

Educational Visits Policy

Heritage is committed to the broadening and enriching of every child's educational experience through regular off-site visits. This policy explains the procedures that are followed. It is written with reference to the Department for Education guidance, [*Health and Safety of Pupils on Educational Visits*](#).

The Educational Visits Coordinator (EVC) is Mrs Meg Lowe. All visits will be led by a competent Trip Leader (TL). Trip Leaders are responsible for the safe management of educational visits in keeping with this policy. The TL is responsible for ensuring that there is an adequate adult to pupil ratio.

We consider the local area to be an extension of the classroom. Given the frequency of local outings (for sport, nature walks, museum visits, etc.) local trips are covered by a standing risk assessment (RA) that all teachers are required to be familiar with and adhere to. If there are unusual elements to a local trip, and after consultation with the EVC, a dedicated RA will be completed by the TL for that trip in keeping with procedures identified below.

For all non-local trips we require a dedicated RA for that trip to be written by TL, in keeping with the procedures identified below.

This policy identifies procedures for (a) enrichment trips (b) non-enrichment trips and (c) residential trips. The majority of educational visits take place as part of our Enrichment Programme.

In the event of a crisis or emergency on a trip, staff are expected to adhere to the Crisis Response Plan that is stated on the School Site and Local Area Risk Assessment and on the Risk Assessment Template used for all other non-local day trips. A crisis response plan is included in Risk Assessments for residential trips.

Part 1: Enrichment Trips

1.1 Planning Stage (previous term)

The Head of Enrichment (HoE), Mrs Bettina Scarlata, in conjunction with the relevant Heads of School (HoS) and the Deputy Head (DH) are jointly responsible for designing the Enrichment Programme for their year groups. This includes all trips, i.e. off site activities, that take place as part of the Enrichment Programme.

The Enrichment Programme for the coming term should ordinarily be agreed prior to the end of the previous term, or at least 2 weeks prior to the start of the Autumn Term.

When planning Enrichment Trips, the HoE and the HoS/DH, as necessary, will:

- Liaise with teachers to ensure they are happy to lead a particular trip at a particular time, paying attention to other priorities and pressures they may be under,
- Raise queries or potential difficulties with the EVC as necessary (e.g. a new venue, unusual risks, etc.).

For all Enrichment Trips, the HoE must identify at the planning stage:

- The Trip Leader (TL),
- Support staff,
- Transport plan (e.g. Is the minibus required? Do we need an additional driver in addition to the minibus?),
- First Aider(s)

Occasionally, an Enrichment Trip will have unusual staffing or curriculum implications, for example, if the trip requires more than the normally allocated time for enrichment activities. It is the responsibility of the HoE at the planning stage to identify:

- Cover implications (e.g. Are any additional staff required who would usually be teaching?),

- Curriculum implications (i.e. Which normal curriculum activities are affected, including lessons by peripatetic music teachers?).

As part of the Planning Stage, the HoE will meet with the EVC and DH to discuss the proposals for the following term.

At the end of the Planning Stage, the Enrichment Programme for the coming term must be signed off by the relevant HoS/DH and by the EVC and Deputy Headteacher.

Once the Enrichment Programme has been signed off the HoE will:

- Share the finalised plan for the coming term with the relevant teachers and TLs,
- Share venue RAs with the relevant TLs (Each academic year, the HoE will obtain an up-to-date RA for any venue that will be visited. This RA will be shared with the EVC and TL's as appropriate),
- Add all trips to the Trips & Minibus Google Calendar, including staff going (and indicate on the Trips & Minibus Google Calendar if a trip requires the minibus)
- Where there are additional cover or curriculum implications, ensure that communication takes place with the relevant staff.
- Inform parents at least 2 weeks in advance when there is an early start or late return.

1.2 Writing the Risk Assessment (2 weeks prior to trip)

If the trip is not covered by Heritage's Local Trip RA then the TL must write an additional school RA.

When writing a RA, the TL should:

- Make a copy of the Trip Risk Assessment Template, name the Trip RA correctly and store it in the correct location in Google Drive for Enrichment Trips.
- Write the RA for that trip that includes the following:
 - Risks associated with transportation,
 - Any points from the venue RA that the TL thinks they and support staff need to be particularly alert to,
 - Any risks associated with medical or other needs of particular pupils,
- Then, the TL should highlight in yellow the three main risks associated with the trip.

Note: if the Enrichment Trip is a repeat of one done previously, a new copy of the old RA can be made and then updated.

After writing the RA, the TL should share the RA with the EVC as soon as possible and at least 1 week in advance of the planned Enrichment Trip.

The EVC will reply with any comments or suggested amendments and, when satisfied that the RA is of sufficient quality, sign off the RA for that trip.

Once the EVC has signed off the RA, the TL should share it as soon as possible and at least 1 day prior to the Enrichment Trip with the Support Staff. If there are any parent volunteers supporting the trip by driving, the TL will communicate the key risks (and mitigations) of the trip with them.

1.3 Trip Pre-Departure Checklist (day of trip)

On the day of departure, the TL must complete a Form C: Trips Pre-Departure Checklist.

Form C requires the TL to state:

- Destination
- The Year Group(s)
- Any pupils absent that day
- The TL and Support Staff (including mobile numbers)
- Departure time and estimated return time
- Form of transportation

The TL must then confirm that they have:

- A register with medical information, noting pupils absent that day

- checked the height of any child travelling by private car. If a child is under 12 and is under 1.35 metres (approx 4 feet 5 inches) tall, a child seat, booster seat or booster cushion **MUST** be used suitable for the child's weight and fitted to the manufacturer's instructions. This check should be done in consultation with the driver, it is the driver's legal responsibility to ensure that all passengers under the age of 14 are properly restrained.
- A copy of the RA for the trip (electronic is sufficient)
- Phone numbers of support staff on the trip
- A first aid kit
- Any necessary medication (e.g. Piriton, inhaler, epipen)

TL must liaise with the Office regarding any early departure or late return, with regard to minibus keys, First Aid kits, medicines and pupils' mobiles.

1.4 Trip Follow-Up (day of trip)

After returning from a trip, the TL must:

- First aid: if first aid was given, the First Aid Book must be completed and the white slip given to the child's parents and/or the TL must telephone the child's parents.
- Near misses: if there was a near miss, the Near Miss (accident) Form must be completed.
- GDPR: the register with medical information must be shredded or put in the box for shredding in the quiet staff room.

Staff should consider whether there are any improvements that could be made to the trip. This could include, for example, some aspect of the educational experience, practical arrangements, or risk management. Any reflections regarding risk management should be written on the review box on the RA. Any general comments on the trip should be communicated with the EVC and HoE.

Part 2: Non-Enrichment Day Trips

2.1 Day Trip Proposal Form (at least 8 weeks prior)

A member of staff wishing to undertake a Day Trip outside of our Enrichment Programme should complete a [Form A: Day Trip Proposal Form](#). This must be completed by the proposed TL.

Form A asks for the following information:

- Trip Leader
- Destination
- Year group / pupils (including proposed number going)
- Purpose
- Proposed Date(s)
- Departure and return times
- Cost
- Proposed Support Staff
- Staffing and cover implications
- Transport arrangements
- Unusual risks that require special consideration

The EVC will coordinate a review of the proposed trip by the Deputy Head, the relevant HoS and, if applicable, the Bursar. The EVC will remain in communication with the staff member and ensure that a decision is communicated as soon as possible.

If the proposal is accepted the EVC will ensure that the Day Trip is added to the Trips & Minibus Google Calendar, indicating if the minibus is required for that Day Trip.

Please note that the TL is responsible for communications with parents, ensuring that any communications are approved by the EVC and other staff as necessary prior to them being sent out by the Office.

2.2 Writing a Risk Assessment

If the proposal for the trip is accepted, the TL must then write a RA for the trip, unless it is covered by the School Site & Local Area Risk Assessment (i.e. it is a local walking trip with no unusual risks). If a RA is necessary, the TL must:

- Acquire a RA from the venue (if relevant), and share this with the EVC.

- Make a copy of the Trip Risk Assessment Template, name the Trip RA correctly and store it and the venue RA in the correct location in Google Drive for Non-Enrichment Day Trips.
- Write the RA for the trip that includes the following:
 - Risks associated with transportation,
 - Any points from the venue RA that the TL thinks they and support staff need to be particularly alert to,
 - Any risks associated with medical or other needs of particular pupils,
- Then, the TL should highlight in yellow the three main risks associated with the trip.

Note: if the Day Trip is a repeat of one done previously, a new copy of the old RA can be made and then updated.

After writing the RA, the TL should share the RA with the EVC as soon as possible and at least 2 weeks in advance of the planned Day Trip.

The EVC will reply with any comments or suggested amendments and, when satisfied that the RA is of sufficient quality, sign off the RA for that trip.

Once the EVC has signed off the RA, the TL should share it as soon as possible and at least 1 day prior to the Day Trip with the Support Staff. If there are any parent volunteers supporting the trip by driving, the TL will communicate the key risks (and mitigations) of the trip to them.

2.3 Trip Pre-Departure Checklist (day of trip)

The same procedure must be followed for Day Trips as explained in section 1.3 above.

In addition, the TL must liaise with the Office regarding any early departure or late return, with regard to minibus keys, First Aid kits, medicines and pupils' mobiles.

2.4 Trip Follow-up (day of / day after)

The same procedure must be followed for Day Trips as explained in section 1.4 above.

Part 3: Residential Trips

3.1 Residential Trip Proposal (at least 12 months prior)

A member of staff wishing to undertake a Residential Trip, either in the UK or abroad, should put forward a proposal in writing to the EVC, Deputy Head, Bursar and the relevant HoS at least 6 months prior to the proposed trip, and at least 12 months ahead for an overseas trip. This proposal must be presented by the proposed TL. Note: this step is not required for school camps, as they are already an established part of the annual cycle.

The Residential Trip proposal should cover the following areas, even if some information is tentative:

- Year group(s) and potential number of pupils
- Purpose
- Travel agent involved, if relevant, including detail regarding membership of LoTC
- Dates
- Location(s)/venue(s)
- Activities
- Departure and return times
- Cost
- Suggested number of staff needed (including how many free staff places are given per number of pupils going)
- Transport arrangements (including cost of any additional transport such a coach to/from airport)
- Any travel insurance policy provided, with details
- Unusual risks that require special consideration

The EVC will coordinate a review of the proposal by relevant staff, including the Senior Leadership Team. Under consideration will be:

- Purpose of the trip: how does it fit with the curriculum?
- Cost
- LoTC: does the Travel Agent have the LoTC Quality Badge? What other risk management

documents does it have in place? If no LOtC, are the other risk management documents sufficient for the school to have confidence in the Travel Agent?

- Timing of the trip with regard to other school trips and school events for each year group involved
- Staff ratios given the venue(s), age and needs of pupils, experience of staff, activities undertaken
- The EVC and Deputy Head, in conjunction with the Trip Leader and SLT, will decide which staff will be asked to go (with consideration given to the need for sufficient First Aiders).

3.2 Detailed proposed itinerary for parents (11-12 months prior)

The TL should produce a Trip Proposal, including a detailed itinerary for parents, in conjunction with the Travel Agent, EVC, Office Administrator and Bursar, to include:

- Proposed cost (final cost to be confirmed later. See 3.5)
- Dates (including timings)
- Accommodation
- Plans for each day including
 - Locations and activities
 - Meal plans
- Travel overview
- Travel Insurance Policy
- Number of staff going (and details of who, where known)

3.3 Communication with Parents (11 months prior)

The TL will send out the Trip Proposal to parents of the relevant year groups, in conjunction with the EVC, Office Administrator and Bursar. Parents will be asked to give consent for their child to go, within a time frame. There is no guarantee that anyone who signs up after this date will be able to go. There will usually be an administration fee for late-sign ups and withdrawals.

At this point, when relevant, the parents will also provide passport details for their child(ren), so that the Travel Agent can be given this information for the booking of transport.

When new pupils enrol at the school, where space and the time frame allows, they will be asked by the Trip Leader if they would like to join the trip.

3.4 Agreement with Travel Agent (10-11 months prior)

The TL and Bursar, in conjunction with the EVC, will make final arrangements with the Travel Agent regarding:

- Price
- Itinerary
- Details of what information is required when e.g. Nominal Roll filled in with passport details. The EVC, in conjunction with the Office Administrator will agree a schedule for the collection of pupil information .

3.5 Budget and payment plan (9 months prior)

The Bursar, in conjunction with the TL and EVC, will create the Budget for the trip including items such as cost per pupil, contingency fund, insurance, additional transport, honoraria payments to staff. The Bursar/Finance Officer will set up the Direct Debit payment plan for each family.

3.6 Collection of Pupil information (approx 12 - 16 weeks prior)

The EVC, in conjunction with the Office Administrator, will send a Google Form to parents (and a separate form to staff attending), collecting data such as passport/GHIC details, medical details, medicines needed for the trip, emergency contact details and dietary requirements. . The date will also be given for the Parent Meeting.

3.7 Submission of Pupil Information to the Travel Agent (approx 8 weeks prior)

The Office Administrator will submit the Nominal Roll, including passport information, medical and dietary requirements for all pupils and staff attending to the Travel Agent.

Where the School shares personal data with third party controllers each party will need a lawful basis to process that personal data, and will be expected to do so lawfully and with due regard to security

and confidentiality. Please refer to our Data Protection Policy for further information.

3.8 Risk Assessment (approx 8 weeks prior)

The TL will write a risk assessment for the trip, in conjunction with the EVC, which will cover every aspect of the trip, including:

- Travel
- Accommodation
- Activities
- Medical needs of the pupils (in conjunction with the Compliance Administrator)

If the Travel Company has the LOTC Quality Badge, then the Risk Assessment will be briefer, as the LOTC Quality Badge is a national award assessing both the quality of risk management and educational provision. However, the EVC and TL will still ensure that they are both satisfied that the Travel Agent's Risk Management strategies in place are sufficiently robust, and provide links to these in the Risk Assessment, or in the appropriate Trips Folder.

3.9 Final Sign-off of Risk Assessment (approx 4-6 weeks prior)

The EVC and Deputy Head will review the completed RA and the arrangements for the Residential Trip and give final approval for the trip to proceed.

The Risk Assessment will be circulated to the Staff going on the trip.

4.0 Letter to parents (approx 4 weeks prior)

The TL, in conjunction with the EVC, will send a Final Letter to parents giving final details of the trip such as:

- reminders of pick up/drop off timings
- reminder of medicine form and medicine drop off
- Kit List

4.1 Final Preparations (approx 3 weeks prior)

The TL, in conjunction with the Office Administrator, is responsible for ensuring they have everything they need for the trip. They will ensure the following is organised:

- Room lists
- Transport groupings
- Fire registers
- Paper copies of the overall spreadsheet
- ID cards for the pupils

and copies of these will be shared with the EVC, the Office Receptionist and Office Administrator.

They, or the Medical Officer for the trip, will liaise with the Compliance Administrator and EVC regarding all medical issues surrounding the trip, including:

- How many First Aid kits are taken, and of what type
- Are any spare Medical Devices needed?
- Are any individual Risk Assessments needed?
- 'Over the counter' medicines
- Spare Administration of Medicine Authorisation Forms

4.2 Final Staff Meeting (approx 3-4 weeks prior)

The TL will run a meeting for the staff going on the trip, for all aspects of the trip to be discussed.

4.3 Parent Meeting (approx 3 weeks prior)

The TL will run a Parent Meeting, with pupils ideally present. At this meeting, all details of the trip will be explained, including:

- Protocols to follow if a parent needs to contact the TL during the trip, if there is a family emergency

Passport and GHICs will be collected in this meeting and stored securely on the school site until the trip. They will be photocopied, and the copy taken on the trip, in case of emergency (these copies will be destroyed after the trip).

4.4 Medicine Collection (approx 1 week prior)

Any individual pupil medicines will be dropped off at the office 1 week before the trip. The Office

Administrator will ensure

- All medicines expected are received
- Administration of Medicine Authorisation Forms are printed for every child who needs to have medicine administered

Sometimes it will be necessary to create a Risk Assessment for a pupil regarding their medical needs. The Compliance Administrator will liaise with families, the EVC, the TL and the Medical Officer for the trip, as appropriate.

4.5 Trip Review (approx 2-4 weeks after)

The EVC will coordinate a Trip Review with the TL, members of staff on the trip, Deputy Head, Office Administrator, Compliance Administrator and Bursar, evaluating whether anything could be learned for any future trips.

Personal data collected for the purposes of the trip will be securely deleted by the EVC when it is no longer required. Please refer to our Data Protection Policy for further information

Authorised by	Jason Fletcher
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