

# Educational Visits

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## At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

### **#TeamWoodhey**

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*At Woodhey High School, we have two key values that drive our actions, our choices, and our decisions.*

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These are:

#### **Respect**

We treat everyone as we wish to be treated ourselves; we are all part of the same team.

#### **Excellence**

We strive to be the best we can be at all times; nothing but the best is good enough for us.

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*Underpinning our values are two clear expectations.*

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These are:

Respect every member of staff and student in our community, following all instructions without answering back.

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others.

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

Teamwork is the secret that makes common people achieve uncommon results (Ifeyanyi Enoch Onuoha)

### **#TeamWoodhey**



## Educational Visits

### Aims and Scope

Educational visits are activities arranged by, or on behalf of, Woodhey High School, which require students to leave the school premises having been authorised to do so by the Headteacher, or other designated member of staff in their absence (Deputy Headteacher: Student Experience).

Educational visits are fantastic opportunities for students to experience learning outside of the classroom and experience, demonstrate and embody the school's values of Respect and Excellence in different settings. They enhance the curriculum, develop students' Personal Development and provide enriching experience, and form an integral part of our approach to furthering our students' education and growth.

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

### Legislation and Guidance

This policy is based on the following policies:

- 'Health and Safety on Educational Visits', Department for Education (DfE), 2018
- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2022

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

### Roles and Responsibilities of the Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having the final authority to approve any educational visits of less than 24hours.
- Making sure staff, including the educational visits coordinator, have received any necessary training.
- Working with the Academy Council to approve residential trips of more than 24hrs.

### Roles and Responsibilities of the Educational Visits Coordinator (EVC)

The EVC at Woodhey High School is the Assistant Headteacher (Personal Development). They are responsible for:

- Overseeing and guiding other staff to arrange and organise educational visits.
- Assessing the ability of other staff to lead visits and designate a suitable trip lead for each visit.



- Assessing outside activity providers.
- Advising the Headteacher and Academy Council (where appropriate) when approving trips.
- Accessing the necessary training, advice and guidance.
- Evaluating all visits once complete, from planning to the visit itself, using this to improve future arrangements.

### Roles and Responsibilities of the Trip Lead

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

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers.
- Assign staff and volunteers roles, as needed.
- Make sure the school has accurate and up to date information about the trip destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or third party.
- Communicate key details about the visit and all locations to staff, students, parents and carers, including roles, responsibilities and expected behaviour.
- Make sure all staff are capable and able to fulfil their roles at all times while responsible for students and others.
- Ensure that prior to leaving for the trip, they take all relevant information (including, but not limited to: base contact, emergency student contacts, medical information, relevant permissions including photograph permission, medication).
- Ensure that during the trip, photographs of students who have the relevant permissions are taken for school promotional and celebration purposes, using school approved devices (i.e. iPads or school camera) only.

### Roles and Responsibilities of Staff

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

- Seek and obtain approval for all educational visits from the Assistant Headteacher (Personal Development).
- Carry out any required risk assessments and work with the trip lead on these where required.
- Communicate with parents and carers and make sure all trips are inclusive of students' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage student behaviour and discipline as required on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.
- Act in a manner that reflects the Teachers Standards (teachers), school and Shaw Education Trust policies and practices, and Keeping Children Safe in Education at all times whilst on any visits.

### Parents and Carers

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



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

## Volunteers

From time to time, the school may have volunteers attending school trips. When volunteers attend a trip, they must:

- Be supervised by a member of staff at all times if they would be wearing a red lanyard in school.
- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for students.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure students under their supervision are acting safely and appropriately and raise any issue with staff as soon as possible

## Students

The school's behaviour policy applies to all educational visits, including the transportation to and from the visit. This includes the expectation that all students will:

- Follow and model the school's values of Respect and Excellence
- Follow the school's two key expectations of: Treating everyone as we wish to be treated ourselves, as we are all part of the same team; and: Strive to be the best we can be at all times, as nothing but the best is good enough for us.
- 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 member of staff.

## Planning and Preparation

The decision on whether or not a trip or visit will take place will be made by the Assistant Headteacher (Personal Development). This decision will be based on a number of factors, including:

- Cost (including both costs to the school and costs to parents and carers).
- Timing in the school year and any potential clashes with the calendar.
- Educational purpose and value, including how the visit promotes the school's values of Respect and/or Excellence.
- Disruption to the normal running of the school (including impact on cover or staffing).
- Health and safety considerations.
- Staff-to-student ratio.
- Any other factors that are deemed appropriate and relevant at the time.

As part of the planning stage, the information below is required.

- Location of the trip and anticipated travelling time and distance.
- Travel plans or options available to the school.
- Full cost breakdown, including, where possible, multiple options.
- Resources needed (for example, staffing, volunteers and any physical supplies).
- Accommodation options, where appropriate.



- Insurance details, where additional insurance is needed.
- Risk assessment plans (including what safety measures can be put in place in order to reduce risks to students and staff).
- First aid provision.

For support with the above, the Trip Lead is responsible for visiting the National Guidance to ensure the trip meets Legal Requirements: [National Guidance | \(oeapng.info\)](#).

If you wish to arrange a trip, this must be done using the form in Appendix 1, using the following timescales:

- Day trips and visits\*: a minimum of 3 weeks in advance.
- Overnight trips and visits: a minimum of 3 months in advance.
- Overseas trips and visits: a minimum of 6 months in advance.

Once the trip has been considered, the lead member of staff will be informed of the outcome. If the trip is approved, the Assistant Headteacher (Personal Development) will add the visit to the school calendar. At this stage, the trip organiser must ensure the following is completed:

- Information passed to the Headteacher's PA for inclusion in the bulletin a minimum of 2 weeks in advance of the trip or visit.
- Complete and submit an Evolve (for a day trip\*, a minimum of 1 week in advance and for all other trips, a minimum of 1 month in advance).
- Notify the Strategic Operations Manager for support with communication and administration.

\* For day trips that involve outdoor and adventurous activities, the timelines of an overnight trip for notice and all other trips for Evolve completion apply.

In cases where the trip involves travel overseas, the Headteacher must seek approval from the Academy Councillors.

Written parental or carer consent is required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

## Inclusion

All students, regardless of background or abilities, have the right to take part in every aspect of school life, including educational trips and visits.

If a student with an Education, Health and Care Plan (EHCP), disability or any other specific needs (such as 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 work with parents and carers where necessary to make reasonable adjustments to plans and itineraries to ensure all students are accommodated. This may involve both additional and/or individual/bespoke risk assessments.

## Risk Assessments

Risk assessments are carried out using the Evolve system, using the timelines listed in the 'Planning and Preparation' section of this policy.

Risk assessments will be completed using the school's risk assessment template, which can be found in Appendix 2. Once the Evolve is completed, the EVC will approve, before passing to the Headteacher for the final approval. Where the destination provides its own risk assessments, these must also be uploaded to the Evolve.



The risk assessment demonstrate consideration of:

- Risks associated with transport (e.g. walking, minibus, public transport)
- Risks associated with any specific medical issues or allergies (for both students and staff)
- Risks associated with any practical activities.
- Risks associated with any interactions with others (including members of the public)
- Appropriate staffing ratios
- Any other associated risks

Every risk assessment will be approved by the EVC and Headteacher, and a copy **must** be taken on the visit by the Trip Leader. The Headteacher will access risk assessments if necessary, during visits via the Evolve system.

### Staffing Ratios and First Aid

Other than in the Early Years Foundation Stage, where there are legal requirements for minimum ratios, there are no prescribed ratios. Trip leaders must assess the needs of the actual group they are leading, and the risks associated with the planned activities, with a view to ensuring effective supervision. Visit leaders should determine the appropriate supervision arrangements by considering factors including 'SAGED':

- **Staffing:** Consider whether the adults have undertaken training, what level of experience they have and whether they know the group. Consider what level of competence is necessary (e.g. skill, knowledge, understanding, fitness) from all of the supervising adults. Ensure that all adults are competent for the roles that are assigned to them.
- **Activity:** Consider the nature of the intended activity and whether it requires specialist knowledge and/or equipment. Consider whether the activities might be affected by the location (crowds, remoteness, access etc.).
- **Group:** Consider the characteristics of the group and what prior experience they have of the activity and environment; also consider their ability and maturity. If any of the group has behavioural, medical or learning needs, ensure that these can be managed appropriately.
- **Environment:** Consider the impact that the weather may have on the group, activity or travel arrangements. Be aware that environmental conditions can change dramatically and ensure that there is a Plan B where appropriate. Where relevant to the location and activity, the visit leader must have a good understanding of how water levels can change and be able to make appropriate judgements.
- **Distance:** Consider how far the activity or visit is from the normal support mechanisms of the school and whether it is close enough to rely on immediate support from the school, or further afield where it cannot. The type of transport being used may impact on the level of supervision required (e.g. a coach journey may require a smaller supervision ratio than a visit using public transport). If the visit involves an overnight stay, a higher level of first aid competence may be necessary, and staff may need to operate a supervision rota for longer residential visits.

On all educational trips or visits, the school will make sure:

- At least 1 male and 1 female supervising adult is present for mixed student groups.
- At least 1 supervising adult of the same gender is present for single-sex student groups.
- Appropriate first aid equipment and a first aider will be taken on all trips and visits.
- All supervising adults accompanying the trip will be made aware of any medical issues or allergies at the start of the trip.
- Adults without a DBS check will not be left alone with students at any time.
- The trip lead will take regular headcounts **and** registers.





## Transport

Transportation for all educational visits and trips will be organised by the school, unless parents and carers are told at the time of agreeing to the trip that they are responsible for this transport. Where the school organises the transport, the school will ensure that students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed in writing with parents or carers, transport for visits will always leave from, and return to, the school site.

## Use of External Organisations

As part of the risk assessment process, the school 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 appropriate). Where an organisation does not, we will check additional details as outlined in the Department for Education's guidance on Health and Safety on Educational Visits to ensure it is an appropriate organisation to use. This guidance can be found below:

[Health and safety on educational visits - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Volunteers

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

- The needs of the students attending the trip
- The setting and the circumstances of the trip
- Volunteers' skills, attitudes and past behaviour, including any previous volunteer experience.

Parents and carers selected to volunteer will be informed at least two weeks ahead of the visit, and asked to confirm their attendance in writing. They will be asked to confirm that they agree with the expected behaviour, See Appendix 4 for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from the Trip Leader on the day of the visit, prior to the departure, including their role and responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details and the expected timetable of the trip.

Where practice and as required by the nature of the trip, volunteers may be asked to undergo safeguarding checks, including DBS checks. At no point will volunteers whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

## Communication and Consent

We will contact the parents and carers of students invited to take part in an educational visit in a timely manner prior to the trip taking part. Communication will be via the school's standard communication procedures and information provided will include the date, travel times, destination, purpose of the visit and the group of students attending.

We will also communicate:

- Times and details of travel, including drop off and pick up times and location.
- Student-to-staff ratios and staff qualifications, where relevant.



- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour of the students and consequences of students' failure to meet these standards.

Where required, parents and carers will be asked to provide written consent for educational visits by return of either a letter or electronic form to be returned to the school. Where visits occur during the school day and are part of the curriculum, we will not always need written consent, however, we will always inform parents and carers about the visit and give them the opportunity to withdraw their child(ren).

Parents and carers will be asked to provide the following information:

- Emergency contact numbers
- Medical information
- Dietary requirements (if applicable)
- Passport and UK Global Health Insurance Card information (if required)

### 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 must be aware of plans for each of these scenarios prior to attending a trip. In case of emergency, the following steps must always be followed:

- Trip Leader or other supervising adult contacts the school office or base contact if out of school hours.
- Inform the school of the situation so that the office or base contact can inform parents and carers if appropriate.
- One member of staff will always accompany a student seeking medical treatment.
- Where a student is unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30mins, the trip leader will notify school as per point 1, who will notify parents or carers. The Trip Leader will then contact the Police, handing the search over to them, remaining with the Police during the search to comfort the student when found. The remaining supervising adults will return to school with all other students.
- All incidents and accidents will be reported in line with the school's Health and Safety Policy.

### Charging and Insurance

We follow the school and Shaw Education Trust's Charging and Remissions Policy at all times. This can be found on the 'Our Policies' page, under the 'Our School' tab on our website.

Parents and carers will not be asked to pay for any educational visit that takes place during school hours. They will also not be asked to pay for any educational trip or visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or Religious Education.

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



We will make sure adequate insurance is in place for all trips and visits, 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.

### Residential Visits

The Headteacher will approve all residential trips longer than 24hours. Where the trip is an overseas trip, the visit will require Academy Council approval.

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

- Staff have received the necessary training.
- All necessary permissions and medical forms are obtained at least one month before the start of the trip.
- All adults, including volunteers, have had adequate safeguarding checks, where appropriate

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

- The dates and times of the departure and return to the school.
- The full address and contact details of the destination.
- Planned activities.
- Meal provision
- Costs and optional charges, including deposits and dates by which payments must be received, in line with our Charging and Remissions Policy.
- Clothing and equipment provided, and what students must bring themselves.
- Public health requirements, including any necessary entry requirements, such as Visas and vaccinations.
- Accommodation options and arrangements.
- The names of staff attending.

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

The links to the documentation can be found below:

[Gap years, volunteering overseas and adventure travelling - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Foreign travel advice - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### Links with other Policies

This policy links with the following policies and procedures:

- Accessibility Plan.
- Equality Information and Objectives.
- Special Educational Needs and Disabilities (SEND) Policy.
- Supporting Students with Medical Conditions Policy.
- Charging and Remissions Policy.
- Health and Safety Policy.

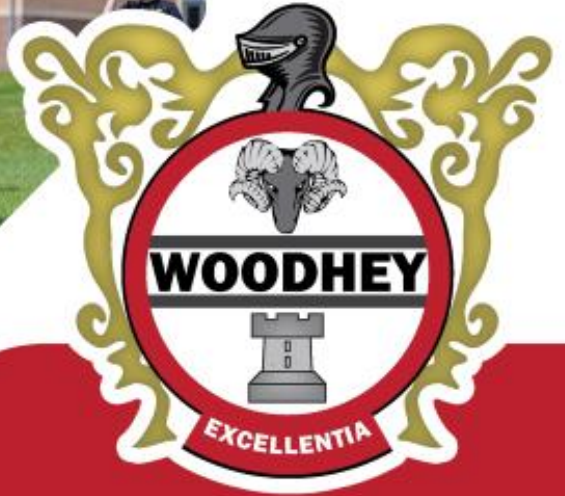


## Appendix 1: Trip Request Form

Prior to arranging any trip, a Trip Request Form must be completed. The link to this form can be found below:

<https://forms.office.com/e/KeFNhMbj6m>

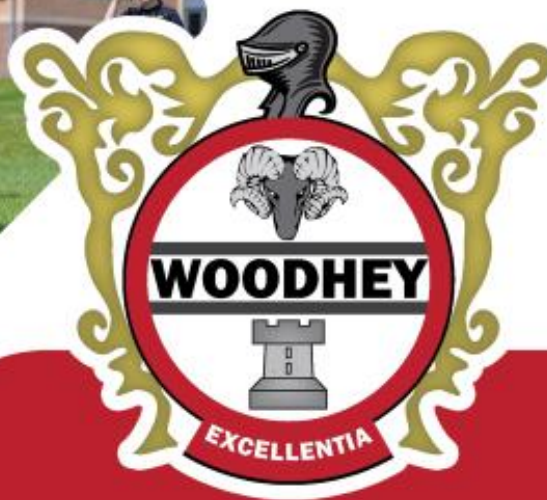




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## Documentation Templates



Appendix 2: Risk Assessment Template

<b>Date Risk Assessment Completed:</b>				<b>Date(s) of Risk Assessment/Event:</b>		
<b>Risk Assessment Completed By:</b>				<b>Purpose of Risk Assessment (Please highlight or delete as appropriate):</b>	Trip or visit School-related risk Health and safety Other (please specify)	
<b>Venue/place of risk:</b>						
<b>Activity</b>	<b>Hazard(s)</b>	<b>Who may be Harmed</b>	<b>Control Measures</b>	<b>Severity of Hazard (1-5)</b>	<b>Likelihood of Hazard (1-5)</b>	<b>Risk Rating (Severity x Likelihood)</b>



Appendix 3: Severity, Likelihood and Risk Rating Scoring Systems

Severity	Insignif- icant (1)	Minor (2)	Moder- ate (3)	Serious (4)	Fatal Critical (5)
Likelihood					
Almost Certain (5)	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
Likely (4)	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
Possible (3)	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
Unlikely (2)	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
Rare (1)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Required actions based on Risk Rating:  
 16-25: Visit/activity cannot take place  
 10-15: Significant and substantial control measures must be implemented and discussed with the Headteacher  
 5-9: Significant control measures must be implemented  
 1-4: Control measures to be implemented





Appendix 4: Exemplar Risk Assessment

<b>Date Risk Assessment Completed:</b>		01/01/2023	<b>Date(s) of Risk Assessment/Event:</b>	13/03/2023		
<b>Risk Assessment Completed By:</b>		Joe Bloggs	<b>Purpose of Risk Assessment (Please highlight or delete as appropriate):</b>	Trip or visit School-related risk Health and safety Other (please specify)		
<b>Venue/place of risk:</b>		The University of City				
<b>Activity</b>	<b>Hazard(s)</b>	<b>Who may be Harmed</b>	<b>Control Measures</b>	<b>Severity of Hazard (1-5)</b>	<b>Likelihood of Hazard (1-5)</b>	<b>Risk Rating (Severity x Likelihood)</b>
Minibus travel to and from the university	Accident during travel Boarding/ disembarking into traffic Not wearing seatbelts Distracting driver	Students Staff	<ul style="list-style-type: none"> <li>- Driver to be MIDAS trained.</li> <li>- Seatbelts to be worn at all times and checked by staff.</li> <li>- Students to be informed of expectations prior to boarding. These are: remaining seated and having seatbelt fastened.</li> <li>- Board and disembark from doors next to pavements and not on roads</li> </ul>	3	1	3
Movement around the campus	Interactions with strangers Students getting lost Movement of vehicles around the site Slips, trips, falls	Students Staff	<ul style="list-style-type: none"> <li>- Students briefed about areas they are permitted to be in and where they are not.</li> <li>- Students not able to leave site.</li> <li>- Students supervised by staff at all times, including during movement.</li> <li>- Designated crossings used for crossing roads</li> </ul>	3	1	3
Toilet breaks	Inappropriate contact with older university students	Students	<ul style="list-style-type: none"> <li>- Designated toilets to be used only by school students and no other students</li> </ul>	5	1	5



University activities	Fire Evacuation Lockdown And associated hazards to the above	Students Staff	<ul style="list-style-type: none"> <li>- Students and staff to be briefed by university staff on arrival as to emergency procedures and evacuation/meeting points</li> </ul>	5	1	5
Jane Bloggs (severe nut allergy)	Anaphylactic shock due to allergic reaction to nuts	Jane Bloggs	<ul style="list-style-type: none"> <li>- All staff aware of Jane's needs and briefed prior to trip.</li> <li>- Jane to have EpiPen on her at all times.</li> <li>- Trip lead to take spare EpiPen (as carers have given permission for this to be used).</li> <li>- Students briefed prior to trip about not bringing any food or drink containing nuts or traces of nuts.</li> <li>- University made aware of allergy prior to arrival to support food arrangements.</li> <li>- All staff to be provided a pack with information about what to do in an emergency.</li> <li>- Jane Smith attending the trip as a first aider, trained in EpiPen usage.</li> </ul>	5	2	10



## Appendix 5: Volunteer Code of Conduct

This code of conduct sets out the expected behaviour for volunteers when attending school trips. Volunteers must read and sign this form before being permitted to attend, showing that they understand and agree to follow this code whilst acting on behalf of the school. If a volunteer feels that they cannot agree with this code, then they must speak to the Trip Leader at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept with the school office for the duration of the trip, and you may ask for a photocopy for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and students at all times, demonstrating the school's values of Respect and Excellence
- 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 students.
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible.

Volunteers agree **not** to:

- Exchange contact details with students
- Engage in physical contact with students unless appropriate or required.
- Share inappropriate personal information (i.e. personal beliefs, religious or political views or relationship status)
- Use demeaning, offensive, abusive or insensitive language.
- Smoke, drink alcohol or use other drugs (except 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 student at any time, unless directed by a member of staff.
- Take photographs or record students, unless this is on a school device and directed by a member of staff.

As a volunteer, I have read and agree to this code of conduct and will follow all points as detailed above:

**Name:**

**Signed:**

**Date:**



