wear school uniform or kit or other appropriate clothing (as instructed) unless permission has been given for other clothing.
- If abroad, be sensitive to local codes and customs.

**Parents must:**

- Provide clear information and updates on their child's health and/or any special needs, including the need for medical attention or medication.
- Ensure that they provide up-to-date contact details or other appropriate contact details in the event that they will be unavailable.
- Reinforce the standard of behaviour and conduct expected of their child on the educational visit.
- Understand the clothing and footwear and kit that will be required and ensure that these are provided (where appropriate).

## 5. Procedure ¶

**The Group Leader will:**

- Undertake and complete the planning of and preparation for the educational visit (including carrying out a reconnoitre trip if required).
- Apply to the EVC for approval for the educational visit to take place and obtain their prior agreement (where appropriate) (optional forms for approval are attached at Appendix 3).
- Undertake risk assessment(s) for the educational visit and a Plan B in case the primary activity is undeliverable (see Appendix 1).

- Ensure that parental consent has been obtained for the pupils to attend the educational visit (including specific written consent to the trip where required).
- Brief group members and parents (where appropriate) particularly in advance of an adventure activity or an overnight trip or visit taking place outside the UK.
- Provide a list of attendees to the Headteacher and other relevant staff.
- Report back to the EVC after the educational visit.

## 6. Charging ¶

The School has a separate Charging and Remissions Policy which should be read in conjunction with this policy and which sets out full details of when charges are made for educational visits.

Generally speaking, charges will not be made for educational visits which take place during the school day and which form part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's curriculum for religious education.

Charges will be levied for activities outside school hours and residential activities (as set out in the Charging and Remissions Policy) and the school may seek voluntary contributions from parents to facilitate educational visits.

However, no pupil will be excluded from any activity simply because his/her parents are unwilling or unable to pay for or to make a voluntary contribution towards the cost of an educational visit.

## 7. Consent ¶

Specific written parental consent is generally not required for educational visits which take place during the school day.

However, it is good practice to do this and to inform parents of all off-site activities and any requirements they may need to assist with the visit e.g. weather-proof coat.

The school operates a local visits form which at least one parent completes annually and covers consent for all visits that happen during the school day. Parents are always informed

of these types of visits and what requirements may be needed to assist with them.

The school will obtain written parental consent of any other trip that is not classed as a local trip before each trip occurs (See Appendix 3, Form 4), such as;

- off-site activities that will extend beyond the normal start and finish of the school day
- overnight and residential stays
- activities during school holiday period or during weekends
- visits outside the UK
- adventure activities
- all activities involving remote supervision and/or where supervision will be exercised by an External Provider [2]
- certain transport and travel arrangements (e.g. where private vehicles are being used or journeys that involve pupils using public transport)[3]
- activities for which risk assessment has shown a high risk.[4]

[2] *Recommended but not compulsory.*

[3] *Recommended but not compulsory.*

[4] *Recommended but not compulsory.*

## 8. Risk assessment ¶

Sample risk assessments can be found at Appendix 1.

The school adopts a common-sense and proportionate approach to health and safety on educational visits.

An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every educational visit.

If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) carry out a dynamic risk assessment by reviewing the generic risk assessment and taking into account all the relevant factors, including the specific characteristics and needs of the pupils attending the educational visit before embarking on the visit.

If there is no generic risk assessment for the activity, or if the visit involves one of the

following factors (listed below) the Group Leader must carry out a specific written risk assessment for the educational visit:

- any visit which involves an Early Years Pupil
- off-site activities that take place totally outside normal school hours including during school holiday periods or during weekends
- overnight and residential stays
- visits outside the UK
- adventure activities
- activities for which generic risk assessment has shown a high risk
- all activities involving remote supervision and/or where supervision will be exercised by an external provider.<sup>[5]</sup>

If any risk is considered to be unacceptable by the Group Leader and/or Headteacher the educational visit shall not go ahead or shall be terminated if already in progress.

Where appropriate the Group Leader should also consider and risk-assess a Plan B and/or contingency plan in addition to the main activity, in case the main activity is undeliverable.

Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and/or reassess the risks whilst the visit is taking place taking into account any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the educational visit shall be terminated and/or a Plan B activity carried out instead.

Further guidance on risk assessments can be found at Appendix 1.

<sup>[5]</sup>*Recommended but not compulsory.*

## 9. Insurance ¶

There shall be appropriate insurance cover in place for each educational visit which should include, but is not restricted to, employer's liability insurance, public liability insurance and personal accident insurance.

The Group Leader should consider whether the whole of the educational visit is covered by the school's existing insurances. If not, the Group Leader should consider whether separate insurance is required.

Parents should be informed of the insurance arrangements made by the school in clear terms.

The school cannot accept liability for the failure of insurance for reasons beyond the control of the school or where the school has made reasonable enquiries and exercised reasonable care.

## 10. Supervision ¶

Supervision of pupils can be close or remote but must always be 24 hours a day.

There must be an adequate ratio of adults to supervise pupils throughout educational visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.

Where appropriate, there should be provision within the ratio for a different supervisor, in the event of an emergency or incident, to:

- deal with any emergency or incident
- seek emergency and/or medical assistance
- supervise the remainder of the party.

For local low-risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate:

Nursery and reception	1:4 (1:3 for under-2s)
Years 1 to 3	1:6
Years 4 - 6	1:10-15
Years 7 onward	1:15-20

YN children must be accompanied by their parent or an adult nominated by their parents on an out-of-school trip.

The ratio should become closer the more complex or hazardous the activity.

For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be employees, and include a male and female employee.

Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved.

There must also be emergency back-up available for pupils, and pupils must have the means and ability to use it.

The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

## 11. Child protection ¶

The School's Child Protection and Safeguarding policy and procedures will apply at all times during educational visits.

For the duration of the educational visit, the Group Leader will carry out the duties of the school's Designated Person or will name an appropriate adult member of the group to do so. If necessary, the school's Designated Person will be contacted for advice.

Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the school's Designated Person and to the Headteacher immediately on return.

## 12. Inclusion ¶

The school will make every effort to ensure that all pupils are able to take a full and active part in educational visits and that reasonable adjustments are made to ensure they are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc.

The school will only consider preventing a pupil from attending an educational visit as a last

resort and will only do so following consultation between the school the pupil and the parent(s) and only if the refusal is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the pupil concerned or others on the educational visit.

The school will work with parent(s) and pupil(s) in order to agree a way forward in respect of the proposed educational visit and retain a written record of the steps taken and the final decision.

## 13. Adventure activities and external providers ¶

Where the main activity is an adventure activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. This should include, but is not restricted to, the guidance *H andbook for group leaders* (DFES-0566- 2002), *Standards for adventure* (DfES 0565 2002) and *Group safety at water margins* (DfES/CCPR/2002).

Anyone who leads an adventure activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the school will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

The Group Leader should check if external providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence, at [www.aals.org.uk](http://www.aals.org.uk) [6]

If an external provider is used, the Group Leader should ensure that they are competent and should endeavour to use providers holding a Quality Badge or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at: <http://www.lotc.org.uk>

If an external provider holds a Quality Badge further assessment of their competence is not

required, but the Group Leader should check that they can meet the particular needs of the group.

If the Group Leader assigns the technical instruction of the group to an external provider, he/she should agree with the external provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of supervisors and external providers.

The Group Leader and school staff retain responsibility for the moral and emotional wellbeing of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

The Group Leader will take appropriate steps to ensure that external providers do not have substantial unsupervised access to pupils unless this has been authorised and risk assessed by the school.

The Group Leader will ensure that all appropriate safety measures are taken and that all safety equipment provided is used in accordance with the recommendations of the appropriate national Local Governing Body or association for the sport or activity concerned.

Prior to commencement of any adventure activity the Group Leader should be fully satisfied with arrangements for health and safety.

In the event that he/she is not satisfied he/she will consider whether it is appropriate to abort the activity altogether or whether it is safe and/or appropriate to undertake a Plan B.

*[6]The HSE is currently consulting on a proposed replacement for the licensing regime established under the Activity Centres (Young Persons' Safety) Act 1985.*

## 14. Transport ¶

The Group Leader, as part of the planning and risk assessment of an educational visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements.

The Group Leader will ensure that the mode of transport is appropriate for the educational

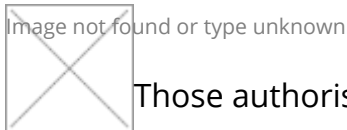


visit. Where required, the school will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

The Group Leader must adhere to the school's policies and procedures on transport.

The Group Leader should ensure that journeys are properly planned with adequate rest stops and that a second driver is provided, if appropriate.

The Group Leader should ensure that the driver of the vehicle has the appropriate licences, insurances and is competent to drive the vehicle concerned.



Those authorised to drive pupils should:

- be over 21 years of age
- have a minimum of two years' driving experience
- ensure that they hold the appropriate licence to drive the vehicle in the country of use
- ensure that they are aware of and comply with the driving laws in the country concerned
- never have been disqualified
- have experience in handling the size or type of vehicle that will be used
- ensure that the vehicle is roadworthy and has a valid tax disc and MOT certificate and operators' licence (where required) and appropriate insurance cover
- be able to comply with the minimum eyesight requirements applicable to that vehicle
- wear a seat belt and ensure that all passengers use the appropriate restraints or seatbelts
- not usually drive for more than 4.5 hours or less if tired, without taking at least a 45 minute break.

Records will be retained by the school about the vehicles in which pupils are transported including insurance details and a list of named drivers.<sup>[7]</sup>

*[7] Although the new EYFS requirements (3.65) only states "vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured". We consider it best practice to retain records of vehicles, drivers and insurance where possible.*

## 15. Off-site accommodation and trips abroad ¶

The school will ensure that all off-site accommodation provided for use by pupils on

educational visits is satisfactory and, where possible, has been assessed by the school before use.

Where this is not possible, for example for exchange visits in private households and/or on tours and expeditions arranged through external tour operators or organisations, the school will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.

Pupils staying in off-site accommodation on educational visits will be supervised at all reasonable times by supervisors or by legally appointed chaperones or external providers who have been approved by the school to accommodate and supervise them on its behalf.

Supervisors will have at least daily contact with pupils and regularly discuss any concerns that pupils may have in relation to their accommodation or care.

The Group Leader will ensure that pupils have details of the school's designated point of contact, who will be contactable at all times.

Group Leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of external providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks which are made.

If the host school, placing agency or external provider does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of pupils, the Group Leader should seek further assurances and/or reconsider whether the educational visit should take place at all.

## 16. First aid ¶

The Group Leader will have regard to the school's first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each educational visit.

The minimum requirements for educational visits are:

- a suitably stocked first aid container
- at least one appointed person to take charge of first aid arrangements
- in Early Years settings at least one person who has a current paediatric first aid

certificate must attend the educational visit.

## 17. Accidents and emergencies ¶

All members of the educational visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

**In the event of an emergency, all members of the group should:**

- assess the nature and extent of the emergency
- take immediate action to safeguard themselves and other members of the group
- remain calm.

**The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:**

- summon emergency assistance and/or medical assistance and/or inform the police, if appropriate
- if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised
- seek assistance from the Headteacher/EVC where appropriate
- follow the procedures below.

The Group Leader should ensure that the incident is properly recorded and that the Headteacher is contacted as soon as reasonably practicable.

The Group Leader will make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.

**An initial report should be made to CST 0118 902 1637, who will advise on the contacting of the HSE's Incident Contact Centre on 0845 300 99 23 as soon as possible, in the event of:**

**Pupils:** any death or incident where a pupil is taken from the accident site to hospital should be reported to the HSE and must be recorded.

**Employees:** any death or serious injury or disease to any employee or accident which prevents the injured person from doing their normal work for seven days should be reported to the HSE and must be recorded.

**Dangerous occurrences:** sometimes known as near-misses or near-accidents may also need to

be reported. Further guidance can be found at: <http://www.hse.gov.uk/riddor/index.htm>.

**Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice.**

Any statements to the police, HM Revenue & Customs or other officials should only be made in the presence of a lawyer and on his/her advice.

Further guidance on responding to a critical or emergency incident can be found in the Critical Incident Plan 2017.

Where a claim might be brought following theft or other loss, the local police must be informed.

The Group Leader should note down the name, address and reference of the official and the time and date the report is made and written confirmation should be obtained from the official if practicable.

The Group Leader will liaise with the Headteacher of school in respect of any further investigation or report(s), if required.

## 18. Appendix 1: Further guidance on risk assessment ¶

**Any risk assessment should:**

- identify the potential hazards involved in an activity
- decide who might be harmed and the potential severity of harm
- evaluate the risks and decide on precautions
- consider the residual risk
- record the findings and implement them.

**There are three different types of risk assessment:**

- **Generic activity risk assessments:** which apply to the activity wherever and whenever it takes place.
- **Visit- or site-specific risk assessments:** which will differ from place to place and group to group. They will be undertaken for each venue and address the specific needs of each group.
- **Dynamic or ongoing risk assessments and reassessments:** which should take account of any relevant changes in circumstances or factors such as changes in the group dynamic or

weather.

**When risk assessing an educational visit, the following should be considered:**

- the ratio of adults to pupils
- gender, age, size, ability, competence and behaviour of the group
- supervision and vetting requirements
- the general and specific competences of the Group Leaders, supervisors and external providers
- the first aid requirements and knowledge of the Group Leaders, supervisors and external providers
- the special educational, medical needs and disabilities of pupils on the visit
- duration and nature of the activity
- the environment and conditions in which the activity will take place
- any equipment to be used
- a Plan B in addition to the main activity
- contingency plans and emergency procedures
- accommodation and security arrangements
- travel and transport arrangements.

**A template risk assessment is available as a standalone document, Appendix 1a. See template in download section below.**

## 19. Appendix 2: Further guidance for group leaders ¶

- Areas or activities involving significant hazard should be reconnoitred if possible; alternatively, reliable information should be obtained concerning the nature of any hazards and means of avoiding or minimising risk.

### **Briefing supervisors**

- The Group Leader is responsible for ensuring that supervisors know who is in charge, their responsibilities, the travel arrangements, the types of activity permitted, the emergency contacts, the special needs of individual pupils and the arrangements for

welfare.

### **Appropriate clothing and equipment**

- Pupils should wear school uniform or kit unless permission has been given for other clothing.
- Pupils (and parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions.
- Specialist equipment must be identified separately from clothing.
- Clear instructions on whether or not pupils will be allowed to carry mobile phones should be provided to parents and pupils in advance of the visit.

### **First aid and medication**

- The first aid kit should include:
  - antiseptic wipes
  - medical preparation for cleaning wounds
  - sterile dressings (adhesive) of various sizes
  - surgical tape
  - a triangular bandage and supply of safety pins
  - plastic gloves
  - a brief guide and notes on first aid.
- [For outings involving children from Early Years settings, all materials and equipment should be suitable for the needs of these children.]
- The Group Leader must appoint one supervisor to be responsible for first aid and/or medication and that all members of the group are aware of the arrangements in accordance with the school's first aid administration of medication procedures.

### **Fire drills and emergency evacuation arrangements**

- The fire drill and emergency evacuation arrangements must be explained to every person in the group by a designated person. This should include escape routes, alarm points, assembly points, use of towels, avoidance of panic and so on.

### **Pocket money**

- The Group Leader must appoint one supervisor (who may be the same supervisor) to hold and account for pocket money if he or she does not handle these matters him/herself.

## **Mobile telephones and pupils' property**

- Mobile telephones can be very useful in emergencies. However, there are reasons why their use by pupils should be restricted on educational visits, for example:
  - mobile telephones can act as distractions, preventing pupils from making full use of the educational opportunities offered by the visit
  - carrying mobile telephones can expose pupils to the risk of mugging and street violence
  - loss or theft of mobile telephones can involve Group Leaders in time-consuming reporting procedures
  - homesickness may be made worse by frequent use of mobile telephones.
- For each visit, the Group Leader will formulate a clear policy on the use of mobile telephones which should be circulated to parents and pupils in advance of the visit. Such a policy may vary depending on the type of visit.
- The Group Leader and at least one other adult supervisor will carry a fully charged mobile telephone at all times and will ensure that an emergency contact at the school has the relevant numbers. The school will provide school mobiles for staff usage or put a robust procedure in place that allows staff to use their personal mobiles, but that prevents abuse of the number by pupils and families, or staff using this to contact pupils inappropriately.
- Similar rules will apply to all items of personal property including for example, cameras. Parents are requested not to send pupils on educational visits carrying expensive equipment that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on the educational visit.

## **Educational visits outside the UK**

- Care should be taken over selection of the supplier of transport and accommodation and only firms with ABTA membership should be used.
- The Group Leader will ensure that each pupil has their passport and necessary visas and other travel documents before embarking on an educational visit outside the UK.
- If possible one of the supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.
- It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with the group and/or take them to the police

station. They should also carry the Group Leader's name and contact number.

- The Group Leader must ensure that each pupil knows:
  - that he/she may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items
  - all similar rules that apply on arrival in and leaving any country being visited
  - that children under 17 are not entitled to duty free allowances
  - that any pupil bitten by an animal must seek medical treatment immediately.
- Each pupil attending a visit in another EU member state should have a European Health Insurance Card (EHIC). This can be applied for online, by telephone or by post and is obtainable free of charge. See [www.ehic.org.uk](http://www.ehic.org.uk)
- Where relevant, risk assessments will include obtaining information on the need for vaccinations and/or inoculations and ensuring that these are carried out in good time before the educational visit takes place.

### **Group Leader's checklists**

- The Group Leader should ensure that he/she has all appropriate equipment and paperwork for the educational visit, to include, where appropriate, the following:
  - a full list of the party members
  - details of emergency contacts
  - consent forms, including medical consent which may need to be produced at a hospital (where required)
  - an appropriate first aid kit
  - one, and preferably two, mobile telephones with charger
  - a detailed itinerary
  - all documents covering booking, travel arrangements and accommodation
  - receipts for payments
  - a card or means to access emergency funds
  - full insurance details and documents
  - details of weather forecasts (where appropriate)
  - EHICs, passport documents and visas (where appropriate).
- A copy of all relevant information should be retained at the school office. The Group Leader must provide the EVC and/or school office with the copies of the following documents (where appropriate):
  - details of destination, date and times
  - a list of pupils and staff attending



- contact telephone numbers (mobile)
- a detailed itinerary and documents covering bookings, travel arrangements and accommodation
- consent forms (including medical details)
- risk assessments
- emergency contact details
- full insurance details and documents
- copies of passports.

## 20. Appendix 3: Model forms ¶

The following model forms are available as standalone documents and can be used for all educational visits, although not all sections will be relevant to every visit:

- a) Request to the EVC/Headteacher/Regional Director or Local Governing Body for final approval of an educational visit. Please see form in download section below.
- b) Confirmation from the EVC/Headteacher/Regional Director or Local Governing Body for an educational visit to go ahead. Please see form in download section below.
- c) General consent form for all educational visits and other off-site activities. Please see form in download section below.
- d) Parental consent form for a specific educational visit. Please see form in download section below.

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Reviewed by: Marie-Claire Bretherton

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Governing Body Review Date: Thursday 28th September 2017

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