

# POLICY OF EDUCATIONAL VISITS & PROCEDURE

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Policy Reviewed - March 2025  
Date of Next Review- March 2026

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## 1. Rationale

1.1 The school the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

1.2 All Visit Leaders are required to read the Trips, Procedures and Checklist document in conjunction with this policy.

1.3 The priority of all trips is to ensure the safety of all students and staff members. To facilitate this, during all trips, students are expected to exhibit the highest standards of behavior in line with the school behaviour policy. Staff have a duty towards the well-being and safeguarding of all students under their care.

## 2. Approval for visits

2.1 All matters regarding each visit outside School – feasibility, planning, safety, organisation etc. – will require the prior approval of the Head of School/Principal.

2.2 Approval of all visits is at the discretion of the Head of School/Principal.

2.3 Principal Permission Form should be used for the initial proposal and approval for all overseas and residential trips.

2.4 If an external provider or tour operator is being used, they must provide information of insurance and qualifications, before the provisional booking.

## 3. Competence to lead

3.1 Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For all visits this will be assessed by the Health & Safety Officer.

3.2 In assessing competence to lead, the HSO will take a count of experience in the particular activity to be taken and general experience of trips. In the case of the leading (i.e. instructing) of adventurous activities the assessment is based on activity specific qualifications held and their currency.

#### 4. Outdoor/ Adventurous trips

4.1 For outdoor adventurous trips where an external provider is carrying out the activity, they must provide information of insurance and qualifications – this will ensure the intended provider has a valid license to provide the trip, qualified instructors, adequate health and safety policy, vehicles are roadworthy and a valid in- date insurance certificate.

4.2 For residential trips we also need to ensure the premises are safe and secure, and fit for educational purposes.

#### 5. Assessment of Risk

5.1 “Risk assessment” is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable.

5.2 In considering risk, there are 3 levels of which visit leaders should be mindful:

- o Generic Risks – normal risks attached to any activity out of School.
- o Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- o On-going Risk – the monitoring of risks throughout the actual visit as circumstances change.

5.3 All risk assessments must be reviewed and updated before any trip can be approved, these must have a current date relating to the trip and these must be signed by the trip leader.

5.4 Copies of all risk assessments, Accident and Emergency Policy and Incident Report form relating to trip should be given to all members of staff who will be accompanying trip, the trip leader must ensure that these have been read, understood and signed by all staff.

#### 6. Plan B

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

6.1 Ensure all members of staff on the trip are aware of any back up plan. Ensure all staff have access to a copy of the emergency contact list of students. Home Base Contact’s details should also be given to all members of staff on the trip, these are available on the Evolve Trip summary sheet.

## 7. Staffing Ratios

7.1 A professional judgement must be made by the Head of Section and Visit Leader as to the appropriate ratio for each visit. This will be determined by:

- o type, duration and level of activity
- o needs of individuals within the group
- o nature of the venue
- o weather conditions at the time of year
- o nature of transport involved

7.2 As a rough guide staffing ratio number will *typically* be:

1:20 for Sixth Form trips

1:15 for local trips (Secondary) and 1: 8 for Primary trips

1:10 for all adventurous trips/Residential trips/International trips Sports Teams 1 member of staff per team

*Ratios can be constructed using staffing from hosting organization.*

7.3 Typically, there will be both a male and female staff present for mixed groups of students. Please consult Trips and Expeditions Coordinator for more advice on staffing ratios.

7.4 Consideration should always be made for procedures in the event of an individual sustaining an injury requiring accompaniment to hospital. Contingency plans should be made as to procedures of maintaining the student ratio in view of the loss of supervising staff. This may include cancelation/ termination of the trip.

7.5 Where required, staffing ratios should reflect any trip including students with additional needs, with appropriate support provided and detailed upon risk assessment.

## 8. Supervision

3.1 Pupils must be supervised throughout all visits.

3.2 Where residential trips are taken with mixed sex attendees' then both male and female staff must attend.

3.3 There are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- o prior experience of pupils
- o age of pupils
- o responsibility of pupils
- o competence / experience of staff
- o environment/ venue

## 9. Parental/Legal Guardian Consent form

9.1 For all trips we require parental consent, all pupils attending a trip must have a completed Consent and updated medical form from parents' otherwise they will not be able to go on the trip.

9.2 Parents/Legal guardians must provide any medical information relating to students and provide any medication for any school trip in line with the medical condition's procedure.

9.3 Parents/legal guardians must provide contact details in case of an emergency.

9.4 The trip leader must ensure they have all the details on the Consent form with them on the trip relating to all students involved with the trip.

## 10. First Aid

10.1 The level of first aid provision should be based on the risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. The Emergency First Aid Certificate is the minimum requirement for residential visits.

10.2 First aid kits are available to be taken on trips and if the visit involves the party splitting up by any distance, a kit should be taken for each group.

10.3 Student medical conditions will require individual risk assessment to be included in Risk Assessment form.

10.4 It is the Group Leaders responsibility to be aware of all medical conditions of students and ensure they plan staffing ratios accordingly.

10.5 For any First Aid treatment that is carried out on any trip the Incident Form should be used, this should be given to the first aider on the trip by the trip leader to ensure a record is kept in accordance with the first aid policy. This record should be given to health and welfare on the return of the trip.

## 11. Transport

11.1 Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. It is essential that each individual stage of travel has an appropriate risk assessment.

11.2 If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour.

Regards,  
Principal