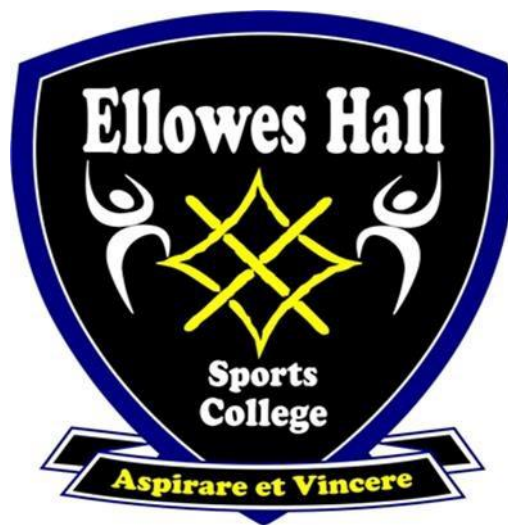


# INVICTUS

Education Trust



## Educational Visits Policy

PUBLISHED:	March 2023
DUE FOR REVIEW:	March 2025 (Required every two years)
STATUS:	Non-Statutory Policy
TRUST LEAD:	Phillipa Harris – Director of Education

## Contents

1. Aims and scope	3
2. Legislation and guidance	3
3. Roles and responsibilities	5
4. Planning and preparation	5
5. Risk assessment	7
6. Volunteers	8
7. Communication and consent	9
8. Emergency procedures and incident reporting	9
9. Charging and insurance	10
10. Residential visits	10
11. Review	11
12. Links with other policies	11
<i>Appendix 1: Proposed visit planning information</i>	12
<i>Appendix 2: risk assessment template</i>	13
<i>Appendix 3: volunteer behaviour and code of conduct</i>	14
<i>Appendix 4: template letter for parents/carers and consent form</i>	15
<i>Appendix 5: Trips and Visits Checklist</i>	16
<i>Appendix 6: Accommodation Checklist</i>	17
<i>Appendix 7: Activity Provider Checklist</i>	22
<i>Appendix 8: Emergency Action Plan</i>	26

## 1. Aims and scope

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

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, provide a foundation for lifelong learning and form an integral part of our approach to furthering our pupils' education and personal growth. Educational visits also add great value to our personal development offer as they are an integral part of character education and links to the 'real' world.

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/extra-curricular
- 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](#)

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Headteacher

See also OEAP National Guidance document [3.3b "Check List – Headteacher/Manager"](#).

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
- Propose any non-educational visits to the Director of Education for CEO final approval
- Propose all visits that involve an overnight stay and/or overseas travel to the CEO for their approval, in line with the Trust's scheme of delegation

### **3.2 The educational visits co-ordinator (EVC)**

See also OEAP National Guidance document [3.3a "Checklist – EVC"](#).

Andrew Di Bernardo 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 designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and school governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate and review all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **3.3 Trip lead**

See also OEAP National Guidance document [3.3e "Checklist – Visit Leader"](#).

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

- Plan the proposed visit, taking into account the health and safety risks to 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, including and not limited to staff, pupils, pupils with additional needs, parents and carers and volunteers
- 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

### **3.3 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 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

### **3.5 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### **3.6 Volunteers**

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

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for 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

### **3.7 Pupils**

Our school positive conduct 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 positive conduct policy at all times. This policy can be found on the school website.

## **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the headteacher or CEO in line with the Trust's scheme of delegation, 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
- Transport including school mini buses and availability.

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- Staff training and qualifications
- (For example, in order to take students up a mountain you need the ML qualification. Another example of this is you must have the appropriate licence to drive a mini bus)
- What safety measures can be put in place in order to reduce any risks
- We reserve the right to only permit students on visits and trips who can be relied upon to adhere to the schools conduct policy and represent the school and their parents/ carers in a positive manner at all times.

### Recommended Timescales

Recommended Timescales for establishments				
	VL creates	EVC	HEAD	ENTRUST
Local & Regular	1/2 Term	2 Weeks	1 Week	NOT REQUIRED
Local & Additional Risk	1 Term	5 Weeks	4 Weeks	3 weeks
Residential UK	1 Term	6 Weeks	5 Weeks	4 Weeks
Foreign	1 Year - 2 Terms	10 Weeks	8 Weeks	6 Weeks

See **appendix 1** for our 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 approval in line with the Trust's Scheme of Delegation.

Once the risk assessment has been approved by the headteacher and EVC, , 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 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.

#### 5. Risk assessment

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

This will be completed using the school's risk assessment template (see **appendix 2**), and approved by the headteacher and the EVC. Existing risk assessments (insert reference for where these can be found) 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 pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

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

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

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC and/or Headteacher. This should also include two emergency contact numbers.

##### 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 sure:

- For staff to student ratios and student supervision, we follow the guidance from the OEAP. For detailed guidance on this, please see more detailed information here: [https://oeapng.info/wp-content/uploads/dlm\\_uploads/2018/11/4.3b-Ratios-and-effective-supervision.pdf](https://oeapng.info/wp-content/uploads/dlm_uploads/2018/11/4.3b-Ratios-and-effective-supervision.pdf) Guidance numbers for staff ratio: KS2 circa 1 to 10, KS3 circa 1 to 10/15, KS4 and KS5 circa to 1 to 15/20. The EVC will need to consider staff to student ratios dependent on the activity and group of students.
- For non-residential visits, where possible, at least one male and one female supervising adult should be present for mixed pupil groups. This will be determined at the discretion of the Headteacher/EVC based on need and details of the visit. For residential visits, at least one male and one female supervising adult will be present for mixed groups.
- Where necessary, at least one supervising adult to administer first aid will be present on trips. The level of risk and available first aid facilities will be taken into account when making this decision. This will be determined at the discretion of the Headteacher /EVC. Qualified first aiders may not be

necessary for all off-site activities and visits. However, a basic level of first aid support should be available at all times.

- 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 in our school policies on the Q Drive. It is also a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip. It may be deemed appropriate to store safely or administer medication by a qualified first aider
- 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

We follow guidance on all areas related to first aid from the OEAP (Outdoor Education Advisers' Panel) document [https://oeapng.info/wp-content/uploads/dlm\\_uploads/2020/04/4.4b-First-aid.pdf](https://oeapng.info/wp-content/uploads/dlm_uploads/2020/04/4.4b-First-aid.pdf)

## 5.2 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.

## 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.

With regards to additional risk activities, we follow guidance from the OEAP 'Using External Providers' document: <https://oeapng.info/8321-using-external-providers/>

We also have an 'Activity Provider's Checklist (see Appendix 7)

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 pupils 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 pupils 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 two 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 pupils or given sole responsibility for the care of a pupil.

## **7. Communication and consent**

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

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

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

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

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

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

## **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
- Appropriate communications within an emergency. (Parents and social media, use of mobile phones)

- Following the Invictus Education Trust’s Emergency Plan for Visits – **See Appendix 8**
- Incident reporting HSE/RIDDOR

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. In the case of an emergency outside of normal school office hours, the EVC and/or headteacher will be contacted.

One 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 (or EVC and/or headteacher if the school office is closed) 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.

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 won’t be asked to pay for any educational visit that takes place **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 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.

## **10. Residential visits**

All residential trips longer than 24 hours will be approved in line with the Trust’s Scheme of Delegation.

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least one 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
- Checks on the provider will be carried out, in line with LOTC guidance. (See Appendix 6 – Accommodation Provider Checklist)

Parents and carers will be given information about the visit and asked for permission at least two 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.

## **11. Review**

This policy will be reviewed every two years by the headteacher and approved in line with the Trust's Scheme of Delegation. At every review, the policy will be shared with the school governing board.

## **12. Links with other policies**

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Positive Conduct Policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Rewards Policy

## Appendix 1: proposed visit planning information

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

**Name of staff member proposing the visit:**

**Date of request:**

**Response required by (date):**

### Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Volunteers</li> <li>• Physical supplies</li> <li>• Transportation</li> </ul>		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
How many Pupil Premium students are attending?		

## Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

<b>RISK ASSESSMENT FOR SCHOOL VISIT 2023</b>			
<b>1. Place(s) to be visited?</b> Alton Towers		<b>Date(s) of first visit?</b> 30/3/2023	
<b>2. What are the main potential hazards?</b>		<b>L M H</b>	<b>List existing controls</b>
<ul style="list-style-type: none"> <li>• getting on and off the coach (watch for other traffic and kerb, care on steps)</li> <li>• safety on coach (wearing seatbelts, no standing in aisle, use toilet in emergency only)</li> <li>• general road safety / care when walking around Alton Towers</li> <li>• getting lost in strange place / being left behind</li> <li>• risks arising out of changing weather conditions</li> <li>• risks arising out of unsuitable clothing / footwear</li> <li>• confusion of surroundings</li> <li>• Exposure to weather</li> <li>• Water Rides</li> <li>• Vehicle traffic within the car park</li> <li>• Slips, trips and falls</li> </ul>		L L L L L L L L M	<ul style="list-style-type: none"> <li>• verbal and written warnings in advance, preferably involving parent</li> <li>• clear instructions to students before every part of the visit</li> <li>• clear instructions to staff about their roles</li> <li>• head counts after every stop</li> <li>• sanctions if rules are broken</li> <li>• where sun screen if need be</li> <li>• remain in meeting area until registers tally.</li> <li>• Within Alton Towers, students told to: Stay with groups of minimum 3 students. How and where to reach staff on duty.</li> <li>• Students to be warned that they must be supervised by a responsible adult when going on the water rides.</li> <li>• Designated drop off points to support students when leaving the coach.</li> <li>• Surfaces can become wet and pedestrian circulation is in full flow.</li> </ul>
<b>3. Who is at risk?</b> Students and Staff			
<b>4. How will you deal with hazards not currently or fully controlled in 2?</b>			
<b>Hazard?</b>	<b>L M H</b>	<b>Action Required?</b>	<b>By when?</b>
Group and Staff	L	Mr Di Bernardo is the trip leader. Mrs Stobart will be our trip first aider as well as ... All staff have been DBS checked. Adequate staff/pupil ratio when sub-divided into groups for walking to the location and completing the activities. Ratio is 1 to 19. At least 2 staff will be on each coach).	Before and During Visit.
Loss of Students	L	Within park, students will be told to stay in groups of a minimum of 3 students. They will be informed of how and where to reach staff in case they need us. Mobile numbers for staff will be given out to support each other.	Before and During Visit.
Coach	L	Coach transfer to and from Alton Towers is provided by Prospect Coaches. Coach will be on school grounds before we leave and will park up at Alton Towers on arrival. Students will not be crossing roads because of this.	Before and During Visit.
Fire Safety	L/M	Instructions to students given on the Thursday morning after leaving the coach. Identify and inform students of fire assembly point. Staff members	During visit and checked on pre-visit.

### 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 Andrew Di Bernardo 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 pupils 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 pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils 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 pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils 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

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to the trip leader. This letter should be on school's headed paper.

**Trip destination:**

**Trip date(s):**

I, \_\_\_\_\_, confirm that I am happy for my child, \_\_\_\_\_, to take part in the school trip to *insert destination*.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

### Contact information

I can be contacted using the following details:

Work telephone:	
Home telephone:	
E-mail address:	

Alternatively, please contact \_\_\_\_\_. Their relationship with the pupil is \_\_\_\_\_

Work telephone:	
Home telephone:	
E-mail address:	

The name and contact details of our family doctor are:

### Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 5: Trips and Visits checklist

Trips and Visits check list	Actioned
Check the whole school calendar for any clashes	
Ask your HOD for approval for the visit	
Ask SLT LM for approval for the visit	
Complete visits form and hand to Andrew Di Bernardo for approval by Headteacher.	
Get visit added to whole school calendar	
Complete cover form, this can always be recalled – Sarah Waterfield	
Make provisional booking with venue or facilitator	
Book minibus via evolve or book a coach from one of our approved providers.	
Notify parents via letter or email, please proof via to sending	
Add to parent pay. List of students should be sent to Dawn Beddow and Carly Flavell + PP fees	
Add visit to Evolve (Staffordshire) <a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk</a>	
Complete individual risk assessment for SEND/Medical/students liaise with CF.	
Fully Submit visit on EVOLVE – This will be approved by EVC and headteacher.	
Notify kitchen for FSM give them a copy of students involved and dietary requirements.	
Consent forms collected and checked. For any updated e.g., new medical conditions	
Check payments on ParentPay	
All staff notified of students involved in trip via email or Inspire	
Emergency contact information to be printed= A paper copy is essential. Comply with GDPR	
Student and staff briefings held prior and on visit day	
School Mobile/First aid kit/lanyards organised (SEE Reception/GDI/SCO)	
Risk Assessment and key information given to Headteacher on day of visit.	
Promote visit and showcase in newsletter and social media. Photography consent required.	
Visit evaluated on evolve	



## Appendix 6: ACCOMMODATION PROVIDER CHECKLIST EVC2

Part 1 to be completed by Visit Leader

Name and Address of School/Group			Group Leader/Contact			Date(s)	
			Name:				
			Telephone:				
Predicted numbers	Participants:	Male:	Female:		Male:	Female:	
Please list any specific needs or requirements for your group participants (Visit leaders may need to discuss this directly with the provider)						Provider can accommodate?	

Entrust takes the view that where a provider has been awarded a **Learning Outside the Classroom (LOtC) Quality badge** then no further assurances should be sought. **There is no need for a provider that holds such accreditation to complete this form.**



Providers are asked to complete this questionnaire so that Visit Leaders can assess the suitability of premises. If you are unable to answer, "Yes" to any question please give details of any alternative arrangements. Premises will still be considered suitable provided the Visit Leader or Educational Visits Co-ordinator is able to make appropriate arrangements based upon sensible risk management.

Sections 1 to 5 of this form are applicable to all providers including camping and self-catering accommodation. Mark any question N/A (not applicable) where you do not have this facility. Further sections are applicable where you indicate you are providing this service to the school or group. Wording in **bold italic** refers to UK law or guidance and is not applicable elsewhere. If an organisation also provides activities, please also complete **ACTIVITY PROVIDER CHECKLIST**

Part 2 to be completed by the Provider

Provider's Establishment/Destination	Business Name and Address of Provider
Telephone Number:	Telephone Number:
Email	Email

<b>1</b>	<b>General</b>	<b>Y or N</b>
1.1	Is a contact person available 24 hours a day to assist with medical and other emergencies?	
1.2	Is a method provided (e.g., safe, or locked room) to secure valuables and money?	
1.3	Are the rooms heated to maintain a temperature of 18°C or more in cold weather?	
1.4	Is a telephone available 24 hours a day for receiving incoming/outgoing emergency calls?	
1.6	Is there a suitable room, or indoor area, available where the whole group can be brought together (e.g., to enable the leader or staff to talk to the group without interfering with other guests or clients)?	

<b>2</b>	<b>Insurance</b>	<b>Y or N</b>
2.1	Has the provider public liability insurance to at least £5,000,000?	
2.3	<p><i>If you are a Tour Operator (or provide an additional second tourist service e.g. transport or activities) do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 including bonding to safeguard customer's money?</i></p> <p><i>Please provide ATOL or ABTA or other bonding body names and numbers below:</i></p>	

<b>3.</b>	<b>Fire Safety</b>	<b>Y or N</b>
3.1	Does the premises have two floors or less (i.e. no more than a ground and first floor)?	
3.2	Does UK accommodation comply with current fire regulation requirements <b>(Regulatory Reform, Fire Safety Order 2005)</b> ?	
3.3	Has any overseas accommodation to be used been inspected to confirm it meets legal requirements of the country concerned and that it has fire safety arrangements equivalent to those required in the UK and are records of these inspections available?	
3.4	Is there a fire alarm audible throughout the premises including the sleeping area?	
3.5	Does the premises have smoke detectors connected to the audible fire alarm?	
3.6	Are the premises fitted with emergency lights to assist in emergency escape at night?	
3.7	Is there a separate second exit route or fire escape (with door unlocked on the inside) from all parts of the premises?	

<b>4</b>	<b>Hygiene</b>	<b>Y or N</b>
4.1	Is there a minimum ratio of one washbasin (with mirror plus hot & cold water) per 10 residents near their sleeping area?	
4.2	Is there a minimum ratio of one WC for every 10 residents with at least one overnight WC for each sex near their sleeping area?	
4.3	Is there a minimum ratio of one shower or bath (with H&C water) for every 15 residents?	
4.4	Are hot water supplies fitted with failsafe valves set at maximum temp of 43°C to ensure participants cannot injure themselves with hot water?	
4.5	Is the piped water supply treated, clean and safe for drinking?	

<b>5</b>	<b>Buildings Safety</b>	<b>Y or N</b>
5.1	Has the premises fixed electrical wiring been subject to a thorough safety inspection within the last five years and any faults found rectified?	
5.2	Is all the glass in windows, doors, cabinets etc. made of a safety material or suitably protected to prevent persons being injured if it is accidentally or otherwise broken?	
5.3	If the premises have lifts, do they have inner doors and do they meet national regulations?	
5.4	Are all balconies soundly attached to the building structure and are the balcony walls or rails safe and strong enough to withstand persons falling against them?	

<b>6</b>	<b>Where the accommodation has wheelchair adaptations or adaptations for people with limited mobility will tick box.</b>	<b>Provider, please then answer section</b>	<b>Y or N</b>
6.1	Are the premises buildings easily accessible from the outside, by people with disabilities?	Wheelchair user	
		Limited mobility	
6.2	Are the rooms and facilities inside the buildings designed, adapted or suitable for access by people with disabilities?	Wheelchair user	
		Limited mobility	
6.3	Are there suitable WCs, showers or baths and washrooms for use by people with disabilities?	Wheelchair user	
		Limited mobility	

<b>7</b>	<b>Bedrooms, dormitories etc. Where indoor (onboard) residential accommodation is provided tick box</b>	<b>And answer section</b>	<b>Y or N</b>
7.1	Is everyone provided with his or her own individual bed or bunk bed?		
7.2	Are upper bunks and any bed higher than 80cm fitted with safety rails?		
7.3	Is each person supplied with freshly laundered linen?		
7.4	Is there adequate circulation space around each bed/bunk?		
7.5	Do bedrooms have adequate external ventilation (e.g., at least one window)?		
7.6	Are ground floor bedroom windows small enough or securable to prevent access by unauthorised persons while still allowing ventilation?		
7.7	Are upper floor windows and/or balcony doors securable to prevent pupil access and falls while still allowing ventilation?		
7.8	Do bedrooms and washrooms have opaque blinds, curtains, or other privacy screen?		
7.9	Do either the bedrooms or the sleeping areas of the premises lock (with emergency exit from the inside) to prevent unauthorised persons entering the accommodation areas?		
7.10	If bedrooms individually lock are accompanying staff provided with a master key for supervision and emergency purposes?		
7.11	Will the boys and girls' sleeping areas be separated so that access can be denied to the other sex (e.g., boys' and girls' rooms situated on separate floors)?		
7.12	Are the accompanying staff provided with separate sleeping, washing and toilet facilities adjacent to the students so that they may supervise and be contactable?		
7.13	Is there provision in the bedrooms for storing clothes and personal equipment?		
7.14	Are the beds/bunks and bedroom furniture sturdy enough for group use?		

<b>8</b>	<b>Food Safety. Where meals are included please tick</b>		<b>And answer section</b>	<b>Y or N</b>
8.1	Is the kitchen and food preparation area subject to and received inspection from the Local Environmental Health Authority and have any required actions been carried out? <i>In UK this is a function of District Council Environmental Health Dept.</i>			
8.2	Does a person trained and qualified in food hygiene oversee the food preparation? <i>In the UK this is to a minimum standard of holding a basic food hygiene certificate.</i>			

<b>9</b>	<b>Self-Catering. Where this is provided please tick box</b>		<b>And answer section</b>	<b>Y or N</b>
9.1	Does all catering equipment provided receive professional cleaning between groups?			
9.2	Are any fridges (capable of maintaining a temperature of between 1°C to 5°C) provided for perishable food storage?			
9.3	Is a freezer (capable of maintaining a temperature of –18°C) provided for frozen food?			

<b>10</b>	<b>Transport. Where transport included, please tick box</b>		<b>And answer section</b>	<b>Y or N</b>
10.1	Does any transport provided have a seatbelt for each passenger? Do not include slow speed short distance service or shuttle buses (e.g. airport shuttles or around a town).			
10.2	Are all vehicles provided roadworthy and do they meet the requirements of the law of the country in which they operate?			
10.3	<i>Do UK minibuses have additional testing beyond a standard car licence?</i>  <b>Transport Operators License Number:</b>			

<b>11</b>	<b>Swimming Pool. Where provided, please tick box</b>		<b>And answer section</b>	<b>Y or N</b>
11.1	Is the swimming pool subject to regular water testing and water quality control?			
11.2	Is the swimming pool provided with qualified lifeguard cover when open for use?			
11.3	Is the swimming pool locked to prevent unauthorised access when closed?			
11.4	Are accurate signs displayed indicating the pool water depth?			

<b>12</b>	<b>Camping. Where provided, please tick box</b>		<b>And answer section</b>	<b>Y or N</b>
12.1	Is the camping site closed to members of the public (unauthorised persons)?			
12.2	Will the group be able to mark out an area of the site and prohibit access to other campers on the site?			
12.3	Are accompanying staff tents positioned close enough to those of the group to give aid in the event of an emergency or presence of unauthorised person at night?			
12.4	Does the provider supply a staff member available instantly to the camping group to give added security at night?			
12.6	Is the speed of vehicles controlled on the campsite?			
12.7	Are vehicles prohibited from moving at night including means of enforcing this such as gates or barriers?			
12.8	Is a treated supply of safe drinking water available?			
12.9	Are all participants briefed on any emergency procedures (e.g., flood escape plans from camp sites on river flood zones)?			

13	<b>Sickness arrangements. Please give details if you have any arrangements to deal with sick or injured participants (e.g. a sick room to isolate ill children):</b>		
14	<b>Please detail any specific hazards in or near the premises that the leader needs to be aware of in order to protect children from possible danger (e.g. a main road passing directly outside the entrance or an unfenced river flowing past the grounds):</b>		
15	<b>If any of the above specifications cannot be met or are not applicable please give details. If space is insufficient, please attach supplementary sheets.</b>		
	<table border="1"> <tr> <td data-bbox="172 1361 1426 1415"><b>Number:</b></td> <td data-bbox="1426 1361 1505 1415"></td> </tr> </table>	<b>Number:</b>	
<b>Number:</b>			

**Confirmation:**

I confirm that the details given above are correct and that our organisation will give prior notification of any significant changes which may affect the safety and wellbeing of user groups.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position in organisation: \_\_\_\_\_ Email: \_\_\_\_\_

**Thank you for completing this form, please return it to the visit leader at the establishment named above.**

## Appendix 7 ACTIVITY PROVIDER CHECKLIST EVC1

Providers are asked to complete this questionnaire so that Visit Leaders can assess the provision in planning a visit. If an organisation also provides residential accommodation, please also complete **ACCOMMODATION PROVIDER CHECKLIST**

**Part 1 to be completed by Visit Leader**




Name and Address of School/Group		Visit Leader/Contact				Date(s)	
		Name:					
		Telephone:					
		Email:					
Predicted numbers	Participants	Male:	Female:	Staff	Male:	Female:	

This table should be initially completed by the **Visits Leader** and the final column completed by the **Provider**

Participant with special needs		Y or N
The group may have members with the following special needs. A differentiated programme can be offered to these participants. Please attach with this form if necessary.		
Number Participants	Specific Special Needs	

**Part 2 to be completed by the Provider**

Provider's Establishment and Contact	Business Name and Address of Provider
	If different
Email:	
Telephone Number:	

1	Providers Activity Accreditation
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Quality Badge awarded by</p>  <p>Council for Learning Outside the Classroom</p> </div> <div style="text-align: center;"> <p>ADVENTURE ACTIVITIES LICENSING AUTHORITY</p>  <p>AALA</p> </div> <div style="text-align: center;">  <p>AIAA ADVENTUREMARK</p> </div> </div> <p style="text-align: center; color: red;"><b>If you have any of the above awards this form is not required, please notify your customer</b></p> <p><b>If not, please provide details of any other governing body, quality badge, trade accreditations, national governing body awards held with expiry dates</b></p>

**Part 2 to be completed by the Provider**

Activities to be provided on this visit		
ACTIVITY OR STUDY	MINIMUM INSTRUCTOR OR LEADER QUALIFICATION	MAXIMUM NUMBER OF PARTICIPANTS PER INSTRUCTOR OR LEADER
Are all these in scope of your accreditations mentioned above? Continue on a separate sheet if necessary		

The following sections should be answered Y/N. Where the answer is no you may wish to detail any alternative arrangements on page 4. Some questions may not apply to your services.

2	Your insurance	Y or N
	You have public liability insurance to at least £5,000,000 (this is the recommended minimum)	
	You are bonded, or clients are billed after the event in order to protect participant's money in case of providers financial failure. <i>The Package Travel Regulations require UK providers to be bonded if in scope.</i> <a href="http://www.legislation.gov.uk/uksi/2018/634/contents/made">http://www.legislation.gov.uk/uksi/2018/634/contents/made</a>	

3	Your staffing	Y or N
	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
	You operate a policy of recruitment, training, assessment and monitoring to ensure staff are competent to undertake their duties.	
	The minimum instructor qualification, shown in section 1, is that advised by the National Governing Body for that activity or, if in-house training is used, each staff member has their competence personally ratified by an appropriately qualified and experienced technical adviser.	
	Alternative programme options will always be provided in the event of unsuitable weather or genuine unforeseen circumstances forcing cancellation of an activity.	
	There is a clear definition of responsibility between your staff and accompanying VL staff, regarding the supervision and welfare of participants at all times (e.g. meal times and recreation periods). This is formalised before the visit and provided to the group leader in advance of booking in writing.	

**Part 2 to be completed by the Provider**

<b>4 Health and Safety</b>		<b>Y or N</b>
You comply with all relevant national health and safety law. <i>In the UK this includes the "Health and Safety at Work Etc. Act 1974" and the "Management of Health and Safety at Work Etc. Act 1999".</i>		
You have a written Health and Safety Policy, available for inspection.		
The staff leading activities (instructors), or studies (leaders), work to risk assessments and control measures and operating procedures that are recorded and available for inspection.		
You maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulation of the country concerned?		
Where there is no National Governing Body for an activity are operating procedures, staff training and assessment requirements explained in a code of practice?		
Accident and Emergency procedures exist. Records of accidents are maintained and are available for inspection.		
Qualified first aid staff are available	24 hour	During Activities
		Other (Specify)
All equipment and resource provision is suited to the task, adequately maintained and in accordance with current good practice.		
If you have permanent buildings entered by the group, advice has been received from the local fire authority and its recommendations fully adopted.		

<b>5 Sub-contracting</b>		<b>Y or N</b>
Will you sub-contract any services (e.g using freelance staffing, activity instruction, transport)?		
Where any element of the provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form and are records of checks of sub-contractors available for inspection?		

<b>6 Your Vehicles</b>		<b>Y or N</b>
All vehicles and trailers are roadworthy and meet national legal requirements.		
Each seat will be provided with a working seat belt.		
If minibus drivers hold qualifications in addition to a car licence, please specify:  PSV operator's License:		

<b>6 Data Protection</b>		<b>Y or N</b>
Do you comply with the Data Protection Act 2018 and GDPR		
Do you have a privacy policy that explains how any personal data the establishment shares will be shared, used, stored and eventually deleted or returned?		
Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or parents if under 18)?		

<b>7 Waivers/Disclaimers</b>		<b>Y or N</b>
Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?		



**PROVIDERS CONFIRMATION**

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes which might adversely affect the safety and wellbeing of user groups.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position in Organisation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Thank you for completing this form. Please return it to the Visit Leader at the establishment named above.**

## Appendix 8 – EDUCATIONAL VISITS EMERGENCY PLAN

<b>Educational visit leader - initial response</b> <b>START A PERSONAL LOG OF EVENTS, DECISIONS TAKEN AND TIMES</b>	<b>Tick / sign / time</b>
Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
Establish arrangements to meet the immediate welfare needs of pupils and staff.	
Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
Keep a log of important information, actions taken and decisions made.	
Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> <li>▪ Contact details</li> <li>▪ Consent forms (including medical and next-of-kin details)</li> <li>▪ Maps</li> <li>▪ Tickets</li> <li>▪ Insurance policies</li> <li>▪ Proof of identity</li> <li>▪ Passports (if abroad)</li> </ul>	
Avoid making comments to the media until parents / carers have been informed.	
Do not discuss legal liability with others.	

Educational visit leader - ongoing response	Tick / sign / time
Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
Continue to brief staff and allocate tasks on a regular basis.	
Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
Liaise with the tour operator / provider, if appropriate.	
Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
If abroad, contact the Foreign & Commonwealth Office for support.	
If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> <li>▪ Records of expenditure</li> <li>▪ Medical certificates / hospital admission forms</li> <li>▪ Police incident number</li> </ul>	
Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations/Dudley MBC Communications and Public Affairs (CAPA) team as appropriate. Devise an ongoing strategy for dealing with media requests.	
Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

<b>Educational visit leader - recovery</b>	<b>Tick / sign / time</b>
Please provide welfare arrangements and postincident support after the initial emergency response.	
Complete any necessary forms / paperwork.	