

Connaught School for Girls



Educational Visits Policy

Ratification by the Governing Body:

June 2024

Date of Review:

June 2027



1 Introduction

Learning is enriched by the provision of well-organised and well-led co-curricular and educational visits, both residential and non-residential. The School has a history of operating a successful and broad programme of such activities. Visits and trips can directly support and stimulate curriculum learning or be provided to help support co-curricular objectives and the general social, cultural and spiritual development of students. The Governors of the School recognise the value of educational visits and trips and are grateful for the energy, commitment and professional skills of the staff involved.

It is essential that the utmost care and attention is given to the planning and running of educational visits to ensure the safety of pupils and staff involved is fully protected. Safety is the top priority for the School, and each Visit Leader understands that they have a duty to act as a responsible parent would in looking after the pupils in his/her care under the particular circumstances of the visit; there is also a responsibility within the conditions of employment to maintain order and discipline and for safeguarding the health and safety of the pupils, whether on School premises or on authorised activities elsewhere.

2 Aims and Scope

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 when it comes to visits.

This policy applies to activities taking place within and outside normal school hours (8.30am - 3.20pm Mon - Thurs, 8.30am - 2.20pm Fri), 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

3 Legislation and Guidance

The Educational Visits Policy has been written with reference to Department for Education guidance on [Health and Safety on Educational Visits](#) and the following legislation and statutory guidance:



- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children safe in Education 2023](#)

4 Roles and Responsibilities

The Governing Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Governing Board has delegated day-to-day responsibility for operating the policy to the Headteacher.

4.1 Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having the final authority to approve any visits of less than 24 hours
- Making sure staff, including the educational visits co-ordinator (EVC), have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

3.2 The Educational Visits Coordinator (EVC):

Rachel Hickes (Assistant headteacher) is appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visit
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Visit Lead

Every educational visit will have one member of staff designated as the visit lead. The visit lead will:

- Plan the proposed visit, taking into account the health and safety risks to students, staff and volunteers
- Assign staff and volunteer 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 a third party



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- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others

3.4 Staff

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

Staff will:

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

3.5 Parents and Carers

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

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

3.6 Volunteers

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

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

3.7 Students

Our school behaviour policy also applies to educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the visit
- Dress and behave as expected for the length of the visit
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or visit supervisor

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



5 Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc. will require the prior approval of the EVC and final approval from the Headteacher.

Approval of 'normal' day visits is at the discretion of the EVC and the Headteacher. However; visits that are either:

- overseas
- residential or involving an adventurous activity (as defined in Section 22 of the LBWF publication)

will require the additional approval of the Local Authority online through 'EVOLVE'. The governing body will also need to be informed about these visits prior to a commitment being made.

If an external provider or tour operator is being used, they must complete the detailed PROVIDER FORM at the time of the provisional booking (unless the external provider holds LOTC accreditation as indicated on EVOLVE). The procedures to be followed in this case are outlined in Section 30 of the LBWF publication.

All Visit Leaders are required to read the LBWF publication in conjunction with this policy. All forms referred to in this policy are available electronically on the staff drive and on the Educational Visits planning website ['EVOLVE'](#).

6 Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims.

Visits without a clear educational purpose will not receive approval.

7 Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful of:



- Generic Risks – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on the EVENT SPECIFIC NOTES Form.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Further detail on risk assessment will be found in Sections 7 & 8 of the LBWF publication.

Plan B

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of **Plan B**.

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant.

All staff, including parents, should be provided with a copy of this guidance prior to the visit. A hard copy of this is available in school from the EVC or electronically on 'EVOLVE'.

8 Staffing Ratios and Supervision

Risk assessments for each visit will ascertain the safe level of supervision required. A professional judgement must be made by the Visit Leader, EVC and Headteacher as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEND)
- experience and competence of staff and accompanying adults
- nature of the venue



- weather conditions at the time of year
- nature of transport involved

Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

9 First Aid

The level of first aid provision should be based on risk assessment.

On all educational visits we will make sure:

- The level of first aid provision should be based on risk assessment.
- On all visits there should be at least one supervising adult able to administer first aid .
- First aid kits are available from the school office .If the visit involves the party splitting up by any distance, a first aid kit should be taken for each group
- All supervising adults will be made aware of any medical issues or allergies at the start of the visit
- Adults without a DBS check will not be left alone with students at any time
- The visit lead will take regular headcounts and/or roll calls
- Two inhalers should be brought on every visit by children who have inhalers prescribed for asthma. One inhaler should be kept with the child and one inhaler with the group leader.
- Individual Health Plan (IHP) requirements should also be included in the risk assessment, in conjunction with the student and parents. There should be a member of staff on the visit who has undertaken relevant training e.g. epipen administration, asthma inhaler supervision if detailed in the IHP



10 Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. If a minibus is being borrowed or hired, the driver must have passed the LBWF test for the driving of council vehicles.

If any pupils are to travel by car, the driver must complete PRIVATE CAR Form. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

11 Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

The reply slip should read:-

"I give permission for my child _____ to take part in I have read and understood the information about the visit. I have paid my voluntary contribution/deposit via ParentPay."

In the case of sports fixtures, the reply slip should read:-

"My child _____ is able to play in the match (at) onI have read and understood the information in the letter, and have given permission for my child to take part."



12 Charging and Insurance

12.1 Charging

We will follow our Charging and Remissions Policy at all times.

For visits held in school time, no compulsory charge can be made for transport and tuition (such as entry fees).

In the case of a visit taking place as part of the school curriculum during the school day all payments (if any) will be voluntary. If insufficient voluntary contributions are received the visit will be cancelled and money returned.

Families in receipt of benefits (see Charging and Remissions Policy) may apply for assistance. They should apply in writing when returning the application form.

The Visit Leader should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans are agreed first by the Headteacher before financial commitments are made. No firm bookings or financial commitments are made until the visit has been agreed
- the costs of the visit are made clear to all concerned (including parents), including how much each parent will be charged or asked to voluntarily contribute

It is strongly recommended:

- That visits in school time which require a voluntary contribution are planned well in advance so that payments can be made in stages. In this way it is more likely that all
- participants will be able to make the voluntary contribution
- That colleagues plan visits which have no cost or only minimal charges. Visits in London incur no cost for transport due the provision of free off peak public transport for children

Visits outside of school time

Out of school time is defined as in the evening after the end of school at 3.20pm, at weekends and during holiday breaks. Participants will be charged the full cost of the visit. Such visits must



not be subsidised out of school funds or departmental capitation.

12. 2 Insurance

We will make sure adequate insurance is in place for all 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.

12. 3 Finance Arrangements

The Visit Leader must forward ParentPay cost details to the Office Manager. These should include:

- title of the proposed visit
- brief resume of the proposed visit
- which students the visit is open to (e.g. Year group)
- total cost
- deposit and instalment information (where necessary)

13 Residential Visits

The headteacher, together with the governing board, will approve all residential visits longer than 24 hours.

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

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

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

- The date and times of departure and return to school
- The full address and contact details of the organisation
- Planned activities and options
- Meal provision



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- Costs and optional charge, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what students must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad we will make sure that any organisation providing activities holds 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 visits.

14 Planning and Preparation

14. 1 Gaining Authorisation before the Visit

Preliminary Approval

The Visit Leader must fill in the school's yellow diary additions form at least 1 month in advance to gain preliminary approval. This form should be given to the school EVC.

Visits which would mean Year 11 students being absent from lessons other than lessons relating to the purpose of the visit will not be authorised after the February half-term holiday.

Final Authorisation

If the visit gains preliminary approval to go ahead, the Visit Leader must:

Plan the visit in detail on 'EVOLVE' www.walthamforestvisits.org where the Visit Leader must upload:

- The initial letter to parents
- The completed finance spreadsheet (if items of expenditure are involved)
- Educational Visit Checklist
- The completed Risk Assessment EV5 (ERSA - Event Specific Risk Assessment) (if any risks are not covered by the Educational Visit Checklist)
- Scan of the completed, dated and signed Form EV4 (Provider Form) (if an external provider is organising the trip and/or any of the activities).



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The school EVC and Headteacher will then give final approval or request additional details on 'EVOLVE'.

Without final authorisation the visit will not take place.

After Final Authorisation

Once the visit gains final authorisation, the Visit Leader should:

- Book Visit
- Book Transport
- Send letters home
- Inform relevant teaching staff of participating students in advance of the day of the visit

If the visit is overseas and/or residential and/or adventurous then the EVC must:

- Prepare the EMERGENCY CARD (VISIT LEADER) Form in advance for the Visit Leader
- Prepare the EMERGENCY CARD (HOME CONTACTS) Form in advance for the School Contacts (Headteacher, Chair of Governors, EVC, Deputy Headteacher)

The EMERGENCY CARD Forms describe procedures that Visit Leaders and School contacts should engage in the event of a significant and serious incident that may or may not involve serious injury. The forms describe how to mobilise the Local Authority Emergency Response Team.

14.2 On the Day of the Visit

The Visit Leader must:-

- Collect first aid kit(s)
- Ensure pupils with medical needs have their medication
- Brief supervising staff and/or parents
- Give supervising staff and/or volunteers their lists of students
- Ensure that a minimum of one school mobile phone is working and fully charged, and that the school office (and designated school contact if out-of-hours) has the contact number(s)
- During the course of the visit, students should be counted regularly as appropriate, and always when changing locations. Always 'double-count'.

The mobile phone(s) should be switched on during the entire visit.



Out of School Hours return

The Visit Leader should contact (text) the previously agreed school contact (Headteacher, EVC, Deputy Headteacher) and confirm that all students have been dismissed/collected as per parental permissions.

14.3 After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the de-brief is to identify what went well and what could have been done better, in order to inform future planning. The Visit Evaluation Form on EVOLVE should be used for this purpose.

15 Emergency procedure 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 visit leader will be familiar with these plans for each visit.

In the case of an emergency, the visit leader or other supervising adult will contact the school office. The school office will then contact parent/carers as required, and inform them of changes to plans or cancellations of visits and/or alternative travel plans. This will form part of a wider communications plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a student seeking medical treatment.

In case of a student being unaccounted for, the visit leader will search the area while another member of staff remains in charge of the other students. In the unlikely event that a student cannot be found within 30 minutes, the visit leader will contact the school office who will notify parents/carers. The visit leader will then contact the police and provide them with relevant information so they can take over the search, staying with them to comfort the student when



found. The remaining staff and adults will return to the school with the rest of the students.

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

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

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

16 Monitoring Standards

To assure quality of standards on educational visits:

The Headteacher, and/or the Deputy Headteacher, and/or the EVC, will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures.

Monitoring, evaluation and review of the Policy

The policy will be promoted and implemented throughout the school.

The Governing Board will monitor the operation and effectiveness of arrangements referred to in this policy at the school.

The Governing board will review this policy every three years in consultation with the school.