

# Educational Visits Policy (CST)

This policy applies to Mount Street Academy, Benjamin Adlard Primary School and Lincoln Carlton Academy.

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## 1. Introduction ¶


1.1. Our partnership of schools aspire to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

1.2. In our schools we seek to enhance the children's learning through occasional school

visits. These enrich the curriculum for our children and add to what they learn in school.

## 2. Policy Statement ¶

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2.1.  Scope: This policy applies to employees and supervisors in our partnership of schools.

2.2. Publication: This policy is provided to all employees and supervisors in both schools.

2.3. Policy aims: The Governing Bodies recognise the value to pupils of Educational Visits.

2.4. Such visits should:

2.4.1. enhance pupils' understanding of curricular activities;

2.4.2. provide opportunities to practise skills; and

2.4.3. develop pupils' social skills.

2.5. The Governing Bodies also recognise and accept 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.

2.6. 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.

2.7. This policy has also been drafted in the light of the *Health and safety of pupils on Educational Visits* (HASPEV) (Department for Education and Skills (DfES)), 1998, as supplemented given that the Education (Independent School Standards) (England) Regulations 2010 require schools to do so.

2.8. 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, Head of school, staff and governing bodies* (2011) and the Health and Safety Executive's (HSE) *School trips and outdoor learning activities* (June 2011).

### 3. Definitions ¶

3.1. **Educational Visit:** includes but is not restricted to the following activities:

(a) off-site visits

(b) study and cultural visits



(c) hazardous and adventure activities and expeditions

(d) overseas trips and residential trips.

3.2. **Educational Visits Co-ordinator (EVC):** means the person to whom the Head of school of school delegates responsibility for the administration of Educational Visits.

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

3.4. **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.

3.5. **Group Leader:** means an employee who has overall responsibility for the supervision and conduct of the Educational Visit.

3.6. **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<sup>[1]</sup>.

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

3.8. **Plan B:** means an alternative activity in the event that the planned activity or an Educational Visit cannot be undertaken safely.

3.9. **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).

## 4. Legal Requirements and Responsibilities ¶

4.1. **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).

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

4.3. **Employees:** Under the health and safety legislation, employees must:

4.3.1. take reasonable care of their own and others' health and safety;

4.3.2. co-operate with their employers over safety matters;

4.3.3. carry out activities in accordance with training and instructions;

4.3.4. inform the employer of any serious risks.

4.4. 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.

4.5. The 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.

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4.6.  The Governing Body will also:

4.6.1. Ensure that the Head of school / Group Leader show how their plans comply with legislation, regulations and guidance, including the School's Health and Safety policy;

4.6.2. 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.

4.7. Decisions about Educational Visits are delegated to the Head of school. The Head of school may then in turn delegate duties to others, such as the Group Leader.

4.8. **Head of school:** The Head of school will ensure that Educational Visits comply with legislation, regulations and guidance including that provided by the Governing Body and the School's own Health and Safety Policy.

4.9. The Head of school will ensure that the EVC is competent to arrange, administer and monitor Educational Visits.

4.10. The Head of school will ensure that every Educational Visit will have a Group Leader who has been appointed or approved by him/her.

4.11. The Head of school will ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the Educational Visit.

4.12. If the Head of school 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.

4.13. The Head of school will also ensure that:

4.13.1. Educational Visits do not take place unless specific approval has been given by the Head of school or EVC in advance;

4.13.2. appropriate risk assessment(s) for the planned Educational Visit have been carried out and a Plan B (where appropriate) has been drawn up and that adequate health and safety measures are in place;

4.13.3. those who are conducting the risk assessments have the necessary qualifications, knowledge, skills and experience to do so;

4.13.4. 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;

4.13.5. supervisors are properly assessed in accordance with the School's Safeguarding and Child Protection policy and procedures;


4.13.6. he/she has adequate contact details for the Group Leader and/or Supervisors on the Educational Visit;

4.13.7. he/she has the address and phone number of the venue(s) and a contact name for each;

4.13.8. there is a contingency plan for any emergency or delay;

4.13.9. the Group Leader reports back after the visit and ensures that any appropriate follow-up action is taken.

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4.14.  EVC: is responsible for helping to arrange and administer Educational Visits and to manage risks posed by Educational Visits.

4.15. The EVC will:

4.15.1. support the Head of school and the Governing Body with approval for Educational Visits and other decisions relating to them;

4.15.2. consider applications for approval for an Educational Visit to take place or, where appropriate, refer the application for approval to the Head of school or Governing Body (optional forms for approval are attached at Appendix 3);

4.15.3. ensure that there is adequate insurance cover for Educational Visits;

4.15.4. work with the Group Leader to provide details of Educational Visits beforehand to Parents, pupils and Supervisors (where required);

4.15.5. keep records of Educational Visits, including reports of accidents and 'near-misses';

4.15.6. monitor risk assessments, systems and accident reports and general practice on Educational Visits on a regular basis.

4.16. Group Leader: is the employee responsible for the planning, undertaking and supervision of Educational Visits delegated to him/her by the Head of school.

4.17. Before anyone is authorised to act as a Group Leader, he/she must read this policy. The Group leader must follow legislation, regulations, guidance and applicable School policies relevant to Educational Visits, including the Health and Safety, Behaviour, Anti-bullying and Child Protection policies.

4.18. The Group Leader should obtain specialist advice from the EVC or another appropriate source to enable Educational Visits to be undertaken safely.

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

4.20. The Group Leader has overall responsibility for:

4.20.1. 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 , carrying out risk assessment(s) for the main activity and Plan B (where appropriate);

4.20.2. the supervision and conduct of the Educational Visit;

4.20.3. the health and safety of the group;


4.20.4. the behaviour and discipline of pupils during the Educational Visit.

4.21. The Group Leader will also:

4.21.1. 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;

4.21.2. ensure that there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements;

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4.21.3.  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;

4.21.4. ensure that any insurance conditions are complied with;

4.21.5. ensure that a qualified first aider is attending each Educational Visit, have a good working knowledge of first aid themselves 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;

4.21.6. obtain and carry emergency telephone numbers and details of emergency points of contact and communicate with the Head of school and/or directly with parents during the Educational Visit, where appropriate.

4.21.7. 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.

4.22. The Group Leader has the full authority of the Head of school 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.

4.23. 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.

4.24. 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;



4.25. **Supervisor(s):** are those people who have been approved by the School to assist with the Educational Visit.

4.26. Supervisor(s) will:

4.26.1. be properly checked and assessed in accordance with the School's Safeguarding and Child Protection policies and procedures;

4.26.2. 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;

4.26.3. follow the instructions of the Group Leader and help with control, behaviour and discipline of the group;

4.26.4. speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the Educational Visit;

4.26.5. 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;

4.26.6. be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader;

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

4.27. Pupils must:

4.27.1. follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School Behaviour Policy and school rules;

4.27.2. not behave in a way which put themselves or others at risk;



4.27.3. 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;

4.27.4. dress and behave sensibly and responsibly, using safety equipment as instructed;

4.27.5. wear school uniform or kit or other appropriate clothing (as instructed) unless permission has been given for other clothing;

4.27.6. if abroad, be sensitive to local codes and customs.

4.28. Parents must:

4.28.1. provide clear information and updates on their child's health and/or any special needs, including the need for medical attention or medication;

4.28.2. ensure that they provide up-to-date contact details or other appropriate contact details in the event that they will be unavailable;

4.28.3. reinforce the standard of behaviour and conduct expected of their child on the Educational Visit;

4.28.4. understand the clothing and footwear and kit that will be required and ensure that these are provided (where appropriate).

## 5. Procedure ¶

5.1. The Group Leader will:

5.1.1. undertake and complete the planning of and preparation for the Educational Visit (including carrying out a reconnoitre trip if required);

5.1.2. Apply to the EVC for approval for the Educational Visit to take place and obtain their prior agreement. (Appendix 2)

5.1.3. undertake risk assessment(s) for the Educational Visit and a Plan B in case the primary activity is undeliverable (Appendix 3)

5.1.4. ensure that parental consent has been obtained for the pupils to attend the Educational Visit (including specific written consent to the trip where required)

5.1.5. 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;


5.1.6. provide a list of attendees to the Head of school and other relevant staff;

5.1.7. report back to the EVC after the Educational Visit. The EVC will make contact for this.

## 6. Charging ¶

6.1. 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.

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6.2.  The School may seek voluntary contributions from parents to facilitate Educational Visits.

6.3. 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. Risk Assessment ¶

7.1. A risk assessment form can be found in Appendix 3.

7.2. The School adopts a common-sense and proportionate approach to health and safety on Educational Visits.

7.3. 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.

7.4. 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.

7.5. A risk assessment needs to be written for any Educational Visit that takes place. If the venue where the Educational Visit is taking place has its own risk assessment, this can be

attached to the schools format. .

7.6. If any risk is considered to be unacceptable by the Group Leader and/or Head of school the Educational Visit shall not go ahead or shall be terminated if already in progress.


7.7. 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.

7.8. 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.

## 8. Insurance ¶

8.1. 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.

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8.2.  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.

8.3. Parents may see the insurance arrangements made by the School in clear terms, if requested.

8.4. 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.

## 9. Supervision ¶

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

9.2. 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.

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

9.3.1. deal with any emergency or incident;

9.3.2. seek emergency and/or medical assistance;

9.3.3. Supervise the remainder of the party.

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

9.4.1. YR children will have 1 adult responsible for 4 children.

9.4.2. Y1 will have 1 adult responsible for 5 children.

9.4.3. Y2 children will have 1 adult responsible for 6 children.

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

9.5. Where possible as many members of school staff will help on school visits. Any adults who volunteer at the school on a regular basis may also assist with trips and they will be police checked. Additional adults who help on a one off basis are not required to have a police check but they will not be allowed to be in a situation on their own with the children during the trip e.g. taking the children to the toilet.

9.6. For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be employees.

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

9.8. There must also be emergency back-up available for pupils, and pupils must have the

means and ability to use it.

## 10. Child Protection ¶

10.1. The School's Safeguarding and Child Protection policy and procedures will apply at all times during Educational Visits.

10.2. 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.

10.3. 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 Head of school immediately on return.

## 11. Inclusion ¶

11.1. The partnership of schools 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, etc.

11.2. The partnership of Schools 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.

11.3. 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.

## 12. Transport ¶

12.1. The Group Leader, as part of the planning and risk assessment of an Educational Visit

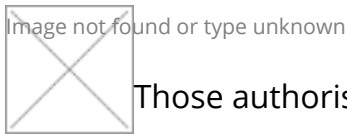
shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements.

12.2. The School 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.

12.3. The School must adhere to the School's policies and procedures on transport.

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

12.5. The School 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:

12.5.1. be over 21 years of age;

12.5.2. have a minimum of two years' driving experience;

12.5.3. ensure that they hold the appropriate licence to drive the vehicle in the country of use;

12.5.4. ensure that they are aware of and comply with the driving laws in the country concerned;

12.5.5. never have been disqualified;

12.5.6. have experience in handling the size or type of vehicle that will be used;

12.5.7. ensure that the vehicle is roadworthy and has a valid tax disc and MOT certificate and operators' licence (where required) and appropriate insurance cover;

12.5.8. be able to comply with the minimum eyesight requirements applicable to that vehicle;

12.5.9. wear a seat belt and ensure that all passengers use the appropriate restraints or seatbelts;

2.5.10. not usually drive for more than 4.5 hours or less if tired, without taking at least a 45 minute break.

12.6. Records will be retained by the School about the vehicles in which pupils are transported including insurance details and a list of named drivers.

## 13. First Aid ¶

13.1. 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.

13.2. The minimum requirements for Educational Visits are:

13.2.1. a suitably stocked first aid container;

13.2.2. at least one appointed person to take charge of first aid arrangements;

13.2.3. in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.

## 14. Accidents and Emergencies ¶

14.1. 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.

14.1.1. In the event of an emergency all members of the group should:

a) assess the nature and extent of the emergency;

b) take immediate action to safeguard themselves and other members of the group;

c) remain calm.

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



14.2.1. summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;

14.2.2. if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;

14.2.3. seek assistance from the Head of school/EVC where appropriate;

14.2.4. follow the procedures below.


14.3. The Group Leader should ensure that the incident is properly recorded and that the Head of school is contacted as soon as reasonably practicable.

14.4. 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.

14.5. An initial report should be made to the HSE's Incident Contact Centre on 0845 300 99 23 as soon as possible in the event of:

14.5.1. 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.

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14.5.2.  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.

14.5.3. 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>.

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

14.7. 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.

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

14.9. 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.

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

**14.11. More specific guidance for farm visits, visits to coastal locations adventure activities, offsite accommodation and trips abroad is appended to this policy.**

## 15. Authorisation ¶

15.1. The School obtains specific written consent at the beginning of an academic year for local trips from at least one parent;

15.2. the School will obtain written parental consent of any other trip that is not classed as a local trip before each trip occurs;

15.2.1. off-site activities that will extend beyond the normal start and finish of the school day;

15.2.2. overnight and residential stays;

15.2.3. activities during school holiday period or during weekends;

15.2.4. visits outside the UK;

15.2.5. Adventure Activities (as defined in clause 2);

15.2.6. all activities involving remote supervision and/or where supervision will be exercised by an External Provider[1];

15.2.7. certain transport and travel arrangements (e.g. where private vehicles are being used or journeys that involve pupils using public transport)

15.2.8. Activities for which risk assessment has shown a high risk.

[1] Recommended but not compulsory.

## 16. Review ¶

16.1. This policy will be reviewed by the governing body on a regular basis.

## 17. Appendices ¶

Click below to access the appendices:

[Appendix 1 - Educational Visits Flow Diagram](#)

[Appendix 2 - Educational Visits Proposal Form](#)

[Appendix 3 - Educational Visits Risk Assessment Form](#)

[Appendix 4 - Educational Visits Specific Guidance](#)

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Provision Committee Review Date: Thursday 01st September 2016

Governing Body Review Date: Monday 02nd March 2015

*Originally created on Thursday 18th August 2016*