

Health & Safety Policy

Educational Visits

Key Document Details

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Author: David Maine

Owner: David Maine

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Version	Date	Page document	Change	Origin of change e.g. Change in legislation, Policy review.
1.4	September 2020		No significant changes	
1.5	September 2022	6 & 7	HSF 28.1 Proposed Educational Visit/Trip Pack HSF 28.3 Model Emergency Procedure for Visits – OEAP HSG 28.2 Educational Visits Roles and Responsibilities HSG 28.3 EVOLVE Staff Starter Guide Keeping records of accidents and medication	
1.6	September 2024	4 5 6	Improved layout to support printing and rebranded. Recording all trips on EVOLVE. Residential and higher risk trips to be authorised by the Educational trips advisor - EVOLVE. The Trip Leader or EVC should ensure LOTC Quality Badge holders or the Provider Form is used: (https://oeapng.info/downloads/download-info/8q-provider-statement-word-version) Emergency Procedures – Requirements for training	

		6	A PEEP – Personal Emergency Evacuation Plan may have to be considered where applicable.	
			First aid requirements	
		7	E111 to EHIC/GHIC	
		7	Emergency Procedures – Requirements for training and other training requirements	
			Additional documentation	
		9	HSF 28.1 Proposed Educational Visit/Trip Pack removed	

Title:	HSP 28 Educational Visits
Author(s):	David Maine
Date:	September 2024
Review date:	September 2027
Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.

Definitions

For the purpose of this policy, the following definitions apply;

Educational Visit (EV)	An educational visit is defined as pupils/students going beyond the school gates to pursue an activity arranged through the school. This applies equally to those activities taking place in and out of school time. Also referred to as School Trips.
EVC	Educational Visits Co-ordinator – A suitably trained and experienced member of staff with the delegated responsibility for ensuring all off site activities are safe, affordable and comply with THWF policy and procedures.
Trip Leader	The person responsible for the safety and welfare of staff, volunteers and pupils/students for the duration of the educational visit.
Trips Advisor	The competent person who is identified by the Federation that is suitably trained and experienced to advise schools on higher risk level trips.
OEAP	Outdoor Education Advisors’ Panel – Provides good practice advice and information for off site visits.
AALA	Adventure Activity Licencing Authority – The licencing authority for licenced activities. These include caving, climbing, trekking and water sports.

Policy Aims

Pupils/students can derive a great deal of educational benefit from taking part in visits with their school. They can provide opportunities to enhance and enrich the curriculum as well as the opportunity to broaden their knowledge and understanding of the world around them.

This Policy is intended to ensure that educational visits are managed effectively, identifying foreseeable risks so that adequate precautionary or control measures are considered and, where appropriate, taken to reduce risk to a residual or acceptable level.

Policy

TWHF is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, pupils/students, and any other class of person who may be affected by its activities or services.

In undertaking its duties with regards to educational visits, TWHF will ensure that:

- All educational visits will have an educational or pastoral purpose and predetermined educational objectives.

- All educational visits operate within a structured framework from which pupils/students may benefit in a safe, healthy and secure environment.
- All pupils/students should be given equal opportunity to go on school trips. Positive attitude towards learning can be used for selection but random selection is to be used if trips are oversubscribed.
- All staff must gain permission to lead an educational visit using the EVOLVE trips system.
- All Trip Leaders must complete an online training course for Trip leaders and be deemed competent and able to lead a trip by the responsible Head teacher and EVC.
- The trip leader will complete all relevant paperwork, including risk assessments and consent forms, prior to the trip and gain the necessary final approval from the EVC and Head teacher.
- The Trip Leader must consider the various risks associated with the trip and put control measures in place to reduce/manage risk, including an emergency plan should things go wrong. These should be approved by the EVC.
- Specialist or Licenced activities must be provided by suitably qualified instructors along with specialist risk assessments.
- Outsourced activities must be provided by suitable organisations in line with TWHF policies. Public liability insurance certificates must be obtained by the Trip Leader or EVC.
- Parents and relevant staff must be fully informed of all arrangements.
- Trips must be financially viable. An Educational Visit Budget Form (HSF 28.2) must be completed and agreed with the Finance Manager (Secondary) or Head teacher (Primary) before any financial commitments are made (i.e. tickets booked or places reserved).
- Adequate insurance must be in place and confirmed as part of the authorisation process.
- Safety of staff and pupils/students is paramount.

Risk

Injury or damage to property, assets or persons.

Responsibility

This responsibility is discharged primarily at the line management/operational level.

Section I – Roles & Responsibilities

Roles and responsibilities are defined in HSG 28.2 Educational Visits Roles and Responsibilities

Any specific actions are detailed in the arrangements section below.

The Head teacher retains overall responsibility for staff and pupils/students on any school trip. This is delegated to the EVC in the planning and authorisation stage, and the Trip Leader for the duration of the trip. The Head teacher must therefore satisfy him/herself that the trip is effectively planned and delivered.

Arrangements

1.1 Proposing an Educational Visit and Authorisation

All educational visits must be agreed in the first instance by the relevant line manager. The educational or pastoral benefits must be clearly identified along with the learning objectives. Once agreed, the trip details will be entered on the EVOLVE system for approval.

The Trip Leader will be identified as part of this proposal process and the EVC will ensure this person has the relevant experience and training to manage the trip safely.

Once all the relevant approvals have been obtained (finance, behaviour, safeguarding etc.) and risk assessments completed, the EVC will review and authorise if he/she feels the trip is adequately planned, safe, financially viable, inclusive and has educational or pastoral value. Final authorisation must then be obtained by the school Head teacher. Once approved the trip may go ahead. The EVC will also ensure that OEAP guidance is followed in all planned trips and ensure the Educational Visits Process is followed - see HSG 28.1.

All schools will use the EVOLVE Trips package to record and upload all relevant trips information to gain authorisation from the EVC, Finance and the Head teacher. Parent authorisation is also required.

All residential and higher risk trips should be authorised through the Educational Trips Advisor – EVOLVE.

1.2 Budget

An Educational Visit Budget Form (HSF 28.2) must be completed ensuring that all costs are clearly identified and calculated. Once completed the budget form must be included as part of the authorisation process including sign off from the Finance Manager in Secondary Schools, or the Head teacher in Primary Schools.

Insurance requirements must be confirmed as part of the budget process and any additional insurance required included in the budget calculations. Each trip should cover its own costs. No profit shall be made from school trips.

Payment for trips

Payments for trips, including stage payments where required, will normally be collected via the school's online payment system. Details will be given to parents/guardians including when payments are due and how to pay.

Cash or cheque options are available from the school office.

Pupils/students who qualify for free school meals will be offered a free or subsidised place where possible. This depends on the nature of the trip and the costs involved.

1.3 General Risk Assessment

A suitable and sufficient risk assessment of every educational visit will be conducted and recorded as part of the authorisation process.

The risk assessment will identify all significant risks and the control measures required to reduce or mitigate these risks. These include:

- Hazards
- Persons at risk
- Control measures
- Transportation
- Communication – inc. radios and mobile phones
- Emergency action planning
- Information, instruction, training and supervision required.
- Staff working outside of normal working hours
- Specific activity risks
- Selection of competent providers and appropriate facilities
- Specific equipment
- Residential risks
- Persons with specific medical or behavioural requirements
- Safeguarding

WHF templates are available to assist in the risk assessment process. These must be made specific to each trip ensuring that all hazards and control measures are clearly identified:

Specialist, Hazardous or Licenced Activity Risk Assessments

Where a specialist, hazardous or licenced activity is planned, a specific risk assessment must be undertaken by the person instructing or leading the activity. As the specialist, the provider/leader (if school staff) will fully understand the risks and control measures required to make the activity safe. The Trip Leader, EVC and School Head teacher must satisfy themselves that the risk assessments are suitable and sufficient to ensure pupil/student and staff safety (where a school staff member is leading the activities) or that a competent and suitable provider has been selected. The Trip Leader or EVC should ensure LOTC Quality Badge holders or the Provider Form is used:

(<https://oeapng.info/downloads/download-info/8q-provider-statement-word-version>)

The Trip Leader and EVC should never assume that any activity is safe just because we are buying a service. We must make reasonable efforts to satisfy ourselves that the persons providing the activity are suitably qualified, trained and experienced to ensure pupil/student and staff safety.

1.4 Parent/Guardian Communication

Parent/Guardians must be given adequate information about each educational visit to make an informed decision based on its value, benefits and risks. All off site visits come with some form of risk, therefore parent/guardians must be informed of any specific risks or hazardous activities so they can make an informed decision to allow their child participate.

Parent Consent Form

Parents will be informed of all planned educational visits well in advance to allow for consideration, payment and any other family arrangements.

Using a parent consent form the details of the trip including departure and return times, location, method of transport, location, activities, external providers, specialist activities, licenced activities, residential accommodation where appropriate and all costs will be provided.

Evidence of parental authorisation must be returned to school and kept as part of the trip records.

Parent Confirmation Form

Once a space on the trip has been confirmed, a confirmation letter will be provided outlining the details of the trip including any specific equipment or clothing required, packed lunches or free school meal plans, pick up and drop off times, locations and all other relevant information.

Emergency contact details will be made available to parents/guardians for the duration of every trip.

1.5 Emergency Procedures

As part of the planning stage for every trip, emergency procedures should be considered and planned for. An emergency contact should be identified and documented in the proposal form. The emergency contact person must be a member of staff based back at the school and not on any trips/excursions. In addition, they should not have a child on the trip. Emergency procedures should be considered in the trip risk assessment.

Out of hours procedures

Where a trip is likely to continue out of normal school hours, a member of the SLT must also be identified and available to respond to an emergency incident as required. This could mean providing support to the Trip Leader, arranging alternative transport, informing parents or any other activity that enables the safety of the staff and pupils/students on the trip.

All staff that are required to deal with a trip emergency should receive Educational Visits Emergency Training on Talent LMS.

1.6 Behaviour

Pupil/student behaviour should be taken into consideration when planning all educational visits. pupils/students with poor behaviour records may be prevented from attending a trip if it is considered that they could present a risk to themselves, the staff or other pupils/students.

As part of the authorisation process, a list of pupils/students should be circulated to heads of year, behaviour standards or Head teacher so that any potential problems can be identified.

Behaviour on educational visits must be in line with the school policy. Poor behaviour could result in individuals or groups being removed from a visit, or being prevented from attending future visits. The Trip Leader should remind all staff, volunteers and pupils/students of the school behaviour standards and the potential consequences of poor behaviour at the start of each trip.

Any behaviour issues during an educational visit should be managed at the time following the schools local guidance and recorded using the schools local procedures.

1.7 Medical Conditions

Medical consent forms may not be required for short visits where normal daily routines can be followed. For longer visits including residential trips, HSF 4.4b Short term Medication - Authorisation Form should be completed by the parent/guardian of every pupil/student. These forms should be retained as part of the trip documentation so that immediate access to the pupils/student's information can be obtained.

Care Plans

Pupils/Students with more complicated on long term medical conditions will have a care plan in place. Care plans must be available during the educational visit to ensure immediate access to specific information. These must be discussed with the parent before the trip so that overnight medication may be discussed.

A record shall be kept of all medication given during the trip, either on the relevant form (for primary's) or on EVOLVE medication recording system for secondaries.

A PEEP – Personal Emergency Evacuation Plan may have to be considered where applicable.

First aider

First aid support is to be defined by a risk assessment considering the visit variables:

Staffing- competence, confidence, number, medical conditions etc.

Transport- support from the driver, types of transport involved etc.

Activities- the risks involved, provider support for FA etc.

Group- medical conditions, ages, number, behaviour etc.

Environment- benign or harsh, weather etc, accessibility for emergency services etc.

Distance- how far from school, duration of visit, travel time to the nearest hospital, ambulance wait times etc.

Where you are depending on support from providers, venues etc. this should be agreed in writing in advance.

Some scenarios require specific training/qualifications- e.g. Early Years – Pediatric trained first aider qualifications or administration of medication training (list not exhaustive)

There is further guidance at: <https://oeapng.info/downloads/download-info/4-4b-first-aid> and <https://oeapng.info/downloads/download-info/4-4d-medication>

All accidents/incidents should be recorded either on an HSF 5.1 Accident form (for primary's) or on the EVOLVE Accident book reporting system in secondaries.

1.8 Documentation and Records

All documentation including proposal forms, budget forms, risk assessments, external qualification or insurances, parent consent forms, medical consent forms and care plans must be held together for the duration of the visit. They must be easily accessible by the Trip Leader. In secondary schools this can be via EVOLVEgo is included in EVOLVE subscription at no extra charge.

Passports and EHIC/GHIC

For any trip abroad, copies of passports and EHIC/GHIC medical cards must be held by the Trip Leader. Dates must be checked before the trip to ensure the expiry date covers the full length of the trip.

1.9 Training

All staff must have been trained in the WHF policy, procedures and local arrangements before attending any trip in a leading or supporting role.

EVC Training

The Educational Visits Co-ordinator must be suitably experienced and qualified to undertake this role. Each school should identify who will undertake the EVC role. This could be the Head teacher in smaller Primary schools or SLT member or Deputy Head teacher in a Secondary school. The EVC must have completed:

- Educational Visits Coordinator training – to be refreshed every 3 years – external training provider - EVOLVE Advice
- Educational Visits Emergency Training – Visit Emergency Leadership Team – Talent LMS

All EVC training to be updated on the EVOLVE database.

Head teachers

The Head teacher has the responsibility for signing off all Educational visits and therefore must have completed:

- School trips for Management – Talent LMS
- Educational Visits Emergency Training – Visit Emergency Leadership Team – Talent LMS

Trip Leader Training

The Trip Leader must be suitably competent and experienced to lead a trip. Before organising a trip the Trip Leader must have completed:

- School Trips for Organisers and Support
- Educational Visits Emergency Training for Trip Leaders

Both courses are available on Talent LMS.

The Trip Leader is responsible for the duration of the trip therefore must be conversant with this policy and the supporting procedures.

Central Critical Incident Team

- Critical Incident Team - Educational Visits Emergency Training – Talent LMS

Specialist Activity Training

Specialist or higher risk activities will be provided by persons with the relevant qualifications and experience. These will normally be regulated and certificated by a National Governing Body (NGB). The Trip Leader and EVC must obtain evidence of qualifications, memberships and licencing where required.

1.10 Adventure Activity Licensing Authority

Head teachers, EVC's and Trip Leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated. Only the activities specified by the Regulations are affected by the scheme.

"In scope" activities are:

- **Caving** - Underground exploration in natural caves and mines including potholing, cave diving and mine exploration.
- **Climbing** - Climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers.
- **Trekking** - walking, pony trekking, mountain biking, off-piste skiing, or similar, in remote open country. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time, using the standard Naismith's Rule, to walk back to an accessible road or refuge.
- **Water sports** - canoeing, rafting, sailing and related activities when done on the sea, tidal waters, any body of inland water in which it is possible to be more than 50 m from the nearest perimeter bank, and any inland waters where the surface is turbulent because of weirs, rapids, waterfalls or fast-flowing currents (white water). Licensing does not cover rowing activities, surfing, powered craft, towed inflatable craft or large sailing vessels.

See: <https://www.hse.gov.uk/aala/activities.htm>

The scheme applies to those providers who sell in-scope adventure activities. Unless specifically exempted, anyone who provides facilities for 'in scope' adventure activities to young people under the age of 18 in return for payment must have a licence and abide by its conditions.

Further details can be found on the HSE website:

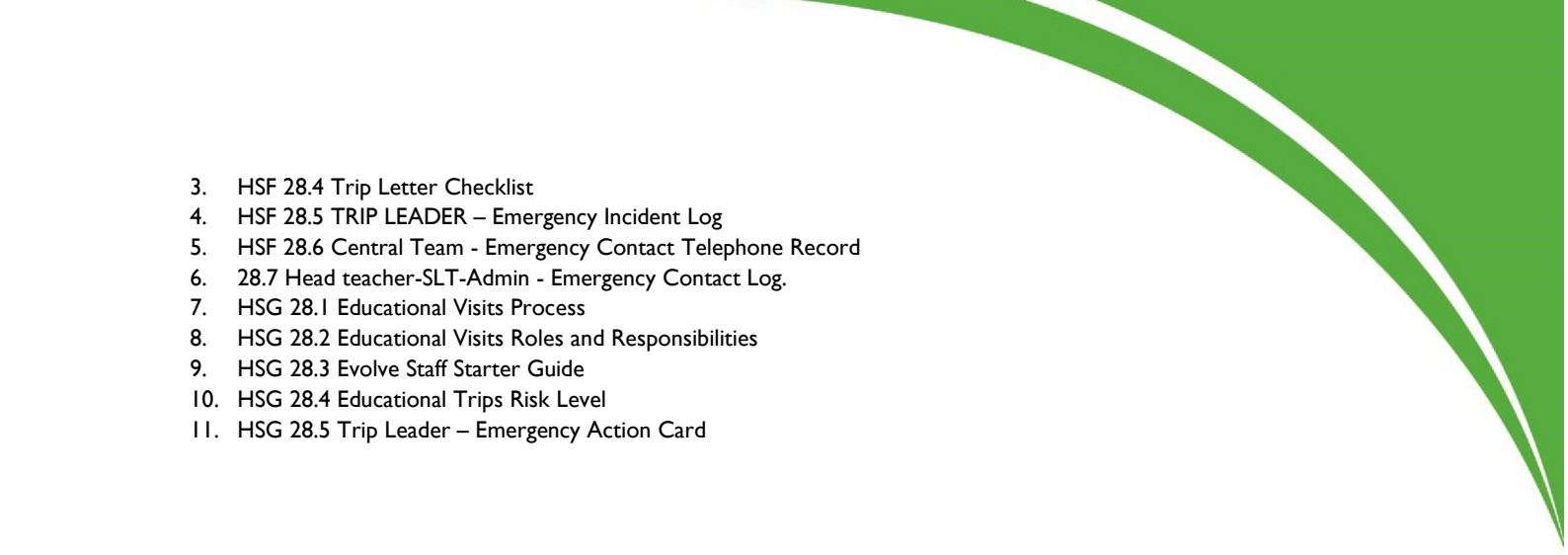
<http://www.hse.gov.uk/aala/index.htm>

1.11 Limitations to this Policy

The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

1.12 Appendices

1. HSF 28.2 Educational Visit Budget Form
2. HSF 28.3 Critical Team Critical Incident Log.

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3. HSF 28.4 Trip Letter Checklist
 4. HSF 28.5 TRIP LEADER – Emergency Incident Log
 5. HSF 28.6 Central Team - Emergency Contact Telephone Record
 6. 28.7 Head teacher-SLT-Admin - Emergency Contact Log.
 7. HSG 28.1 Educational Visits Process
 8. HSG 28.2 Educational Visits Roles and Responsibilities
 9. HSG 28.3 Evolve Staff Starter Guide
 10. HSG 28.4 Educational Trips Risk Level
 11. HSG 28.5 Trip Leader – Emergency Action Card