

CAMBRIAN

Nurturing Growth - Inspiring Minds



Educational Visits Policy

V1.2

This document applies to all academies and operations of Cambrian Learning Trust.

www.cambrianlearningtrust.org

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Note: in this document, 'parent' means parent, carer or other legal guardian.

Introduction

Educational Visits are a key part of the enrichment of education for young people within the Cambrian Learning Trust ('the Trust') and its schools and are central to the philosophy of developing and challenging young people.

This policy covers all Educational Visits that occur outside of school premises. This ranges from walks around the locality to residential visits of several days' duration. It also includes Outdoor and Adventurous Activities and all visits abroad.

Each school will have its own procedures and conditions, sitting under this policy, reflecting its local arrangements and conditions for educational visits, and these may vary depending upon the nature of the visit and any other special circumstances. Parents should ask the visit organiser or the school office for a copy of their procedures and conditions for a specific educational visit.

Through an offer of day, evening and residential visits we aim to:

- Encourage young people to enjoy and learn about their local community.
- Excite and enthuse young people through a range of first-hand experiences.
- Develop an understanding of environments and cultures beyond the local area.
- Challenge young people in a range of outdoor education and cultural experiences.
- Provide opportunities for sporting fixtures and competitions.
- Ensure that all such visits are conducted in a safe manner.

We operate a wide range of educational visits. These may include:

- Outdoor education and sporting experiences
- Teamwork and leadership opportunities
- Short visits to local parks and churches
- Fieldwork visits
- Expeditions to less developed parts of the world
- Cultural visits
- Exchange trips

- Participation in local events, such as sporting fixtures, theatre performances, museum visits
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- Duke of Edinburgh Award Scheme expeditions

Links to regulations and national guidelines

This policy has been developed to ensure that the Trust is compliant with statutory regulations and good practice guidance, including:

- Outdoor Education Advisers Panel (OEAP)
- [DFE Guidance: Health and Safety on Educational Visits](#)
- [DFE Guidance: Health and Safety: Responsibilities and Duties for Schools](#)
- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping children safe in education - GOV.UK](#)

A policy such as this cannot cover all eventualities which might be encountered however seeks to put in place a framework within which group leaders and/or the Educational Visits Co-ordinator (EVC) can seek to apply their own decision-making processes.

This policy also incorporates aspects of the [Health and Safety at Work Act](#).

Roles and Responsibilities

The Trust follows the [Local Authority Educational Visits guidance](#), which is based on the national guidance from OEAP, as summarised below. Responsibilities for Health and Safety on school visits are determined as below.

The Trust ensures that there are robust procedures for the management of Health and Safety in place across the Trust; and monitors the effectiveness of these procedures.

The Trust develops procedures in line with national guidance; ensures that staff are aware of national, local and Trust policy.

Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the local governing committee (LGC) to approve residential trips of more than 24 hours

The Headteacher, or designated SLT member, will ensure the school has its own procedure which sits under the main Trust policy. This must include clear guidance or a flow chart on the Educational visits process.

The Educational Visits Co-ordinator (EVC)

Each school should appoint an educational visits co-ordinator, who is an experienced visits leader.

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable Group Leader for each visit
- Assess outside activity providers
- Carry out Risk Assessments
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

The EVC needs to attend training conducted by OCC on behalf of OEAP (The Association of Advisers for Outdoor Learning and Educational Visits). Ideally the EVC should be a member of the SLT due to the level of responsibility and ultimate accountability in making sure visits are safe. Tasks can be delegated but checks and sign off rests with the EVC. Best practice would be the SLT person attending training alongside whoever is supporting so that they both understand the procedures.

Group Leader

Every educational visit will have 1 member of staff designated as the Group Leader. The Group Leader will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour and the phone number for the Home-Based Emergency Contact (HBEC)
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Make sure that the HBEC is kept updated on any changes to the itinerary or attendance
- Maintain communication with the HBEC during the trip – contacting them to indicate they have arrived safely and keeping them informed on any significant incidents that occur (including visits to hospital or breaches of Safeguarding Policy)
- Contact the HBEC to state that the group has arrived back safely at the end of the trip, so that the HBEC can stand down.

Home-Based Emergency Contact (HBEC)

All off-site visits which take place out of school hours require a Home-Based Emergency Contact. The HBEC must be a senior member of staff, and they must:

- Understand how to respond to a serious situation on a visit, including dealing with a fatality, road accident or trip curtailment
- Review the plans for the visit and the quality of risk assessment that has taken place, which must be signed by them to authorise the visit to take place
- Be contactable 24 hours a day and be able to deal with an emergency situation (including being able to drive a vehicle)
- Be provided with a complete list of all staff, volunteers and pupils attending the trip

- Have access to all names and contact details and next of kin details for all staff and volunteers throughout the duration of the trip
- Have access to all parent/carers names and their contact details for all pupils on the trip

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the Group Leader
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the Group Leader and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils

- Report any concerns to the Group Leader or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies

- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks (taking into account the age of the children)

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing committee.

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

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

The school will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

It is recommended that no young person's place can be allocated on a first come, first served basis as this can be discriminatory to those travelling a greater distance to a school or families with financial constraints or working parents.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

The school will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

The school will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

Risk assessment

Risk management is part of Health and Safety Law. The term 'risk assessment' is used to describe the process of thinking about and recording the risks of any activity and the steps taken to counter them.

All off-site visits require a Risk Assessment and Group Leaders may need additional training to complete this task. The Risk Assessment should identify all risks during the visits and how these can be mitigated. These may be young person specific (e.g. referring to an individual's medical conditions), site specific or trip specific.

The group leader can refer to an external Risk Assessment for any aspect of a visit for which there is a charge. This could include, for example, a hotel, a climbing activity, a theatre or plane journey.

A generic Risk Assessment template can be tailored and used for a series of local and linked activities within one academic year. An example may be the same group of young people visiting a local museum or church several times to complete an extended project.

The Risk Assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Group Leaders will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every Risk Assessment will be approved by the headteacher or SLT (for Secondary Schools), and a copy taken on the visit and another copy left with the EVC. Should any changes to the risk assessment be required and/or made, then the Headteacher will need to review and approve again. It's important to ensure that the most up to

date risk assessment is taken on the visit and left with the EVC/HBEC (where appropriate).

Allocation of Staff

All visits must have a named Group Leader who will have specific responsibilities on this visit. This role cannot be a shared task.

The following staff/student ratios are recommended by OEAP. They should, however, be considered carefully in the light of the activity which is taking place. Risk assessments should take into account whether the class will be together at all times and the level of risk in the activity being undertaken. Where groups separate within a location, these ratios should be strictly followed:

- Early Years Foundation Stage - 1:4 as a minimum
- Key Stage 1 - 1:6
- Key Stage 2 - 1:10
- Key Stage 3/4/5 – 1:15 (Increasing to 1:10 ratio on a residential visit)

The school will ensure as far as reasonably possible that the following are present:

- At least 1 male and 1 female supervising adult – where possible (for mixed pupil groups)
- at least one qualified teacher per class,
- at least one adult able to administer first aid,
- for EYFS settings at least one qualified paediatric first aider – the requirement for a qualified paediatric first aider in other settings will be considered based on risk assessment
- one other adult.

The exception to this may be, for example, where activities are taking place at another local school and their staff are part of the overall supervision or where there are sporting activities taking place where there may be several qualified staff present where overall supervision ratios are still maintained. However, these situations should be highlighted in Risk Assessments and approved by the Headteacher within each school.

All off-site visits must have the appropriate staffing to be able to deal with an emergency situation. This will be reflected in both the number of accompanying staff as well as their competences and experience in dealing with off-site visits. Again, this situation should be highlighted in Risk Assessments.

First Aid

First Aid cover must always be planned for. This should consider:

- The nature of the activity
- The nature of the group
- The potential injuries associated with the activity
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time)

The qualified first-aider present on the trip will:

- Have a working knowledge of first aid and be competent to use the first aid materials carried with the group.
- Know how to access, and be able to access, emergency first aid support
- Carry a First Aid kit – see the Trust’s First Aid policy for more information on the contents of the First Aid kit on school visits and in vehicles transporting children.

Medical Conditions and Additional Needs

The Group Leader must collate information on Medical Conditions and Additional Needs. This includes Special Educational Needs and young people with challenging behaviour.

This information can either be collated from parental replies or from information already collated through parental information held in the school.

All information provided must be used to inform the Risk Assessment document.

Young people with additional needs should be included within school visits and this should be planned for. All known medical needs should be incorporated into the risk assessment.

For Primary School-aged children, Inhalers, EpiPens, etc. must be carried by the adult responsible for the group. The Group Leader must ensure medication taken is within date. Secondary School students will carry their own inhaler or EpiPen, The Group Leader will also carry a spare EpiPen. It is the responsibility of the Group Leader to ensure that pupils with medical conditions are identified and that this information is shared on a need-to-know basis with those who might be taking responsibility for the young person.

The Headteacher, or designated SLT member, reserves the right to withdraw young people from educational visits on the grounds of behaviour. This is not a sanction and would usually only be made where the young person's behaviour is likely to create Health and Safety issues on the visit. Advice should be sought from the Headteacher and/or the Special Educational Needs Co-ordinator to ensure that any decision to withdraw a young person is appropriate and proportional.

Transport Arrangements

Transport arrangements for trips will be organised by the school and should be indicated within the parental letter. The school will make sure that pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision. See the Driving for Work and First Aid policies.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Minibus Use

The driver of a vehicle cannot drive and supervise young people at the same time. Therefore, and as per the risk assessment, if the young people may need supervising during the journey - because of age, maturity, behaviour, special needs or medical issues etc., then a second adult to provide this supervision is necessary. This will always be the case for a minibus with children under the age of 7, or with children with significant behavioural or medical issues.

Adults driving a school vehicle, such as a minibus, will:

- Have a completed and current Approved Driver form.
- Have completed appropriate training, in line with the Driving for Work policy and procedure.

Minibus Use will be in accordance with the Trust Driving for Work Policy and Procedures.

Use of Private Cars by Volunteers (Staff and/or Parents)

There is no expectation for parents or staff to volunteer to their help with the task of transporting children as part of an educational visit.

However, on occasion, parents or staff may be kind enough to volunteer their help with the task of transporting children to visits and off-site activities arranged by the school.

When referring to volunteers in this section, this includes both parent and staff volunteers.

In this instance drivers should be engaged as volunteers, and the considerations below should apply. This is separate to any informal arrangements made directly between parents, in which case the establishment should make it clear that it will not be involved in making these arrangements and will not have any responsibility for them.

In managing the volunteer driver arrangements, the school must put in place reasonable and sensible measures to ensure the safety and welfare of children transported in volunteers' cars. This applies equally to parents or school staff using their cars on school business.

The Headteacher must ensure that parents or staff volunteering to transport children other than their own are notified of their responsibilities:

- For the safety of children
- To maintain suitable insurance cover
- To ensure the vehicle is roadworthy

The Headteacher must consider the suitability of volunteers to carry children in their car and whether vetting is necessary. Judgement will also be required about the likely behaviour and individual needs of the children being transported.

Where private cars are used, the volunteer must:

- Have a completed and current Approved Driver form including declaring they have suitable business insurance cover specifically including transporting pupils
- Have read and understood and signed the Driving for Work Risk Assessment
- Have a clean and valid driving licence for the class/ type of vehicle to be used, and have held this for a minimum of three years
- Be fit to drive and have no medical condition that affects their ability to drive
- Be free of any convictions and/or endorsements/penalties for speeding, drink/drug driving, talking on a mobile phone whilst driving, careless driving. In circumstances where the volunteer driver has one or more fixed penalty speeding endorsements, this should be discussed with the Headteacher before driving as a volunteer for the school
- Inform the school of any material changes to their licence conditions since the copy was submitted during the course of the year
- Adhere to the Highway Code and to any speed limits

- Declare any endorsements and be willing to present their driving licence for inspection if requested
- Maintain appropriate insurance cover when transporting children, as a minimum for third party liability. Staff volunteers must possess business insurance cover
- Ensure children are seated in the back of the vehicle
- Ensure that all seat belts are in working order and worn by everybody in the vehicle
- Ensure that the car does not contain any materials that may be deemed as inappropriate or unsuitable for children including choice of music if played during the journey. Care should be taken to recognise how differing cultures may perceive certain musical choices.

All vehicles must:

- Have a valid MOT Test Certificate (if over three years old)
- Have current Road Tax
- Be roadworthy, and
- Conform to all legal requirements.
- Tax and MOT status can be checked at <https://www.gov.uk/check-mot-status>
- Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check note (from www.gov.uk/view-driving-licence).

The school is advised to keep evidence of these checks having been carried out.

The Headteacher should ensure that travel arrangements are made clear to parents, including arrangements for the collection/ return of children at the end of the event. For those children that may be transported in private cars, explicit parental consent must be sought.

Best practice highlights that children should preferably be accompanied by at least two identified adults, and there should be more than one child being transported at any one time so that an adult and child are not alone. An exception to this would be where the volunteer driver is transporting solely their own child. If, however, a volunteer driver is transporting more than one child including their own, a minimum of three children in total is strongly recommended.

Every child must be restrained by a seat or lap belt. If necessary, given the height of the child, an appropriate booster seat should be used. Child-proof locks should be

used where they are fitted. No child should be transported in the front passenger seat, with the exception of the volunteer driver's own child at their discretion.

The volunteer driver should carry a mobile phone and comply with the use of Personal Devices and Mobile Phones: Staff and Visitors policy.

The Group Leader should carry a list of contact details for all participating volunteer drivers together with details of the children travelling in each vehicle.

The Group Leader should ensure that all volunteer drivers know the route to get to the destination and that drivers are given an emergency plan to follow in the event of breakdown or road traffic accident. Best practice would support the use of a 'convoy' system where more than one vehicle is being used.

On all forms of transport, it is the responsibility of the Group Leader and accompanying staff to ensure that young people follow all safety regulations, including the use of seatbelts.

Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

All external providers must be approved by the school. The school will ensure that any external providers used for hazardous activities are appropriately accredited and licensed. Examples of such schemes include:

- [Learning Outside the Classroom \(LOtC\) Quality Badge](#) (Covers both quality and safety of all activities offered).
- [Adventure Activities Licencing Authority \(AALA\) Licence](#) (This statutory scheme covers only safety management).
- [Adventuremark](#) (Covers only safety).
- [National Governing Body Central Approval Schemes](#) (Applicable where the only provision is a single, specialist activity)

The school will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Parent and Carer Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers

volunteer than are required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **Appendix 1** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. They will also receive a copy of the risk assessment to sign if deemed necessary by the Group Leader.

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

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

Communication and Consent

Letters and Communication

Any letter concerning an off-site visit must go via the named school office. The letter should be provided to parents and carers in a timely manner and must include the following information:

- Accurate description of trip
- Times and Dates of travel, including drop-off and pick-up times and location
- Finance information
- Clothing and equipment required, and whether this is provided by the school
- Contact details for the school office or other designated contact (or Home-Based Emergency Contact (HBEC) if considered appropriate to do so and dependent on school specific procedures)

- Clarification regarding the use of mobile phones and general behaviour expectations and consequences of pupils' failure to meet these standards.
- Arrangements for lunch, if appropriate

Parental Consent

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child. **Generic permission** for up to one academic year may be gained for a series of local area visits, such as visiting the town centre or taking part in a sporting fixture

For EYFS trips, schools will always get written consent before taking nursery-age children off-site

Parents must be given the full details of a visit in order to be able to give consent. Consent can be either written or through a recognised and registered website for example EduLink and include name and date. Additional consent can be given to allow the Group Leader to authorise medical treatment in the absence of a parent. Authorisation to provide basic medical needs such as plasters, headache tablets and throat sweets may also be sought.

The individual school will seek specific consent from parents for any visit which:

- Involves travelling by coach, minibuss or car.
- Takes place outside of the school day.
- Involves hazardous activities.

On rare occasions consent may be given by a parent over the phone. However, for this to happen the school must be convinced that the parent involved is fully aware of the details of the visit and that it is, indeed, the parent who is giving the permission over the phone.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

Communication during the visit

Parents can be anxious for news and updates during an off-site visit. During residential visits the Group Leader will provide updates where it is possible and appropriate to do so. Such updates will only be provided within school working hours and will be channelled via the school office and then through appropriate channels (unless there is an emergency, at which point the school, or HBEC will be notified, as appropriate. See paragraph below for emergency procedures).

Parents should be given information on what to expect regarding the level of update provided. However, all visit leaders will advise parents that 'No news is good news'.

Emergency Procedures and Incident Reporting

Group Leaders should be given additional training in dealing with an emergency.

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A breach of safeguarding expectations

The Group Leader will be familiar with these plans for each visit. The plans will include such items as:

- Ensuring the continued safety of others
- Delegating clear roles for all adults (note: the Group Leader should ideally remain free from taking on a specific role to focus on strategic planning)
- Contacting the Emergency Services
- Caring for the injured student/s
- Caring for the rest of the group
- If appropriate, allocating a member of staff to make notes / take photographs
- Contacting the Home-Based Emergency Contact
- Reviewing the situation on the visit and evaluating staffing – is the staff team able to cope with the incident, or do they require extra support?
- If relevant, contacting the travel company as required regarding repatriation / additional support / insurance etc.

In the case of an emergency, the Group Leader or other supervising adult will contact the school office or HBEC. The school office will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. For some incidents it may be appropriate to contact all parents, including those of young people not directly involved in an incident, to reassure them that their son or daughter has not been involved.

One member of staff will always accompany a pupil seeking medical treatment.

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

Reporting an Incident or Accident

After a visit, on return to the school, the Group Leader must complete the Digital Accident Book for any accidents, incidents or near misses during the visit. Should any incident involve any of the following the Trust Operations Director should be contacted at the earliest opportunity to complete a RIDDOR report:

- A young person being taken from the scene of the accident to a hospital for treatment
- Contagious diseases
- Dangerous Occurrences – where an incident did not result in an injury, but could have done

Where required, the incident or accident will be reported to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

Any concerns regarding Health and Safety or Safeguarding must be sent through to the EVC and Safeguarding passed onto the Designated Safeguarding Lead (DSL).

In addition, any views regarding value for money, strengths or areas for development should be sent to the EVC and should be taken into consideration during the planning of future visits.

Staff Training

The Educational Visits Coordinator (EVC) must be appropriately trained and hold a valid EVC qualification.

All staff with the designated role of Group Leader must attend additional Training (Trips Training) in leading an off-site visit. The training must cover all the requirements of this policy. Training must provide a detailed explanation of risk assessment, dealing with a major emergency situation and emergency procedures.

All staff with the designated role of Home-Based Emergency Contact (HBEC) must understand their role and what to do in case of emergency.

Safeguarding

All off-site visits require staff to follow the school's safeguarding policy and the Staff Code of Conduct. Staff on off-site visits must be particularly vigilant when working in residential situations.

The group leader is required to ensure all young people are briefed on the issues of fire drills and the access to staff supervision during the night.

Group leaders should consider the security of young people overnight. Considerations could include locking all doors if the building is for the school's sole use or locking individual room doors in a building in which the group are not the sole occupants. Group leaders on camping-type visits should brief young people on safety considerations such as not sleeping in a tent alone and plans for accessing toilet facilities at night. These issues should be covered within the risk assessment.

Safety on Educational Visits

High Risk Activities – Farm Visits

Extra consideration should be given to:

- Farm machinery
- Infections from e-coli or other diseases
- Risk from animal bites, etc.

- Handwashing facilities
- Safety standards and animal welfare

High Risk Activities – Water

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming or paddling should only be undertaken after a number of issues have been considered. These may include:

- The current weather conditions.
- The current tide conditions.
- Following instructions from local agencies such as beach lifeguards.
- Following instructions from externally employed instructors such as those from Oxfordshire County Council Outdoor Centre who may be leading sessions linked to 'kayaking' or 'coastering'.

(Note: entering the water above the knee is considered swimming, and the relevant qualified lifeguard must be present.)

All of these will have been identified and highlighted on the agreed Risk Assessment. However, such activities require a more 'dynamic' risk assessment to be made on the ground at the time of the activity by the Group Leader. As such 'informal' paddling and swimming which had not previously been identified on the Risk Assessment would not be authorised.

Students should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance. Swimming should always be conducted in the presence of, and under the supervision of, qualified lifeguards or instructors.

Where students are close to water (for example, a lake in the local park), this must be specifically considered within the risk assessment. Where students are using inland stretches of water, consideration should also be given to the transmission of infection such as Weil's disease.

Sun Safety

When organising an outdoor visit in the summer, consideration should be given to the risk of sunburn and heatstroke. Measures taken to prevent this are likely to include:

- Wearing tops which cover the shoulders
- Wearing sunhats

- Having access to shade and/or drinking water
- Not participating in activities which are too energetic

Road Safety

If you are likely to cross a road on your visit with a group of young people, plan to cross using Pelican Crossings or Zebra Crossings. If these are not within a suitable walking distance, discuss the arrangements needed to follow best practice with the Headteacher or the Educational Visits Coordinator. These may include:

- Fluorescent jackets to be worn by adults needing to organise students crossing major roads.
- Two adults should stop the traffic, one on each side of the carriageway, facing the oncoming traffic
- Only when the traffic has stopped moving should the children across the road.

Headcounts

Regular headcounts should be undertaken throughout the visit. These must always include:

- When leaving the school building
- When seated on the coach before embarking (both outward and return journey)
- At any other transition points throughout the day (e.g. the end of lunchtime)

Identifying Young People Whilst on the Trip

Normally young people will wear school uniform on most visits which assists with identification. If a visit is to take place off-site where young people are not wearing school uniform, this should be approved by the school's Headteacher, or designated SLT member, and must form part of the risk assessment. Other solutions could include young people wearing a uniform top, sporting top or trip t-shirt.

Exceptions to this may be required in some circumstances, for example Duke of Edinburgh Award Expeditions or trips involving a small number of students. Such exceptions must be approved in advance by the Headteacher, or designated SLT member.

Room Allocation: Sex vs Gender

We have taken the following from the non-statutory guidance from the Department for Education:

[Gender Questioning Children - non-statutory guidance](#)

In allocating sleeping arrangements such as dormitories, tents or shared rooms for school trips, each child's sex is relevant. Schools and colleges must meet their safeguarding obligations set out in Keeping Children Safe in Education (KCSIE).

No child should be allowed to share a room with a child of the opposite sex. If a child questioning their gender does not wish to share a room with another child of the same sex, where possible, and only after the school has considered relevant factors outlined above, alternative arrangements should be sought. These alternative arrangements should not compromise the safety, comfort, privacy or dignity of the child, or of other pupils, for instance finding a suitable separate room for the pupil.

Use of Mobile and Wearable Devices by Young Persons

Decisions regarding whether mobile or wearable devices are allowed on visits including residential trip are made by Headteacher, or designated SLT member. The Trust would highlight 'best practice' however we do accept that these decisions are best made by Headteachers, or designated SLT member, assuming Group Leaders and Headteachers, or designated SLT member, have considered several key points as part of the planning and risk assessment procedure. These include:

- Giving clear information to parents and students about expectations if such devices are to be allowed on the trip.
- Detailed plans have been discussed should there be a major incident and how communications to parents and others will be managed if students have open access to their devices.
- Insurance arrangements are clear should a device be damaged or lost during the Trip and the Trust cannot be held responsible for such losses.

Best practice in relation to device access and usage whilst on visits – Guidance only:

For day visits all devices should be switched off and put away, as they would be during a normal school day. There are several reasons why such devices are not appropriate on residential visits. These include issues of independence, managing lines of communication in case of an emergency and the importance of the Group Leader in the role of 'loco parentis'.

For these reasons the Trust advises that young people (up until Sixth Form) should not be allowed to bring mobile or wearable devices on residential visits.

There are several exceptions to this guidance. These include:

- Visits for Sixth form students
- Duke of Edinburgh Award Expeditions (separate DOE rules apply)
- Exchange visits where communications of young persons with the group leader is an important part of the risk assessment

Final decisions regarding whether mobile or wearable devices are allowed on visits or residential trips should be made by the Headteacher but only once they are in receipt of specific information linked to the guidance above.

Substance Use during an Off-Site Visit

Alcohol & Drugs

The Trust requires that all educational visits, including residential visits in the UK or abroad, are free from alcohol and drugs. This applies to all staff, volunteers, and young people, **with no exceptions**.

Smoking & Vaping

The Trust requires that all educational visits, including residential visits in the UK or abroad, are smoke and vape free for young people with no exception. Staff and volunteers are permitted to smoke or vape only during designated breaks, out of sight of students, and in accordance with the Trust's Smokefree Workplace Policy. There are no exceptions to these rules.

Financial Considerations

Charging and insurance

We will follow our school's Charging and Remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

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

Withdrawal from a Trip

Once a place has been assigned to a student, there is a contract between the school and the parents that payments will be completed. If a student has a medical condition that means they are not able to attend the visit, a doctor's or hospital note will be required and the matter will be dealt with through the Trust insurance policy. If a student changes their mind and no longer wants to attend, there will be no refund of payments made unless a replacement can be found. However, these arrangements must be made clear in the initial letters where parents commit to the visit.

Please note: The Deposit is Non-Refundable.

The school has the right to withdraw a young person from a visit due to poor behaviour within school. If the school decides to do this, it should inform the young person and parents as soon as possible. Whilst every effort will be made to refund as much of the cost as possible which may have already been paid by the parents, there is no guarantee that some or all the amounts already paid can be refunded. Each case will be looked at on an individual basis considering when the young person was removed and why along with specific costs such as flights which cannot be recouped. The Headteacher of each school will make the final decision in such cases.

Linked documents

Please refer to the following related policies:

- Charging and Remissions
- Driving for Work
- Behaviour
- Use of Personal Devices and Mobile Phones: Students
- Use of Personal Devices and Mobile Phones: Staff and Visitors
- First Aid

- Supporting Pupils with Medical Conditions
- Charging and Remissions
- Child Protection and Safeguarding
- Health and Safety
- SEND
- Missing Pupils
- Smokefree Workplace Policy
- [Gender Questioning Children - non-statutory guidance](#)

Appendix 1: Volunteer behaviour and code of conduct

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

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

Volunteers agree to:

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

Volunteers agree **not** to:

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

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

Signed:

Date: