



Educational Visits and Outside Learning Policy	
Date:	September 2024
Version:	1
Renewal Date:	September 2025
Ratified by LGB on:	September 2024
Person responsible	Stephen Tapley (Headteacher)
Educational visits co-ordinator	Stephen Tapley

Introduction

Statement of Intent

Aims

Benefits of Learning Outside the Classroom (LOtC)/Educational Visit (EV) Activities

Policy Scope

Responsibilities

- The Active Learning Trust
- Headteacher/Principal
- The Educational Visits Coordinator (EVC)
- Learning Outside the Classroom Coordinator (LOtCC)/ EVC
- The Group Leader
- Other Supervisors
- Volunteers

Management and Procedures

- Responsibility
- Exploratory Visits
- Roll Lists
- Supervision

Visits Abroad

External Providers

Adventurous Activities

Involving Students in the Organizing of Activities

Codes of Conduct

- Student Code of Conduct
- Staff Code of Conduct

Risk Management

- Types of Risk Assessment
- Risk-Benefit-Assessment

Adult/Student Ratios

- Example Primary/Example Secondary

Obtaining Parental Consent

- Consent for Medical Treatment

First Aid

Safeguarding Students: Procedures

Using Private Vehicles

Training

Finance

- Charging for Activities
- Charging for Residential Visits
- Costing of Activities/Visits
- Accounts
- Insurance

Provision of Food and Drink on Schools Trips
Equal Opportunities
Monitoring and Review

Appendices

- A Good Practice for Governing Bodies
- B Good Practice for Headteacher/Principal
- C Good Practice for Group Leaders
- D Group Leaders' Checklist
- E Codes of Conduct
 - Staff
 - Students
- F Alcohol, Smoking and Drugs
- G Risk Assessment for SEN, Disabled, Additional Medical Needs
- J Involving Students in Organising Activities
- K Students Who Misbehave
- L Parental Consent
- M Insurance
- N First Aid
- P SEN and Inclusion
- Q Adventurous Activities
- R Reporting Injuries
- S Exploratory/Reconnaissance Visits
- T Emergency Telephone Cascade
- U Pre-Visit Meetings
- V Mobile Phones
- W Emergencies
- X Gusford Primary School Guidance
- Y Standard School Risk Assessment Template

1 Introduction

1.1 The Active Learning Trust recognises that learning that takes place out of the classroom is a valuable tool in its students' education, provided it is conducted within a safe and healthy environment.

1.2 The Active Learning Trust believes that all students should be able to experience the world beyond the classroom safely, whatever their age, ability, aptitude and circumstances.

1.3 This policy is informed by the government guidance [Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, School Leaders, Staff and Governing Bodies](#) that summarises the existing health and safety law relevant to schools and explains how it affects local authorities (LAs), Governing Bodies, school leaders and other school staff. It covers activities that take place on or off school premises, including school trips.

2 Statement of Intent

2.1 It is the intention of the Active Learning Trust that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school visits.

2.2 The overall high quality of planning and leadership on off-site activities will be evident from the contribution these activities will make to the all round ethos of Gusford Primary School and the interaction between students and staff.

2.3 Gusford Primary School will ensure that all members of staff and volunteers who participate in learning outside the classroom activities have the training, skills and/or experience to organise and manage these activities safely.

2.4 Gusford Primary School will also ensure that all members of staff know that they have a duty to take reasonable care to avoid injury to themselves and others and to co-operate with the management and with each other to ensure statutory duties and obligations are fulfilled.

2.5 The Gusford Primary School LOtC Policy can only be successfully implemented with the full co-operation of everyone concerned.

3 Aims of the Policy

This policy aims to:

- Set out the Governing Body's requirements for managing and running LOfC activities;
- Make clear the aims and objectives that underpin educational visits and off-site activities;
- Give guidance on the procedures for ensuring suitable and sufficient risk assessment;
- Give examples of the documents that can be used in planning and running LOfC activities;
- Indicate who is responsible for what; and
- Give examples of the documents that can be used in planning and running LOfC activities.

4 Benefits of LOfC/EV Activities

4.1 Every learning outside the classroom/educational visit activity must have clear aims and objectives. Gusford Primary School general aims and objectives for LOfC/EV activities are to contribute to the following:

- Support the Gusford Primary School curriculum;
- Enhance teaching and learning;
- Provide experiences outside the scope of the normal curriculum;
- Enable students to learn a variety of new skills;
- Develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility;
- Encourage students to work cooperatively with others;
- Promote the achievement of short-term goals;
- Reinforce the development of social and personal skills in new situations; and
- Encourage self-assessment and the benefits of a healthy lifestyle and personal fitness.

4.2 In addition, a residential experience may also provide the opportunity to:

- Encourage 'corporate' spirit;
- Promote and further improve personal physical ability;
- Visit a foreign country and encourage students to use a foreign language; and
- Experience different cultures, including foreign ones for overseas visits.

4.3 For each activity/visit the specific aims and objectives should be set out in the proposal form.

4.4 It is Gusford Primary School policy that each educational visit should also have clear curriculum links, identifiable in the Gusford Primary School curriculum programmes.

5 Policy Scope

5.1 For the purposes of this policy, learning outside the classroom includes:

- School grounds (though not when used for PE and games, which have their own policy);
- The local environment;
- Places further afield; and
- Residential venues.

6 Responsibilities

6.1 The Active Learning Trust

The Active Learning Trust recognise their responsibility for ensuring that adequate policies and sufficient resources are in place to ensure that Gusford Primary School can fulfil its obligation to keep staff and students safe whether inside the grounds or off-site.

The Active Learning Trust are responsible as the employer for the quality and safety of all off-site activities and will:

- Ensure that relevant officers and staff are familiar with the requirements of the appropriate legislation and codes of practice;
- Ensure that there is an effective and enforceable policy for the provision of health and safety on LOfC/EV throughout Gusford Primary School and that it is implemented;
- Ensure that Gusford Primary School uses an appropriate risk assessment for all off-site visits or outside learning
- Provide guidance to on the financial management procedures to be used;
- Determine the Charging and Remissions Policy for Gusford Primary School;
- Support Gusford Primary School in any emergency situation, especially dealing with the media;
- Periodically review the effectiveness of the policy and ensure that any necessary changes are made; and
- Provide guidance on quality and safety aspects of off-site activities.

6.2 HEADTEACHER

6.2.1 The Headteacher will ensure that:

- Within Active Learning Trust policies and guidelines, an approved structure and plan for the management of learning outside the classroom and EVs is in place, and is regularly reviewed. This should include the appointment of a suitably competent educational visits coordinator (EVC);

- Visits are led by competent staff with support and guidance being given so that they feel able and are willing to undertake learning outside the classroom activities;
- Effective guidelines and risk management are in place to enable LOtC/EV activities to occur, ensuring the safety of both students and staff;
- Safe and healthy working practices are in place that take account of appropriate statutory requirements, code of practice and guidance;
- Supervision, training and instruction are provided so that all staff and students can undertake school-related activities and visits in a healthy and safe manner;
- Guidance is available on adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision.
- Procedures are in place to vet the quality, relevance and safety of each proposed off-site visit;
- Procedures are in place to vet and approve proposed contractors (e.g. tour operators);
- Gusford Primary School can be run efficiently in the absence of staff engaged in the activity or visit;
- The arrangements are in line with any code of practice and guidance provided by the DfE and/or proprietor;
- The charging and remissions policy and appropriate procedures for the financial management of visits having regard to any LA guidance;
- Educational objectives are required for each visit; and
- They agree which categories of visit they wish to be specifically notified about for approval purposes.

6.2.2 The Headteacher must approve the higher and medium risk activities under arrangements made by the Headteacher in consultation with the Governing Body.

6.3 The EVC:

6.3.1 The EVC has responsibility for the day-to-day development and implementation of LOtC/EV visit procedures and conditions for all staff and students.

6.3.2 The EVC will:

- Ensure that a structure and procedures are in place to manage LOtC/EV
- Personally approve all LOtC activities
- Determine which low risk visits to approve personally and which to delegate to the learning outside the classroom coordinator (LoTCC)/EVC;

6.3.3 Guidance on good practice is contained in **Appendix B**.

6.4 LOTCC/EVC Coordinator:

6.4.1 Gusford Primary School recognises that the LOtCC and the EVC may be two different persons.

- The LOtC function covers mainly the curriculum management; and
- The EVC function is to ensure the planning and risk management of each activity/visit.

6.4.2 The functions of the LOTCC/EVC will be determined by the Headteacher and will include a requirement to:

- Plan and organise learning outside the classroom as a curricular activity;
- Ensure EV meet Gusford Primary School requirements;
- Advise the Headteacher and Governing Body on any issues concerning the approval of low risk, medium and high risk visits;
- Advise the Headteacher on the relevance of the educational objectives of the visit;
- Ensure that pre-visits have taken place wherever feasible, and to advise the Headteacher in cases where a pre-visit may not be feasible;
- Ensure prospective leaders and staff meet the Gusford Primary School competency requirements in terms of qualifications and/or experience;
- Conduct appropriate due diligence checks of proposed contractors such as tour operators in advance of the visit, specifically ensuring that arrangements exist for the appointment of competent staff and cooperation staff;
- Ensure risk assessments meet Gusford Primary School requirements;
- Make decisions about the balance of benefits and risks of any LOtC activity;
- Organise appropriate training and induction for staff and students;
- Ensure that disclosure and barring service checks are in place as necessary for all staff that will have access to students;
- Ensure adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision;
- Ensure parents and relevant staff are fully informed on the arrangements for all visits;
- Ensure that for medium and high risk visits a parents' and students' meeting is arranged prior to the visit taking place. At this meeting at least one parent/carer and the student should be expected to attend as a prerequisite to the student being allowed on the trip;
- Ensure parents are informed and give consent;
- Ensure that emergency arrangements are in place for each visit;
- Keep records of visits, incidents and near-accidents (sometimes called near misses);
- Review systems and monitor practice; and
- Report as required to the Headteacher.

6.5 Group Leaders

6.5.1 The leader in charge of any LOtC/EV activity must be an employee of Gusford Primary School and approved to lead the visit according to Gusford Primary School policy. They are responsible for planning and preparing the activity, and to prepare any emergency and contingency plans.

Gusford Primary School has delegated the following responsibilities to group leaders:

- a. To be accountable for and competent to lead the visit;
- b. To assess the risks of activities and record any significant risks;

- c. To make measures to control those risks; and
- d. To inform colleagues about the risks.

6.5.2 All group leaders:

- Will make themselves familiar with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits;
- Will exercise the reasonable duty of care that a careful parent would exercise in the same circumstances;
- Will ensure that appropriate assessments of the benefits and risks of any visit/activity are made in good time;
- Will be fully conversant with Gusford Primary School off-site activities/educational visits procedures and in ensuring that staff, students and others comply with its requirements;
- Shall inform the EVC or management regarding any concerns of their own suitability or competence to lead the visit;
- Will ensure arrangements are in place for the effective supervision and safeguarding of students for the entire visit;
- Will define the roles and responsibilities of other visit staff and communicate directly with any contractors; and
- Will monitor the performance of external contractors and immediately cease activity if health, safety or welfare concerns are detected.

6.5.3 Guidance on good practice for group leaders is contained in **Appendix C**.

6.5.4 A checklist for group leaders is in **Appendix D**.

6.6 Other Supervisors

6.6.1 All other group supervisors will:

- Do what is reasonably practicable to ensure the health and safety of everyone in the group;
- Make themselves familiar with the requirements of Gusford Primary School health and safety and educational visits policies;
- Be clear about the objectives of the visit;
- Attend briefing meetings;
- Understand the safety management procedures for the visit; and
- Undertake any organisational tasks assigned to them that are within their competency.

6.6.2 All staff participating in group activities must:

- Look after their own and other's health and safety;
- Cooperate with the management over safety matters;
- Carry out activities in accordance with training and instruction from management; and

- Inform the management of any serious and immediate risks or systemic faults in risk management.

6.6.3 These duties apply to the employee and employer:

- When the work is during the working day; and
- When an employee has agreed to do something for the employer;
- Earlier or later than the normal working day; or
- Take place outside the term dates (during half term or other holidays).

6.6.4 All members of staff should be concerned about any serious and immediate risk, and also about any systemic shortcomings. If the concerns cannot be settled within the staff leading the activity, all staff will be expected to stop the activity and refer the matter to the LOtC/EVC or Headteacher.

6.6.5 Gusford Primary School recognises the right of members of staff to refuse to participate in an activity that they consider unsafe or that they are not suitably competent for. In such cases a Plan B should operate.

6.7 Volunteers

6.7.1 Any adults on the visit/activity not employed by Gusford Primary School must be suitably clear about their roles and responsibilities during the visit/activity. They must be DBS cleared and approved by Gusford Primary School in line with its policy.

6.7.2 Adults not employed by Gusford Primary School (e.g. volunteer helpers) acting as supervisors must:

- Do what is reasonably practicable to ensure the health and safety of everyone in the group;
- Complete DBS checks;
- Be clear about the objectives of the visit/activity;
- Attend briefing meetings;
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the group leader and school-employed staff, and help with the control and discipline;
- Speak to the group leader or school-employed staff if concerned about the health or safety of students at any time during the visit/activity;
- Never directly supervise a party of any age;
- Never be in sole charge of the students for more than six hours at a time; and
- Never be in a situation remote from the support of the leaders or other appropriate members of staff.

6.7.3 Gusford Primary School recognises the right of volunteers to refuse to participate in an activity which they consider unsafe or that they are not suitably competent for. In such cases a Plan B should operate.

7. Management and Procedures

7.1 Exploratory Visits

An exploratory/reconnaissance visit must be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them. Gusford Primary School accepts that for remote expeditions a prior visit may not be possible. In such cases, the Headteacher will determine in consultation with the LOtCC/EVC whether the risk assessment and proposed risk controls are sufficient.

Further details about exploratory visits are in **Appendix S**.

7.2 Roll Lists

A list of names, addresses, ages and brief medical history should always be accessible to the leader. It is also advisable for all other adults to have access to this information, within the considerations of some information being of a confidential nature. This may be through the school's MS system Arbour.

7.3 Supervision

7.3.1 Duty of care

All adults connected with a visit or activity owe an enhanced duty of care to the students they accompany in common law.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else.

7.4 **Delegating responsibility**

The group leader is responsible overall for the group **at all times**. He/she may, however, delegate supervisory roles to other adults in the group. When delegating supervisory roles to other adults the group leader should:

- Allocate supervisory responsibility to each adult for named students and ensure that all adults understand that they are responsible to the leader for the supervision of the students assigned to them;
- Ensure that each adult knows which students they are responsible for;
- Ensure that each student knows which adult is responsible for them;
- Ensure that each adult has the means to contact the group leader and/or other supervisors; and

7.4.1 Supervision can be **close or remote** but **is always 24 hours**, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day. In order that each adult supervisor gets sufficient rest, a duty roster should be arranged. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

7.4.2 Close supervision occurs when the group remains within sight and contact of the supervisor. Close supervision means that all supervisors have prior knowledge of the students, including any special educational needs, medical needs and disabilities. Close supervisors should:

- Carry a list/register of all group members;
- Regularly check that the entire group is present;
- Have appropriate access to first aid; and
- Ensure that each student knows what to do if they become separated from the group.

7.4.3 Remote supervision occurs when, as part of planned activities:

- A group of students work away from the supervisor (e.g. on a Duke of Edinburgh Expedition) but is subject to specified controls as recorded in the risk assessment;
- The supervisor is present but not necessarily nearby or directly in sight; and
- The group leader still remains responsible for students during this time, even though they are not in direct contact with them.

When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies and summon help;
- Students should understand and accept the expected standards of behaviour;
- Students will be familiar with the environment or similar environments and have details of rendezvous points and times;
- Clear and understandable boundaries must be set;
- There must be clear lines of communication between the students, the supervisor and the school;
- The students should know the whereabouts of the leader/supervisor and should have a means of contacting them;
- A student should never be on his/her own. It is advisable that they be in a minimum group of at least three students;
- The supervisor should monitor the group's progress at appropriate intervals;
- The supervisor will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency; and
- There should be a recognisable point at which the remote supervision is completed.

Remote supervision will also apply to the times during home-stay visits when students are with their host families.

7.4.4 During night time residential situations, the security of the group is of additional importance. The leader should ensure that, as far as is reasonably practicable:

- Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the students' accommodation;
- Suitable and sufficient safeguarding arrangements are in place (following appropriate risk assessment) to protect both students and staff;

- Where hotel/hostel reception is not staffed 24 hours a day, security arrangements are in force to restrict unauthorised visitors;
- In the absence of 24 hour staffing of reception, external doors should be secured against intrusion and windows closed as necessary to prevent intrusion;
- Where possible, internal doors should be lockable but staff should have reasonable access to student accommodation at all times; and
- All staff and students should know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

8 Visits Abroad

Gusford Primary School does not encourage visits abroad for primary age children..

9 External Providers

9.1 Gusford Primary School will use external providers that have been specifically assessed by Gusford Primary School as suitable to deliver LOtC/EV activities.

9.2 The LOtCC/EVC must undertake appropriate risk assessment, and will check what other relevant accreditation the providers hold and seek references from other trusted schools.

9.3 In all cases, the group leader must assess any likely risks posed by the members of the group. External providers cannot do this on behalf of the school.

10 Adventurous Activities

Gusford Primary School policy is that activities of a more adventurous nature should be arranged wherever practicable through a specialist provider, and where required by the statutory *Adventurous Activities Licensing Regulations 2004*, a provider who holds a current AALA Licence.

Occasionally a member of staff may have the qualifications and experience to lead a self-organised visit, but approval will only be given by the Governing Body after the Headteacher has given his/her approval following consultation with the LOtCC/EVC and group leader.

Guidance to group leaders on what are licensable activities is contained in **Appendix Q**.

11 Involving Students in the Organisation of LotC/EV Activities

It is Gusford Primary School's view that students are likely to manage risks better if involved rather than if they are just told what to do. As far as is reasonably practicable therefore, relevant students will be involved in the organisation of LOtC/EV activities. See **Appendix J** for further advice.

12 Codes of Conduct

12.1 Student Code of Conduct

All students should follow the school's behaviour code in and out of school.

The Gusford Primary School has formally adopted the following *Staff Code of Conduct for Educational Visits*:

"Gusford Primary School expects that all adults acting *in loco parentis* on any school trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times".

Further details are in **Appendix E**.

13 Risk Management

13.1 Gusford Primary School staff are expected to follow the government guidance for risk assessment on LOtC/EV activities now set out in the government document *Advice on Legal Duties and Powers for Local Authorities, School Leaders, Staff and Governing Bodies 2014*.

13.2 Risk assessments should be completed and reflect the level of risk. Gusford Primary School expects all educational visits to have written risk assessments. The Headteacher, in conjunction with the LOtC/EVC will determine which assessments can be used as generic risk assessments and which are specific and need to be repeated for each visit/activity.

13.3 A simple 'Risks assessed/None significant' can be recorded for low level or minor risks.

13.4 More complex activities may have significant hazards, which staff will have to avoid or overcome with proportionate risk management.

13.5 Types of Risk Assessment

13.5.1 There are three types of recognised risk assessment:

1. **Generic:** This will usually be prepared by the LOtC/EV and with the approval of the Headteacher.

2. **Visit-specific:** These assessments address the specific visit, the venues used, activities conducted and the needs of your particular group. They might show how an activity can be modified to suit, for example, a disabled student.

3. **On-going:** These assessments will be done during the visit/activity by Group Leaders. They will take account of changing environment/conditions/group. An on-going assessment may lead you to turn to a Plan B. These risk assessments will not usually be written at the time, but what was done should be recorded later in the management system for the benefit of future activities.

All RA's will be kept in the black RA file in the HT's Office, on the HT's laptop in the H&S folder or with Mr Garwood the PE/Sports Coach.

13.6 Risk-Benefit Assessment

While assessing the risk, staff should also be assess the ***benefits of the activity***. These must then be balanced against the risks.

Group leaders who are in doubt about the balance of benefit and risk should consult the LOtCC/EVC. The LOtCC/EVC is empowered to make decisions on the balance of benefit and risk. Where the LOtCC/EVC is unsure, they must consult the Gusford Primary School Health and Safety Manager (HSM), who has the delegated power to make such a decision.

More advice on how to balance benefits and risks is contained in **Appendix G**.

14 **Adult:Student Ratios**

14.1 The correct ratio for any activity will arise from the risk assessment. There is no specified government ratio (although some suggestions are made in the LOtC guidance. See 14.3 below).

The ratio should help leaders safely achieve the objectives of the visit.

14.2 The decision should take into account:

- The gender, age, ability, competence and behaviour of the members of the group;
- General and specific competencies of the group leader and supervisors;
- First aid requirements and knowledge of the supervisors;
- Special educational needs and disabilities;
- Duration and nature of the activity, including any journey;
- Ratios of staff supplied by contractors such as tour operators;
- Accommodation; and
- Requirements of the venue.

14.3 Recommended ratios (any variations need to be discussed with EVC and/or Head/Deputy):

- 1 member of staff to 15 pupils (Year 5/6)
- 1 member of staff to 10 pupils (Years 3/4)
- 1 member of staff to 6 pupils (Years 1/2)
- 1 member of staff to 6 pupils (EYFS)

With 1 Teacher/HLTA for every 30 pupils

When deciding upon safe staffing ratios the location; nature of activity(ies) and needs of the children (SEN, physical disability and behavioural) should be taken into account.

If the proprietor sets a minimum ratio for any activity, Gusford Primary School must adopt that ratio as the minimum.

14.4 No visit/activity must take place without the risk assessment being signed off by the LOtCC/EVC.

14.5 The Headteacher has the power to change the ratio after discussion with the LOtCC/EVC and group leader, and may seek advice from the Active Learning Trust.

15 Obtaining Parental Consent

15.1 The law does not require parental consent to be obtained for every individual learning outside the classroom activity.

15.2 Gusford Primary School will inform parents of the general arrangements for learning outside the classroom via the school brochure, website, newsletters or on social media

15.3 It is Gusford Primary School policy that parents should be informed of all LOtC/EV activities (including sports fixtures and local visits as part of the curriculum), and that consent must be obtained for:

- Any activity or educational visit which has been assessed as carrying a significant risk (usually medium and high risk categories);
- Off-site activities extending beyond the normal start or finish of the school day;
- All activities that will be during any holiday or closure period;
- All activities requiring remote supervision; and
- Any activity where the school's duty of care will be exercised by contractor's staff on behalf of Gusford Primary School.

15.4 If agreement cannot be reached with any parent who refuses consent the student should be omitted from the activity and a different way found for the learning to be delivered for that student.

15.5 Parents who object to their child participating in a low risk activity must be referred to the Headteacher.

15.6 Consent for Medical Treatment

It is Gusford Primary School policy that no student will be allowed to participate in a LOtC/EV activity without having parental consent for medical treatment where such treatment is necessary.

15.7 Further advice on obtaining consent is contained in **Appendix L**.

16 First Aid

16.1 Gusford Primary School will set and review a First Aid Policy, taking into account any government and/or LA guidance/policy. Group leaders must have due regard to the policy when determining the first aid arrangements for a LOtC/EV activity.

16.2 The determination of the first aid provision will be based on a consideration of the following:

- The numbers in the group and the nature of the activity;
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances;
- The availability of an ambulance service, and the distance to a hospital with accident and emergency facilities;
- Pre-existing medical condition of group members; and
- The first aid training and competency of supervising staff.

16.3 Further guidance is in **Appendix N**.

17 Safeguarding Requirements

17.1 These must be considered at an early stage of the planning. All supervisory staff or adults who are employed to instruct students, whether paid or voluntary, must be DBS checked before being allowed to supervise a group.

17.2 Guidance can be found in the Government's [Keeping Children Safe in Education](#) statutory guidance.

18 Use of Private Vehicles

Gusford Primary School policy on staff using their private vehicles is contained in the Gusford Primary School Mini Bus and Use of Private Transport Policy.

19 Training

19.1 Gusford Primary School will ensure that:

- The LOtCC/EVC keeps themselves up-to-date with developments in policy and good practice in order to help colleagues to manage risks; and
- Group leaders and any other accompanying adults are appropriately trained in health and safety measures.

19.2 Gusford Primary School will ensure that support staff and non-school employed supervisors are trained appropriately in risk assessment and safety management, and are competent to carry out the supervisory duties.

19.3 Support staff who have the higher level teaching assistant (HLTA) status may lead classes to learn outside the classroom, but will be under the direction and supervision of a teacher.

19.4 A teacher may not always be present during the activity but the HLTA is allowed to supervise learning outside the classroom, not only in the grounds and nearby, but further afield. HLTAs can also supervise groups on distant activities, or more complex activities, where Gusford Primary School has determined that this is necessary.

19.5 Gusford Primary School is expected to monitor the supervisory competence of all staff including teachers, support staff, trainees and volunteers. Gusford Primary School will arrange through the LOtCC/EVC an annual training plan to be agreed with the Headteacher.

20 Finance

The LOTCC/EVC or group leader will liaise with the Business Manager over the budgeting/estimates/and costings, and the financial arrangements for the activity.

20.1 Charging for Activities

Gusford Primary School will conform with the government's regulations on charging for activities and charges will be made in accordance with the Gusford Primary School Charging and Remission Policy.

20.2 Charging for Residential Visits

20.2.1 Gusford Primary School can, however, charge for the cost of board and lodging during a residential visit. The cost must not exceed the actual cost of the provision.

20.2.2 Where the visit takes place wholly, or mainly, during normal school hours, students whose parents are in receipt of the income support set out in the current regulations will be entitled to a remission of the charges as well as a free school meal.

20.2.3 The current regulations include:

- Income based support Job Seekers' Allowance;
- Income Support;
- Support under part vi of the *Immigration and Asylum Act 1999*;
- Child Tax Credit (provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the annual limit laid down by the government); and
- Guaranteed state pension credit.

20.2.4 A similar entitlement applies if the visit takes place outside school hours, but is necessary as part of the national curriculum, forms part of the curriculum for a prescribed examination for which the pupil is being prepared, or the syllabus for religious education.

20.2.5 Gusford Primary School policy is to charge parents for residential visits as allowed by the regulations and to make relevant remissions of the cost to parents who qualify according to the regulations. In all other instances, Gusford Primary School must request voluntary contributions and make up any shortfall from resources. Where this does not cover the cost the activity must be cancelled.

20.3 Costing of Activities/Visits

The member of staff in charge of a visit/off-site activity is responsible for ensuring that the full costs involved are covered by parental contribution or other funds. The following main costs need to be considered but others will apply depending on the nature of the journey:

- Any cost of cover for absent staff;
- Accommodation;
- Food;
- Travel/transfers;
- Excursions;
- Administration costs in organising the LOtC activity;
- Insurance; and
- Contingency/emergency fund.

20.4 Accounts

- A record of receipts and payments should be kept and supported wherever possible by documentary evidence;

- The records should be available at any time for examination by the Headteacher or the Business Manager and will be reviewed annually by auditors. They should be retained for a minimum period of six years;
- For all practical purposes, Gusford Primary School finance office will act as the 'bank' for all visits and activities funds. All income relating to the visit should be passed to the finance office and all payments should be requested from them except in circumstances where accounts have been authorised for the trip by the bursar/finance director;
- In no circumstances should the personal accounts of members of staff be used for any activity; and
- Where a student withdraws from a trip, or is banned from a trip because of bad behaviour after arrangements have been made, sufficient funds should be withheld from the contributions already made by that student's parents in order to cover any irrecoverable costs incurred on the student's behalf.

20.5 Insurance

Gusford Primary School will ensure that appropriate insurance is in place to cover employees (employer's liability insurance) and Gusford Primary School liability to the public (public liability insurance). It shall also ensure that sufficient travel insurance is in place to cover all students for all activities on the entire visit when overseas.

Gusford Primary School will determine whether insurance needs to be taken out by parents for their children and to inform the parents of this necessity and how it is to be arranged.

Gusford Primary School shall ensure that any contractors or third party providers have sufficient public liability insurances before contracting with them.

Further details in **Appendix M**.

21 Provision of Food and Drink on Schools Trips

The School Food Standards apply to all food and drink provided to pupils off the schools premises and during an extended school day (up to 6pm), including school trips, breakfast clubs, tuck shops, mid-morning break, vending and after school clubs. Gusford Primary School will abide to this.

Gusford Primary School will provide free school lunches to eligible pupils off the premises where education is being provided, i.e. where school trips are taking place during school time. However, school trips outside of school time, whether day trips or residential, such as during half term or Easter break, do not count. Additionally, it is not the duty of Gusford Primary School to provide free evening meals to eligible pupils on school trips.

22 Equal Opportunities

22.1 In implementing this policy, all staff must take into account the Gusford Primary School equal opportunities policies. Organisers and leaders of LOfC/EV activities must make reasonable adjustments to include would-be participants who have a disability.

22.2 Gusford Primary School will ensure that practical measures are in place to include students with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

22.3 Further advice on inclusion is in **Appendix P**.

23 Monitoring and Review

The LOfC/EVC will report to the Headteacher annually or as necessary on the working of the policy and the efficiency of the management of LOfC/EV activities.

The Headteacher will report to the Governing Body annually. The Headteacher/Principal will review the working of the policy annually and assess its implementation and effectiveness.

APPENDICES

Appendix A: Good Practice for Governing Bodies

In relation to educational visits, it is good practice for the Governing Body to:

- Ensure that the visit has a specific and stated objective;
- Ensure through the management procedures that the Headteacher / group leader shows how their plans comply with regulations and guidelines, including Gusford Primary School health and safety policy documents;
- Ensure that arrangements exist for reports of each visit to be made and recorded;
- Maintain a top level approval mechanism for more complex or higher risk visits;
- Ensure that information and guidance provided by the LA or the DfE informs Gusford Primary School policy, practices and procedures relating to the quality and health and safety of the staff and young people on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems.
- Ensure that the Headteacher and the LOTCC/EVC are supported in matters relating to educational visits and off-site activities and that they have the appropriate time, staffing, other resources and expertise to fulfil their responsibilities;
- Ensure that the LOTCC/EVC and group organisers and supervisors are appropriately trained and considered competent;
- Ask questions about a visit's educational objectives and how they will be met;
- Ensure that the Headteacher approves higher risk and higher financial value visits before bookings are confirmed;
- Ensure that arrangements ensure that bookings are not completed until external providers have met all the necessary assurances; and
- Ensure that the Headteacher and the LOTCC/EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit.

Appendix B: Guidance on Good Practice for the Headteacher

The Headteacher should put procedures in place which ensure that:

- Visits comply with regulations and guidelines provided by the DfE, Governing Body and Gusford Primary School health and safety and LOTC/EV policies;
- Activities/visits are planned safely with a suitable contractor (e.g. tour operator) where appropriate and that suitable due diligence can be evidenced;
- An appropriate senior member of staff is appointed as the LOTCC and EVC (or two separate persons if appropriate);
- The group leader is competent to monitor the risks throughout the visit;
- Adequate safeguarding procedures are in place;

- All necessary actions have been completed before the visit begins;
- Risk assessment has been completed and appropriate safety measures are in place;
- Training needs have been assessed by a competent person and the needs of the staff and students have been considered;
- The group leader has experience in supervising the age groups going on the activity/visit and will organise the group effectively;
- The group leader or another supervisor is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- Group leaders are allowed sufficient time to organise the visit/activity properly;
- Volunteer staff on the visit are appropriate people to supervise children, and are trained in their duties, and have been checked;
- The ratio of young people to supervisors is appropriate and informed by the risk assessment;
- Parents have signed consent forms;
- At least one parent has attended a pre-visit meeting where this is required, or alternative arrangements for informing parents who cannot attend a due meeting;
- Arrangements have been made for the medical, disability and special educational needs of the students;
- Adequate first-aid provision will be available;
- The mode of travel is appropriate;
- Travel times out and back are known including pick-up and drop-off points;
- There is adequate and relevant insurance cover;
- The contact details of the visit's venue(s) are recorded in the Gusford Primary School health and safety management system;
- A scheme for contacting students' homes and parents is in place;
- The group leader, group supervisors and LOtC/EVC have copies of agreed emergency procedures;
- The group leader, group supervisors and LOtCC/EVC have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin; and
- There is a contingency plan for any delays including a late return home.
- Agree the procedure for submitting a visit/activity to the Governing Body where relevant;
- Ensure that arrangements are in place for the Governing Body to be made aware of relevant visits/activities so that questions can be asked as necessary;
- Ensure that arrangements are in place for the educational objectives of a visit/activity to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;
- Be aware of the need to obtain best value;
- Ensure that appropriate financial management procedures are in place in line with The Active Learning Trust's requirements;
- Ensure that there is an acceptable procedure for choosing appropriate contractors (e.g. tour operators)

- Ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment;
- Ensure that there is a contingency plan (Plan B), covering, for example, the implications of staff illness and the need to change routes or activities during the visit;
- Ensure that serious incidents, accidents and near-accidents are investigated, recorded and reported to The Active Learning Trust. Accident and incident records should be reviewed regularly, and this information used to inform future visits;
- Ensure all staff are made aware of and understand the DfE and any LA or Gusford Primary School guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff;
- Ensure that Gusford Primary School has emergency procedures in place in case of a major incident on visits/activities. These should be discussed and reviewed by staff;
- Ensure that young people, parents, group supervisors and others are given written details of these procedures;
- Ensure that the LOtCC/EVC has the authority to make decisions in line with their role. They should be contactable and available for the full duration of the visit 24 hours a day. They should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- Establish a procedure to ensure that parents are informed quickly about incident details through the home-based contact, rather than through the media or pupils;
- Recognise that special arrangements must be in place for dealing with media enquiries when there is an emergency;
- Check that contractors (e.g. tour operators) have adequate emergency support procedures, and that these will link to Gusford Primary School and/or LA emergency procedures; and
- Ensure that Gusford Primary School equal opportunity policies are taken into account, particularly the requirement not to discriminate on the grounds of disability.

In Relation to the LOTCC/EVC the Headteacher should:

- Delegate appropriate tasks to the LOtCC/EVC, having regard to the duties of the LOtCC/EVC;
- Ensure that the LOtCC/EVC informs the Headteacher of the progress of any visit;
- Make time available for the LOtCC/EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;
- Ensure that the LOtCC/EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit; and
- Ensure that the LOtCC/EVC has a procedure for impressing upon parents the importance of understanding the arrangements and providing their emergency contact numbers.

Appendix C: Guidance on Good Practice for Group Leaders

The leader, and all other responsible adults, should be familiar with all the advice contained in government and any local guidance.

Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. They must also ensure that the visit is a quality experience for the students that meets the stated objectives.

The leader is responsible for briefing all accompanying staff, supervisors, parents and helpers.

The group leader has overall accountability for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader must be approved by the Headteacher or Deputy Head Teacher.

With specific reference to health and safety the group leader will:

- Be able to manage and lead students of the relevant age range;
- Be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- Obtain the Headteacher/Deputy Head Teacher/Assistant Head Teacher/LOtCC/EVC's prior approval before any off-site visit/activity takes place;
- Follow the Gusford Primary School safety policies, guidance and procedures;
- Appoint a deputy with the approval of the Headteacher;
- Where possible conduct an exploratory pre-visit in order to undertake a proper risk assessment in accordance with Gusford Primary School policy;
- Clearly define each group supervisor's role during the visit/activity, and ensure all tasks have been assigned;
- Ensure that all staff are aware of and accept the nature of the particular responsibilities and roles they will assume;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- Ensure that briefing meetings are held as appropriate for the group leaders, and for students and parents;
- Undertake and complete a comprehensive risk assessment for aspects of the visit/activity for which they have responsibility and ensure all accompanying adults have copies of relevant risk assessments;
- Review the records of previous visits and activities and advise the Headteacher where adjustments may be necessary;
- Ensure that staff and other supervisors are fully aware of what the proposed visit/activity involves.

- Have enough information on the students proposed for the visit/activity to assess their suitability, or be satisfied that their suitability has been assessed and confirmed by others;
- Ensure the ratio of staff to students is appropriate for the needs of the group and in line with Gusford Primary School policy;
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that group supervisors have contact details of the LOtCC/EVC;
- Ensure that group supervisors and the LOtCC/EVC have a copy of the emergency procedures;
- Ensure that the group's staff and other supervisors have the details of young peoples' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Ensure that wherever possible on a visit or activity, *rendezvous* arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- Ensure that every member of the group knows in advance the course of action to follow if they get lost;
- Brief all the students about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit/activity;
- Ensure that all accompanying adults are familiar with Gusford Primary School safeguarding students (child protection) policy and procedures; and
- After the visit/activity, review and record the details of the visit as required in the Gusford Primary School LOtC/EV Policy.

During a Visit/Activity the Group Leader is Recommended to

- Hold a brief daily staff meeting at the start of the activity or start of the day;
- Have a Plan B fully risk assessed and organised as a back up;
- Establish clear procedures for safe practice during the visit/activity;
- Communicate information to all interested parties both on, during and after the visit/activity; and
- Ensure that other supervisors, assistants and adults carry out their duties and responsibilities safely and responsibly.

Whenever a party is to be subdivided, or the leader is to be absent for any reason, the party leader must make a clear delegation of responsibility to another suitable adult.

If a party leader delegates responsibility for the supervision of some, or all of the young persons, at various times to other members of the staff team, the leader must satisfy him/herself that this individual to whom they are delegating responsibility:

- Is competent to take charge of the group of young persons undertaking the particular activity in this locality;
- Has been fully and properly briefed as to their role and responsibilities; and

- Is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.

The party leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which students they have a responsibility and where those students are at all times and that each student knows who is the leader of their particular group.

The responsibility for specific visits (i.e. language exchanges) will be written into the job descriptions of staff as appropriate.

Appendix D: Group Leader's Checklist

Organising a LOTC/EV activity can be a time-consuming business. This checklist is designed to help group leaders overcome some of the potential organisational pitfalls and omissions.

Checklist for planning non-residential trips/activities

Timescale	Task	Done ✓
When planning for a topic or sporting event.	Consider the purpose of visit - learning objectives, etc.	
At least 7 weeks prior to visit.	Identify suitable location based on cost, learning experience, distance, age/needs of pupils.	
	Visit costings established (refer to separate guidance).	
	Visit discussed with Headteacher/ Head of School and initial approval given.	
	Reconnaissance Visit completed, if a new venue and within reasonable travelling distance, and/or discuss with colleagues who have visited before.	
	Consider pupils' needs and any specific risks and control measures required.	
At least 6 weeks prior to visit - especially where there is a cost to parents.	Parents informed of the visit by letter and a deadline given for voluntary contributions. Letter to be checked by SLT before sending out.	
	Risk Assessment, carried out and sent to EVC for approval - further discussion may be required.	
	Book venue, activities and transport. Pay deposits as required - ensure date by which deposits become non-refundable is established.	
	Confirm staffing arrangements (see policy for guidance on ratios)	
	Clothing/footwear requirements, etc established (notify on letter to parents where applicable).	

	What lunch/tea arrangements are needed - packed (notify on letter to parents where applicable)?	
	Inform the Kitchen of the trip date.	
Must be before activity/transport deposits become non-refundable	<p>Voluntary contributions checked with the office and decisions made on the financial viability of the trip going ahead.</p> <p>Check for pupils whose families have withdrawn consent and where appropriate plan alternative activity or cover.</p>	
2 week before	Prepare a list of attendees (including staff) and leave a copy with the office.	
	For any trips that have the potential to return after 4.30pm, a list of pupil names and contact telephone numbers must be requested from the office and taken on the trip and securely disposed of after the trip.	
	Request free school meals from the kitchen and inform them of how many children in total will be out for the day.	
	First aid kits and sick kits requested from Julie Sayer.	
	Safeguarding report forms and contact list requested from the office.	
1 week before	Headteacher and EVC given Risk Assessment to sign, guidance notes, attendee lists, group lists to check before 'Helpers' briefing.	
	All "helpers" briefed - copies of guidance notes, risk assessment, attendee lists, etc. issued.	
Visit Day	ON THE DAY	
	Inform the office of any changes to staffing or attendees.	
	First Aid Kits & safeguarding documentation taken.	
	Sick Kit taken (on coach journeys).	
	Final brief for all adults.	
Day after visit	ON RETURN	
	De-brief with accompanying adults. Feedback from children.	
	Any accidents, first aid or near misses reported to School Business Manager for recording.	
	Notify office of any First Aid supplies that need replacing.	
	Used sick kit disposed of/cleaned ready for next visit.	
	Speak directly to EVC if necessary about significant problems/incidents/accidents.	

Checklist for sports events

Timescale	Task	Done ✓
2- 4 weeks before the event.	Parents informed of the visit by letter. Letter to be checked by SLT before sending out.	
	Risk Assessment, carried out and sent to EVC for approval - further discussion may be required.	
	Transport arranged to get children to and from venue	
	Confirm staffing arrangements (see policy for guidance on ratios)	
	Clothing/footwear requirements, etc established (notify on letter to parents where applicable).	
	What lunch/tea arrangements are needed - packed (notify on letter to parents where applicable)?	
	Inform the Kitchen of the trip date.	
2 week before	Prepare a list of attendees (including staff) and leave a copy with the office.	
	For any trips that have the potential to return after 4.30pm, a list of pupil names and contact telephone numbers must be requested from the office and taken on the trip.	
	Request free school meals from the kitchen and inform them of how many children in total will be out for the day.	
	First aid kits and sick kits requested from Julie Sayer.	
	Safeguarding report forms and contact list requested from the office.	
1 week before	Headteacher and EVC given Risk Assessment to sign, guidance notes, attendee lists, group lists to check.	
Visit Day	ON THE DAY	
	Inform the office of any changes to staffing or attendees.	
	First Aid Kits & safeguarding documentation taken.	
	Sick Kit taken (on coach journeys).	
	Final brief for all adults.	
Day after visit	ON RETURN	
	De-brief with accompanying adults. Feedback from children.	
	Any accidents, first aid or near misses reported to School Business Manager for recording.	
	Notify office of any First Aid supplies that need replacing.	
	Used sick kit disposed of/cleaned ready for next visit.	
	Speak directly to EVC if necessary about significant problems/incidents/accidents.	

Appendix E: Codes of Conduct

Staff Code of Conduct on LOfC/EV Activities

Gusford Primary School has formally adopted the following **Staff Code of Conduct for Residential Visits**:

“Gusford Primary School expects that all adults acting *in loco parentis* on any school learning outside the classroom activity will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times”.

Although responsibility for student welfare on a residential visit is a 24 hour responsibility, supervisors cannot reasonably be expected to be alert on duty for 24 hours. The group leader will devise and communicate a duty staff roster, ensuring that all staff have sufficient rest periods.

All staff must ensure that they are on duty at the times allocated, and have the necessary information about the group and the events at that time.

Alcohol and smoking are strictly prohibited during all school based activities.

Student Code of Conduct on School Activities/Visits

The objective of LOfC/EV activities is for students and accompanying staff to have experiences over and above those available in the classroom, in a safe, enjoyable and disciplined manner.

Students are expected to consider the well-being of others whilst on off-site activities and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few. Parents should understand the children will be expected to serve any sanction imposed on me for misconduct, both on the activity and on return. Parents must also understand and agree that the children may be sent home or collected from the activity, at my parents' expense, if required by the group leader.

Appendix F: Alcohol, Tobacco and Other Drugs

Alcohol

Alcohol, smoking other non-prescribed drugs are strictly prohibited during all school based activities.

The guidelines are as follows:

1. Students must not purchase, have in their possession, or consume, any form of alcohol.

2. All students must, without question, accept and comply with any reasonable instruction given to them by a member of staff, not to drink, regardless of any consent given by parents;
3. On exchanges or on other activities where students are staying in a family and are not always under the direct supervision of school staff, students must follow guidance given by members of staff.

Tobacco

Acknowledging the absence of legal constraints on smoking by 18 year olds and over in the UK, Gusford Primary School nonetheless will *not* condone smoking by any student on a school activity.

It is Gusford Primary School policy that smoking is banned on school activities, unless in exceptional circumstances and with the Headteacher's approval, the group leader allows it to take place, and it is legal. In these exceptional occasions, students must only do so at times and in areas agreed by the leader.

Non Prescription Drugs

The possession or use of any drug, other than legal over-the-counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the activity), is totally banned and Gusford Primary School will take a most severe attitude to any departure from this rule.

Sanctions

Any breach of the above guidelines relating to alcohol, tobacco and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The student being sent home immediately at their parent's expense;
- The student being banned from all future school LOtC activities; and
- Exclusion.

All sanctions will be administered using the Gusford Primary School Behaviour Policy.

Appendix G: Risk Assessment for SEN, Disabled, Additional Medical Needs

The disability discrimination legislation and regulation enforces the duty not to discriminate against students for reasons relating to disabilities. Therefore, refusal to take a disabled student on an off-site visit must be justified otherwise it would be unlawful. The cost of making additional provision for the inclusion of a disabled student can be included in the overall cost of any visit. In certain circumstances, charity funding may be available for students with physical disabilities. The LOTCC/EVC will help with details.

Where students are identified as having additional needs, this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases

will need to be higher. Staff would need to take into account the terms of the *Equality Act 2010*

ALL REASONABLE STEPS MUST BE TAKEN TO INCLUDE YOUNG PEOPLE COVERED BY THE ACT.

The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should include details of any special aids and equipment that the student may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the student are reasonable or not.

Where students have statements of special educational needs which provide support for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement. However, the costs of the necessary support beyond this should be built into planning for the visit or activity, so that it is included in the overall package.

In certain circumstances, other funding may be available for students with physical disabilities. For details please see the LOfCC/EVC.

For students with mobility difficulties who hold a “Blue Badge” for parking concessions, it may be beneficial for the blue badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a blue badge at a ferry port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled student to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

Appendix J: Involving Students in Organising a LOfC/EV Activity

It is Gusford Primary School view that students are likely to manage risks better if involved than if they are just told what to do. There are distinct benefits of making students *risk aware* rather than *risk averse* and visits are a useful way of doing this.

Learning to manage risk is part of PSHE education, and is also contained in the programmes of study of other subjects, e.g. PE and Games, Design Technology, and Science.

LOfC supervisors could get some of the group to assess the risks before the activity or visit begins. Students could also help to assess and manage the risks once the activity has started. But the responsibility still lies with the group leader or supervisor, to ensure the safety of the group when in the field.

Group leaders/supervisors should be aware that for some participants a residential visit will be their first time away from their families and in close company with their peers.

Appendix K: Student Behaviour Management

Leaders/supervisors should not put up with misbehaviour. Supervisors can and should withdraw anyone in the group who risks others' safety or health. Group leaders on a residential visit are permitted to send an unruly student home early.

This sanction, and others, will form part of the briefing of the group and parents beforehand. The briefing will include details of the Gusford Primary School method of dealing with such eventualities and who will meet the costs.

Appendix L: Parental Consent

If a parent refuses consent, Gusford Primary School should discuss the reasons. It may be possible to modify the activity for a particular child. But in the face of a confirmed refusal, the child should be omitted from the activity.

Does the School Need to Get Separate Consent for Medical Treatment?

The government advice is No. Medical consent should be part of overall consent for an off-site visit.

Gusford Primary School should use the information form to tell parents about the arrangements for emergency treatment, adding that participants will receive emergency treatment, including anaesthesia or blood transfusion, as considered necessary by the medical authorities.

Some parents may refuse to sign an overall consent form because they cannot agree to medical treatment, as stated above, on religious or other grounds. The Headteacher will inform these parents that their child will not take part in the visit, because staff should not be expected to take on the responsibility for a child's health and safety under such circumstances.

Doctors can be expected to carry out necessary emergency treatment without parental consent.

Appendix M: Insurance

Gusford Primary School holds *employer's* liability insurance against the risk of litigation and injury to their employees, and *public* liability insurance, against the risk of litigation and injury to others.

For a regular activity in the grounds of the school or nearby, Gusford Primary School should consider whether to give insurance details in the information for parents. This could for example be in the prospectus.

For more complex learning outside the classroom activities, parents should be made aware as to what insurance arrangements are in place.

Gusford Primary School should ask parents to accept the insurance arrangements through the consent form that details them. Additional cover may be necessary for some participants or for some types of activity, including travel insurance.

Some parents may cancel their child's place in an extra-curricular activity (one that takes place outside the school day or term). If the place cannot be refilled, the cancellation should be forwarded to the insurer and operator as soon as possible. This may help to avoid cancellation charges.

Gusford Primary School should confirm with their insurer that the cover applies to any adventurous, overseas or other higher risk activities.

Appendix N: First Aid

The first aid requirements for a visit will depend on the risk assessment with Gusford Primary School deciding what levels and types of first aid are necessary.

The leader must bear in mind the Gusford Primary School guidelines including those for minimum provision. The leader should have a good, working knowledge of first aid.

For more complex activities such as visits abroad or adventurous activities, it's sensible for at least one of the group's supervisors to be a suitably trained first aider.

Minimum first aid provision should comprise a suitably stocked first aid box and a person appointed to be in charge of first aid arrangements. Leaders must follow Gusford Primary School's First Aid Policy.

The group leader should consult with any external trip providers to establish the level of first aid provided by them and include this within the risk assessment.

For most visits, at least one leader should hold a current paediatric first aid certificate..

Appendix P: Supporting Inclusion (Disabilities, Special Educational Needs, Medical Conditions)

Organisers and leaders of LOfC/EV activities must make reasonable adjustments to include participants who have a disability.

Gusford Primary School must ensure that practical measures are in place to include students with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group.

Wherever reasonably practicable, the activity can be adjusted for individual participants' needs. The risk assessment can show such enabling measures.

If a child in the group is subject to a care order, the relevant Social Services Department (SSD) should consent to any activity for which parental consent is advised. The SSD should be informed of any other LOfC/EV activity.

Gusford Primary School should also ensure that foster carers are aware of this so that they take the necessary action. If any participant is a ward of court, Gusford Primary School should have local procedures for seeking advice from the court in relation to excursions and activities abroad well in advance.

Government Guidance on Special Education Needs and Ratios

One to one supervision may suffice in the classroom or during less complex activities outside the classroom. But this may not be enough during more complex activities.

Two-to-one supervision may be advisable when, for example, a participant has a history of absconding or leaving the supervisory setting. An adult assigned to the supervision or care of one particular participant should not be included in the ratio for the group as a whole.

The SENCO should determine what ratio of supervision the student will need for LOfC and liaise with the LOfCC/EVC.

Appendix Q: Advice to Group Leaders on Adventurous Activities

In its advice on *Advice on Legal Duties and Powers for Local Authorities, School Leaders, Staff and Governing Bodies 2014*, the DfE states:

“When planning an activity that will involve caving, climbing, trekking, skiing or water sports schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future”.

Appendix R: Reporting an Injury

Under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay (see ‘Reportable specified injuries’);
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are reportable to the HSE under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute as treatment).

Dangerous occurrences, which are specified near-miss events, must also be reported. See the guidance stated above for further information.

All accidents during LOtC activities and events, RIDDOR reportable or not, should be recorded under Gusford Primary School’s accident recording procedures.

What Else to Do After an Incident: Advice to Group Leaders

No-one in your group should give their version of events to the media. The names of those involved in the incident should only be revealed to the HSE, the police or medical professionals. Media enquiries should be referred to a designated person back at Gusford Primary School.

No-one in the group should discuss legal liability with other parties. No-one should sign anything relating to accident liability without clear advice from their employer.

What if the Police Approach Me?

You cannot refuse to engage with the police. You may however seek legal advice, including from your union or professional association, before making a statement. If the police wish to interview you immediately, you also have the right to a duty solicitor. You must also contact Gusford Primary School at the earliest opportunity.

What Can I Expect From an Investigation into a Serious Incident?

The government advises that when a serious incident has taken place during a LOfC activity in the UK or abroad, you should expect your employer to conduct an investigation. It is good practice to identify an official who will act as the key point of contact for parents. This official should be sensitive to the family's needs and should preferably have some counselling competence. He or she should inform the family of the progress of the investigation. He or she should answer their questions as helpfully as possible, and provide them with the facts.

Appendix S: Exploratory/Reconnaissance Pre-Visits

An exploratory/reconnaissance visit must be made by any member of staff who is to lead a group abroad or a residential visit to a location that is not familiar to them.

For remote expeditions, a prior visit may not be possible. The Headteacher will determine whether the risk assessment and proposed risk controls are acceptable. This will enable leaders to gain first-hand knowledge of the area and facilities. This knowledge will then inform the risk assessment and pre-planning.

Any costs incurred whilst making an exploratory visit will be included in the total cost of the visit.

Some contractors (providers), e.g. school travel specialist companies, may offer a pre-visit for the group leader free of charge. This can enable the leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.

If it is not possible for the leader to visit the site/area beforehand, the leader must make every effort to collect all appropriate information.

They **must** be able to satisfy both the LOfCC/EVC (and where relevant the Headteacher) that these alternative arrangements are sufficient for a risk assessment to be made. If it is not possible for the leader to make an exploratory visit, a reconnaissance should be made immediately on arrival at the venue whilst the rest of the group remain in a secure

place or are supervised by other staff in an activity for which a risk assessment has been made.

If using the facilities of a contractor, e.g. school travel specialist company, the leader should also arrange a meeting with the local representative or manager in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.

Appendix T: Emergency Communication

In spite of good planning and organisation, there may be problems and emergencies, whether minor or major, that require an on-the-spot response and information distribution.

In the event of any minor problems arising during the visit, such as an earlier or later return to the school later than published, leaders will advise the School Business Manager (outside of school hours) or the Office Manager (within school hours) who will be able to construct a Parentmail message when needed.

Parents are able to contact the school office for information in the event of an incident during the visit or advice about the time of return. The Visit Leader will also have the School Visit mobile for use out of school hours.

Appendix U: Guidelines for Pre-Visit In-School Meetings

Rationale

Gusford Primary School policy is that all overnight visits must be preceded by a meeting for at least one parent/carer and the student, and that attendance at this meeting is a condition of the student's participation on the visit.

The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and what expectations there will be of students with regard to general co-operation and with regard to specific matters such as smoking and drinking and use of rooms.

It is important that if parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the visit.

Pre-visit meetings also have the advantage that they enable all the documentation and much of the administration to be completed in one go.

The LOtCC/EVC or another senior member of staff will attend all pre-visit meetings.

Appendix V: Mobile Phones

It is Gusford Primary School policy that students should not be allowed to take mobile phones on educational visits.

Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision.

Appendix W: Emergency Procedures For Off-Site Activities

In spite of good planning and organisation, there may be accidents and emergencies that require an on-the-spot response. Reference should be made to the Gusford Primary School crisis management plan.

In the first instance the Headteacher should be contacted by telephone during school hours and at home out of hours. If not available, the Deputy Head Teacher should be contacted.

If neither the Headteacher nor Deputy Head Teacher is available, the LOtCC/EVC should be contacted.

Appendix X: Gusford Primary School Guidance for Planning Non-Residential Trip and Activities

Aims & Objectives

It is important that you set clear aims and objectives for your visit and share them with supporting adults, parents and children.

Approval of Educational Visit

All educational visits must be approved by the Educational Visits Coordinator.

Transport

Transport should be requested through Handsam. Ensure that you provide an address of the place to be visited and arrival and departure times.

Reconnaissance Visit

It is strongly recommended that the visit leader carries out a reconnaissance visit to assess:

Risks associated with the activity (risk assessments should be available from any provider)

Any other possible risks (eg busy road to cross, river running by)

Toilet facilities

First Aid facilities

Coach parking

Eating area

Wet weather provision

Hand washing facilities (especially important on farm visits)

Accessibility for participants with a disability

The cost per pupil will be calculated carefully by the EVC and needs to be included in the letter to parents.

Any charge made in respect of individual pupils **must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.**

Selecting Pupils

Visits should be planned to meet the needs of the children who are expected to attend. Account should be taken of any special educational needs, physical difficulties or behavioural problems and, wherever possible, all children should be included.

If staff have any concerns relating to the safety of the children or adults whilst on the visit due to any of the above reasons please discuss these with the Educational Visits Coordinator.

Clothing requirements

Decide upon the clothing requirements of the children attending and disseminate this information to parents, eg coats, flat shoes, Wellington boots, old clothes, uniform, etc.

If protective equipment is needed for the activity, establish who is responsible for supplying it – the children, the school or the activity provider?

Insurance

Teachers, other county employees and volunteer helpers are automatically protected by the RPA liability and personal accident policies.

Do not sign any insurance paperwork that indemnifies site owners or activity providers against claims arising from the visit without first consulting the Educational Visits Coordinator as the approval of the Head of Legal Services is required before the visit may proceed.

Staffing & Staffing Ratios

A **Visit Leader** must be appointed and approved by the Educational Visits Coordinator.

Recommended ratios (any variations need to be discussed with EVC and/or Head/Deputy):

- 1 member of staff to 15 pupils (Year 5/6)
- 1 member of staff to 10 pupils (Years 3/4)
- 1 member of staff to 6 pupils (Years 1/2)
- 1 member of staff to 6 pupils (EYFS)

With 1 Teacher/HLTA for every 30 pupils

When deciding upon safe staffing ratios the location; nature of activity(ies) and needs of the children (SEN, physical disability and behavioural) should be taken into account.

Emergency Contacts

In the first instance the school telephone number should be used for emergency contact. If however, you will be leaving or returning outside of school hours (before 9am or after 3.30pm) then you must ensure that you have the mobile numbers of the EVCs (Vicki Martin and Pippa Wake) members of staff with you. This is also important in case your return is delayed.

Always carry the telephone number of your visit destination with you in case you are delayed.

Paperwork

Take a **list of attendees** with you, including all adult helpers. Leave a copy of this list with the school office also.

A **programme** for the day with approximate timings and location of pupil groups, etc.

Children whose parents have withdrawn their consent for a specific trip/activity must not take part in the trip/activity.

A **Risk Assessment** must be carried out for each trip/activity and submitted to the Educational Visits Coordinator. This should whenever possible be at least six weeks before the visit takes place. The risk assessment should be circulated to all adults participating in the trip/activity at least two days before it takes place.

First Aid & Medication

First Aid Kit(s) must be taken on all educational visits; these are available from the school office.

First aid should be administered in accordance with the school's First Aid Policy.

If a child needs medicines/drugs administered to them during the educational visit a ***Parental agreement for schools to administer medicine*** letter must be completed by their parent prior to the visit. Please ask parents to go to the School Office to complete this form. **This includes travel sickness tablets that may need to be taken for return journey.**

All incidents that require the use of first aid must be recorded in the school accident book.

A record of any medicines/drugs administered during an educational visit must be kept by the Visit Leader. This record must include the time, child's name, medicine name and dosage given.

Children who require asthma inhalers should have access to them at all times and it is essential that the Visit Leader checks that the child has his/her inhaler before leaving school.

Parent/Volunteer Helpers

Support staff can be used as adult supervisors on an educational visit, so long as they have the necessary competence and have been appropriately trained. A member of the support staff could also be the actual group leader, so long as he/she has the required competence and experience. The Head Teacher would also need to ensure that all adults and pupils in the group understood the authority of the support staff group leader. A leader is a leader, even if a senior staff member were also amongst the accompanying adults.

Where possible we would encourage you to try and avoid using parents on trips, however we know this can be difficult. Parents **MUST** not be left alone with a group or individual child unless they have a current DBS check. Remember the Headship Team are available to support trips. Judgement is crucial. Any parent acting as an accompanying adult must have the full confidence of the trip leader/organiser and must be fully briefed beforehand as to his/her responsibilities and role.



Appendix Y: RISK ASSESSMENT

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

ACTIVITIES: (What will you be doing and with whom?)								
DATE OF RISK ASSESSMENT:				Date completed:		Date to be reviewed: (Max timeframe 1 year)		
STAFFING: (Staff deployment, responsibilities, expertise, etc.) Mr.Garwood – First aider (also responsible for any medicines)								
Number of Children attending event:				Boys:	Girls:	Total:		
Children with medical requirements or needs?								
Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Hazard 1:								
Hazard 2:								
Hazard 3:								
Responsible person name:				Signature:			Date:	
Headship name:				Signature:			Date:	

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

	Risk Likelihood					
Risk Severity	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy's policy.

Also report near misses – not just accidents or incidents.