



WANSTEAD HIGH SCHOOL

Educational Visits Policy

Person Responsible	Mr L Wood
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Committee	Behaviour & Personal Development
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This policy is communicated by the following means	School Website

Contents

1.	Aims and Scope	3
2.	Legislation and Guidance	3
3.	Roles and Responsibilities	4
4.	Planning and Preparation	7
5.	Inclusion and Equity of Access	8
6.	Risk Assessment	9
7.	First Aid and Supervision	10
8.	Transport	11
9.	Use of External Organisations	12
10.	Communication and Consent	13
11.	Information and Final Arrangements	13
12.	Emergency Procedures and Incident Reporting	14
13.	Charging and Insurance	15
14.	Residential Visits	16
15.	Adventurous Visits	17
16.	Local Area Visits	18
17.	The Administration of Educational Visits	20
18.	The Cancellation of Educational Visits	20
19.	The Evaluation of Educational Visits	20
20.	Review	21
Appendix 1: Overview of Timeline and Deadlines		21
Appendix 2: Proposed Visit Planning Information Form		22
Appendix 3: Example Letter		23
Appendix 4: Event Specific Notes Template		25
Appendix 5: Generic Educational Visits Risk Assessment		28

This policy should be used in reference with the following school documents:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Charging and Remissions Policy
- Health, Safety and Welfare Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Accessibility Plan

Aims and Scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff.

Wanstead High School acknowledges the immense value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed. Educational visits play an integral role in delivering education with character, and further our pupil's education and personal growth. The benefits of children taking part in visits and learning outside the classroom include (but are not limited) to:

- Supplementing and enhancing the taught curriculum.
- Promoting independent learning.
- Providing a foundation for lifelong learning.
- Providing opportunities to develop social skills, self-awareness and understanding of others.
- Providing enriching social and cultural experiences-developing their cultural capital.
- Providing opportunities to develop transferrable skills, including the Wanstead High School LEARN habits of Leadership, Enquiring, Active Learning and No Fear.
- Providing the opportunity to develop soft employability skills, including those covered by the Skills Builder pastoral programme: listening, speaking, problem-solving, creativity, staying positive, aiming high, leadership and teamwork.
- Providing the opportunity for encounters with employers through interactions with site guides, facilitators and employees, and to find out about different job roles available on the site visited.

Helping children and young people learn how to:

- Be healthy and stay safe.
- Be tolerant and respectful to others.
- Enjoy and achieve.
- Make a positive contribution and achieve economic well-being.

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

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 (including the Duke of Edinburgh's Award.)
- Residential visits organised by the school.
- Visits abroad organised by the school.

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 2023](#)

Roles and Responsibilities

The Headteacher and Governing Body

The Headteacher is responsible for:

- Overseeing the work of the Educational Visits Coordinator (EVC).
- Having final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the Educational Visits Coordinator (EVC), have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours, overseas and adventurous visits.

The Educational Visits Coordinator (EVC)

- In consultation with the Headteacher, signing off and approving staff requests for educational visits.
- Championing educational visits and outdoor learning.
- Ensuring that a clear timeline is established for educational visits and that these are adhered to by visit leaders.
- Overseeing visit planning and guiding other staff in arranging and organising educational visits.
- Assessing the ability of other staff to lead visits and ensuring a suitable trip leader is designated for each visit.
- Assessing third-party activity providers.
- Keeping the Senior Leadership Team and Governors updated and informed about educational visits.
- Advising the Headteacher and Governing Body when they need to approve visits.
- Accessing the necessary training, advice and guidance.
- Ensuring that all staff adhere to this policy in the planning, organisation, delivery and supervision of educational visits.
- Ensuring that all visits are evaluated, from planning to the visit itself, and use this to improve future arrangements.

The Visit Leader

Every educational visit will have 1 member of staff designated as the Visit leader. The Visit Leader has overall responsibility for a visit. This includes the learning, development and supervision of the participants and the safety of all, including any other leaders and helpers. The Visit Leader is subject to the approval of the Headteacher, who, in conjunction with the EVC, will be deemed fit to lead an educational visit. The Visit Leader is responsible for:

- Planning the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers.
- Liaising with the EVC throughout the planning process.
- Making sure the school has accurate and up-to-date information about the visit destination, to be used in risk assessments.

- Liaising with the EVC and Finance Officer on all financial matters relating to a visit, and assuming responsibility for assuring that visits are accurately costed and paid for.
- Making sure the needs of everyone taking part are considered, including coordinating any additional support needed—for example, for SEND and disadvantaged pupils.
- Checking the suitability of external providers with the EVC, and ensuring that supervising adults ('volunteers') are vetted and enhanced DBS checked, in line with school safeguarding procedures.
- Leading on risk management and producing a robust visit plan and risk assessment, utilising Event Specific Notes.
- Gathering medical, safeguarding, pastoral information (for example on behaviour and attendance) and emergency contacts, and ensuring that it is distributed effectively and appropriately to staff (including approved third parties where appropriate) supervising the visit.
- Making sure that 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; arranging pre-visit meetings where appropriate.
- Communicating key details about the visit and all locations to pupils, including expected behaviour.
- Ensuring that consent is obtained from the parents/carers of all children on the visit (this should be from **both** parents/carers in the case of overseas visits).
- Defining and delegating the roles of all staff supervising the visit, appropriate to both the needs of the visit and the pupils attending; ensuring that these are made clear and that if there is a change of leadership, this is also made clear.
- Ensuring that effective supervision is in place at all times during the visit.
- Ensuring that first aid is accessible at an appropriate level.
- Reporting any accidents or near misses.
- Ensuring that the school timeline for educational visits is followed at all stages.
- Evaluating the visit—a survey will be provided by the EVC for this visit.

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 are responsible for:

- Seeking and obtaining approval for all educational visits from the Headteacher, via the EVC, in line with the procedures outlined in this policy.
- Carrying out any required risk assessments and work with the visit leader.
- Communicating with parents and carers and making sure visits are inclusive of all pupils' needs.
- Ensuring the health and safety of themselves and those around them; ensuring effective supervision is in place as defined by this policy and directed by the Visit Leader.
- Helping manage pupil behaviour as required while on the visit.
- Sharing any concerns or worries with the trip lead and others, as appropriate.

The expectations and provisions of the staff handbook and code of conduct remain in place on a visit.

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 visit.
- Ensure that payments for visits, where applicable, are made in a timely manner. The Visit Leader or EVC should be contacted if any level of financial support is required.

Volunteers

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

- Follow the directions of staff and the visit leader and act accordingly.
- Where applicable (for example working for an external provider), provide evidence of accreditations and training, including reviews and references, and their suitability to work with children (via vetting including DBS); this will be logged and recorded by the school.
- Behave appropriately and model good behaviour for pupils.
- Report any concerns to the trip lead 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, including rewards and consequences, also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the visit.
- Dress and behave as expected for the length of the visit (if pupils will not be wearing school uniform this must be approved in advance by the EVC and clearly stated in the visit letter).
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or visit supervisor.

Pupils will always be reminded of our school rules before going off-site for a visit, and will be expected to uphold the school's Behaviour Policy, including expectations relating to community behaviour, at all times. Failure to do so will not only result in the application of consequences in line with school policy, but may also result in exclusion from future visits.

Pupils that engage in persistent misbehaviour in school that is deemed to constitute a risk to the safe running of an educational visit, or concerns in regards to their attendance to school and the impact that further time missed may have, may also not be permitted to attend educational visits.

The following statement must appear in all visit letters sent home to parents:

The Headteacher reserves the right to refuse entry to any school, events, trip or activity without any notice and can delegate this power to other school leaders for certain trips. This is to ensure that school trips can take place safely and for the school to ensure that pupils attending are capable of upholding the high standards of behaviour we expect to maintain Wanstead's reputation. Deposits or payments will not be refunded if this is the case, except in exceptional circumstances authorised by the Headteacher.

A criteria for participation must be decided by the visit leader. The final criteria should be discussed with the Director of Inclusion (Ms Donna Cini) and/or the Head of Year.

See example:

For this visit, any child who is sent to the Reflection Room or who receives any suspensions in the run up to the event will not be able to attend.

For this visit, any child who has engaged in any incident of dangerous behaviour or not following instructions will not be able to attend.

For this visit, pupils will need no more than 10 behaviour points.

Planning and Preparation

The decision on whether or not a visit will take place will be made by the EVC in consultation with the Headteacher and SLT 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-this should be outlined clearly in the visit proposal form.
- Disruption to the normal running of the school.
- Health and safety considerations.
- Staff-to-pupil ratio.
- Review of draft letter to parents and itinerary.

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 (Event Specific Notes) plans and first aid provision.
- What safety measures can be put in place in order to reduce any risks.
- Cover implications.

Visits must be fully costed financially by the Visit Leader. In the case of residential visits, the Responsible Team Leader **must**:

- Discuss financial arrangements with the EVC before the trip is offered to parents.
- Produce a detailed breakdown of the costs of the visit; for travel, accommodation, costs of entry fees, equipment and any sundry items and cost, such as air tax for over-16s and hotel tax.

No arrangements in relation to finance and payment for a visit should be made without consultation with the EVC and School Finance Officer. All bookings for any aspect relating to a visit, including transport that requires payment, should be made only after a visit has been approved, and by the School Finance Officer.

The Educational Visits Proposal Form can be found here: <https://forms.gle/2TXXqxJE94yRoG448>. This must be received in line with the timeline and deadlines below. This form should be used for overseas and

residential visits:

https://docs.google.com/document/d/1hC41GlvFn9JPjO_NM3tLd2k7GCa25y/edit?usp=drive_link&oid=101649848473916739388&rtpof=true&sd=true

Deadlines

Deadlines for educational visit proposals will be determined each year. In general terms these will be:

Type/timing of visit	Proposal Deadline
Whole year group/cohort visit Overseas and/or residential- <i>any point in the following academic year</i>	End of preceding Summer Term
Domestic day visits	
Autumn Term	End of preceding Summer Term
Spring Term	October Half Term
Summer Term	February Half Term

The school is aware that some opportunities, such as sports events and tickets to the theatre, become available at shorter notice than the timelines identified above, and the EVC will accommodate these as far as possible in line with the criteria outlined above.

Once approved, visits should be placed on EVOLVE, the online system for the approval and management of educational visits: https://evolve.edufocus.co.uk/evco10/evchome_public.asp?2?info=log&a

A user guide can be found here: https://drive.google.com/file/d/1wUggBigGpNtzG7mW-TG39byPrYdUeJQs/view?usp=drive_link

EVOLVE allows users to upload documents such as parent letters and Event Specific Notes after a visit has been submitted for approval. All visit details and documents should be placed on EVOLVE 6 weeks before a visit.

In cases where a visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will seek approval of the Governing Body.

Once the visit has been approved by the Headteacher, and the Governing Body where relevant, staff will communicate with parents/carers and provide trip information-expected deadlines are outlined below.

Inclusion and Equity of Access

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including educational visits. 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 a visit, a risk assessment will be carried out for them, and they will receive the level of support that is deemed safe and appropriate for them, dependent on factors such as the venue and activities to be undertaken. We will work with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as far as is appropriate and feasible.

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

In order to ensure equity of access and support the School Development Plan (SDP), an expression of interest form should be used for visits with limited spaces, and disadvantaged pupils and those with SEND prioritised and encouraged to take up places. Financial support is available for disadvantaged pupils; this should be made clear in the letter and provide parents/carers with an opportunity to state how much support is required in the reply form.

Lunches for pupils receiving Free School Meals must be arranged with the canteen and collected on the morning of the visit (or night before in the case of any early departure).

Risk assessment (Event Specific Notes)

A full risk assessment should be completed at least 6 weeks before the start of a visit (12 weeks for an adventurous, residential or overseas visit), and uploaded to EVOLVE.

This will be completed using the school's Event Specific Notes (ESN) template:

https://docs.google.com/document/d/1TAOAUzi6SCEo_tlnw2qMtFlnTVQMTfl/edit?usp=drive_link&oid=101649848473916739388&rtpof=true&sd=true, and approved by the EVC. Existing risk or those provided by the destination itself might also be used to support this process (but not in place of it)

The Event Specific Notes 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. The ESN can make use of the generic school risk assessment (see Appendix 5), but must be applied to the specific context of the educational visit for which it is being produced. A planning meeting should take place between the Visit Leader and staff attending the visit to inform and formulate the ESN for a visit.

For a residential and overseas visits, the ESN should be organised under the themes of travel and transport, accommodation and activities and excursions. Several planning meetings should take place in this instance.

A Plan B should be in place for any visit. For a standard day visit, this would most likely be return to Wanstead High School via the safest possible route (dependant on the nature of the visit). For a residential visit, a list of alternative sites should be included if the intended cannot be visited for any reason. If there are questions surrounding the safety of any aspect of a visit, then Plan B must be utilised. Parents and the EVC must be informed of any change of plan.

The Visit Leader must obtain medical information from the Lead First Aider (Ms Shelly Smith); safeguarding and child protection information from the Director of Inclusion (Ms Donna Cini); information on inclusion needs from school systems such as SIMS and Class Charts, and from the SENDCO (Ms Michelle Conor) for pupils with an EHCP; and additional behavioural, attendance and pastoral information from the Head of Year. This should be done via a Google Sheet containing all pupil names and with a column for child protection/safeguarding, inclusion needs, medical information and pastoral needs sent to all relevant parties. All should inform the ESN.

Individual risk assessments will be required for pupils deemed as high risk in any of these areas. This should be in collaboration with the key stakeholders listed, but as is the case for the ESN, individual pupil risk assessments are ultimately the responsibility of the Visit Leader.

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.

Useful information relating to risk assessing for all types and aspects of educational visits can be found on EVOLVE, through the 'Event Specific Plan' tool and on the National Guidance Website (use the search tool): https://oeapng.info/search-results/?download_search=risk+management.

Visit Leaders will raise any concerns or questions about potential risks and safety measures with the Headteacher and EVC, where appropriate, third-party vendors.

Every ESN will be uploaded to EVOLVE 6 weeks before a visit (12 weeks for overseas and residential), where it will be approved and checked by the EVC.

First Aid and Supervision

Qualified first-aiders may not be necessary for all off-site activities and visits. The determination of the appropriate first aid requirements for any trip/visit should consider the following:

- The nature of the activity/activities.
- The provision that is available at the venue or destination.
- The nature of the group; the Visit Leader should have obtained medical, allergy and dietary (where applicable) information from the Lead First Aider and shared this with supervising staff. If any medication is required to be administered on the visit, it should be done so by a first aider.
- The length of the visit in duration.
- The likely injuries associated with the activity/activities.
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).

A first aid kit should be taken on each visit. These are available from the Lead First Aider in the Medical Department. Pupil medical care plans must also be taken, along with any medication held by the school. Any pupil who does not have medication listed on the school system should not leave for a visit, unless a parent/carer has been contacted to obtain consent.

The school PE department is expected to provide and maintain a fully compliant first aid kit for any fixtures or events that a school sporting group are attending.

Risk assessments for each visit will ascertain the safe level of supervision required. The following are the minimum adult/pupil ratios recommended. However, there may be a need to alter these ratios for particular groups or activities:

- 1 adult to 10 pupils for overseas and domestic residential visits, and adventurous activities/visits.
- 1 adult to 20 pupils, with a minimum of 2 adults on day visits, except in exceptional circumstances approved by the Headteacher.

Pupils should be organised into groups led by a member of staff in line with these ratios. If a parent of a pupil on the visit is accompanying it, they would not normally count as a supervisor, regardless of whether a teacher or not.

Greater discretion in applying these ratios may be applied in determining the level of supervision for day visits involving small groups of sixth form pupils, but this should be in consultation with the EVC and have the approval of the Headteacher.

Pupils must be registered before a visit departs, and a copy handed to the attendance officers in the school office, or Sixth Form office in the case of Year 12 and 13. If meeting at the venue, the School/Sixth form office should be informed of attendance at the designated time of arrival.

The details of a visit and names of participating pupils must be placed in the bulletin the Thursday before a visit is due to depart.

On all educational visits it must be ensured that:

- Adults without an enhanced DBS check are not left alone with pupils at any time.
- Pupils are registered at any point of arrival, departure and group assembly, and after any period of travel.
- Pupils travel in their designated groups with their allocated staff member; smaller sub groups and or a 'buddy' system can also be used.
- A rendezvous and emergency assembly site is designated for each aspect of the visit; should a pupil become separated from the group, where to go must be made clear to them. In the event of separation on public transport, pupils should remain at the stop of separation and wait for a staff member to return for them.
- Pupils are made aware of contactable site staff where applicable.
- Pupils are supervised and within the sight of staff at all times; this can include roving supervision as appropriate (pupils should be in small groups in this case). The implementation of roving supervision will be the decision of the visit leader, and include the risk assessment of factors such as the size of the area, how busy it is, the potential for pupils to get lost and the potential availability of contraband such as cigarettes and alcohol. The boundaries that pupils must stay within should be clearly identified.
- School mobile phones for trips are collected from the Business Manager's (Ms Sarah Williams) office- at least 2 mobiles should be taken for residential visits and visits taking more than 30 pupils. The number should be sent to parents via in touch the day before the visit, and shared with all pupils, who must be briefed to contact the number should they become separated.

Transport

Transportation for educational visits will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

When using coaches, reputable companies that provide proof of safety certification will be used.

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

If using the London Underground, travel needs to be booked with the school office at least two weeks in advance.

Routes using any form of transport must be checked in advance. Pupils should be asked to bring additional food and water for long journeys, factoring in potential delays. Arrangements must be made for pupils on Free School Meals in line with this. The EVC and parents should be made aware of delays and alternative travel arrangements (for example in the event of a traffic accident or station closure).

The staff member allocated to a group of pupils must remain with them on all forms of transport-pupils must not be unsupervised at any time (for example, being allowed to get on different underground train carriages or bus levels).

Use of External Organisations

As part of the risk assessment process, any external organisations providing an activity must 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, additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) will be checked to make sure it's an appropriate organisation to use. A provider form must be completed for such organisations: https://docs.google.com/document/d/1W2cWSXD0kdqM4AtwIB7Wor_33SWAwV8b/edit?usp=sharing&oid=101649848473916739388&rtpof=true&sd=true

The Activity Centres (Young Persons Safety) Act 1995 and the Adventure Activities Licencing Regulations 2004 make it a legal requirement for providers of certain adventure activities for young people to undergo an inspection of their safety management systems and hold a licence. The four areas covered by this are caving, climbing, trekking, and water sports. Proof or licencing should be obtained before any visits are arranged with such providers.

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

The organisation's risk assessment must be read and understood in the initial planning stage. Any relevant information must be added to the Wanstead High School Event Specific Notes with the risk assessed.

Staff must make appropriate checks of any third party/external providers well in advance of any visit. It is recommended that reviews of the venue, provider or experience are considered before committing to any trip or visit. Visit leaders must obtain assurances and relevant documentation regarding insurance policies in relation to pupils attending and participating in activities or experiences. DBS certification must be provided for any staff from third party organisations that will be working with pupils. This must be provided to the HR Manager (Ms Sarah-Louise Graefe) for checking and processing.

Many of the popular venues or pupil experiences run by external companies or operations can be found on the following link (<http://kaddi.com/>). The EVOLVE system also provides a helpful platform where visits by other groups can be accessed and used for consideration. Both are found under the 'Resources' tab once on Evolve. Both can be helpful reference points for visit leaders to begin to consider destinations and experiences.

Communication and Consent

The parents and carers of pupils invited to take part in an educational visit will be contacted at least 6 weeks before the proposed date (6 months for overseas, residential and adventurous visits). Communication will be through a letter sent via email, 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.
- Pupil-to-staff ratios and staff qualifications, where relevant.
- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour and consequences of pupils' failure to meet these standards.
- Arrangements for payment (where applicable) and how to submit a request for further support if required.
- Parents/carers will be asked to provide written consent for educational visits by completing a Google Form.

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

Consent and passport and EHIC information will be obtained at the same time as the payment of a deposit (or for the entire visit if a day visit) to secure a place on an overseas visit. In the case of residential overseas visits, this will be at least 6 months before the visit is due to take place. Anyone with parental responsibility for a child will need to provide their consent for them to be taken overseas.

When a visit has been approved, a letter should be created using Google Docs, and the link sent to the Office Manager (Ms Helen Davies) for approval from the Headteacher.

Information and Final Arrangements

All final details of the visit, including the final version of the risk assessment, must be submitted to the EVC via Evolve for final approval in line with the following timescales:

- Day visit-4 weeks.
- Day visit with large cohort or year group, adventurous visit-6 weeks.
- Residential and overseas visit-12 weeks.

This, along with the Event Specific Notes letter to parents and list of pupils must also be placed on EVOLVE. This information will be retained for future reference. The group leader holds the same information for the duration of the visit and checks immediately prior to departure for any late changes, for example due to pupil illness or absence. Such changes are noted and an amended copy submitted to the Headteacher. As a minimum, the EVC should have received the following:

- Original visit proposal and letter sent to parents.
- Itinerary.

- Pupil and staff emergency contacts.
- Copies of Parental Medical details.
- Copies of any insurance documents, contracts, etc. if necessary.
- Event Specific Notes and Risk assessments.
- Pupil groups with staff allocation.
- Pupils eligible for FSM.
- SEND support plan.
- Medical support plans (where applicable).

For sports fixtures, the fixture leader must ensure that details go into the bulletin on the preceding Thursday. All staff in the PE department must have read and signed off the PE risk assessment at the start of the academic year for fixtures.

For fixtures during the school day and other sports meetings and events, the standard educational visit procedure should be followed.

The kitchen must be informed when significant numbers of pupils (more than 50) are out on a visit, or if pupils will require lunch outside of their allocated lunchtime-this should be in line with the time scales for final information outlined above.

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 Visit Leader will be familiar with these plans for each visit.

In the event of an extraordinary event on public transport or at the venue, protocols for either, whether signposted or communicated by a staff member, must be followed.

In the event of a medical emergency, venue/transport protocols must be followed, and the emergency services contacted in line with these.

In the case of an emergency, the Visit Leader or other supervising adult will contact the EVC or 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, and the local incident policy should be followed.

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

In a case of a pupil being unaccounted for, the Visit 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 Visit Leader will contact the EVC and school office, who will notify the parents/carers. The Visit 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.

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.

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. Pupils are asked to complete a survey after each visit, with a section covering safety. We will also take into consideration any additional staff, parental or pupil feedback on an educational visit. This will help with evaluating whether planning worked and to learn from any incidents that took place

Charging and Insurance

Parents will be notified of the cost of visits well in advance and no later than 6 weeks before the visit date, via a letter that is emailed home. For residential and overseas visits this must be 6 months before. All visits must be paid for by the set deadline so booking can be made. Support is available for our disadvantaged pupils; consent and information forms must provide parents with the opportunity to make a request for financial support. Any charge levied will follow our Charging and Remissions policy.

Payment for a school visit is managed by the School Finance Officer via ParentPay. They should be consulted before any charge is included in a letter, and informed of when to open and close an account for a visit. No arrangements in relation to finance and payment for a visit should be made without consultation with the EVC and School Finance Officer. All bookings for any aspect relating to a visit and requiring payment, including transport, should be made only by the School Finance Officer after a visit has been approved.

We will make sure adequate insurance is in place for all visits in line with their nature, 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.

For overseas visits in the EEA (EU + Iceland, Lichtenstein, Norway and Switzerland all travellers must have an EHIC (European Health Insurance Card). Insurance claims may not be paid for treatment covered under the EHIC scheme. Pupil copies of these must be obtained in advance and taken securely on the visit.

In some cases we may ask for non-refundable deposit to secure a place on a visit; this will be no more than 25% of the total cost of the trip.

The school will not keep places on visits open where payment deadlines are missed and reserve the right to cancel the place. In this instance all monies paid will not be returned. If there are extenuating circumstances as to why a payment cannot be made, then these should be communicated to the visit leader and EVC.

For residential and/or overseas visits, a small additional sum being a maximum of 10% of the total cost, to cover contingencies may be included in the costs but parents/guardians must be made aware of this. The amount must be discussed with the EVC. Any remaining balance in excess of £10 will be repaid in full. All costs must be for provision made for pupils and must have receipts.

A staged payment scheme will also be used to cover the costs of such visits.

Residential Visits

The Headteacher, together with the Governing Body, will approve all residential visits 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 Visit Leader will ensure that the visit proposal and draft letter to parents are submitted for approval no later by the end of the preceding academic year or no less than 6 months prior to the visit taking place (whichever comes first), along with an itinerary is as much detail as possible at this stage.

The Visit Leader will need to submit proof of insurance and the certificate of compliancy from the company/venue. Travel Companies must hold the following:

- A Learning Outside the Classroom (Lotc) Certificate.
- Protection through the Air Travel Organiser's Licensing (ATOL) and the Association of British Travel Agents (ABTA).
- Licensing from the International Air Transport Association (IATA).

The company must also offer comprehensive insurance and coach and accommodation safety compliance certificates. Please see the EVC for recommendations for a reputable company.

As far as possible, residential visits should be organised on a full board basis, in order to allow for pupils and parents to budget effectively and adequately, and so that additional costs to both pupil and staff are avoided. If this is not possible, it should first be discussed with the EVC before any bookings are made.

Pupils should first be provided with the opportunity to express interest in attending a visit through an expression of interest letter and form. Pupils with SEND and disadvantaged pupils must be prioritised from those who have expressed an interest. There must also be an opportunity for parents of the latter to request financial support.

As is the case with regular day visits, pupils who are deemed to pose a risk to the safe running of a visit for reasons relating to factors such as behaviour or attendance will not be permitted to attend a residential visit.

All necessary permissions and medical information, and documents such as passports and EHIC, must be obtained at the time at which a deposit is paid to secure a place on a visit-6 months before the visit takes place. Consent will need to be obtained from all parties with parental responsibility.

We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

Parents and carers will be given information about the visit 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.
- School mobile numbers (two should be taken on a residential and overseas visit).
- 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 pupils must bring themselves.
- Public health requirements, including any required vaccinations.
- Accommodation options and arrangements.
- The names of staff attending.

A parent meeting should take place no less than 4 weeks before the visit to share and discuss this information and field questions.

Adventurous Visits

The following activities are regarded as 'adventurous' and require approval by the local authority through Evolve. Duke of Edinburgh training walks and expeditions are included in this category. Proposals for such visits should be submitted at least 6 months in advance. Proof of licensing must be obtained for activities involving caving, climbing, trekking, and water sports.

- All activities in 'open' country. 'Open country' is normally defined as land above 300m or more than 1km from vehicular access. However, this is a somewhat arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the EVC if you think this might apply.
- Swimming (all forms, excluding UK public pools).
- Camping.
- Canoeing/kayaking.
- Sailing/windsurfing/kite surfing.
- Rafting or improvised rafting.
- Use of powered safety/rescue craft.
- All other forms of boating (excluding commercial transport).
- Water skiing.
- Snorkel and aqualung activities.
- Hill walking and Mountaineering.
- Rock climbing (including indoor climbing walls). 12
- Abseiling.
- River/gorge walking or scrambling.
- Coastering/coastal scrambling/sea level traversing.

- Underground exploration.
- Shooting and archery.
- Skiing, snowboarding and related activities (including dry slope).
- Air activities (excluding commercial flights).
- Horse riding.
- Motor sport – all forms.
- High level ropes courses.
- ‘Extreme’ sports.
- Other activities (e.g., initiative exercises) involving skills inherent in any of the above.

The following activities are not regarded as adventurous and therefore do not require approval from the Local Authority. However, these activities must be supervised by a member of staff who has previous relevant experience and who has been assessed by the EVC and Headteacher as competent to supervise the activity:

- Walking in parks or on non-remote country paths.
- Field studies (unless in the environments stated above).
- Swimming in UK public pools.
- Theme parks.
- Tourist attractions.
- Pedal go-karts.
- Ice skating (rink).
- Farm visits.
- Local traffic survey.
- Museum, library etc.
- Physical Education and sports fixtures.
- Water-margin activities

Local Area Visits

Visits that are within a fairly close local vicinity of the school and do not involve any overnight stays, adventurous or dangerous activities or water margin activities are often deemed as Local area visits. Visits/activities within the ‘Extended Learning Area’ that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

Must meet the school trip requirements in purpose and impact although not required to be identified, staff must be able to link the purpose of the trip/visit to the Wanstead High Development Plan (SDP).

- Must be recorded on EVOLVE via the ‘Local Area Visit’ module.
- Do still require parental consent although this will be obtained at the outset of the term/ year or ongoing arrangement. **Please note:** This consent will be gathered comprehensively for the Year 7 cohort of September 2023. Until this has been completed for all other year groups, they will require consent through the regular visit procedure.

- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below). It is still expected that a risk assessment is always considered around any trip/visit but this may be a live, non-written version on a day-to-day basis.

Boundaries

The boundaries of the Local Learning Area lie within the Boroughs of Redbridge, Waltham Forest and Newham, during the school day. It must be noted that these boundaries only apply if there are no residential or adventurous elements to any visit. Staff must also consider the terrain and accessibility when considering Epping Forest.

This area includes, but is not limited to, the following frequently used venues:

- Wanstead High Street, including local businesses and adjoining parks and open spaces
- The George Green
- St Mary's Church
- Wanstead Park
- Eton Manor Rugby Club
- Snaresbrook Crown Court

Areas of Epping Forest south of the A406, including:

- Wanstead Park
- Wanstead Flats
- Leyton Flats
- Redbridge Town Hall
- Leytonstone High Road
- Queen Elizabeth Olympic Park and environs

'No-go' areas within the Boundaries

- Roads leading directly onto M11/A12
- North Circular Road (A406)
- The A12
- The Redbridge Roundabout (excluding the underpass during daylight hours)
- The Green Man Roundabout (excluding the underpass during daylight hours)
- Proximity to large bodies of water in Epping Forest

Operating Procedure for Extended Learning Area

The following are potentially significant issues/hazards within our Extended Learning Area:

- Road traffic
- M25/M11/A12/A406 major access routes in and around London
- Water associated dangers with reservoirs, canals and lakes in the local area
- Other people / members of the public / animals
- Losing a pupil or becoming separated on route
- Uneven surfaces and slips, trips, and falls
- Weather conditions

- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)
- Travelling at night or in areas with known associated gang activities

These are managed by a combination of the following:

- The Headteacher or EVC must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment will be approved.
- There will normally be a minimum of two adults unless attending a local area sporting fixture, school visit or competition. (- the key determinant will always be ‘what would the pupils do if the only adult collapsed?’).
- Staff are familiar with the area, including any ‘no go areas’, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This should form part of the risk assessment. Staff to consider what should be the process for each visit, things such as return to school, wait where they are, go to x and ask for help, etc.)
- Staff are to inform the EVC if there are any additional risks that become apparent in the local learning area. This is part of the ongoing visit review and evaluation.
- All remotely supervised work in the Extended Learning Area is done in ‘buddy’ pairs as a minimum.
- When crossing roads, it is expectation that whenever possible pedestrian crossings are utilized.
- Pupils’ clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module) and leave a register with the main school office.
- A school mobile is taken with each group and the office have a note of the number.

The Administration of Educational Visits

The school office will carry out the administrative tasks relating to an educational visit, including approving letters, generating and managing Google Forms, tracking payment, and following up and communicating with parents via InTouch.

Please contact the School Office Manager for support with the administrative aspects of an educational visit.

The Cancellation of Educational Visits

If a visit leader believes that that an educational visit needs to be cancelled, they should inform the EVC as soon as possible with a clearly stated reason. The ultimate authority to cancel a visit lies with the Headteacher. If it is agreed that a visit should be cancelled, then parents should be informed as soon as possible via InTouch.

The Evaluation of Educational Visits

All educational visits must be evaluated. A Google Form will be provided for pupils to complete by the EVC for this purpose.

Review

This policy will be reviewed every 3 years By the Educational Visits Coordinator. At every review, the policy will be shared with the full governing body. The next review will be in the academic year 2026-2027.

Appendix 1 - Educational Visits Overview of Timeline and Deadlines

Proposals for visits Note the different timescale for overseas, residential, adventurous and whole cohort visits	At least half a term before the term in which the visit is due to take place (for standard day visits):	
	Type/timing of visit	Proposal Deadline
	Whole year group/cohort visit Overseas and/or residential- <i>any point in the following academic year</i>	End of preceding Summer Term
	Domestic day visits	
	Autumn Term	End of preceding Summer Term
	Spring Term	October Half Term
	Summer Term	February Half Term
Approval granted by SLT		
Letter drafted-sent to School Manager and then parents when approved	6 weeks prior to the visit taking place 6 months for adventurous, residential and overseas visits	
Bookings made with site and for transport	6 weeks prior to visit taking place 2 months for large/whole cohort visits Deposits secured for adventurous, residential and overseas visits 6 months prior to visit	
Risk Assessment completed; visit placed on Evolve	6 weeks prior to visit taking place 12 weeks for adventurous, residential and overseas visits	
Final information regarding the visit gathered and sent to EVC Payment for all aspects of visit Staffing confirmed with Cover Manager	Day visit - 4 weeks Day visit with large cohort or year group, adventurous visit-6 weeks Residential and overseas visit-12 weeks	
Requests for Free School Meals	2 weeks prior to visit	
Visit placed in bulletin	End of the school week before the visit	
Collection of school mobiles (InTouch to parents with number), first aid kits, pupil medication, packed lunches	The day of the visit (day before if the visit is starting early)	

Appendix 2 - Visit Planning Information Form-for Overseas, Residential and Adventurous Visits

To be completed by the staff member proposing the educational visit, and submitted to the EVC.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	Visit information	Additional comments
Destination		
Visit date		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">> Staffing (school staff)> Volunteers> Physical supplies> Transportation		
Accommodation options		
Insurance needed-options from provider		
First aid provision		

Appendix 3 - Example Letter

Insert date

Dear Parent/ Carer,

Re: Year 9 Trip to Lambourne End Outdoor Centre for Learning: Insert dates of visit
Address: Manor Road, Lambourne End, Stapleford Abbots, RM4 1NB
Total Cost Insert

As part of our ongoing enrichment, we are organising a trip for Year 9 pupils to Lambourne End Outdoor Centre for Learning. We will be running this trip over three separate days during our February Challenge Weeks. This is in partnership with our Skills Builder programme which we deliver during our Pastoral Curriculum at Wanstead High School. They will be split up in to 5 teams of 12 and will participate in a series of challenges testing their teamwork, communication and resilience skills. The activities include a range of team building and problem-solving activities and also archery, ropes and caving.

Please note attendance on the trip is dependent on pupils' behaviour record, attendance and punctuality. All enrichment activities have clear thresholds for entry and these are outlined to pupils. This is to ensure school trips can take place safely and that pupils attending are capable of upholding our high standards of behaviour and expectations. Deposits or payments will not be refunded if these are not met. The Head Teacher reserves the right to refuse entry to any school, events, trip or activity without any notice and can delegate this power to other school leaders for certain trips.

We must stress that good behaviour on the trip is essential and we reserve the right to remove a pupil's place on a trip for poor behaviour. Please contact me if you require further clarification on this.

- Any child who has engaged in any incident of dangerous behaviour or evidence of using prohibited items in school will not be able to attend.
- Any child who has received more than one Head of Year detention, SLT detention or had an exclusion this term will not be allowed to attend.
- Any child who has been sent to the Reflection Room more than 3 times this term or who receives any suspensions in the run up to the event will not be able to attend.
- Any child who has reports of truanting or accusations of bullying will not be able to attend.
- Any Year 9 pupil who is late or has made use of their mobile phone in school more than 3 times per term will not be able to attend.

Reasonable adjustments may be made to these criteria for pupils with Special Educational Needs.

Cost

Teachers and staff will be supervising and supporting pupils at all times during the activities. The cost for the trip includes travel both to and from Lambourne End, via coach. The same cost also includes all of the equipment needed for the day. We have made this cost as low as we possibly could and will be using Redbridge Transport Services as our operator. The payment should be paid through ParentPay. Please bear in mind that once accepted onto the trip and the payment has been made, this is non-refundable. If you do not currently have a ParentPay account, please contact Mrs Davies for an activation code.

To provide permission and make sure your child's place is secure, using the link below please complete the necessary permission form.

Form will be inserted here.

We are also requesting that you pay the amount in full to secure your child place on the trip through **ParentPay**. The total trip cost is **insert**. We ask this is paid by **insert deadline**.

Lastly, if your family is experiencing financial hardship and require some support, please contact the Visit Lead (**insert email**)- the school may be able to help with costs.

Times

- 8:30am - Registration at school on the lower playground
- 9:00am – Coach departs to Lambourne End
- 9.30am until 3pm - Take part in Team base activities at Lambourne End
- 3.00pm - Depart Lambourne End to school
- From to 3:30-4:00pm – Dismissed from school

What to wear

Pupils can be in non-school uniform. Pupils must wear appropriate clothing and footwear to the Outdoor Centre. Pupils should not wear offensive logos or crop tops. They will be participating in a number of challenges so they need suitable clothing.

Food and drink

Pupils have to bring a packed lunch with them on the day. Pupils entitled to a free school meal will be provided with a packed lunch. Pupils must also bring a bottle of water, and may want to bring additional snacks.

What else to bring

A light waterproof coat; a sun hat; sun cream; plenty of water.

Further information: please look at the Lambourne End website for any further information:

[Lambourne End Centre | Activities and Farm | Essex \(lambourne-end.org.uk\)](http://lambourne-end.org.uk)

We are very excited about this trip and we hope all invited pupils will attend. It will be lovely to be out of school and to help develop some key fundamental skills.

Yours faithfully,

Insert name

Appendix 4 - Event Specific Notes Template

EVENT SPECIFIC NOTES

What are the really important things we need to do to keep our pupils and ourselves safe?

Visit details

Destination:

Pupil Year group:

Pupil number:

Visit Leader:

Accompanying Staff:

Departure Time:

Expected Arrival:

School Mobile(s) number:

Arrangements in case of an accident	
First aider names and emergency contact numbers	
First Aid arrangements at place of visit	

Specific medical needs of individuals (at time of completion; please ensure these are updated prior to the visit for the 'final checks' form):		
Pupil name	Condition	Provision

A full list of pupils, their medical needs and emergency contact details will be left with the EVC, the Office Manager and Attendance Officer.

Signed (Visit Leader): **Date:**

Appendix 5: Generic Educational Visits Risk Assessment – identify the hazards that are relevant to your visit and use to complete your Event Specific Notes

Hazard	Who is at RISK and why?	Controls - This is the protocol of what every teacher is expected to do for every visit
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Transport

Walking pupils to and from the coach.	Pupils and adults	<ul style="list-style-type: none"> • Teacher at front & back of each group • Other adults spaced along the line of pupils • Keep pupils away from kerbs. Adults and pupil • To be aware of obstacles on path eg. bin bags, tree roots, paving slabs
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Walking on pavements next to roads	Pupils and adults <i>Accident / Injury/ Losing pupils</i>	<ul style="list-style-type: none"> • Use Pelican, Zebra, Puffin or Toucan crossings wherever possible to cross the road, if no crossings teachers should supervise crossing the road safely in small groups if necessary.
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Coach Journeys	Pupils and adults <i>Accident / Injury/ Losing pupils</i>	<ul style="list-style-type: none"> • Before departure (and at all subsequent departure points, e.g. after stopping at a service area) all pupils must be informed they are to be seated at all times throughout the journey, they must be told to keep seat belts on, noise must be kept to a minimum, objects (bags etc.) must be kept in the designated place or under their seat, no objects should ever be placed in the gangway throughout the duration of the journey, no items must be thrown at any time, no standing on seats, never to distract other drivers or pedestrians. • Adults undertake head count before any departure and check that seat belts are on. • Any reasonable instructions/requests from the coach driver must be adhered to but it is also the coach party leader's responsibility to inform the driver of any concerns. • Ensure at least one mobile telephone per coach plus one set of telephone numbers - relevant mobile numbers and school Class lists of pupils attending the visit on each coach, in the main school office and emergency contact person. • Practical items for dealing with coach sick children should be taken onto the coach, eg. sick-bags. • First Aid kit should always be provided by the coach company but also one should be collected from school for each coach and kept with the adults at all times during a visit • Adults should be spaced out in the coach on all journeys. • Services/toilet breaks: pupils to be in groups of a minimum of three at all times at a service station. Staff will remain in a visible place where pupils can find them easily.
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<p>Coach journey - contingency plans in event of breakdown</p>	<p>Pupils and adults</p> <p><i>Accident / Injury</i></p>	<ul style="list-style-type: none"> • In the event of a breakdown on a motorway/dual carriageway all pupils and staff must leave the coach and wait as far away as it is possible from the traffic, unless on the instruction of the driver or the judgement of the party leader it is safer to stay on the coach (eg. coach breaks down on viaduct or cliff edge). In other areas pupils and adults remain seated on coach, unless need for emergency evacuation eg. vehicle on fire or at serious risk of fire, serious risk of being hit by another vehicle • Party leaders liaise with school, centre, coach driver and/or Coach Company. Mobile phone carried. • Party leader contacts traffic police if vehicle is judged to be stationary in a dangerous location • Coach company arranges to dispatch rescue coach, unless broken coach can be safely repaired within a reasonable time Children and adults kept as comfortable as possible eg. ventilation, comfort breaks, refreshments, etc. • On arrival of the rescue coach, children and adults disembark and join the new coach. Adults remove luggage and all other items. • Head count check of all-party members by party leader before leaving.
<p>Ferry crossings</p>	<p>Pupils and adults</p> <p><i>Accident/Injury/ Losing pupils</i></p>	<ul style="list-style-type: none"> • Embarking and disembarking from coach to car deck, adults and children aware of and checking for moving vehicles, opening of vehicle doors, other people. • Adults and children listen to safety announcements and note location of nearest muster station. • Pupils are seated whenever possible inside the ferry. Small groups only with adult supervision are permitted to visit open decks, and only if weather is suitable. Remain seated with no leaning over the edge of the deck. • Adult's regular headcount of pupils. • In the event of an emergency, pupils and staff must follow all instructions of ferry staff and/or emergency services.

Plane journey / airport	Pupils and adults <i>Accident/Injury/ Losing pupils</i>	<ul style="list-style-type: none"> • Embarking and disembarking from transport to terminal building adults and pupils aware of and checking for moving vehicles, opening of vehicle doors, other people. • Keep party together whilst in airport, move through passport control etc. together, head counts at regular intervals Pupils seated inside plane, head count before departure Remain seated with seat belts on during journey, except if toilet is needed. • Adults and pupils listen to safety announcements and note location of nearest muster station and other emergency procedures. • In the event of an emergency pupils and staff must follow all instructions of airline staff and/or emergency services.
Mini bus journey	Pupils and adults <i>Accident/Injury/ Losing pupils</i>	<ul style="list-style-type: none"> • If the destination is more than two hours driving time away there must be two adults present (including the driver). Both drivers must be able to drive the mini bus, (drivers must have Category D1 or D1E on their driving licence to drive the mini bus or have an HGV licence, staff must also have completed relevant training organised by the School before driving the mini bus and ensure their details are held by the Site Manager). • Before departure (and at all subsequent departure points, eg. after stopping at a service area) all pupils must be informed they are to be seated at all times throughout the journey, they must be told to keep seat belts on, noise must be kept to a minimum, objects (bags etc.) must be kept in the designated place or under their seat, no objects should ever be placed in the gangway throughout the duration of the journey, no items must be thrown at any time, no standing on seats, never to distract other drivers or pedestrians. • Adults to undertaken a headcount before any departure and check that seat belts are on. • Ensure at least one mobile telephone per minibus one set of telephone numbers relevant mobile numbers and school. • Class lists of pupils attending the visit on each minibus, in the main school office and emergency contact person. • Practical items for dealing with minibus sick children should be taken, eg. sick-bags. • First Aid kit always be present on the mini bus.

		<ul style="list-style-type: none"> • Services/toilet breaks: pupils to be in groups of a minimum of three at all times at a service station. Staff will remain in a visible place where pupils can find them easily.
Mini bus journey - contingency plans in event of breakdown	Pupils and adults <i>Accident/Injury/ Losing pupils</i>	<ul style="list-style-type: none"> • In the event of a breakdown on a motorway/dual carriageway all pupils and staff must leave the mini bus and wait as far away as it is possible from the traffic, unless on the judgement of the it is safer to stay on the coach (eg. coach breaks down on viaduct or cliff edge). In other areas pupils and adults remain seated on coach, unless need for emergency evacuation eg. vehicle on fire or at serious risk of fire, serious risk of being hit by another vehicle. • Driver/Party leader contacts Police if vehicle is judged to be stationary in a dangerous location. • Driver/Party leader to liaise with school. Mobile phone carried. Await rescue by breakdown services. If mini bus cannot be fixed, school needs to be contacted to arrange alternative transport. • Head count check of all party members by Party leader before leaving.
Train Journey	Pupils and adults <i>Accident/Injury/ Losing pupils</i>	<ul style="list-style-type: none"> • Any journey undertaken by a school group by train, the train operating company must be made aware, normally through the booking of tickets. • Whilst on the station, pupils are to remain in the group at all times, away from platform edges and as out of the way as possible as not to obstruct other passengers or station staff performing their duties. • When the train arrives, pupils should board under the supervision of staff. The last person on the train must be a member of staff who has conducted the head count whilst pupils board. • Pupils should remain seated throughout the duration of the journey unless visiting the toilet. Should the party have to stand it must be kept as reasonably close together as possible. • All pupils should now the departure station before boarding the train. • In the event of an emergency, pupils and staff must follow all instructions of train staff and/or emergency services. • Pupils to be in the same carriage as teachers. • High standards of behaviour expected.

Tube Journey	Pupils and adults <i>Accident/Injury/ Losing pupils</i>	<ul style="list-style-type: none">• Any journey undertaken by a school group by tube, the tube operating company must be made aware, normally through the booking of tickets.• Whilst on the station, pupils are to remain in the group at all times, away from platform edges and as out of the way as possible as not to obstruct other passengers or station staff performing their duties.• When the tube train arrives, pupils should board under the supervision of staff, the last person on the train must be a member of staff who has conducted the headcount whilst pupils board.• Due to small stoppage times, if the group is large, it should be divided as per ratio of staff and pupils (and arranged as part of the normal preparation for the trip) and travel in separate carriages, the smaller groups should remain together in each of the separate carriages.• Pupils should remain seated throughout the duration of the journey. Should the party have to stand, it must be kept as reasonably close together as possible.• All pupils should know the departure station before boarding the tube train.• In the event of an emergency, pupils and staff must follow all instructions of train staff and/or emergency services.• High standards of behaviour expected.• When departing the tube train, the group should all re-assemble and a head count conducted before departure from the station.• If a change of train is required, pupils must be supervised at all times whilst changing platforms and the same process occur for the next journey.
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Public Bus Journey	Pupils and adults <i>Accident/Injury/ Losing pupils</i>	<ul style="list-style-type: none"> • Any journey undertaken by public bus, the bus operating company must be made aware, normally through the booking of tickets, however, this form of transport is likely for very small groups of pupils travelling locally. • Whilst at the bus stop, they are to remain in the group at all times, away from the kerb and as out of the way as possible as not to obstruct other passengers. • When the bus arrives, pupils should board under the supervision of staff, the last person on the bus must be a member of staff who has conducted the head count whilst pupils board. • Pupils should remain seated throughout the duration of the journey. Should the party have to stand, it must be kept as reasonably close together as possible. • In the event of an emergency, pupils and staff must follow all instructions of the driver/conductor and or/emergency services. • High standards of behaviour expected.
First Aid	Pupils and staff <i>Need for medical treatment</i>	<ul style="list-style-type: none"> • A First Aid bag must be carried at all times whilst on any school trip, these are available from Shelly Smith, School Lead First Aider. This should be returned promptly after use and if any usage of medical aids on trip the medical leads are notified. • Teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. Parents have also given consent for their child to receive medical treatment by staff should it be required. First aid treatment can be administered by any member of staff on a trip if they believe it is necessary. Medical assistance from a doctor or paramedic should be sought in more serious cases required first aid or emergency treatment. • It is best practice to have a trained first aider on each trip but this is not always practical and there is no legal requirement to do so.
Emergencies due to ill health or accident	Pupils and staff <i>Need for medical treatment</i>	<ul style="list-style-type: none"> • If medical expertise is required to treat a pupil either from illness or accident, the parents and school must be informed at the earliest opportunity. • A member of staff must stay with a sick child in hospital wherever the location of the trip until a parent arrives.

Accidents	Pupils and staff <i>Need for medical treatment</i>	<ul style="list-style-type: none"> • All pupils should be clearly told of risks, and/or out of bounds area etc. on each trip. • Supervision of pupils is required at all times except where remote supervision is required as either a necessity of the activity or age of pupils. • Should an accident arise where a pupil or member of staff is injured and/or requires medical treatment the party leader and potentially other staff will need to report this to the Senior Member of Staff i/c trips and complete relevant documentation on arrival back at school. • It is best practice to make notes at the scene of how and where the accident occurred, what measures you put in place to reduce the risk of accidents and if necessary to take photographic evidence of the scene.
Pupils with known illnesses	Pupils and staff <i>Need for medical treatment</i>	<ul style="list-style-type: none"> • Party leaders and any group supervisors must be aware of any pupils in their care with medical conditions. • For asthma sufferers, inhalers should be checked before departure and pupils checked to be carrying inhalers for all activities at all times. • For food allergies, not involving overnight stays, pupils are at an age where they know what they can and cannot eat. If packed lunch is taken, children eat only their food. • For food allergies involving overnight stays, thorough checks need to be made with catering provision at the planning stage of any trip. If pupils can be catered for, then catering staff at the establishment must be made aware of whom they are on arrival. Should a pupil consume food they are allergic to, then medical advice should be sought at the earliest opportunity and parents informed and if necessary, an ambulance called. • Should a pupil on any trip carry an EpiPen, this needs to be identified at the planning stage and liaison with parents and the medical team happen with the group leader. The pupil should always carry their EpiPen with them and a second be kept by the group leader.
Other Medical Conditions	Pupils and staff <i>Need for medical treatment</i>	<ul style="list-style-type: none"> • These must be identified at the planning stages of the trips and information written in this section identifying them and ways to reduce risk.

On all trips	Pupils and staff <i>Accident/Injury/Need for medical treatment</i>	<ul style="list-style-type: none"> • Pupils and staff should dress accordingly for expected and potential weather conditions on all trips, but this needs to be balanced with what is realistic for the time of year and potential location of trips.
Sun Exposure / Hot Weather	Pupils and staff <i>Sunburn/dehydration/Need for medical treatment</i>	<ul style="list-style-type: none"> • Discuss safe sun exposure with pupils and adults prior to departure and again at frequent points during the trip as required - hat, sun cream (self-applied), cover-ups sleeves. Bottles of water carried to prevent dehydration. Minimise exposure to sun during the middle of the day. • Pupils to use only their own sun cream.
Wet Weather	Pupils and staff <i>Hyperthermia/Need for medical treatment</i>	<ul style="list-style-type: none"> • Pupils and staff should bring adequate protection against rain, especially if in the open all day, waterproofs etc.
Cold Weather / Snow	Pupils and staff <i>Hyperthermia / Need for medical treatment</i>	<ul style="list-style-type: none"> • Depending on location and time of year cold weather may be experienced. Pupils and staff should bring adequate warm clothing in order to keep warm

Alcohol, cigarettes, illegal substances		
Alcohol, cigarettes, illegal substances	Pupils <i>Accident / Injury/ Need for medical treatment</i>	<ul style="list-style-type: none"> As in school, smoking, alcohol consumption and illegal substances are banned. Any pupil(s) discovered to be partaking in such behaviour or carrying such items must be treated in the same way they would be at school as outlined in the Behaviour Policy.
Clothing		
Clothing	Pupils and staff <i>Accident / Injury/ Need for medical treatment</i>	<ul style="list-style-type: none"> Pupils and staff should wear appropriate clothing for the activity, location and weather conditions, as outlined by the group leader in letters and at discussion with parents, staff and pupils. In general, no high heels should ever be worn, pupil clothing must not be offensive to others or members of the public eg. bad language on t-shirts etc. School uniform and smart business dress for staff should always be worn on day trips except where the activity dictates this it is neither practical or realistic. If the group leader is not happy that a pupil or member of staff is not properly dressed for either the location, activity or weather then they will not be allowed to depart on the trip.
Destinations/Location		
Theatre / Cinema / Conferences	Pupils <i>Losing pupils / Disruption to members of the public</i>	<ul style="list-style-type: none"> Pupils, whilst in the cinema, should be sat in a group with adults spread amongst them, if this is not possible then groups of pupils may be split but an adult should be as near as possible to them. Pupils must be told they are not allowed to leave the building until the whole group departs at the end. Pupils needing the toilet, can do so in pairs depending on the age of the pupils. The group leader makes this judgement. Head count of pupils before departure.

		<ul style="list-style-type: none"> • High standards of behaviour expected at all times. Any rules of the establishment must be adhered to.
Shopping Centres	<p>Pupils</p> <p><i>Losing pupils / Disruption to members of the public</i></p>	<ul style="list-style-type: none"> • Pupils should be supervised at all times whilst in shopping centres/areas. • If remote supervision is required, then parents will be aware of this, staff should frequently tour all areas of the centre but identify clearly to pupils a central gathering place which is staff continuously by an adult of the trip. • If remote supervision is in place, pupils should never be in a group of less than three. • Pupils must be told they are not allowed to leave the building until the whole group departs at the end of the activity. • High standards of behaviour expected at all times. • Any rules of the establishment must be adhered to. • Head count of pupils before departure and depending on the length of stay at times throughout the day.
Leisure Centres / Museums / Other indoor attractions	<p>Pupils</p> <p><i>Losing pupils / Disruption to members of the public</i></p>	<ul style="list-style-type: none"> • High standards of behaviour expected at all times. • Any rules of the establishment must be adhered to. • Pupils must be told they are not allowed to leave the building until the whole group departs at the end of the activity. • Pupils should be supervised at all times. • Head count of pupils before departure and depending on length of stay at times throughout the day.
Theme Parks	<p>Pupils and staff</p> <p><i>Losing pupils / disruption to members of the public</i></p>	<ul style="list-style-type: none"> • Due to the age of pupils, it is acceptable that whilst on a theme park remote supervision is in place (this depend on the reason for being at the theme park). • Pupils must be told they are not allowed to leave the building until the whole group departs at the end of the activity. • High standards of behaviour expected at all times. • Any rules of the establishment must be adhered to. • Head count of pupils before departure and depending on length of stay at times throughout the day.

		<ul style="list-style-type: none"> • If remote supervision is required, then parents will be aware of this. Staff should frequently tour all areas of the park but identify clearly to pupils to a central gathering place which is staffed continuously by an adult on the trip.
Other destinations	<i> Losing pupils / Disruption to members of the public</i>	<ul style="list-style-type: none"> • If your destination/location is not listed please detail the risks and how to minimise them here, if it is a Category A visit this must be in detail, if this is a residential please see below.
Remote Supervision		
Remote supervision	Pupils <i> Losing pupils / Disruption to members of the public</i>	<ul style="list-style-type: none"> • If remote supervision is to form part of the trip, this must be identified on the notification form, the Senior Leader i/c trips will decide whether to authorise this depending on the planned activity, location and age of the pupils, their decision is final <u>parents must be informed in the letter if remote supervision is to take place at any point during the day.</u> • Pupils must be told rules of remote supervision, eg. boundaries and it possible walk pupils through these. They must be told in regards to expectations on behaviour. • Pupils must be in groups of at least three during remote supervision. • Staff/adults should supervise the entire area pupils are working by frequently wandering, keeping a visible high profile. • A central gathering place which is staffed continuously by an adult on the trip needs to be identified to all pupils so they can easily find help. • Staff should be in contact via mobile with each other if required at all times. • Headcount of pupils before departure and depending on length of stay at times throughout the day.

Residential / Overnight Stays

Loco Parentis - Under the Children Act 1989, teachers have a duty of care towards their pupils, traditionally referred to as 'in loco parentis'. Legally, while not bound by parental responsibility, teachers must behave as any reasonable parent would do in promoting the welfare and safety of children in their care. Teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. This is even more important on a residential visit.

Other Adults	Pupils <i>Child Protection</i>	<ul style="list-style-type: none"> • Non-employees of the school accompanying the trip must be DBS cleared to attend a residential or overnight stay. 	Click or tap here to enter text.
Alcohol, cigarettes, illegal substances	Pupils <i>Accident / Injury/ Need for medical treatment / Poor Behaviour</i>	<ul style="list-style-type: none"> • As in school, smoking, alcohol consumption and illegal substances are banned. Any pupil(s) discovered to be partaking in such behaviour or carrying such items must be treated in the same way they would be at school as outlined in the Behaviour for Learning Policy and Substance Misuse Policy. This needs to be made aware to all pupils and parents prior to departure on a residential activity. 	Click or tap here to enter text.
Centre / Accommodation familiarisation	Pupils and staff <i>Accident / Injury/ Need for medical treatment/ confidence</i>	<ul style="list-style-type: none"> • A tour of the centre needs to be conducted by staff which outlines fire and other evacuation procedures and assembly points. Any out of bounds areas to be identified. Rules of the centre highlighted. Sleeping areas identified. Canteen area identified. Gathering areas identified. 	Click or tap here to enter text.

<p>Sleeping arrangements (if camping there is no need to alter this section as it will be obvious from the outset)</p>	<p>Pupils</p> <p><i>Safety / Poor Behaviour</i></p>	<ul style="list-style-type: none"> • Pupils to be placed in rooms dependent on the number of beds etc. • Pupils not to be placed in rooms or dormitories of mixed gender at any age. • Pupils should be in rooms with pupils the same age, if mixed age groups are taken and if this is realistically possible staff/adult rooms spread out between children's accommodation. Staff rooms clearly labelled and identified to pupils. • Lights out times and getting up times clearly identified to pupils • Expectation on behaviour clearly explained • Due to the age of pupils, it is unrealistic to expect them not to talk after lights out, however, it is expected they should not leave their rooms after this time, unless it is an emergency. It is also a minimum expectation that they do not disturb other rooms with noise. It needs also to be made clear to pupils that they will not be allowed to participate in activities the next day if they are not well rested as this could pose a health and safety risk to themselves and others. • Staff may need to enter the room either to discipline pupils for too much noise, wake them up in the morning or if there is a belief that someone is unwell. Staff doing this should always knock first and wait for a response or a reasonable amount of time before entering. Ideally two members of staff should be present. • Pupils should keep rooms tidy at all times. They need to be inspected by adults at regular intervals to encourage this. 	<p>Click or tap here to enter text.</p>
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Washing Facilities	Pupils and staff Safety / Poor Behaviour	<ul style="list-style-type: none"> • The vast majority of centres will ensure that pupils and staff have access to washing facilities that are separate, normally attached to their own rooms. • If a communal washing area (separate from adults) for pupils exists in the centre, then they should make sure they use this property. Staff will need to explain expected standards of behaviour and dress if required between the washing area and bedrooms. • If shower/washing areas are to be shared by adults and pupils, this should take place at separate times. 	
Meal Times	Pupils Safety / Poor Behaviour	<ul style="list-style-type: none"> • Pupils with known allergies please follow previous advice. • Pupils with specific eating requirements, eg. vegetarian / Halal, will have been identified to the Centre at the planning stage. Dietary requirements need to be supervised by staff. Fussy eaters need to be encouraged to eat properly, if they are not well nourished this could pose a health and safety risk to themselves depending on the type of activities planned for the day • High standards of behaviour expected at all times. 	Click or tap here to enter text.
Emotional pupils, including home-sickness	Pupils Safety	<ul style="list-style-type: none"> • Adults provide support and reassurance for individual pupils as required. • Adults establish a circle of self-supporting friends for a pupil and good strategies to support. • If this continues the party leader will need to make the judgement of whether a pupil is collected by a parent(s). 	Click or tap here to enter text.

Headcounts	Pupils Safety	<ul style="list-style-type: none">• Regular headcounts/registers should be taken throughout the duration of a stay in the centre, and at any time when leaving the centre and returning to it.• If a pupil is missing, every effort needs to be placed in finding the pupil as soon as possible. Should the pupil not be found, school must be contacted. The Senior Leader i/c trips or the designated person will liaise with parents and police in the first instance and direct operations from school wherever possible, the Party Leader the same at the location.	Click or tap here to enter text.
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<p>Evening supervision / Discipline Issues</p>	<p>Pupils and adults</p> <p><i>Safety / Poor Behaviour</i></p>	<ul style="list-style-type: none"> • Party Leader to speak to all pupils regarding the standard of behaviour that is expected. • Any pupils who fall foul of this may be isolated for a short period of time and kept with the party leader. Parents will also be informed. If required, parents can be called to collect their child from the centre or staff from school can perform this should a parent be unable to collect, such a consequence needs to be arranged through the Senior Leader i/c trips or the designated person. • The range of staff and their positions will ensure that pupils conform and behave appropriately. • School staff to supervise pupils while eating. All school staff are to dine with pupils. • After pupils have eaten, they will take part in a range of activities arranged by school staff (or the centre). School staff will supervise the pupils until a designated time when pupils will go to their rooms. • Staff from school will ensure that all pupils are placed into their correct room with the correct pupils. • Staff from school can organise a rota to check on or supervise pupil throughout the evening, thus ensure that staff are given some space from the pupils for a given amount of time, this should be distributed equally amongst all staff, however, it is essential that all staff are available and accessible in the case of an emergency. 	<p>Click or tap here to enter text.</p>
<p>Security</p>	<p>Pupils and staff</p> <p><i>Safety</i></p>	<ul style="list-style-type: none"> • What security is in place at the accommodation? Please outline it here and the controls in place. 	<p>Click or tap here to enter text.</p>

Emergencies and other incidents that may seriously disrupt or delay any planned trip

Emergencies are rare but do happen. This for example may include a coach crashing, flights cancelled, the death of a pupil or adult on an activity, a fire at overnight accommodation. These are risks that cannot be planned for individually. You must contact Lloyd Wood or Emma Hillman should such an emergency occur.

<p>Emergency Contact – Lloyd Wood (EVC) or Emma Hillman (Headteacher)</p>	<p>Staff and pupils</p> <p>Safety</p>	<p>Controls to aid processes if an emergency occurs:</p> <ul style="list-style-type: none"> • The register of pupils on any trip must be given to the main school office. • If an emergency occurs during school hours, the school must be contacted immediately and the Senior Leader i/c trips will coordinate and response (or a named person in his/her absence.) • For trips outside of School hours a named contact, authorised by Senior Leader i/c trips, must have all the details, Inc. names and contacts of all pupils on the trip. In the event of an emergency this person must be contacted immediately and they will coordinate the response. • For residential trips, a named contact (and a second), authorised by the Senior Leader i/c trips, must have all the details, Inc. names and parental contacts of pupils on the trip. In the event of an emergency this person must be contacted immediately and they will coordinate the response. • The purpose of a suitably qualified named contact is to allow those adults on the trip to focus on their primary concern which is the safety and well-being of the pupils in their care. 	<p>Click or tap here to enter text.</p>
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Types of Activity and any other risks specific to your trip not already identified

Please clearly identify activities where it would not be obvious from the destination (theatre, cinema, shopping centres, theme parks, museums, conferences etc. are already covered in the destination section). For Category A visits this must be in detail. If a **centre** is being used and you have access to their risk assessments for each activity please forward this information, there is no need to recreate the information here.

Type of Activity	Who is at RISK and why?	Controls	Assessed Risk (Enter either High, Medium, Low or Not Applicable)
Reluctant pupils on activities	Pupils Safety	<ul style="list-style-type: none"> • Instructors support and encourage pupils. Instructors complete activity in partnership with some pupils, if required. • Adults encourage and support. No pupil is forced to undertake an activity if they are adamant that they do not wish to complete it. • Reluctant pupils watch activity in designated 'safe' area. 	

Specific SEND pupil risk assessments example:

Pupil	Risk/Concern	Control
Pupil A	Behaviour	Placed within a group with/parents informed and remind of expectations/parents on standby
Pupil B	Behaviour	Placed in a smaller group with a TA who will supervise this pupil
Pupil C	Anxiety	Placed in a smaller group with a TA who will supervise this pupil
Pupil D	Mobility	Assisted by LSA; will travel by public transport. Seating arrangements at the cinema are appropriate and there is wheelchair access (wheelchair access)
Pupil E	EHCP - behaviour concern	Adult supervision at all times to support - accompany closely on outward & return journey
Pupil F	EHCP - behaviour, particularly around roads/transport	1 to 1 TA support needed - Insert name of designated TA

Specific Medical pupil risk assessment example:

Pupil	Risk/Concern	Control
Pupil A	Nut allergy	Placed in a group with a member of staff who is first aid trained (Insert name of staff). Pupils will have their own EpiPen and there will be one with the staff member in charge of the medical bag. This will be checked by the group leader prior to leaving.
Pupil B	Asthmatic	Pupil must have their inhaler if they use one and there must be a second inhaler in the medical bag. This will be checked by the group leader prior to the trip leaving.