KINGSBURY SCHOOL

Educational Visits Policy

LOCAL LEVEL POLICY

REFERENCE NO:	014	DATE PREPARED: 3rd March 2024	DATE REVIEWED/REVISED:
Policy compiled by: Martin Clarke			Approved by the Local Governing Body: Signed: Natalie Williams Date: April 2024
Signed: Martin Clarke On behalf of the Senior Leadership Team			
DATE OF NEXT REVIEW: March 2026			

Date	Notes
3rd March 2024	Policy recreated by Martin Clarke (EVC and Headteacher)
	Awaiting approval by Local Governing Body
April 2024	Approved by Governors

1. Aims and Scope

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

Educational visits are a way to provide our students with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational Visits supplement and enhance the curriculum, expand students' education, provide enriching social and cultural experiences, teach life skills, promote independent learning, support positive mental health, and provide a foundation for lifelong learning. Educational visits are an essential element of good school practice. Wherever or whatever the venue, teachers will ensure that the educational benefits to the children are maximised.

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

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

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

2. Legislation and Guidance

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

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

3. Roles and Responsibilities

3.1 Headteacher

The headteacher is responsible for:

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

3.2 The Educational Visits Co-ordinator (EVC)

Martin Clarke and **Felicity Biddle** are the appointed EVC's at our school. Their role is to:

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

3.3 Trip lead

Every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers

- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others

3.4 Staff

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

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate
- Refrain from smoking, drinking alcohol, or using drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit

3.5 Parents and carers

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

3.6 Volunteers

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

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Sign the 'Volunteer Behaviour and Code of Conduct' (Appendix 3)

3.7 Students

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

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

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

4. Planning and Preparation

Guidance and templates to support the planning and preparation of trips and excursions can be found in our Trips and Excursion Shared folder on Teams. Trips and Excursions

The decision on whether or not a visit will take place will be made by Martin Clarke (Headteacher and EVC), and based on factors including:

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

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip proposal form for the planning and approval of a visit. The visit lead will be expected to meet Martin Clarke (EVC) prior to a trip being approved to discuss the proposal form and arrangements.

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

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

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

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

5. Inclusion

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

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

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

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

6. Risk Assessment

We will carry out a full risk assessment at least one weeks before the start of all trips.

This will be completed using the school's risk assessment template (which can be found in the Trips and Excursions Shared Folder on Teams) and in **appendix 2**, and approved by the headteacher/EVC.

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

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

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

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy uploaded to Evolve and Teams.

7. Staff Ratios and First Aid

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

- At least one male and one female supervising adult is present (for mixed student groups)
- At least one supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with students at any time
- The trip lead will take regular headcounts and/or rollcalls

8. Transport

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

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

9. Use of external organisations

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

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

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

10. Volunteers

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

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

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

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

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

11. Communication and Consent

We will contact the parents and carers of students invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via letter or 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
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards

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

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

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

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

12. Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

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

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

In the case of an emergency, the trip leader or other supervising adult will contact the base contact or school office. The base contact 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.

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

In a case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the trip leader will contact the school office or base contact who will notify the parents/carers. The trip 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 student when found. The remaining staff and adults will return to the school with the rest of the students.

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. This will help with evaluating whether planning worked and to learn from any incidents that took place.

13. Charging and Insurance

We will follow our school's charging and remissions policy at all times.

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

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

We recognise that nothing in legislation prevents the school from requesting voluntary contributions for the benefit of the school or any school activities. However, if insufficient voluntary contributions are received to cover the cost of activities, the headteacher will ensure that parents are informed at the outset that the school may need to cancel the activities if there is no alternative method to make up the shortfall. There will be no obligation for a parent/carer to make any contribution. The school will ensure that no student is treated differently according to whether or not their parent has made any contribution in response to a request for voluntary contributions. Parents may be invited to make a voluntary contribution, which will not be mandatory, for any activities or provision organised for the benefit of Students where it is inappropriate to make a 'charge'.

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

14. Residential Visits

The headteacher will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as one-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least one week before the start of the trip

- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

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

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

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

15. Review

This policy will be reviewed every two years by the headteacher. At every review, the policy will be shared with the full governing board.

16. Links with other policies

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting students with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

Appendix 1: Trip Proposal Form

Please complete all the details below and seek approval from your Subject/Faculty Leader. You can complete the form within this booklet, or using a separate template: Trips and Excursions

Once completed, arrange to meet Martin Clarke to discuss your proposal and seek approval for the visit. Be prepared to discuss the following:

- Full costings
- Potential Staffing
- Proposed dates

Approval will be given during the meeting, or you will be notified by email. Once approval has been given, you will need to complete the trip forms on Evolve at: www.coventryvisits.org.uk

Trip Name		Venue	
Date(s)	Times	Gate key required?	Subject
Year Group(s)	Number of students	Selection Criteria	
Visit Leader	VL Mobile Number	School Mobile	School Mobile
		1.	2.
Other attending staff		Designated First Aider	
What considerations/provisions have been made for our disabled students?			
What are the transport arrangements?			
What activities are taking place?			
What are the Learning and personal objectives of this visit for students?			
What are the significant risks of this visit?			
Insurance and Booking arrangements – **Do not take out <u>any</u> insurance**			
Please attach any Booking Terms and Conditions			
Costings and Finance have been discussed with Martin Clarke: YES NO			
Is prepayment required?	Date to be paid by	Venue Costs	Online trip reference
Yes ☐ No ☐			
Transport costs	Cover costs	Proposed Total Cost	Cost per student

First aid box to be collected prior to trip from admin. Further information on student medical issues can be obtained from admin.

	Please complete cover implications and which year groups requiring cover										
	Name	Reg	P1	P2	Duty?	P3	P4	Tutor/Duty	Tutor/Duty	P5	Duty?
Leader											
Staff											
Staff											
Staff											

Office Use: Copies of proposal to:

Finance			
Phoenix Suite		Base contact	
Reception			
SLT		Copy for whole school evacuation	
Terms and Conditions received?		Felicity Biddle and Courtney Bland	

As Visit Leader, I agree to have the trip ready for approval 7 working days prior to visit or 28 days for adventurous trips.

Agreed date for approval on Evolve: _____

Visit Leader……..

Approved by:

Line Manager…… Date ……

Martin Clarke (EVC)…… Date ……..

Martin Clarke (Headteacher) …… Date ……..

Appendix 2: Risk Assessment Template

KINGSBURY SCHOOL RISK/BENEFIT ASSESSMENT TO COVER ALL TRIPS			STAFF ACTIVITY GROUP ENVIRONMENT DISTANCE
Identifying significant hazards- assessing the risks: *Hazards and harm which may occur.* *Consider: **V**enue: **I**tinerary: **A**ctivity (staffing, equipment, emergencies): Group and Plan B*		**Control Measures** - managing the risk *Controls, including relevant sources of guidance* **Any specific Risk/Benefit assessments to be in RED – please remove features that do not apply to your trip**	
S	**Staffing**	**Multiple Staff Attending** (Emergency Procedure - in addition to above) ▪ Should any student suffer illness or injury, one staff member will take/accompany them to A&E department while other staff remain with the trip group. ▪ Contact will be made to parents and AMO the school base contact. ▪ The Visit Leader and Assistant Leader will have a school mobile each, on separate networks. ▪ Each member of staff will have a comprehensive trip information pack. ▪ Staff will also be in possession of their own mobile phones. ▪ Staff to be aware of Foreign Office advise with regard to traveling to destination/venue. EVC at base will update trip leader of any changes in advice given. **Should staff member suffer illness or injury** ▪ Prior to trip, students involved are made aware of envelope in first aid kit with emergency contact details for on call staff who would be contacted at this point. Other professional staff from venue school would also assist here.	
A	**Activity, Itinerary and Programme**	**Non-adventurous activity** ▪ A clear itinerary/ programme is organised with all accompanying staff members aware of the plan and their roles ▪ Any unsupervised time with students is managed by staff appropriately through the itinerary and parents are made aware of this when letters are sent..	
G	**Parental Responsibility Emergency Procedures**	▪ Where students are making their own way to venue, parental permission will be obtained. ▪ Visit Leader will take with them the Visit Leader Emergency Action Card with all contact numbers on. AMO will have Emergency Base card and full details for students if after school hours. ▪ Visit Leader will have a report with any medical issues and student emergency contact details. A First Aider or a Designated First Aider will have a First Aid box with them. ▪ Visit leader will have a report with any medical issues and student emergency contact details. Parental consent forms have been obtained and checked ▪ Students have been given instruction if the staff member is incapacitated. ▪ PE fixtures – all students will wear appropriate equipment to ensure the activity is carried out safely. ▪ If after school hours school mobile numbers are available on the school website for parents, along with a letter detailing the trip and/or an itinerary.	

E	**Venues e.g.** **University** **Theatre** **Conference Centres** **Walking in public areas/Crossing roads**	▪ Students will be reminded of the importance of returning to the final meeting point at the time given. ▪ Students to be given limited areas to access, which will be made clear. ▪ Students will be told not to leave the venue. ▪ Behaviour expectations to be made clear, if there is unacceptable behaviour, students will be removed from the activity and /or parents will be contacted to collect their child. ▪ Students to walk between and lead and end members of staff, students to remain in a coherent group at all times. ▪ Crossing roads to be done as a group and at established crossing points wherever possible, staff to supervise crossing of all students. ▪ For remote supervision, Major Cities and abroad, students will be given a card with school mobiles numbers (credit card size) **Major Cities and abroad** ▪ Students will be given information on how to react if a major incident/terrorist attack occurs ▪ There will be a specific physical meeting point away from the venue, arranged prior to arrival or on arrival of the venue, in the event of an emergency.
D	**Coach/Minibus Travel and staff car/Taxi**	**Transport by Coach/school minibus, public transport and staff transport.** ▪ Students to wear seat belts and to remain seated at all times, behaviour expectations to be made clear at the start of the journey, staff to accompany students on transport. ▪ Head counts will be carried out whenever the students are getting off or onto the transport. ▪ Coach booked through reputable firm with seat belts, a provider statement is obtained for each coach company used. Before departure the VL will check the location of emergency exits. ▪ School Mini Bus- Suitable insurance is in place. Contingency arrangements are in place in case of breakdown/emergency with full breakdown cover. ▪ School Minibus is serviced regularly and a cursory check will be carried out before the journey. ▪ Taxi are booked through reputable firm, all drivers are CRB checked– students will not travel alone unless deemed responsible ▪ Staff private cars will have business insurance and staff will be deemed competent to make the journey ▪ There will be a school mobile for each coach. ▪ All students are briefed as to procedures on platforms at bus stops on busy streets
	Specific Medical/Behaviour concerns	
	Threat of terrorist attack	▪ Prior to visit it will be decided if regular text messages to home will be necessary. N/A ▪ Advice from the Foreign and Commonwealth Office Prior to Visit is: N/A ▪ Students have been briefed on what to do in the event of a terrorist attack **Trips abroad** The following steps will be taken (as per the Foreign and Commonwealth Office guidance) 1. There will be regular travel advice checks for the countries being entered. 2. be vigilant in public areas and places that attract foreigners and westerners – e.g. hotels, restaurants, bars and crowded places like markets, malls or sports events 3. look out for anything suspicious and if you see anything report it to the local police immediately – many terrorist attacks are foiled by the vigilance of ordinary people 4. be clear about any routes you use and have a plan of action to follow in the event of an incident-follow local authority directions (if none available move out of the area and return to hotel if safe 5. identify places like police stations, hospitals, official buildings along your route where you could seek refuge in an emergency
THIS RISK ASSESSMENT WILL BE UPDATED REGULARLY. LAST UP DATE January 2020 **Don't forget to risk assess your Plan B**		

Appendix 3: Volunteer Behaviour and Code of Conduct

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

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

Volunteers agree to:

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

Volunteers agree <u>not</u> to:

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

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

Signed:

Date: