

Educational Visits Policy

Heathcote School and Science College



Approved by the Governing Board:	Spring 2023
To be reviewed:	Every 3 years
Next review due:	Spring 2026

Other Documentation

This Policy should be used in reference with the following documents;

- Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Safeguarding Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs Policy
- Equality Information and Objectives
- Accessibility Plan

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Aims and Scope

At Heathcote School, we believe that learning outside of the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informed environment.

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.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning and social awareness, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

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 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

Legislation and Guidance

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

- Equality Act 2010

- SEND Code of Practice

- Keeping Children Safe in Education 2022

Roles and Responsibilities

Headteacher

The Headteacher is responsible for:

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

The Educational Visits Co-ordinator (EVC)

The Assistant Headteacher is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're 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

Trip lead

Every educational visit will have 1 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 pupils, 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, pupils 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 pupils and others

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 will:

- Seek and obtain approval for all educational visits from the EVC in the first instance and this is approved by 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 pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate
- Must not take photographs of students on their personal phones
- Must remain with their allocated group at all times
- Must not consume alcohol/drugs or any illegal substance at any point of the trip
- Must only administer medicine that has been authorized. The trip leader has overall responsibility for this.

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
- Give consent on Arbor and complete any Google consent forms or 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 trip

Volunteers

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

- Follow the directions of staff and act accordingly
- DBS checking
- 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 also applies to all educational visits. This includes the expectation that pupils 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

Pupils 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. The following statement must appear in all trip letters sent home to parents:

“Enrichment activities are a privilege, and it is important that school trips and activities take place safely. The school must ensure that pupils who attend are upholding the highest standards of behaviour and maintaining Heathcote’s reputation. Pupils who have been

isolated, excluded or have multiple IEUs in a given period of time maybe refused entry to trips, events or activities. The Headteacher reserves the right to refuse entry to any school, events, trip or activity without any notice, and delegates this responsibility to the Trip/Event Leader in each case. This is to ensure that school trips can take place safely and pupils that

attend are upholding the standard of behaviour we would expect from Heathcote pupils. Monies or deposits will not be returned in this scenario”

Planning and Preparation

The decision on whether or not a visit will take place will be made by the 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-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 for abroad trips and residentials
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Cover implications

See appendix 1 for our trip proposal form.

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

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

Parental consent is required for trips with low risk and parental consent is obtained at the start of the academic school year.

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.

Inclusion

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

If a pupil with a disability, statement of special educational needs (SEN) 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 pupils.

Risk Assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template which can be found on our shared drive - <https://drive.google.com/drive/folders/1gyixeNNyxTEvTq9-sC7UfaX994jSRplr> and in appendix 2. Risk assessments provided by the destination itself will also be used to support this process.

The risk assessment will include any specific SEN and medical issues and allergies, 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 EVC and then headteacher, and a copy taken on the visit and another copy left with the EVC.

Staff Ratios and First Aid

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

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- For Category A trips there must be a staff to pupil ratio of 1:10 and for Category B trips a staff to pupil ratio of 1:15
- At least 1 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. These can be found: <https://drive.google.com/drive/folders/1yXHJt2nmylQ9t0Y8WtNZjUQVjQh2ovq9>
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- A medical list will be produced on Arbor and the trip leader will collect all of the relevant medication from the first aid officer in the main school office prior to the trip departing
- Pupils who are diabetic MUST have a member of staff who is diabetic trained on the trip with them at all times
- Controlled medication must be administered by the first aider and returned immediately to the medical officer after the trip.
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

Transport

Transportation for trips 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.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site. When using the school mini bus to transport children for any trip outside of the borough there must be two members of staff who are able to drive the mini bus in attendance.

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.

The organisations risk assessment must be read and understood in the initial planning stage. Any relevant information must be added to the HCS risk assessment with the risk assessed.

Communication and Consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 6 weeks before the proposed date of the trip. Communication will be via letter on Arbor and information provided will include the date, travel times, destination, purpose of the visit, information about lunch arrangements including those students eligible for FSM.

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 pupils' failure to meet these standards
- Parents/carers will be asked to provide consent on Arbor for educational visits where appropriate

Information and Final Arrangements Pack

Final details of the visit, including the final version of the risk assessment, must be submitted to EVC for approval at least 10 days before the visit. 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 information pack should include details of:

- Original trip proposal and letter sent to parents
- Itinerary
- pupils' and staff emergency contacts
- copies of Parental Medical details from Arbor
- copies of any insurance documents, contracts, etc. if necessary
- risk assessments (both school and venue) with site maps if available
- pupil groups with staff allocation
- Pupils eligible for FSM
- SEN support plan
- Medical support plan

For sports fixtures the fixture leader must provide the EVC with the team sheet and leave of absence form for approval before this is signed off by the headteacher. All staff in the PE department have read and signed off the PE risk assessment at the start of the academic year.

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 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.

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

In a case of a pupil being unaccounted for, the trip 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 trip leader will contact the school office 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 pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

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.

Charging and Insurance

Parents will be notified of the cost of trips well in advance and no later than 6 weeks before the trip date. Pupils eligible for FSM will receive a 10% discount for school trips. All visits must be paid for by the set deadline so booking can be made.

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

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

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

The school will not keep places on trips open where payment deadlines are missed and reserve the right to cancel the place. In this instance all monies paid will not be returned.

Residential Visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- The trip proposal and draft letter to parents are submitted for approval no later than 12 weeks prior to the trip taking place, along with a detailed itinerary.
- The trip leader will need to submit proof of insurance and the certificate of compliancy from the company/venue
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

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

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

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits. For trips abroad, the Trip leader is expected to obtain the pupils passport information at the initial planning stage.

Review

This policy will be reviewed every 3 years by the EVC. At every review, the policy will be shared with the full governing board.

Appendix 1

Proposed Visit Planning Information

	Heathcote School and Science College	Heathcote School Detailed Trip Request Form
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Name of Trip	
venue	
Date	
Staff leading Trip	
Staffing for trip including HTLAs and TAs	
Times	
Year Group/s	
Number of places available for the trip	
Outline rationale and purpose of trip in line with SIP Curriculum	
Travel plans	
Cover implications e.g. will need provision for x amount of pupils who will be staying in school	
Cost per pupil Pupils who receive FSM will be offer £2.50 discount.	
% pupils who are disadvantaged	
Gatsby Benchmark (MBT & trip leader)	

Feedback	
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1st stage approval MAS	Please submit to Miriam Argyrakis at least 6 weeks before the trip.
2nd stage approval SCE	Final sign off SCE (10 days prior to trip)

Appendix 2 - Risk Assessment Template

Educational Visits and Off-Site Activities Risk Assessment

1. Name and position of the member of staff in overall charge of the trip.
2. Location and Address of visit destination

3.Date of Visit	4.Departure time from School	5.Arrival time back at School

6. Purpose of Activity/Visit
(very brief)

7. Please simply delete appropriate text (see guideline if unsure)

Category A visit Click or tap here to enter text.	Category B visit (all other activities)
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<http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

8. Means of travel to and from destination

9. Names of accompanying staff employed by Heathcote School	
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10. Year group/s	10
11. How many students are attending?	<p>Total number -</p> <p>Male – Click or tap here to enter text.</p> <p>Female –Click or tap here to enter text.</p>
12. What is the student/adult ratio	Click or tap here to enter text.
13. If the visit is outside of School Hours (7.30am -5.15pm) who is the named contact, position and what is their contact number this person must be a member of SLT and have access to the Safeguarding Team? (Two people for residential stays)	<p>MAS - 07904 023465</p> <p>NHS – 07968 042282</p>
14. Trip Lead phone number	

15. Emergency contact name and phone number for the venue being visited	
16. Is remote supervision in operation? (yes/no)	Click or tap here to enter text.

17. Has a previous or preliminary visit been made (For category B trips this is compulsory) Click or tap here to enter text.

18. Has the venue's risk assessment been read? Click or tap here to enter text.

19. Finance

Transport Cost	Click or tap here to enter text.
Cost of Venue	Click or tap here to enter text.
Additional Costs	Click or tap here to enter text.
Total Cost	Click or tap here to enter text.

Total amount per student	Click or tap here to enter text.			
Total amount per student eligible for FSM (£2.50 deducted)				
Can Students pay in instalments?	Click or tap here to enter text.			
Are instalments fixed or variable amounts	Click or tap here to enter text.			
Amount and deadlines for each instalment (if fixed amount)	Instalment	Amount	Due From	Deadline
	Ins 1	£Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Ins 2	£Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Ins 3	£Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Ins 4	£Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

<p>Are any students being funded for this trip e.g. FSM</p> <p>If yes please state names and which budget this should come from.</p>	<p>Click or tap here to enter text.</p>
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Risk Assessment – complete only the hazards that apply to your trip as H, M or L and delete all hazards that do not apply to your trip:

Hazard	Who is at RISK and why?	Controls - This is the protocol of what every teacher is expected to do for every trip	Assessed Risk (Enter either High, Medium, Low)
Transport			
Walking students to and from the coach.	Students and Adults	<ul style="list-style-type: none"> • Teacher at front & back of each group • Other adults spaced along the line of students • Keep students away from kerbs. Adults and student • To be aware of obstacles on path e.g. bin bags, tree roots, paving slabs 	Click or tap here to enter text.

Walking on pavements next to roads	Students and Adults <i>Accident / Injury/ Losing students</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 	
Coach Journeys	Students and Adults <i>Accident / Injury/ Losing students</i>	<ul style="list-style-type: none"> • Before departure (and at all subsequent departure points, e.g. after stopping at a service area) all students 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 students 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, e.g. 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 	Click or tap here to enter text.

		<ul style="list-style-type: none"> Services/toilet breaks: students to be in groups of a minimum of three at all times at a service station. Staff will remain in a visible place where students can find them easily. 	
Coach journey - contingency plans in event of breakdown	<p>Students 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 students 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 (e.g. coach breaks down on viaduct or cliff edge). In other areas students and adults remain seated on coach, unless need for emergency evacuation e.g. 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 e.g. 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 	Click or tap here to enter text.
Ferry crossings	<p>Students and adults</p> <p><i>Accident / Injury/ Losing students</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 Students are seated whenever possible inside the ferry. Small groups only with adult supervision are permitted to visit open 	Click or tap here to enter text.

		<p>decks, and only if weather is suitable. Remain seated with no leaning over the edge of the deck.</p> <ul style="list-style-type: none"> • Adult's regular headcount of students. • In the event of an emergency students and staff must follow all instructions of ferry staff and/or emergency services 	
Plane journey / airport	<p>Students and adults</p> <p><i>Accident / Injury/ Losing students</i></p>	<ul style="list-style-type: none"> • Embarking and disembarking from transport to terminal building adults and students 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 • Students seated inside plane, head count before departure • Remain seated with seat belts on during journey, except if toilet is needed • Adults and students listen to safety announcements and note location of nearest muster station and other emergency procedures • In the event of an emergency students and staff must follow all instructions of airline staff and/or emergency services 	<p>Click or tap here to enter text.</p>
Minibus journey	<p>Students and adults</p> <p><i>Accident / Injury/ Losing students</i></p>	<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 minibus, (drivers must have Category D1 or D1E on their driving licence to drive the minibus or have an HGV licence, staff must also have completed relevant training organised by the School before driving the minibus and ensure their details are held by the Site Manager) • Before departure (and at all subsequent departure points, e.g. after stopping at a service area) all students 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 	<p>Click or tap here to enter text.</p>

		<p>must be thrown at any time, no standing on seats, never to distract other drivers or pedestrians</p> <ul style="list-style-type: none"> • Adults undertake head count 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 students 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, e.g. sick-bags • First Aid kit always be present on the minibus • Services/toilet breaks: students to be in groups of a minimum of three at all times at a service station. Staff will remain in a visible place where students can find them easily. 	
Mini bus journey - contingency plans in event of breakdown	<p>Students and Adults</p> <p><i>Accident / Injury/ Losing students</i></p>	<ul style="list-style-type: none"> • In the event of a breakdown on a motorway/dual carriageway all students 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 (e.g. coach breaks down on viaduct or cliff edge). In other areas students and adults remain seated on coach, unless need for emergency evacuation e.g. 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 minibus cannot be fixed, School needs to be contacted to arrange alternative transport • Head count check of all-party members by party leader before leaving 	Click or tap here to enter text.
Train Journey	Students and Adults	<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 	Click or tap here to enter text.

	<p><i>Accident / Injury/ Losing students</i></p>	<ul style="list-style-type: none"> • Whilst on the station students 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 students 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 students board • Students 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 students should know the departure station before boarding the train • In the event of an emergency students and staff must follow all instructions of train staff and/or emergency services • Students to be in the same carriage as teachers. • High standards of behaviour expected 	
<p>Tube Journey</p>	<p>Students and Adults</p> <p><i>Accident / Injury/ Losing students</i></p>	<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 students 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 students 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 students board. Due to small stoppage times if the group is large it should be divided as per ratio of staff and students (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 	<p>Click or tap here to enter text.</p>

		<ul style="list-style-type: none"> • Students 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 students should know the departure station before boarding the tube train • In the event of an emergency students 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 reassemble and a head count conducted before departure from the station • If a change of train is required students must be supervised at all times whilst changing platforms and the same process occur for the next journey 	
Public Bus Journey	<p>Students and Adults</p> <p><i>Accident / Injury/ Losing students</i></p>	<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 students travelling locally • Whilst are 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 students should board under the supervision of staff, the last person on the bus must be a member of staff who has conducted the headcount whilst students board • Students 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 students and staff must follow all instructions of the driver/conductor and/or emergency services • High standards of behaviour expected 	Click or tap here to enter text.

Any other forms of transport – please detail	Students and Staff <i>Accident / Injury/ Losing students</i>		Click or tap here to enter text.
Medical / Accident			
First Aid	Students 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 Michelle for KS3 and 4 students and LGS/TCI for KS5 students. 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 students. 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 	Click or tap here to enter text.

		<p>doctor or paramedic should be sought in more serious cases requiring first aid or emergency treatment</p> <ul style="list-style-type: none"> • 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	<p>Students and Staff</p> <p><i>Need for medical treatment</i></p>	<ul style="list-style-type: none"> • If medical expertise is required to treat a student 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 maybe until a parent arrives 	Click or tap here to enter text.
Accidents	<p>Students and Staff</p> <p><i>Need for medical treatment</i></p>	<ul style="list-style-type: none"> • All students should be clearly told of risks, and/or out of bounds area etc. on each trip. • Supervision of students is required at all times except where remote supervision is required as either a necessity of the activity or age of students. • Should an accident arise where a student 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 	Click or tap here to enter text.
Students with known illnesses	<p>Students and Staff</p> <p><i>Need for medical treatment</i></p>	<ul style="list-style-type: none"> • Party leaders and any group supervisors must be aware of any students in their care with medical conditions. • For Asthma sufferers inhalers should be checked before departure and students checked to be carrying inhalers for all activities at all times. 	Click or tap here to enter text.

		<ul style="list-style-type: none"> • For food allergies not involving overnight stays students are at an age where they know what they can and cannot eat. If pack lunch is taken, children eat only their own food • For food allergies involving overnight stays thorough checks need to be made with catering provision at the planning stage of any trip. If students can be catered for then catering staff at the establishment must be made aware of whom they are on arrival. Should a student consume food they are allergic to them medical advice should be sought at the earliest opportunity and parents informed, if necessary by calling an ambulance • Should a student on any trip carry an epi pen this needs to be identified at the planning stage and liaison with parents and the medical officer occur with the group leader. The student should always carry their epi pen with them and a second be kept by the group leader. 	
Other medical conditions	<p>Students and Staff</p> <p><i>Need for medical treatment</i></p>	<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 	<p>Click or tap here to enter text.</p>

Weather			
On all trips	Students and Staff <i>Accident / Injury/ Need for medical treatment</i>	<ul style="list-style-type: none"> Students 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. 	Click or tap here to enter text.
Sun Exposure / Hot Weather	Students and Staff <i>Sunburn / dehydration / Need for medical treatment</i>	<ul style="list-style-type: none"> Discuss safe sun exposure with students 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. Students to use only their own sun cream 	Click or tap here to enter text.
Wet Weather	Students and Staff <i>Hyperthermia / Need for medical treatment</i>	<ul style="list-style-type: none"> Students and staff should bring adequate protection against rain, especially if in the open all day, waterproofs etc. 	Click or tap here to enter text.
Cold Weather / Snow	Students 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. Students and staff should bring adequate warm clothing in order to keep warm 	Click or tap here to enter text.

Alcohol, cigarettes, illegal substances			
Alcohol, cigarettes, illegal substances	Students <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 student(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. 	Click or tap here to enter text.
Clothing			
Clothing	Students and Staff <i>Accident / Injury/ Need for medical treatment</i>	<ul style="list-style-type: none"> Students 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 students In general, no high heels should ever be worn, student clothing must not be offensive to others or members of the public e.g. 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 student 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 	Click or tap here to enter text.
Destinations/Location			
Theatre / Cinema / Conferences	Students <i>Losing students / Disruption to members of the public</i>	<ul style="list-style-type: none"> Students whilst in the cinema should be sat in a group with adults spread amongst them, if this is not possible then groups of students may be split but an adult should be as near as possible to them Students must be told they are not allowed to leave the building until the whole group departs at the end 	Click or tap here to enter text.

		<ul style="list-style-type: none"> • Students needing the toilet during can do so in pairs depending on the age of the students, the group leader makes this judgement • Headcount of students before departure • High standards of behaviour expected at all times. Any rules of the establishment must be adhered to 	
Shopping Centres	<p>Students</p> <p><i>Losing students / Disruption to members of the public</i></p>	<ul style="list-style-type: none"> • Students 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 students a central gathering place which is staffed continuously by an adult on the trip • If remote supervision is in place students should never be in a group of less than three • Students 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 • Headcount of students before departure and depending on length of stay at times throughout the day 	Click or tap here to enter text.
Leisure Centres / Museums / Other indoor attractions	<p>Students</p> <p><i>Losing students / 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 • Students must be told they are not allowed to leave the building until the whole group departs at the end of the activity • Students should be supervised at all times • Headcount of students before departure and depending on length of stay at times throughout the day 	Click or tap here to enter text.
Theme Parks	Students and Staff	<ul style="list-style-type: none"> • Due to the age of students 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) 	Click or tap here to enter text.

	<i>Losing students / Disruption to members of the public</i>	<ul style="list-style-type: none"> • Students 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 • Headcount of students before departure and depending on length of stay at times throughout the day • 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 students a central gathering place which is staffed continuously by an adult on the trip 	
Other destinations	<i>Losing students / 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 	Click or tap here to enter text.
Remote supervision			
Remote supervision	Students <i>Losing students / 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 students, 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> • Students must be told rules of remote supervision, e.g. boundaries and it possible walk students through these. They must be told in regards to expectations on behaviour • Students must be in groups of at least three during remote supervision • Staff/adults should supervise the entire area students 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 students so they can easily find help 	Click or tap here to enter text.

		<ul style="list-style-type: none"> • Staff should be in contact via mobile with each other if required at all times • Headcount of students before departure and depending on length of stay at times throughout the day 	
Residential / Overnight Stays			
<p>If a centre is being used and you have access to their risk assessments please forward this information, there is no need to recreate the information here.</p> <p>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 students. This is even more important on a residential trip.</p>			
Other Adults	Students Child Protection	<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	Students Accident / Injury/ Need for medical treatment / Poor Behaviour	<ul style="list-style-type: none"> • As in School, smoking, alcohol consumption and illegal substances are banned. Any student(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 students and parents prior to departure on a residential activity. 	Click or tap here to enter text.
Centre / Accommodation familiarisation	Students and Staff Accident / Injury/ Need for medical	<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 	Click or tap here to enter text.

	treatment / Confidence	centre highlighted. Sleeping areas identified. Canteen area identified. Gathering areas identified.	
Sleeping arrangements (if camping there is no need to alter this section as it will be obvious from the outset)	Students Safety / Poor Behaviour	<ul style="list-style-type: none"> • Students to be placed in rooms dependent on the number of beds etc. • Students not to be placed in rooms or dormitories of mixed gender at any age • Students should be in rooms with students 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 students • Lights out times and getting up times clearly identified to students • Expectation on behaviour clearly explained • Due to the age of students 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 students 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 students 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. • Students should keep rooms tidy at all times, they need to be inspected by adults at regular intervals to encourage this 	Click or tap here to enter text.

Washing Facilities	Students and Staff Safety / Poor Behaviour	<ul style="list-style-type: none"> • The vast majority of centres will ensure that students 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 students exists in the centre then they should make sure they use this properly, 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 students, this should take place at separate times. 	Click or tap here to enter text.
Meal Times	Students Safety / Poor Behaviour	<ul style="list-style-type: none"> • Students with known allergies please follow previous advice • Students with specific eating requirements, e.g. 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 students, including home-sickness	Students Safety	<ul style="list-style-type: none"> • Adults provide support and reassurance for individual students as required. • Adults establish a circle of self-supporting friends for a student and good strategies to support. • If this continues the party leader will need to make the judgement of whether a student is collected by a parent(s). 	Click or tap here to enter text.
Headcounts	Students 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 student is missing, every effort needs to be placed in finding the students as soon as possible. Should the student not be found, School must be contacted. The Senior Leader i/c trips or the designated person will liaise with parents and 	Click or tap here to enter text.

		<p>police in the first instance and direct operations from School wherever possible, the Party Leader the same at the location.</p>	
<p>Evening supervision / Discipline Issues</p>	<p>Students and adults</p> <p>Safety / Poor Behaviour</p>	<ul style="list-style-type: none"> • Party Leader to speak to all students regarding the standard of behaviour that is expected. • Any students 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 students conform and behave appropriately. • School staff to supervise students while eating. All school staff are to dine with students. • After students have eaten they will take part in a range of activities arranged by school staff (or the centre). School staff will supervise the students until a designated time when students 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 students throughout the evening, thus ensure that staff are given some space from the students 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>Students and staff</p> <p>Safety</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 student or adult on an activity, a fire at overnight accommodation. These are risks that cannot be planned for individually. You must contact Sonia Close or Miriam Argyrakis immediately if such an event occurs.

<p>Emergency Contact - Miriam Argyrakis</p> <p>07904023465</p>	<p>Staff and Students</p> <p>Safety</p>	<p>Controls to aid processes if an emergency occurs:</p> <ul style="list-style-type: none"> • The register of students 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 students 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 students 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 students 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 students on activities	Students Safety	<ul style="list-style-type: none"> Instructors support and encourage students. Instructors complete activity in partnership with some students, if required. Adults encourage and support. No student is forced to undertake an activity if they are adamant that they do not wish to complete it. Reluctant students watch activity in designated 'safe' area. 	
Click or tap here to enter text.	Click or tap here to enter text.	<ul style="list-style-type: none"> Click or tap here to enter text. 	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	<ul style="list-style-type: none"> Click or tap here to enter text. 	Click or tap here to enter text.
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Specific SEN student risk assessments example:

Student	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 student risk assessment example:

Student	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 Epi pen 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	Diabetic	Placed in a group with a member of staff who is diabetes trained (insert name of staff). This is essential.
Pupil C	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.

The following staff are Diabetes trained and must be allocated for those with diabetes pupils if applicable:

Year 11 - Ben Smith, Anisah Waheed, Dilan Tartar

DSD - Dawn Roche

Year 7 -Ifzala Waheed