

Brentside High School



Educational Visits Policy

Ratified by Governors	November 2022
Review date	November 2023
SLT responsible	ALa

The policy will be reviewed every two years and in response to national changes in legislation

Contents

1. Aims and scope	2
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Planning and preparation	5
5. Risk assessment.....	6
6. Volunteers	7
7. Communication and consent.....	7
8. Emergency procedures and incident reporting.....	8
9. Charging and insurance	9
10. Residential visits	9
11. Review	10
12. Links with other policies	10
Appendix 1: proposed visit planning information	11
Appendix 2: risk assessment template	14
Appendix 3: volunteer behaviour and code of conduct	15
Appendix 4: template letter for parents/carers and consent form	16

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

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 2022](#)

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

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

1.2 The educational visits co-ordinator (EVC)

Andrea Lane, Assistant Headteacher, is the appointed EVC at our school. Her 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'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

3.2 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 students, staff and volunteers
- Where possible, the trip lead should carry out a pre-visit (many museums offer staff free tickets for planning visits)
- If using TfL, tickets need to be applied for at least 14 working days ahead of the visit – the Brentside login and password are available from the Finance department
- 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
- Talk staff through the itinerary, risk assessments, contingency plans, lunch and toilet arrangements and medical details of students on the trip, and allow staff time to think about 'what if' scenarios

3.3 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 EVC
- 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

3.4 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

3.5 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

3.6 Students

Our school's Behaviour and Discipline 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 and Discipline Policy at all times.

See/refer to BHS Behaviour and Discipline Policy

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the headteacher, deputy headteacher and the EVC 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, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance details, 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 EV1 Trip Information Form for the planning and approval of a visit.

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

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

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

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

4.1. 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, 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 students.

5. 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: [T:\STAFF AREA\Trips\EV3 Generic Risk Assessments](#) and in **Appendix 2**, and approved by the EVC. Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and 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 EVC and the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the EVC, and a copy taken on the visit and another copy left with the EVC.

5.1 Staff ratios and first aid

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

- Appropriate student-to-staff ratio, taking into account venue, transport, type of activity
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These are provided to trip leads by the school's Welfare Officer
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip by the trip lead
- Adults without a DBS check will not be left alone with students at any time
- The trip staff will take regular headcounts and/or rollcalls

5.2 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.

5.3 Use of external organisations

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

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, 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.

6. 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.

7. Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter on Parentpay, and information provided will include the date, travel times, destination and purpose of the visit.

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 consent for educational visits via Parentpay.

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 UK European Health Insurance Card (UK EHIC) or UK Global Health Insurance Card (UK GHIC) information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

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

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

1 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 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.

9. 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 educational visits which are part of an examination syllabus or the National Curriculum that takes place during school hours. Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

Most of our trips are 'curriculum enrichment' trips rather than course requirements. We seek to minimise costs wherever possible and use school funds to ensure that cost is not a barrier to students attending a trip.

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

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

10. Residential visits

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

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – 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 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 hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

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

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions Policy
- Behaviour and Discipline Policy
- Safeguarding Policy
- First Aid policy
- Supporting students with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

Appendix 1: EV1

EV1

Trip Proposal Form

To be completed for escorting students out of school and discussed with line manager in the first instance

Trip Leader: _____

I have read the School Policy on Escorting students out of school (Reminder in the staff planner)
 Saved: T:\STAFF AREA\Trips

Places to be visited: _____

Department: _____

Date of Trip: _____

1. Educational purpose and brief details *(attach additional sheet if necessary)*

2. List any hazardous activity here

Give details of the hazards and the associated planning, organisation and staffing in the Risk Assessment.

3. Proposed students:

Year Group/s	Number of students	Number of students requiring extra supervision e.g. disabilities/SEN

4. Proposed staff:

Staff Name (code)	State Classes that will require cover (e.g. 9p1Sc) <i>(Please Indicate if cover has been arranged)</i>							
	Reg	P1	P2	P3	P4a	P4b	P5	Reg
1.								
2.								
3.								
4.								
5.								

Departure Time: _____ Expected Return Time: _____

5. Travel arrangements

*Please give details of route and/or the transport company.
 N.B TfL tickets need to be processed more than 2 weeks in advance.*

6. Finance Arrangements

- A. Submit the order request form (see attached) with the relevant booking information for the trip to finance, **after approval email received** and ensure it has been signed.
- B. Teacher organising trip will need to forward booking confirmation/invoice (all documents/emails) relating to booking to Finance so that payments can be made as necessary.

Overall cost of trip (Excluding VAT): _____

Cost per student (Excluding Parent Pay fee): _____

Cost per student (Including 1.29% Parent Pay fee): _____

Cost to be charged to department: _____

7. Checklist

- Draft letter to parents/carers attached:
- Risk Assessment attached:
- List of students attending, with FSM students highlighted, attached:
- State events scheduled on date of trip on electronic calendar: _____
- Number of staff out on date (liaise with FDo): _____

AHT agreed/signed: KS3 trip ALa _____ / KS4 trip IMe _____ / KS5 trip HMI _____

8. Contact Person at school

Name and telephone number of the contact person at school who holds all information about the visit or journey in case of emergency, including Out of Hours contact.

9. Inspection Visit

Have you or the department visited before (is there existing knowledge of the places involved)? **Yes / No**
 If not, have you planned an exploratory visit? Date of exploratory Visit: _____

10. Medical information

The group leader must have all the information about medical requirements for all pupils who will be participating and share this with staff. Please confirm here:

Signed: _____

Group leader full name: _____

AWAIT APPROVAL EMAIL FROM RECEPTION BEFORE PROCEEDING

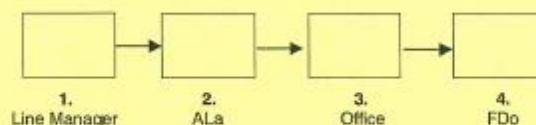
This form should be passed to the personnel named, in the order which they appear.

*** PLEASE SIGN FOR APPROVAL ***

When completing the form, please initial and pass on to appropriate member of staff in the following order

Line Manager's checklist:

- Proposal discussed and agreed
- Draft letter checked



Appendix 2: Risk Assessment Template

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Slips and falls caused by wet floor	Students and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	

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 the Trip Leader 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 **not** 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:

Appendix 4: Template letter for parents/carers and consent form



Brentside High School
Learning and Achieving Together

Greenford Avenue, London W7 1JJ
Tel: 020 8575 9162 – Email: info@brentsidehigh.ealing.sch.uk
Website: www.brentsidehigh.ealing.sch.uk
Headteacher: Ms Charlotte Hames

DATE

Dear Parent/Carer,

NAME OF TRIP

(ENTER EDUCATIONAL PURPOSE AND BRIEF DESCRIPTION)

E.g. The Art department is organising a trip for Year 9 graphics students to visit the xxx exhibition at the Saatchi Gallery in Slone Square, London. This trip will give them a fantastic opportunity to learn about famous artists and graphic designers and conduct research which can be used in their future GCSE projects.

Date of trip: **XXX**

Venue: **Full address**

Time: Depart from school at **09:00**. Return to school at approximately **15:00**

Transport: The school will arrange public transport through TfL / Travel by minibus

Dress code: Full school uniform

Cost: **£XX.XX** Payment via ParentPay / Free

Consent: Please provide consent via ParentPay

Free School Meals will be provided to those students eligible.

All students are expected to follow the school behaviour code whilst on the trip.

Please provide consent and make the payment of **£XX.XX** on ParentPay by **DATE**. If you do not have your login details, please contact Reception on 020 8575 9162. If your child has a medical condition, please also state this on ParentPay.

Yours faithfully,

SIGNATURE

Mr / Ms / Mrs Surname
Teacher of **Subject**
