



## **Education Visits Policy**

**June 2023**

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### 1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require learners to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff. Educational visits are a valuable way to supplement and enhance the curriculum, expand learners' education and provide enriching social and cultural experiences, teach skills for life and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our learners' education and personal growth.

There are many benefits to education visits including:

- Confidence and character
- Health and well-being
- Social and emotional awareness
- Environmental awareness
- Activity skills
- Personal qualities
- Skills for life increased motivation and appetite for learning
- Enjoyment
- Broadened horizons

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our learners and staff, and to make sure that our visits are available to all learners. It sets out the roles and responsibilities of staff, learners and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## **2. Legislation and guidance**

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- > [Equality Act 2010](#)
- > [SEND Code of Practice](#)
- > [Keeping Children Safe in Education 2022](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## **3. Roles and responsibilities**

### **3.1 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 governing body to approve residential trips of more than 24 hours

**3.2 The Educational Visits Co-ordinator (EVC)** (Katie McCarthy) is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate suitable Trip Lead for each visit
- Assess outside activity providers
- Advise the governing board when they are approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### 3.3 Trip Lead

Every educational visit will have 1 member of staff designated as the trip lead. The Trip Lead has overall responsibility for managing the visit, including the health and safety of all participants and staff and the supervision, welfare, learning and development of the participants.

Where possible the Trip Lead will attend the visit. This can be a Teacher or HLTA. However, in instances where it is not possible for the Class Teacher or HLTA to attend the visit, it is the responsibility of the class teacher to complete the Risk Assessment, SOP and set up the Evolve ID, taking overall accountability for the staff and learners attending the visit.

In circumstances where the Class Teacher is not attending a visit as Trip Lead a D/E or D grade member of staff will be deemed acceptable as Deputy Trip Lead. Grade C staff can be used as Deputy Trip Leads, however approval must be sought from the staff themselves and the Headteacher/ EVC.

The Trip Lead will:

- Plan the proposed visit, taking into account the health and safety risks to learners, staff and volunteers
- Write the Risk Assessment, Itinerary Form and obtain Provider Questionnaire (if required) and uploads all the relevant documents onto EVOLVE
- If the educational visit is local (Appendix 3) the Trip Lead will ensure that permissions are held centrally
- Assign staff and volunteer roles, as needed
- Ensure that staff get suitable breaks or are compensated with time back on the day of the visit if a break is not viable while off site
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, learners and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for learners and others
- Take into consideration any situations where staff may be working alone and follow the Lone Working Policy
- Ensure that there is clear educational benefit with clear learning intents linked to the planned curriculum
- Where activities will be led by an external provider, ensure these are appropriately risk assessed via the "Learning Outside the Classroom Badge" or via a Provider Questionnaire and uploaded details to Evolve
- Ensure that the educational visit has been approved and complete a sign out sheet before leaving the school site.
- All educational visits where there is open and tidal water i.e. the beach or river, should ensure that there is someone who is competent in swimming in open water. Please refer to the National

Guidance. If there is no competent swimmer, identify how the visit can be safely managed to avoid the open/ tidal water.

- All education visits which have inflatable apparatus on water require an “Industry Approved Aqua Park status”
- All educational visit activities which are deemed as adventurous must hold the relevant “Adventure activities licensing”
- Order Lunches two weeks prior to the visits and communicate any changes with lunches with at least one weeks’ notice to reception
- Designate a Deputy Trip Lead who will be the named responsible person in the event of an emergency when offsite

### **3.4 Staff**

Staff have a responsibility to make sure all learners 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
- Follow SOP, Risk Assessments and any other associated plans, policies and procedures and work with the Trip Lead
- Communicate with parents and carers and make sure trips are inclusive of all learners’ needs
- Look out for the health and safety of themselves and those around them
- Help manage learner behaviour and discipline as required while on the visit
- Share any concerns or worries with the Trip Lead and others, as appropriate

### **3.5 Parents and Carers**

By agreeing that learners 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 learner that may affect or impact their ability to safely take part in the trip

### **3.6 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 learners
- Report any concerns to the Trip Lead or other staff present as soon as possible
- Make sure learners under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **3.7 Learners**

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

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

#### **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the Headteacher. Approval for a visit must be sought from Headteacher/ SLT prior to planning.

Approval will be based on the following 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-learner ratio

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, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- Any external provider public liability and risk assessments
- What safety measures can be put in place in order to reduce any risks

The school uses Evolve to the planning and approval of a visit ([EVOLVE - Plymouth City Council \(edufocus.co.uk\)](https://www.edufocus.co.uk)).

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 board.

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

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

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

Small visits that involve more than one class will require a Teacher to be Trip Lead for liaising with other class members and completing the overarching SOP, Risk Assessment and uploads to Evolve. One grade D or above staff member to take on the Deputy Trip Lead from each of the classes in attendance. If only grade C staff are available the Deputy Trip Leads needs to be approved by the staff themselves and Headteacher/EVC for taking responsibility for taking the learners from their class off site.

Large whole school visits will be overseen by the Subject Lead who will obtain the necessary Provider Questionnaires, Risk Assessments and organise travel arrangements etc. The subject lead will distribute all the visit specific SOP, Risk Assessments and completed Provider Questionnaire to participating class Teachers who will then be responsible for their own class by completing the necessary documents and learner specific uploads to Evolve.

#### **4.1. Inclusion**

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

If a learner with a disability 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.

In line with the Equality Act 2010, we will make reasonable adjustments to adjust the trip programme to meet learners needs; working with parents/carers to provide additional support and where possible 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 learners.

#### **4.2 Evolve**

Evolve is a web based risk management and accountability system to ensure a clear trail of decision making and approval processes can be recorded. The system is used for all education visits to allow Governors, the Headteacher and the EVC to monitor the management of education visits. ([EVOLVE - Plymouth City Council \(edufocus.co.uk\)](http://EVOLVE - Plymouth City Council (edufocus.co.uk))).

When a visit has been uploaded to Evolve it will keep a record of all the associated documents at the time of the upload, therefore in the event of an incident the true documents can be referred back to.

#### **4.3 Approval of Education Visit**

The Headteacher will be responsible for approving all education visits subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Trip Lead for each visit or off-site activity.

There are 3 categories of visit:

##### **Category A:**

Non-adventurous education visits i.e. visits to local places of worship, farms, public places etc  
Non-adventurous residential visits i.e. cultural visits to towns/cities etc

##### **Category B:**

Adventurous visits where activities are delivered by school staff (i.e. Ten Tors, kayaking etc)  
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)  
Adventurous residential visits to outdoor centres

##### **Category C:**

Visits of all types outside the UK

In-line with the requirements of Outdoors Education, Visits and Offsite Activities (OEVOSA), details of all visits must be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher. Category, B and C visits require final endorsement by the Local Authority Adviser for Outdoor Education.

#### **4.4 Submission of Education Visit Proposal Form (Programme and Itinerary) Timescales**

Education Visit Proposal Forms (Programme and Itinerary) must be submitted by the Trip Lead to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned education visit being postponed or cancelled.

Category A Day Visits – 2 weeks prior to the visit taking place

Category A Residentials – 4 weeks prior to the visit taking place

Category B Adventurous Day visits – 3 weeks prior to the visit taking place

Category B Adventurous Residentials – 3 months prior to the visit taking place

Category C Overseas visits – 4 months prior to the visit taking place

Reoccurring visits will only be accepted for the duration of a specific academic term and will need to be evaluated and resubmitted on Evolve for subsequent terms. This ensures all new known risks can be considered and assessed.

#### **5. Risk assessment**

Trip Lead will carry out a full risk assessment at least 2 weeks before the start of all visits.

The school is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the Standard Operating Procedures (SOP) (available P:\Updated\Education Visits). These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the EVC and will be brought to the attention of anyone undertaking the role of Trip Lead.

In assessing the risks presented by a planned visit or activity, the Trip Lead must judge if the SOP are adequate for controlling the visit risks. For each education visit, the SOP document will be generated electronically and the Trip Lead will either confirm these as adequate for the proposed visit/activity or the additional control measures needed will be listed either on the SOP in the final enhanced SOP Column or on a separate activity based Risk Assessment Matrix Form (this will be the same form that teachers use for assessing specific onsite learning activities). Any ad-hoc education visits which is not repeated regularly, plus any activities delivered by school staff falling within the definition of Category B, will have a separate stand-alone risk assessment, as will any overseas Category C visit. This process will be undertaken by the Trip Lead who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the Trip Specific Risk Assessment.

All risk assessments must be approved by the Headteacher. Existing risk assessments can be found on our shared drive (T:\TeachingGroupShare\Forms and information\Education Risk Assessment Examples) or those provided by the destination itself might also be used to support this process.

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



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

Trip Leads will access the Outdoor Education Advisers' Panel (OEAP) website which provides guidance, activities, training and support for outdoor learning and educational visits, including national guidance for completing risk assessment for a range of activities [www.oeapng.info](http://www.oeapng.info).

Third party checks should be carried out which may including:

- Trip Advisor - [www.tripadvisor.co.uk](http://www.tripadvisor.co.uk)
- Kaddi – [www.kaddi.com](http://www.kaddi.com)
- Visit England - [www.visitengland.com](http://www.visitengland.com)
- LOTC - Council for Learning Outside of the Classroom - [www.lotc.org.uk](http://www.lotc.org.uk)
- ABTA – Association of British Travel Agents - [www.abta.com](http://www.abta.com)
- AALA – Adventure activities licensing - [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)
- AAIAAC - Adventure Activities Industry Advisory Committee - [www.aaiac.org](http://www.aaiac.org)
- ATOL - Air Travel Organizers License - [www.atol.org](http://www.atol.org)

Trip Leads will raise any concerns or questions about potential risks and safety measures with the Headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the Headteacher, and a copy taken on the visit and another copy saved on Evolve.

### **5.1 Staff Ratios and First Aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- Staffing of intimate care to be taken into consideration
- Staffing ratios to be in line with learner banding/ funding as per EHCP. Band 8 =1:1 (Blue on class lists); Band 7 = 2:1 (Yellow on class lists); Band 6 = 3:1 Green on class lists).
- least 1 supervising adult able to administer first aid is present on all trips
- There will be appropriately trained staff and a witness to administer any necessary medication in accordance with the Supporting Students with Medical Conditions Policy. This can be found on the P Drive.
- [For EYFS] At least 1 qualified Paediatric First Fider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's First Aid and Health and Safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip via reading relevant documentation uploaded to EVOLVE
- Adults without a DBS check will not be left alone with learners at any time
- The Trip Lead will take regular headcounts and/or rollcalls

### **5.2 Transport**

Transportation for trips will be organised by the school. We have a legal responsibility to make sure that learners, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

- The school mini bus and people carrier will be used in line with the Mini Bus/ People Carrier Policy/ protocol.
- Use of staff personal vehicles will be used in line with the usage of Personal Vehicles Policy/ protocol.

### **5.3 Use of external organisations**

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

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not hold this badge, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use and the Trip Lead will ensure that a Provider Questionnaire is completed and kept on record.

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

## **6. Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise learners alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the learners 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.

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 learners or given sole responsibility for the care of a learner.

## **7. Communication and Consent**

We will contact the parents and carers of learners invited to take part in an ad-hoc educational visit at least 2 weeks before the proposed date of the trip (4 weeks before a residential). Communication will be via letter and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location

- Learner-to-staff ratios, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of learners' failure to meet these standards

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

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

We will always get written consent before taking nursery-age children off-site.

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.

On occasions learners may be invited to partake in adventurous activities which may require a waiver to be signed by parents. For example, Supertramp, Adrenaline etc. In this instance, the waiver document must be completed by the parent in addition to the educational visit consent letter.

Completed parental consent letters must be kept by Trip Lead until the visit has been completed.

## **8. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

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

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the Trip Leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

In the event of learner illness that is minor while offsite, the Trip Lead or Deputy will contact the school and request learner's emergency contact numbers. The Trip Lead or Deputy will then make direct contact with the learner's next of kin/ emergency contacts to make necessary arrangements of collection while offsite. If collection is made while offsite, Trip Lead will contact school to confirm when collection has happened.

In a medical emergency involving a learner or staff member, the Trip Lead or Deputy will contact the school and the school office will contact the learner or staff members next of kin/ emergency contact. The office will also share the next of kin/ emergency contact details with the Trip Lead or Deputy so they can provide

an update after speaking with emergency services if it is safe to do so, or when the emergency services have arrived on scene.

1 member of staff will always accompany a learner seeking medical treatment.

In a case of a learner being unaccounted for, the Trip Leader and Deputy Lead will follow the Missing persons flowchart identified in Appendix 7. The Deputy Trip Lead will ensure learners and staff are safe at the identified central meeting/ secure point. Then, the Trip Lead and available staff will search site/ vicinity for 10 Mins. If they cannot locate the missing person the Trip Lead will call 112/ 999 and inform the police and instruct the Deputy Trip Lead to call the Senior Leadership Team. The onsite school staff will notify the parents/carers and a member of Senior Leadership will take a photograph of the missing person to the site to support the Police and school staff. The Visit and Deputy Lead will then make the necessary arrangement for staff and learners to return to the school.

Trip Leaders should consider mobile phone signals (<https://checker.ofcom.org.uk/>) when planning the educational visit and ensure all mobile phones are charged.

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

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

After an incident, all involved staff members will be asked to write a comprehensive incident report of the events to be reviewed by the senior leadership team. Where appropriate, these reports and any follow-up investigations will be shared with the relevant external organisations.

The senior leadership team will also offer emotional and practical support to all involved parties to limit feeling of distress or worry.

## **9. 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 learners' 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.

## **10. Residential visits**

The Headteacher, together with the governing body, will approve all residential trips longer than 24 hours. The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the Trip Lead will make sure:

- Staff have received any necessary training

- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with learners – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what learners must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## **11. Safeguarding**

The safety and welfare of learners is everyone's legal responsibility. In the event of a safeguarding issue or concern being identified during the education visit, the Trip Lead should follow the school's Child Protection & Safeguarding Policy and procedures. All staff and volunteers on the visit should be made aware of the Child Protection & Safeguarding Policy as well as the schools Code of Conduct before the trip or activity takes place. Arrangements should be in place to enable contact with the school's Designated Safeguarding Lead outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the visit (as well as the Trip Lead) in case the safeguarding concern is about the Trip Lead.

In circumstances where staff are required to take a personal mobile off site to support their educational visit; this should be cited in the SOP; taking into consideration that the carrying of a personal mobile will be kept to a minimum and solely used for emergency work purposes and not for taking photographs or videos. Additional consideration must be referred to if staff with personal mobiles are providing intimate/ personal care.

## **12. General Data Protection Regulation GDPR**

Under UK GDPR, schools are legally required to notify the Information Commissioner's Office (the ICO) of any breaches which are likely to result in a risk to the rights and freedoms of individuals.

Personal Information in paper format must be stored securely and disposed of in the confidential data destruction bins when no longer required.

Any personal information taken off site for educational visits such as the Program and Itinerary form must be kept secure and disposed of in confidential waste on returning to school.

Evolve must not be opened on personal mobile phones due to the direct nature of accessing personal information.

Any loss of personal data must be reported to the Headteacher.

### **13. Review**

This policy will be reviewed by the Headteacher.

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to national guidance
- After an incident

At every review, the policy will be shared with the full governing board.

### **14. Links with other policies**

This policy links with the following policies and procedures:

- Health and Safety Policy
- Charging and Remissions Policy
- Behaviour Policy
- Child Protection & Safeguarding Policy
- Intimate Care Guidelines and Policy
- Code of Conduct
- Mini Bus and People Carrier Usage Policy/ Protocol
- Personal Vehicle Usage Policy/ Protocol
- First Aid Policy
- Supporting Learners with Medical Conditions Policy
- Equality Information and Objectives
- Equality Act 2010
- Accessibility Plan
- Early Years Foundation Stage (EYFS) Policy

## Appendix 1: Educational Visits Planning Flowchart for Trip Leads

### Educational Visit Planning Flowchart for Trip Leads

- Seek initial visit approval from Headteacher
- Arrange provisional dates with venue/ provider
- If the activity is delivered by an external provider that doesn't hold a LotC accreditation; obtain a completed Provider Questionnaire
- If the activity is delivered by an external provider request an activity Risk Assessment
- Setup Evolve ID with names of staff and learners likely to attend the educational visit
- Email consent letter to EVC for approval cbedvisits@torbridge.net

### Two weeks prior to the visit

- Complete SOP by adding to the Enhanced SOP Assessment Section
- Risk Assess specific hazardous activities on a Risk Assessment Matrix Form
- Complete Program/ Itinerary form with all staff and students who may attend the visit now or in the future
- Upload the completed SOP, Program/Itinerary Form and if needed an Activity Risk Assessment; Provider Questionnaire, Provider Risk Assessment and any associated Behaviour, Care and Allergy Plans etc that are dated for the current academic year
- Submit to EVC

### Feedback from EVC

- Make necessary amendments
- Confirm updates in notes

### EVC Satisfied with Application

- EVC will submit to the Evolve to the Headteacher for approval
- Send out parental consent letters

### Following Approval from the Headteacher

- Prepare all proposed support staff/ drivers for the visit by enabling them to read the SOP, RA and associated Behaviour, Care and Allergy Plans etc.
- Print off the whole Program/ Itinerary Form and ask all supporting staff to initial to confirm they have read the SOP, RA and supporting documentation
- Inform reception of visit dates for the school diary
- Ensure lunches are ordered (if required)
- If any learners require to take medication off site Inform the school nurses of the visit dates
- Confirm approved dates with venue/external provider

### On the Day of the Visit

- Make any amendments to the Program/ Itinerary Form
- 5 mins before leaving the site ask a member of SLT to sign off the Program/Itinerary Form
- Leave the completed Itinerary Form on the clipboard by reception
- Make a note of staffing ratios/ change or visit amendments while off site

### Post Visit – (end of full set of routine visits)

- Complete the Evolve generated Evaluation Form by recording any changes to staffing, progress made towards learning objectives and recommendations for future visits



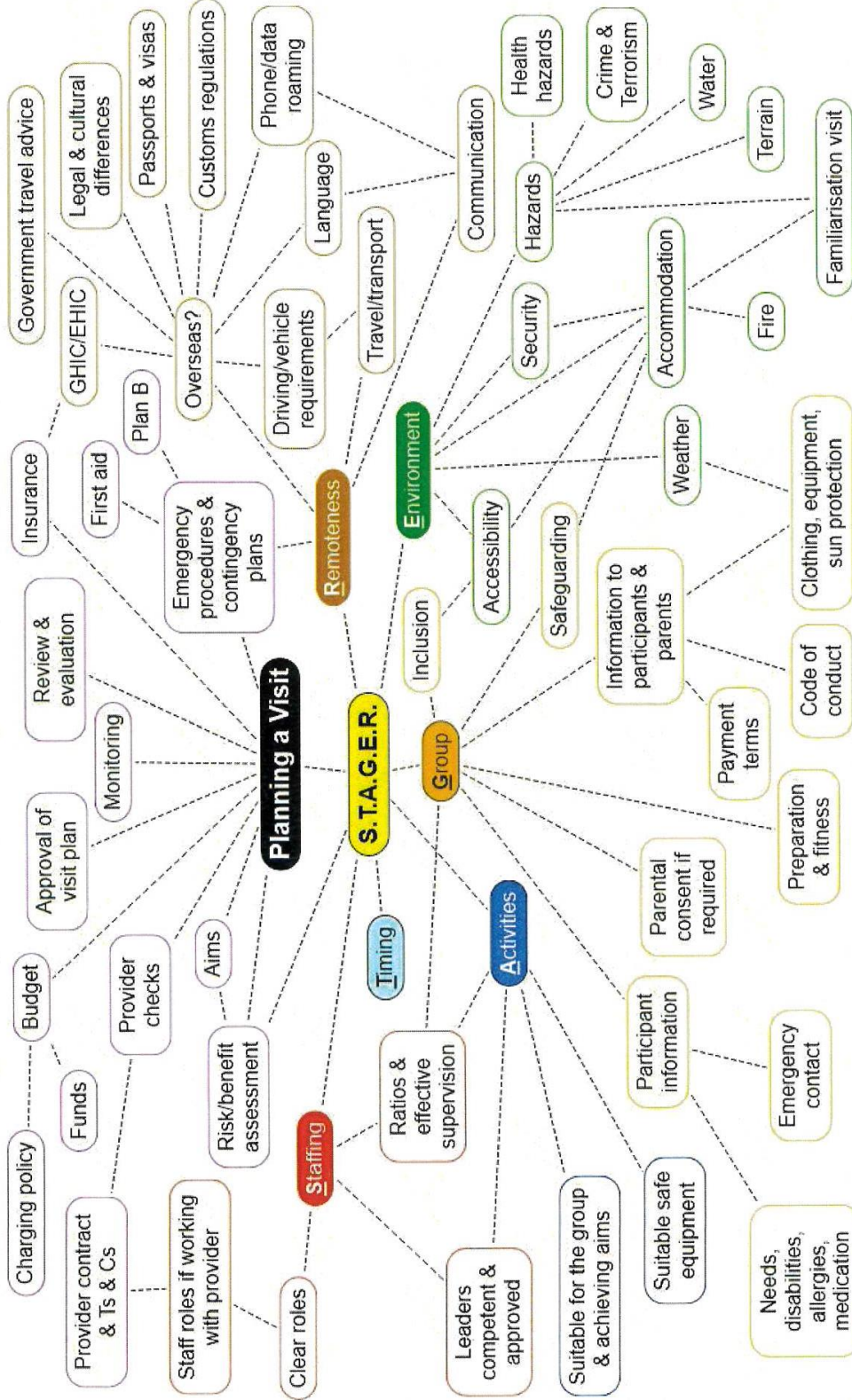


## Visit Planning Mindmap



National  
Guidance  
[oeapng.info](http://oeapng.info)

For links to guidance about the points, see National Guidance document 3.3e "Checklist – Visit Planning".





**Appendix 3: Trip Lead Post Approval Check List**

Following the approval of your visit please ensure you...		
Visit location and date:	Notes	Check v
Send out approved parental consent letters and provide reception with a copy		
Prepare all possible accompanying support staff, including drivers by sharing approved SOP, RA and supporting documents.		
Share visit information with <ul style="list-style-type: none"> <li>• Reception</li> <li>• School Nurses</li> </ul>		
Order lunches if required		
Confirm any visit booking with external providers		
Print off copies of a copy of the itinerary form to record: <ul style="list-style-type: none"> <li>• Consent received</li> <li>• Staff initials to confirm that they have read the SOP, RA and supporting</li> </ul>		
Remind parents the day before the visit of any special requirements		
On the day of the visit update/ amend Itinerary form with necessary info		
Distribute amended form to support staff		
Ask SLT to sign off the Itinerary form just before leaving the campus		

#### Appendix 4: 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.

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

Volunteers agree to:

- Remain professional and respectful with staff and learners 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 learners
- Report any concerns about the safety or wellbeing of a learner to staff as soon as possible

Volunteers agree **not** to:

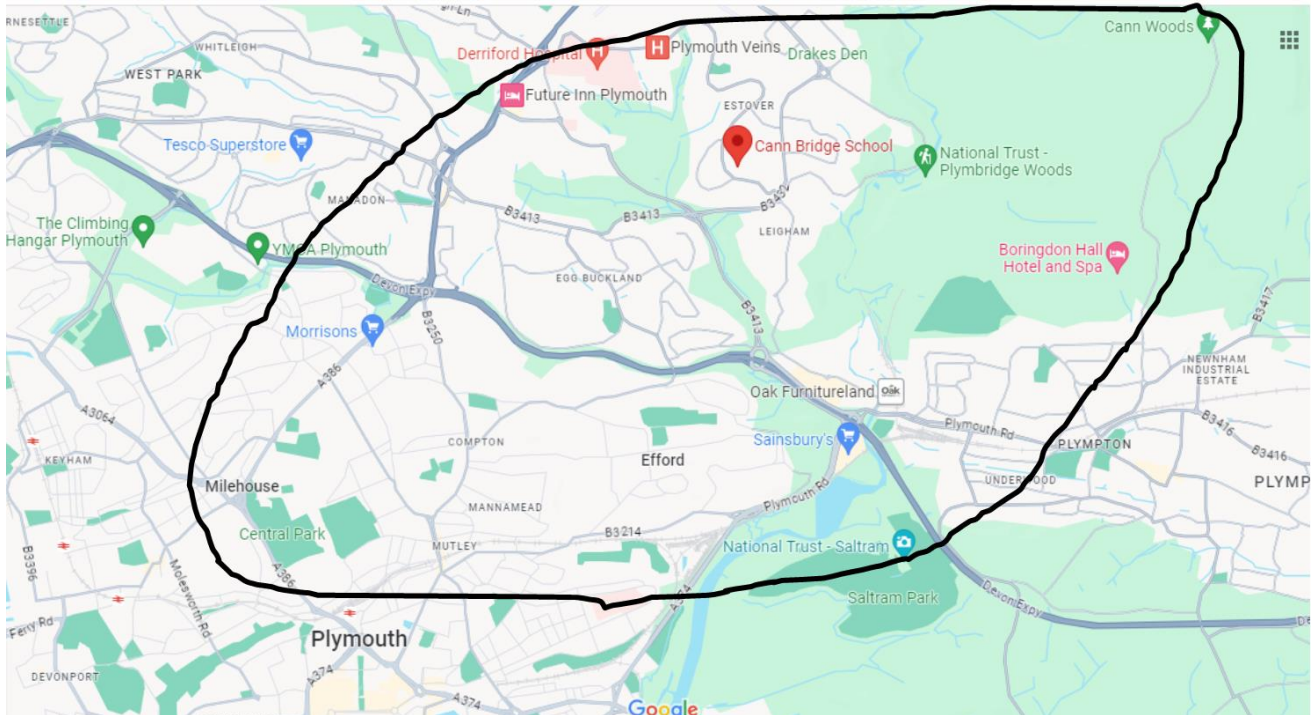
- Exchange contact details with learners
- Engage in physical contact with learners unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol,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

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

**Signed:**

**Date:**

## Appendix 5: Cann Bridge Educational Visits: Defined Local Area



Please see the below list for a general outline of the local places identified in the marked area above in which parents & carers will be asked to give a general permission for their child to attend local educational visits at the start of the school year.

- Asda Superstore Estover and local charity shops/ Post Office
- Boringdon Hall Hotel and Spa
- Cann Woods – Walking to
- Click and Climb – Additional permission is required
- Colwill Lodge Care Home - Volunteering work experience
- Elm Community Café
- Harpers Football Centre
- Life Centre
- Plymbridge Woods – Walking to and around the site
- Plymouth Argyle
- Plymouth Life Centre
- Poole Farm – Volunteering work experience
- Saltram House – Walks to but not accessing the full venue all day (permission would still be asked for)

All other visits outside of this local area, trip leads need to seek additional permission from parents and carers.

**Appendix 6: Template letter for parents/carers and consent form**

**Amend below letter and send to EVC for approval.**

Date

RE: Educational Visit Name

Dear Parents & Carers

Education Trip Destination: (Include full address)

Education Trip date(s): (Include all possible dates)

It has been arranged for learners to travel to and from this experience in/ via/ by include transport method during the normal school/ college day. Activities will involve outline activities and the learning which will be taking place.

Staffing for this visit meets the recommended ratios for offsite visits.

Learners will be still be having their dinner as normal at school/ college.

Learners will require a packed lunch to eat of site as well as ... identify other items they will need to bring on the day.

You are invited to make a voluntary contribution of £?? to cover the cost of identify here.

Although the contribution is voluntary, I do need to point out that it is probable that the visit could not take place unless all parents, who are able, are willing to contribute. I appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, and if you feel that you are in such a position, please do not hesitate to contact me in confidence to discuss whether some suitable arrangement can be made to cover the cost of your child's participation. I also need to stress that if a family were unable to contribute, and the trip were still to proceed, no child within class name for whom the trip is intended will be disadvantaged and left out of the activity.

If you are happy for your child to attend this valuable experience please complete the attached form in full and return it to Staff Members Name and Class

Yours sincerely

Name

Job Role/ Trip Lead

✂ ..... ✂

FAO: Include Trip Leads name & class

I would like my child

I would not like my child

Include child's name ..... to attend the education, visit to (include name of visit and date)

I will provide a voluntary contribution of.....

I will provide a packed lunch for my child for this visit

I would like a packed lunch ordering for my child



## PARENTAL CONSENT FOR OFF SITE EDUCATION VISIT

Dear Parent/Carer,

Please complete and return the form below. It relates to the forthcoming education visit and journey.

This form gives your consent for your child to take part in this education visit.

<b>NAME OF LEARNER:</b>	<b>DATE(S) OF VISITS:</b>
<p><i>Trip Lead's description of event/activities to include potential hazards or risks and how they have been addressed</i></p> <p><b>Please provide a brief outline of the activities:</b></p>	

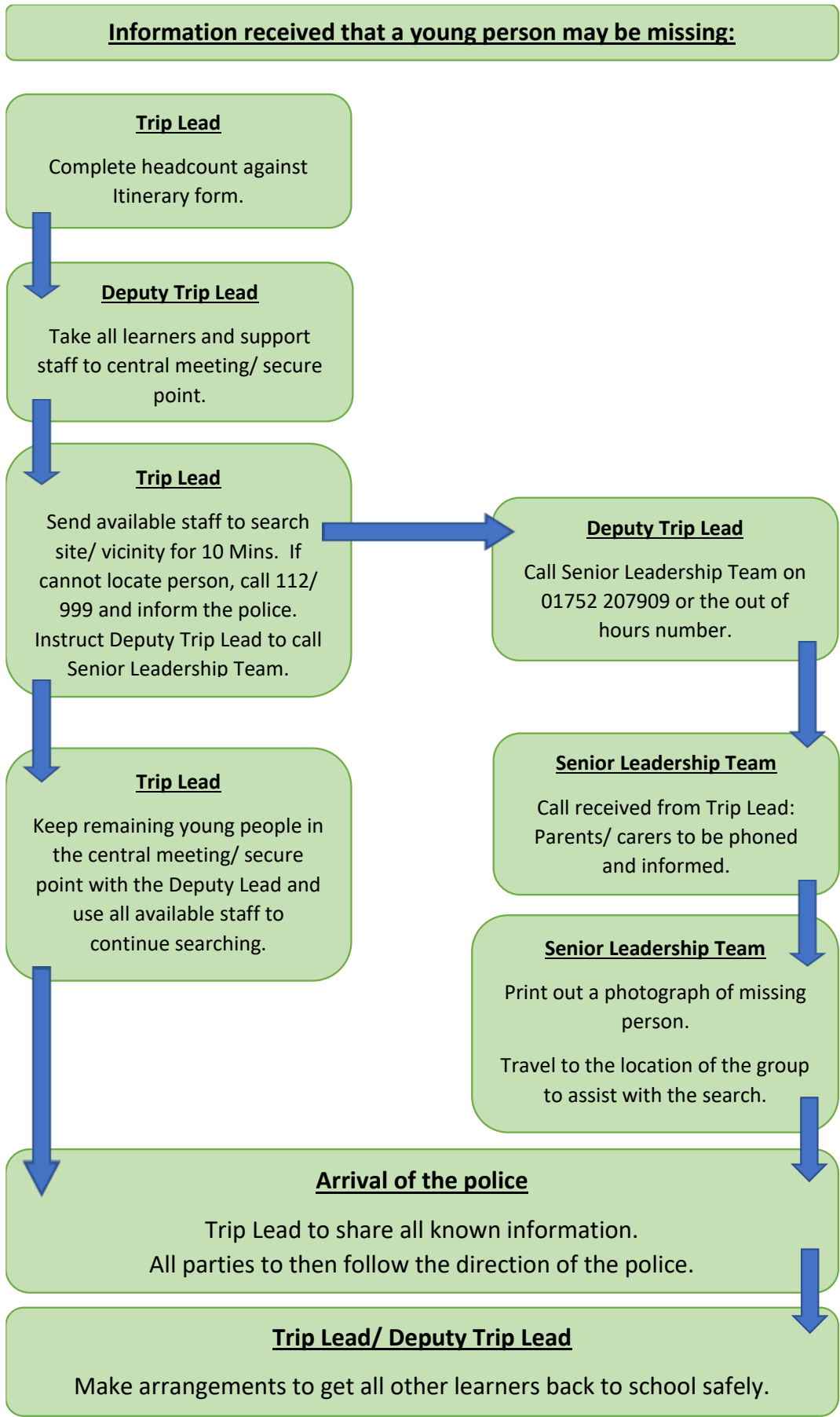
**Special details:** any relevant information concerning your child's health or diet requiring special attention but which does not prevent him or her taking part should be noted in the boxes below:

<b>Does your child suffer from allergies?</b>	<b>Does your child have diabetes, asthma, epilepsy or a heart condition?</b>	<b>Does your child take any medication – if so what and what dosage is required?</b>
<b>Does your child have any specific dietary requirements?</b>	<b>Has your child had any relevant recent illness?</b>	<b>Any additional comments?</b>
<b>Does your child experience travel sickness and if so does he/she take travel sickness medication?</b>	<b>Swimming ability:</b> <b>Is your child able to swim for 50metres?      YES    NO</b> <b>Is your child water confident?                      YES    NO</b>	

- I would like my son/daughter to take part in the above-mentioned activity visit and having read the information provided agree to him/her taking part in all of the activities described. I understand that if activities cannot take place as described in the attached details, they will be replaced by activities of similar educational purpose.
- I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.
- I understand that I have the right to withdraw my consent at any time.
- I consent to any emergency medical treatment required by my child during the course of the visit/activities instructed by medical authorities.
- I confirm that my child is in good health and I consider him/her fit to participate
- I understand that Cann Bridge School will not be liable to him/her for any loss, injury or damage suffered other than such as may be caused by negligence of Cann Bridge School or its employees.

<b>SIGNATURE OF PARENT/CARER:</b>	<b>DATE:</b>
<b>ADDRESS:</b>	<b>Emergency Contact Numbers</b> <b>TELEPHONE NUMBER (HOME):</b> <b>TELEPHONE NUMBER (WORK):</b> <b>MOBILE NUMBER:</b>

**Appendix 7: Missing Persons Protocol Flowchart**



## Appendix 8: Communication Route in an Emergency Flowchart

### Communication Route in an Emergency

#### Trip Lead

Contact emergency Services

#### Deputy Trip Lead

Contact Senior Leadership Team

#### Senior Leadership Team

Will attend emergency if required

#### School Office/ SLT

Will contact parents/ carers and provide Visit Lead with the next of Kin/ Emergency contacts

#### Visit Lead

Will contact parents/ cares directly after speaking with emergency services if it is safe to do so, or when the emergency services have arrived on scene.

#### Deputy Trip Lead/ SLT

Make arrangements to get all other learners back to school

## 16. Glossary

EVC - Educational Visits Coordinator; supports staff in planning for an offsite visit, checks and advises on submitted documentation before being approved by the Headteacher

Educational Visits Program and Itinerary and Going Off Site Form – Needs to be completed by the Trip Lead and initialled by all staff attending the visit to confirm that they have read and understood the Standard Operating Practice (SOP) and all other documents associated with the visit that have been uploaded to Evolve.

This form will need to be signed off by a member of SLT on the day of the visit prior to going off site and a copy left at reception.

Trip leads to ensure that any additional copies are disposed of accordingly.

Provider – The provider refers to the person or organisation who will be providing the learning activity. If staff at Cann Bridge School were taking learners to the Life Centre Plymouth for a general swim, Cann Bridge staff would be providing the learning activity. Where as if the learners were going for swimming lessons, the Life Centre Plymouth would be the provider.

Provider Questionnaire – this needs to be completed by the external provider running the learning activity. This will not be required if the provider holds the Learning Outside the Classroom Quality Badge

Risk Assessment Form – The standard risk assessment form which is a matrix for assessing hazardous activities

SOP – Standard Operating Practice – the standard operating practice is identified on this form in Black. Trip Leads are to complete the right hand/ red section of this form using the guidance to customise to their visit taking into consideration staffing ratios, learner's behaviours, medical needs, travel etc.