

# Health & Safety Policy

## HSP 28

### Educational Visits

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Key Document details:

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Reviewer: **Rachael Lawton**

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<b>Record of changes</b>			
<b>Date</b>	<b>Issue</b>	<b>Section</b>	<b>Changes</b>
September 2020	1.3	-	No significant changes
September 2022	1.4	7&8	HSF 28.1 Proposed Educational Visit/Trip Pack HSF 28.3 Model Emergency Procedure for Visits – OEAP HSG 28.2 Educational Visits Roles and Responsibilities HSG 28.3 EVOLVE Staff Starter Guide Keeping records of accidents and medication



<b>Title:</b>	HSP 28 Educational Visits
<b>Author(s):</b>	David Maine
<b>Date:</b>	September 2022
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<b>Application:</b>	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the 'employer' or is in control of the premises.

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	Educational Visit (EV)	An educational visit is defined as students going beyond the school gates to pursue an activity arranged through the school. This applies equally to those activities taking place in and out of school time. Also referred to as School Trips.
	EVC	Educational Visits Co-ordinator – A suitably trained and experienced member of staff with the delegated responsibility for ensuring all off site activities are safe, affordable and comply with THWF policy and procedures.
	Trip Leader	The person responsible for the safety and welfare of staff, volunteers and students for the duration of the educational visit.
	OEAP	Outdoor Education Advisors' Panel – Provides good practice advice and information for off site visits.
	AALA	Adventure Activity Licencing Authority – The licencing authority for licenced activities. These include caving, climbing, trekking and water sports.
<b>Policy Aims</b>	<p>Students can derive a great deal of educational benefit from taking part in visits with their school. They can provide opportunities to enhance and enrich the curriculum as well as the opportunity to broaden their knowledge and understanding of the world around them.</p> <p>This Policy is intended to ensure that educational visits are managed effectively, identifying foreseeable risks so that adequate precautionary or control measures are considered and, where appropriate, taken to reduce risk to a residual or acceptable level.</p>	
<b>Policy</b>	<p>TWHF is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, and any other class of person who may be affected by its activities or services.</p> <p>In undertaking its duties with regards to educational visits, TWHF will ensure that:</p> <ul style="list-style-type: none"> <li>• All educational visits will have an educational or pastoral purpose and predetermined educational objectives.</li> <li>• All educational visits operate within a structured framework from which students may benefit in a safe, healthy and secure environment.</li> <li>• All students should be given equal opportunity to go on school trips. Positive attitude towards learning can be used for selection but random selection is to be used if trips are oversubscribed.</li> <li>• All staff must gain permission to lead an educational visit via a Proposed Educational Visit Form (HSF 28.1) or similar process.</li> </ul>	

	<ul style="list-style-type: none"> <li>• All Trip Leaders complete all relevant paperwork, including risk assessments and consent forms, prior to the trip and gain the necessary final approval from the EVC and Principal.</li> <li>• The Trip Leader must consider the various risks associated with the trip and put control measures in place to reduce or eliminate risk. These should be approved by the EVC.</li> <li>• Specialist or Licenced activities must be provided by suitably qualified instructors along with specialist risk assessments.</li> <li>• Outsourced activities must be provided by suitable organisations in line with TWHF policies. Public liability insurance certificates must be obtained by the Trip Leader or EVC.</li> <li>• Parents and relevant staff must be fully informed of all arrangements.</li> <li>• Trips must be financially viable. An Educational Visit Budget Form (HSF 28.2) must be completed and agreed with the Finance Manager (Secondary) or Principal (Primary) before any financial commitments are made (i.e. tickets booked or places reserved).</li> <li>• Adequate insurance must be in place and confirmed as part of the authorisation process.</li> <li>• Safety of staff and students is paramount.</li> </ul>
<b>Risk</b>	Injury or damage to property, assets or persons.
<b>Responsibility</b>	This responsibility is discharged primarily at the line management/operational level.

### **Roles & Responsibilities**

I.	<p>Roles and responsibilities are defined in HSP 2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p> <p>The Principal retains overall responsibility for staff and students on any school trip. This is delegated to the EVC in the planning and authorisation stage, and the Trip Leader for the duration of the trip. The Principal must therefore satisfy him/herself that the trip is effectively planned and delivered.</p> <p>HSG 28.2 Educational Visits Roles and Responsibilities.</p>
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### **Arrangements**

I.	<p><b>Proposing an Educational Visit and Authorisation</b></p> <p>All educational visits must be agreed in the first instance by the relevant line manager. The educational or pastoral benefits must be clearly identified along with the learning objectives. Once agreed, a Proposed Educational Visits Form HSF 28.1 should be completed and submitted to the EVC.</p> <p>The Trip Leader will be identified as part of this proposal process and the EVC will ensure this person has the relevant experience and training to manage the trip safely.</p> <p>Once all the relevant approvals have been obtained (finance, behaviour, safeguarding etc.) and risk assessments completed, the EVC will review and authorise if he/she feels the trip is adequately planned, safe, financially viable, inclusive and has educational or pastoral value.</p> <p>Final authorisation must then be obtained by the school Principal. Once approved the trip may go ahead.</p>
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	<p>The EVC will also ensure that OEAP guidance is followed in all planned trips and ensure the Educational Visits Process is followed se HSG 28.1.</p> <p>A Proposed Educational Visit Form (HSF 28.1) shall be filled in for all residential and higher risk activities and sent to the Health and Safety Manager.</p> <p>Where the trips that are planned have a higher level of risk or complexity or frequency (such as secondary schools) it is advised that the school purchases the EVOLVE system.</p>
2.	<p><b>Budget</b></p> <p>An Educational Visit Budget Form (HSF 28.2) must be completed ensuring that all costs are clearly identified and calculated. Once completed the budget form must be included as part of the authorisation process including sign off from the Finance Manager in Secondary Schools, or the Principal in Primary Schools.</p> <p>Insurance requirements must be confirmed as part of the budget process and any additional insurance required included in the budget calculations. Each trip should cover its own costs. No profit shall be made from school trips.</p> <p><b>Payment for trips</b></p> <p>Payments for trips, including stage payments where required, will normally be collected via the school's online payment system. Details will be given to parents/guardians including when payments are due and how to pay.</p> <p>Cash or cheque options are available from the school office.</p> <p>Students who qualify for free school meals will be offered a free or subsidised place where possible. This depends on the nature of the trip and the costs involved.</p>
3.	<p><b>General Risk Assessment</b></p> <p>A suitable and sufficient risk assessment of every educational visit will be conducted and recorded as part of the authorisation process.</p> <p>The risk assessment will identify all significant risks and the control measures required to reduce or mitigate these risks. These include:</p> <ul style="list-style-type: none"> <li>• Hazards</li> <li>• Persons at risk</li> <li>• Control measures</li> <li>• Transportation</li> <li>• Communication – inc. radios and mobile phones</li> <li>• Emergency action planning</li> <li>• Information, instruction, training and supervision required.</li> <li>• Staff working outside of normal working hours</li> <li>• Specific activity risks</li> <li>• Specific equipment</li> </ul>

	<ul style="list-style-type: none"> <li>• Residential risks</li> <li>• Persons with specific medical or behavioural requirements</li> <li>• Safeguarding</li> </ul> <p>WHF templates are available to assist in the risk assessment process. These must be made specific to each trip ensuring that all hazards and control measures are clearly identified:</p> <p><b>Specialist, Hazardous or Licenced Activity Risk Assessments</b></p> <p>Where a specialist, hazardous or licenced activity is planned, a specific risk assessment must be provided by the person instructing or leading the activity. As the specialist, the provider will fully understand the risks and control measures required to make the activity safe. The Trip Leader, EVC and School Principal must satisfy themselves that the risk assessments are suitable and sufficient to ensure student and staff safety. The Trip Leader or EVC shall obtain copies of instructor qualifications, NGB registration where required, AALA licence where required, public liability insurance certificate and child protection/safeguarding policy prior to the activity taking place.</p> <p>The Trip Leader and EVC should never assume that any activity is safe just because we are buying a service. We must make reasonable efforts to satisfy ourselves that the persons providing the activity are suitably qualified, trained and experienced to ensure student and staff safety.</p>
4.	<p><b>Parent/Guardian Communication</b></p> <p>Parent/Guardians must be given adequate information about each educational visit to make an informed decision based on its value, benefits and risks. All off site visits come with some form of risk, therefore parent/guardians must be informed of any specific risks or hazardous activities so they can make an informed decision to allow their child participate.</p> <p><b>Parent Consent Form</b></p> <p>Parents will be informed of all planned educational visits well in advance to allow for consideration, payment and any other family arrangements.</p> <p>Using a parent consent form the details of the trip including departure and return times, location, method of transport, location, activities, external providers, specialist activities, licenced activities, residential accommodation where appropriate and all costs will be provided.</p> <p>Evidence of parental authorisation must be returned to school and kept as part of the trip records.</p> <p><b>Parent Confirmation Form</b></p> <p>Once a space on the trip has been confirmed, a confirmation letter will be provided outlining the details of the trip including any specific equipment or clothing required, packed lunches or free school meal plans, pick up and drop off times, locations and all other relevant information.</p> <p>Emergency contact details will be made available to parents/guardians for the duration of every trip.</p>
5.	<p><b>Emergency Procedures</b></p>

	<p>As part of the planning stage for every trip, emergency procedures should be considered and planned for. An emergency contact should be identified and documented in the proposal form. The emergency contact person must be a member of staff based back at the school and not on any trips/excursions. In addition, they should not have a child on the trip. Emergency procedures should be considered in the trip risk assessment.</p> <p><b>Out of hours procedures</b></p> <p>Where a trip is likely to continue out of normal school hours, a member of the SLT must also be identified and available to respond to an emergency incident as required. This could mean providing support to the Trip Leader, arranging alternative transport, informing parents or any other activity that enables the safety of the staff and students on the trip.</p> <p>HSF 28.3 Model Emergency Procedure for Visits.</p>
6.	<p><b>Behaviour</b></p> <p>Student behaviour should be taken into consideration when planning all educational visits. Students with poor behaviour records may be prevented from attending a trip if it is considered that they could present a risk to themselves, the staff or other students.</p> <p>As part of the authorisation process, a list of students should be circulated to heads of year, behaviour standards or Principal so that any potential problems can be identified.</p> <p>Behaviour on educational visits must be in line with the school policy. Poor behaviour could result in individuals or groups being removed from a visit, or being prevented from attending future visits. The Trip Leader should remind all staff, volunteers and students of the school behaviour standards and the potential consequences of poor behaviour at the start of each trip.</p> <p>Any behaviour issues during an educational visit should be managed at the time following the schools local guidance and recorded using the schools local procedures.</p>
7.	<p><b>Medical Conditions</b></p> <p>Medical consent forms may not be required for short visits where normal daily routines can be followed. For longer visits including residential trips, HSF 4.4b Short term Medication - Authorisation Form should be completed by the parent/guardian of every student. These forms should be retained as part of the trip documentation so that immediate access to the student's information can be obtained.</p> <p><b>Care Plans</b></p> <p>Students with more complicated or long term medical conditions will have a care plan in place. Care plans must be available during the educational visit to ensure immediate access to specific information. These must be discussed with the parent before the trip so that overnight medication may be discussed.</p> <p>A record shall be kept of all medication given during the trip, either on the relevant form (for primary's) or on EVOLVE medication recording system for secondaries.</p> <p><b>First aider</b></p>

	<p>A first aider must be in attendance for every school trip. Even if this is just a coach trip to a pre-arranged activity. We must ensure student safety and first aid cover at all times including the transport phase of any trip. All accidents/incidents should be recorded either on an HSF 5.1 Accident form (for primary's) or on the EVOLVE Accident book reporting system in secondaries.</p>
8.	<p><b>Documentation and Records</b></p> <p>All documentation including proposal forms, budget forms, risk assessments, external qualification or insurances, parent consent forms, medical consent forms and care plans must be held together for the duration of the visit. They must be easily accessible by the Trip Leader. In secondary schools this can be via EVOLVE go.</p> <p><b>Passports and E111</b></p> <p>For any trip abroad, copies of passports and E111 medical cards must be held by the Trip Leader. Dates must be checked before the trip to ensure the expiry date covers the full length of the trip.</p>
9.	<p><b>Training</b></p> <p>All staff must have been trained in the WHF policy, procedures and local arrangements before attending any trip in a leading or supporting role.</p> <p><b>EVC Training</b></p> <p>The Educational Visits Co-ordinator must be suitably experienced and qualified to undertake this role. Specialist EVC training is available via Health and Safety Manager or recognised external providers such as the OEAP. Each school should identify who will undertake the EVC role. This could be the Principal in smaller primary schools. Likely to be an SLT member or Deputy Principal in a secondary school.</p> <p><a href="http://www.oeaptraining.info/courses/oeap/evc">http://www.oeaptraining.info/courses/oeap/evc</a></p> <p><b>Trip Leader Training</b></p> <p>The Trip Leader must also be suitably experienced and qualified to undertake this role. Formal training is available via OAEP, but more often the Trip Leader will receive in house training and instruction from the EVC or Principal. An online course is also available through HR.</p> <p>The Trip Leader is responsible for the duration of the trip therefore must be conversant with this policy and the supporting procedures.</p> <p><b>Specialist Activity Training</b></p> <p>Specialist or higher risk activities will be provided by persons with the relevant qualifications and experience. These will normally be regulated and certificated by a national governing body. The Trip Leader and EVC must obtain evidence of qualifications and licencing where required.</p>
10.	<p><b>Adventure Activity Licencing Authority</b></p>



	<p>Principals, EVC's and Trip Leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated. Only the activities specified by the Regulations are affected by the scheme.</p> <p>"In scope" activities are:</p> <ul style="list-style-type: none"> <li>• <b>Caving</b> - Underground exploration in natural caves and mines including potholing, cave diving and mine exploration.</li> <li>• <b>Climbing</b> - Climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers.</li> <li>• <b>Trekking</b> - walking, pony trekking, mountain biking, off-piste skiing, or similar, in remote open country. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time, using the standard Naismith's Rule, to walk back to an accessible road or refuge.</li> <li>• <b>Water sports</b> - canoeing, rafting, sailing and related activities when done on the sea, tidal waters, any body of inland water in which it is possible to be more than 50 m from the nearest perimeter bank, and any inland waters where the surface is turbulent because of weirs, rapids, waterfalls or fast-flowing currents (white water). Licensing does not cover rowing activities, surfing, powered craft, towed inflatable craft or large sailing vessels.</li> </ul> <p>The scheme applies to those providers who sell in-scope adventure activities. Unless specifically exempted, anyone who provides facilities for 'in scope' adventure activities to young people under the age of 18 in return for payment must have a licence and abide by its conditions.</p> <p>Further details can be found on the HSE website:</p> <p><a href="http://www.hse.gov.uk/aala/index.htm">http://www.hse.gov.uk/aala/index.htm</a></p>
11.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
12.	<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1. HSF 28.1 Proposed Educational Visit/Trip Pack</li> <li>2. HSF 28.2 Educational Visit Budget Form</li> <li>3. HSF 28.3 Model Emergency Procedure for Visits - OEAP</li> <li>4. HSG 28.1 Educational Visits Process</li> <li>5. HSG 28.2 Educational Visits Roles and Responsibilities</li> <li>6. HSG 28.3 Evolve Staff Starter Guide</li> </ol>