

School Visits and Outings Policy

This policy sets out the school's expectations for classroom practice and the responsibilities of different staff in contributing to an outstanding learning environment. It should be read in conjunction with the following policies and documents:

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|---|---|
| School's Aims | School Development and Action Plans |
| Early Years Policy | Inclusion Policy |
| Health and Safety Policy | Child Protection & Safeguarding Policy including: |
| Care and Supervision Policy | Acceptable Use and eSafety Policy |
| Guidance: Health and safety on educational visits November 2018 | |
| On Site Trip Planning Forms | Positive Behaviour Policy including: |
| Trips and Visits Planning Form | Anti-Bullying Policy |
| Trip and Outings Risk Assessment Forms | Visitors in School Policy |

Legal Requirements & Education Standards

References:

ISI Commentary on the Regulatory Requirements, Part 3 (www.isi.net)

Reference **Guide** to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

"Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

"Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

"Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

"Good Practice in Adventure Activities within the Education Sector" Adventure Activities Licensing Authority (AALA) (www.aals.org.uk)

Health & Safety on Educational Excursions, Scottish Government (www.scotland.gov.uk)

Health & Safety Executive, School trips and outdoor learning activities home page (www.hse.gov.uk)

"Taking Students Offsite" ATL (www.atl.org.uk)

Institute for Outdoor Learning guidance (www.outdoor-learning.org)

Health and safety: advice on legal duties and powers, DfE Feb 2014

Outdoor Educational Advisers Panel National Guidance (oeapng.info)

Council for Learning Outside the Classroom (LOtC) (lotcqualitybadge.org.uk)

Health and safety on educational visits (www.gov.uk) November 2018

| | |
|---------------------------------|---------------------------------|
| EVC | Helen Gee (Headmistress) |
| Next accredited training | June 2025 |

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Policy Dissemination, Monitoring and Evaluation

All members of staff and Governors will receive a copy of this policy. Copies may be reviewed by parents. This policy will be reviewed, evaluated and updated as required and formally on an annual basis to assess its relevance and effectiveness.

| Date of update | (U) Updated (R) Reviewed by | How was updated disseminated | Parents informed | Policy website | Gov review |
|----------------|--------------------------------|--|------------------|----------------|------------|
| Sept 2016 | HG (U) | Staff briefing - email - all staff to familiarise and action | Yes | Yes | |
| Nov 2016 | HG (U) | Email | Yes | Yes | Yes |
| Sep 2017 | HG (U) | Staff Inset | Yes | Yes | |
| Sept 2018 | HG (R) | Staff Inset | Yes | Yes | Yes |
| Sept 2019 | HG (U) | Staff Inset | Yes | Yes | |
| March 22 | HG (U) | Staff briefing | Yes | Yes | Yes |
| March 2023 | HG (R) | Via Teams/training PowerPoint (Jan 23) | | Yes | Yes |

Summary of latest updates

New Policy in light of updated guidelines

Scope

This guidance is applicable to all those involved in the organisation of educational visits for non EYFS pupils. The Headmistress is the Educational Visits Co-ordinator ("EVC").

Objectives

- To ensure that visits are well planned and significant risks are identified and managed.
- That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- That there are those in charge of visits have the necessary competence to manage situations appropriately.

Guidance

The Education Visits Co-ordinator ("EVC") will be responsible for the implementation of this policy.

Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips to historic sites, museums, galleries, natural features, farms, drama productions
- field trips, eg geography, history, art history
- adventure activities, eg canoeing, climbing, trekking, sailing
- choir concert tours
- sports teams
- residentials

The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

Parents will be notified in advance of:

- selection of a child for a sports team where they will be given a list of fixtures
- a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- planned trips and visits for year groups. Parents of pupils opting for trips will attend the school for a full briefing

Individual written consent will be obtained where pupils are taken on a trip or visit that:

- extends beyond the normal school day
- involves an overnight stay
- collection from a different venue
- extra cost to a parent

Parents complete the consent form online for paid trips. This will include details of how to contact a parent in the event of an emergency. For sporting and musical trips, parents sign the consent form. The form must be returned to the school at least three days before the start of the trip.

Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.

The EVC will:

- support the SLT in the process of approving visits
- ensure, as far as possible, they are spread through different age groups and the school year
- help staff involved with organising tours
- check parental consent forms
- keep records of previous visits, including details of accidents and incidents

All new staff will receive training on planning school visits as part of their induction.

Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. A deputy GL will also be nominated.

The EVC will hold a briefing session for all those nominated as a GL, which will cover:

- conducting risk assessments
- emergency procedures
- school insurance cover
- budgeting for visits
- circumstances when a trip may be terminated

The GL ensures that one of the accompanying teachers have a valid First Aid Certificate.

Personal Liability

- The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
- The school as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

Insurance

- The school has Employers Liability Insurance of £20m and Public Liability Insurance of £20m.
- It also has a group travel policy that covers most visits in the UK but does not cover adventurous / hazardous activities such as climbing or scuba diving.
- The EVC and / or GL should check with the Bursar when planning trips relating to hazardous/ adventurous activities for the applicability of insurance and arrange for an extension where required.

Travel involving staff using their own cars is discouraged. Where this is permitted, however, the staff member must arrange for occasional business use cover on their own motor policy. Any additional premium will be reimbursed by the school.

Trips and visits planning

The following list relates to planning for longer trips, the text in italics indicates that the action either may not be required or that the timescale may be shortened.

At least *twelve* months in advance it is recommended that:

- assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's pupils on a site other than the school
- obtain suitable advice from the EVC on suitable dates (and share with Karen Sharkey), previous experience and requirements etc
- discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants
- calculate the staff to pupil ratio
- prepare a draft itinerary

- decide the mode of transport for the whole journey
- prepare a costing for the visit, remembering to allow a contingency for delays and emergencies
- if an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- obtain relevant details from the intended Centre regarding acceptance of responsibility (check if they have the LoTC Quality Mark - search on Kaddi.com) and copies of risk assessments before committing to the visit
- prepare your own risk assessment
- find other members of staff who are willing to participate, remembering:
 - a) language skills
 - b) medical assistance
 - c) nature of activities
 - d) the school may permit parents and office staff to assist with day trips and sports fixtures
- where parent volunteers participate arrange for enhanced **DBS** disclosure if they may have unsupervised responsibility for children
- *check that the tour company / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider*
- undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible
- establish the minimum and maximum numbers for the visit to be viable
- establish any medical requirements
- establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants

Complete the trip planning form for counter signing by the EVC and approval by the Governors if it is a residential trip. Staff pupil ratios recommend by the DfE for off-site activities are:

- 1:6 for Years 1-3 inclusive (higher ratio for under 5s)
- 1:10 for years 4-6

Risk Assessment

GL's are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The school seeks advice and support from Compliance Education for model risk assessments and covers:

- identifying potential hazards of the location being visited
- listing the groups of people that are at risk from significant hazards
- listing control measures that are in place
- allowance for hazards which may not yet be fully understood due to lack of information
- monitoring hazards during the visit

The GL should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment. Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred. A dossier of generic risk assessments relating to sports activities, regular school visits and theatre /museum visits, copies are accessible on TEAMS.

After permission for the trip has been granted (*at least 3 months in advance*)

- Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the EVC), outlining:
 - a) purpose of the trip
 - b) programme
 - c) expected maximum cost
 - d) process for expressions of interest and date by when deposit must be paid
 - e) parents briefing six weeks before departure
 - f) restrictions on numbers
- Brief pupils about the visit, its dates and purpose.
- Check the names of all pupils wishing to participate with the Medical Officer. Discuss any requirements with the EVC (including those for special educational needs).

- Collect the payment for the trip and arrange for accounting procedures with the Bursar.
- Arrange with the Bursar to pay any deposits on accommodation, travel, activity centre etc.

At least three months in advance

- Finalise costs with the travel company.
- Where possible check that all coaches are fitted with seat belts.
- Confirm the cost for parents (including contingency provision).
- Inform parents of medical requirements.
- Arrange with the Bursar for the parents to be billed for the balance of the cost of the trip / collect the balance of the money for the trip from pupils and pass to the Bursar for crediting to the trip account.
- Arrange for the Bursar to pay the travel company / hotel etc with the balance required.
- Arrange for a school pre-loaded payment card to be issued for the duration of the trip.
- Arrange via the Bursar for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date.
- Brief pupils and ensure any specific advance requirements have been communicated.

Six weeks in advance

- Arrange trip briefing with parents, which will cover:
 - a) Itinerary, including meeting and collection points
 - b) contact details for hotels / hostels
 - c) the number of the school mobile phone issued to the GL
 - d) kit, equipment, dress code of country and money requirements for pupils
 - e) expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents expense).
 - f) arrangements for dealing with emergencies and informing parents of them
 - g) arrangements for communicating with parents in the event of return from the trip being delayed
 - h) the need to notify the school of contact with an infectious disease 4 weeks before travelling
 - i) the reasons for why a consent form is essential
- Send all parents a copy of the consent form and the return date.
- Arrange for any catering requirements with the catering department.
- Brief pupils on expected standards of behaviour and cultural differences.
- Book travelling first aid kit from the Medical Officer.

Two weeks in advance

- Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure.
- Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities.
- Prepare packs for the School Office and each member of staff containing:
 - a) the itinerary, with all addresses of locations during the trip etc
 - b) The GL mobile number
 - c) mobile numbers of participating staff
 - d) a list of pupils with parental contact details and medical conditions
 - e) emergency contact numbers for the Headmistress, EVC, designated member of staff on-call
 - f) out of hours contact numbers for school security
 - g) copy of the trip risk assessment
 - h) location of nearest hospital

Day prior to departure / day of departure

- Give trip information packs to nominated persons.
- Give each pupil the names, addresses and phone numbers of their accommodation.
- Remind pupils about expected standards of behaviour and sanctions if not followed.
- Collect travelling first aid kit (check contents).
- Collect school mobile phone and charger.
- Collect any catering provisions.

During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behavior.
- Looking after (or reminding pupils to look after) valuables.
- Storing cash and tickets in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

Illness or minor accidents

If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take her to the local hospital or clinic. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

Emergency procedures

- In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
- After ensuring that the rest of the group are safe and looked after, the GL will:
 - a) inform the Headmistress or on-call member of the SMT of what had.
 - b) where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmistress are maintained.
 - c) arrange for the school's insurers to be contacted as quickly as possible.
 - d) a full record should be kept of the incident, the injuries and of the actions taken.
 - e) Where appropriate the school communications plan will be implemented.
 - f) Where possible, communication with the media should be left to the Headmistress. The GL will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

Delayed return

If the return from a visit is delayed, the GL will phone the school office, or the Headmistress (out of school hours), who will in turn contact all the parents to alert them to the delay and the revised time of arrival.

On Return

- The GL will provide the Headmistress with a report on the visit.
- The GL will return all school property (together with a report of any lost or damaged property).
- The GL will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

Report for Governors

The Headmistress termly report to the Governors will contain a synopsis of all the school trips and visits that have taken place since the last visit. The EVC, who prepares this report, will invite the GL to draft a short report.

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Appendix 1 Trip Planning Form

Bowdon Preparatory School

Trip Planning Form

To be submitted no later than **one week** prior to departure

| | | | |
|--|---|--------------------------|--------------------------|
| Trip: | | Date: | |
| Class/Group: | | Number of Pupils: | Number of Adults: |
| Departure from school time: | Group Leader (GL) name: Mobile number of GL: | | |
| Return to school time: | Deputy Group Leader name: Mobile number of GL: | | |
| When calculating charge ensure additional staffing cost/refreshments/gifts etc are included | | | |
| Charge Per Child: | Cost to School (if any): | Cost Per Adult: | |
| Has GL referred to 'organising trip' documents | | | |
| Has GL held a planning and risk assessment meeting with accompanying adults | | | |
| Does the providers hold the LOtC Quality Badge? Check via Kaddi.com | | | |
| Has the 'External Provider Questionnaire' been completed by the provider? (if they do not hold the LOtC Badge) | | | |
| Has GL previously visited the venue and made a risk assessment? | | | |
| Has GL checked diary for other events | | | |
| Has GL organised correspondence with parents | | | |
| Has GL taken account of disruption to afterschool activities | | | |
| What arrangements have been made due to these disruptions | | | |
| Has GL taken account of disruption to peripatetic lessons | | | |
| What arrangements have been made due to these disruptions | | | |
| Has GL notified catering staff (lunch) | | | |
| What arrangements have been made | | | |
| Has GL organised photography/ newsletter coverage | | | |
| Is Caretaker support required | | | |

| | |
|---|--|
| What arrangements are required | |
| Has GL communicated all relevant trip information to accompanying adults | |
| Has GL shared final risk assessment and safety measures with accompanying adults | |
| Has GL shared and discussed with adults' medical needs with accompanying adults | |
| Have you included travel routes (or will they be direct by travel company) | |
| Medical Needs – Has document been included with consent and medical details? | |
| First Aider (with valid paediatric first aid certificate) | |
| Location of nearest Accident and Emergency hospital: | |
| Signed: | Group Leader GL) |
| Signed | Deputy GL |
| Signed: | Approved – Head/ Education Visits Coordinator EVC |
| Signed: | Approved – Governor – residential trip only |
| Final checks to be completed by GL prior to departure | Initial |
| All medication with party | |
| Money/ tickets with party | |
| Consent/ care plan/ medication consent forms with party | |
| All adults aware of supervision role | |
| EVC – following final checks by GL & final Head count carried out by EVC | Signed |

| | | |
|---|----------------------------|--|
| Destination (full details) | Curriculum Links | |
| Accompanying Adults <i>Please attach separate list to indicated teacher/ pupil grouping</i> | Ratio (Supervision) | |
| | DBS check required | |
| Role of accompanying adults | | |
| Trip evaluation | | |
| News story for website | | |

School Outings and Trips - Missing Children Policy

Aim:

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

In the event that a child goes missing when on a school outing, we shall follow the procedures outlined below.

Outings are recorded in an outings record file stating:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named children
- time of return

Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as the length of time they will be out.

Missing child:

If a child goes missing from an outing where parents are not in attendance and responsible for their own child, this procedure is followed:

- As soon as it is noted that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One member of staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school.
- The Head contacts the child's parent who makes his/her way to the school or outing venue as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The investigation

- The Head carries out a full investigation taking written statements from all staff present at the time, or who were on an outing.
- The key person/ staff member writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group or outing;
 - when the child was last seen in the group/ outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully.
- In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR agreements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.