Twin Sails Infant School & Nursery

and

Hamworthy Park Junior School

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1. Aims and scope

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

Educational visits are a valuable way to enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences. Alongside this enrichment children will develop life skills and promote independent learning which promotes a foundation for lifelong learning. Educational trips and visits form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

- Trips abroad organised by the school

2. Legislation and guidance

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

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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

3. Roles and responsibilities

3.1 Headteacher

The Executive / Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours
- The role of Educational Visits coordinator is distributed across the senior leadership team. The Executive/ Headteacher has overall responsibility and will:
    - Oversee and guide other staff to arrange and organise educational visits
    - Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
    - Access the necessary training, advice and guidance and ensure staff are aware of such guidance
- Senior leaders will evaluate trips with Year Leaders once complete, from planning to the visit itself, and use this to improve future arrangements
- Senior leaders, Year Leaders and the Sports Coach (where appropriate) will assess outside activity providers

3.2 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. This tends to be delegated to the Year Leader. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteer, completing an initial risk assessment with the teaching team
- Assign staff and volunteer roles, as needed to ensure ratios are met
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed for children with medical conditions or additional educational needs

- Make sure parents and carers are given timely, accurate information about up and coming educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to the office, finance officer, staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.3 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Executive / Headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

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

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

3.5 Volunteers

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

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Pupils

Our Federated Positive Behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip

- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Planning and preparation

See **appendix 1** for our trip information form for the planning and approval of a visit.

The decision on whether or not a visit will take place will be made by the Executive / Headteacher, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations – including extreme weather conditions
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks?
- Add any additional minimum standards, depending on the age of the children.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will require the risk assessment before any consideration of bookings are confirmed. Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information with both face-to-face workshops and information letters, sharing details that includes financial planning and support, behaviour expectations and the risk assessment.

Written parental consent will be required for all trips, including those that take place outside of normal school hours, and/ or pose a higher-than-normal level of risk assessment – such as water activity.

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

4.1. Inclusion

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

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils, this would involve parents and where necessary other professionals, in order to best support the child.

5. Risk assessment

Trip leader will carry out a full risk assessment as indicated in the planning timeline, where possible all teachers visit the trip location to gather full intelligence of the potential risks and ensure the risks are well managed.

This will be completed using the school's risk assessment template and in **appendix 2**, and approved by Executive/ Headteacher. All previous risk assessments are stored electronically in Teams/ General/ Health & Safety/ Risk assessment and can be referred to and adapted to support staffs planning process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

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

Every risk assessment will be approved by the headteacher, read and signed by every adult in attendance, a copy taken on the visit and another copy left with Senior Leadership team. In addition to the risk assessment the pack should include a timetable of basic timings/ children's groups/ key adults and relevant mobile phone numbers/ medical needs, plans and medication required/ behaviour plans/ and final children and adults who are attending as this may change on the day due to absence.

This pack must be handed to a senior leader prior to leaving.

5.1 Staff ratios and first aid

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

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety policies. These can be found Teams/ General/ Policies/ Health & Safety
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip

- Adults attending should have a DBS as they have been recruited through our Volunteers recruitment process. Please see Policy. If in exceptional circumstances an adult is without a DBS check, the adult will form a group with another adult and will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls and request that group leaders do the same especially before and after travel, transitions, lunches, play areas and toilets.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures which include staff being clear on Emergency Procedure protocols. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

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

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Volunteers will read and sign the risk assessment to show their understanding.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

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

We will also communicate:

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

Parents/carers will be asked to provide written consent for educational visits by signing and dating a form/ e-form. Consent for short local visits to the park or library are covered by the annual consent gained via our e-form at the beginning of the year. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child. Parents and carers will be told of the date for the local walk/ visit.

We will always get written consent before taking nursery-age children off-site.

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

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

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

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

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

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

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 15 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with

them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times. This can be found on our Federated website under Policies.

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

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

10. Residential visits

The headteacher will approve all residential trips longer than 24 hours.

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

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

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

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

11. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Positive Behaviour policy
- Safeguarding and Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1: proposed visit planning information

To be completed by the lead staff member proposing the educational visit, and submitted to Executive/ Headteacher to approve

Name of staff member proposing the visit:

Date of request: **Response required by (date):**

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: › Staffing › Volunteers › Physical supplies › Transportation		
Accommodation options, where needed		
Risk assessment plans and first aid provision		
Other info: insurance		

Appendix 2: risk assessment template to be added

Name Risk Assessment	
Location / Site	Insert location and site where activity/task taking place
Activity / Procedure	Insert name/type of activity or task being assessed
Assessment date	Insert date when assessment is being carried out
Assessment serial number	Insert local serial/identification number for future reference
Identify hazards	Record all hazards that are specific to this task
1.	
2.	
3.	
4.	
5.	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	**YES**	**NO**
Visitors	**YES**	**NO**
Contractors	**YES**	**NO**
Vulnerable persons	**YES**	**NO**
Pupils	**YES**	**NO**

Existing control measures	List controls already in place to reduce risk from of injury
1.	
2.	
3.	
4.	
5.	

Existing level of risk	Consider current level of risk with existing controls in place	
HIGH	**MEDIUM**	**LOW**

Additional control measures	List any additional control measures that are required

Remaining level of risk	Consider level of risk following use of additional controls	
HIGH	**MEDIUM**	**LOW**

Action Plan – aspects to be completed	**By Whom**	**Signed**	**Date**

Assessor's comments	Insert comments relevant to findings as appropriate	
Name of assessor	**Signature**	**Date**

Senior Leader's comments	Insert comments relevant to findings as appropriate	
Name of Senio Leader	**Signature**	**Date**

Risk assessment reviews	Set future review dates & sign/comment upon completion		
Review date	**Reviewed by**	**Reviewer signature**	**Remarks**

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	**2 Unlikely**	**3 Moderate**	**4 Likely**	**5 Very Likely**

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonably practical'**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced '**so far as is reasonably practicable'** and must be reduced to a minimum commensurate with the needs of the task**.**

Appendix 3: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the trip leader at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 4: example template letter for parents/carers and consent form

This form is based on the Department for Education's consent form for school trips and other off-site activities. This will be sent out via the school electronic communication system.

Parents and carers should electronically fill, sign and date the form before submitting it.

Trip destination:

Trip date(s):

I give permission for my child to attend the school trip as detailed above.

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

Contact information:

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is _____

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

Medical information

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

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

Signed: Date: