

# Educational Visits

## Document information

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Purpose	This document links the requirements of St Chad's Academies Trust with OEAP National Guidance when booking and managing educational visits.		
This policy links to:	Safeguarding Policy GDPR practice OEAP National Guidance <b>Forms</b> St Chads Trust Approval Form St Chads Visit Leader Checklist St Chads EVC Checklist		

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## 1.0 Introduction

- 1.1 Well planned and executed educational visits are an essential element of good Academy practice providing our pupils with valuable experiences which enhance their learning at Academy. They provide a variety of ‘real---life’ opportunities for our pupils enabling them to achieve a full understanding of the world around them through direct experience.
- 1.2 Educational Visits can provide stimulus and support to work being covered as part of the Academy curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

## 2.0 Purpose

- 2.1 The purpose of this document is to link the requirements of St Chad’s Academies Trust ‘the Trust’ with the national guidance.

The Trust acknowledges the immense value of offsite visits and related activities to young people, and fully supports and encourages those that are well planned and managed.

- 2.2 The Trust adopts the Outdoor Education Adviser’s Panel’s “National Guidance” (NG) for the management of outdoor learning. <https://oeapng.info/> NG references in this document hyperlink to specific sections of NG.

National Guidance builds on the foundation provided by the following government publications,

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

- 2.3 All Trust colleagues must follow the national guidance as well as the requirements of this policy. In the event of any apparent conflict between this policy and national guidance then this policy must be followed, and clarification sought from the Educational Visits Coordinator, Exec/ Principal or the Trust Compliance Officer.
- 2.4 The Trust and its academies use the systems in place across the localities, alongside the chosen health & safety system.
  - Wolverhampton – Evolve
  - Staffordshire – Evolve
  - Stoke on Trent - Evolve

- Telford and Wrekin – Evisits
- Walsall – Evolve
- Shropshire – Evisits
- Sandwell – Evolve

Completed forms should be submitted to facilitate the efficient planning, management, approval, and evaluation of visits. All colleagues that lead or accompany visits can access their own EVOLVE or E-Visits account, which is set up by their academy's Educational Visits Coordinator (EVC). As well as a planning tool for colleagues, EVOLVE also contains a variety of features including search and report facilities, downloadable resources, a link to a National Library [www.national-library.info](http://www.national-library.info), colleague records and visit history.

2.5 All Educational Visit Coordinators should in addition upload approved visits to the Smartlog system.

### **3.0 Responsibilities**

#### **3.1 The Trust Board**

- 3.1.1 The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer, who is St Chad's Academies Trust 'the Board'.
- 3.1.2 The Board has delegated the responsibility for the management of academy visits to the Exec/ principals of each academy.
- 3.1.3 The CEO and Compliance Officer will monitor Exec/Principal reports and requests to check procedures are in place.
- 3.1.4 The Board has provided access to competent technical advice via the Trust Compliance Officer.
- 3.1.5 Visits which are designated as adventurous/additional risk activities, residential, or overseas visits will automatically be sent to the Trust Compliance Officer for approval by the CEO.
- 3.1.6 The Exec/Principal, EVC, and Educational Visit leader will be notified of this additional guidance, and it is the responsibility of the academy to ensure the guidance is followed.
- 3.1.7 The Board has delegated the monitoring of these visits on a sample basis via the current systems in use to the Trust Compliance officer.
- 3.1.8 Field observation' of visits is delegated to the Exec/Principal or a suitably trained representative of St Chad's Academies Trust central team, as delegated by the Trust Compliance Officer.

### **3.2 Local Academy Committee (LAC)**

- 3.2.1 The LAC will receive half termly Principal reports from the Exec/ on planned educational visits and feedback from visits that have taken place, which should be recorded on Smart Log and confirmed within the report.
- 3.2.2 This will be recorded in the LAC minutes. LAC members will ensure any educational visits that are deemed to be of a high risk (including adventurous/additional risk activities, residential, or overseas visits) have been approved by the Trust and assessed by the EVA, where applicable and part of service (in all cases, even if an EVA is provided recording on Smart Log is mandatory), and any additional guidance has been put in place by the EVC and Exec/Principal.

### **3.3 Principal**

- 3.3.1 The Principal will have operational oversight on all educational visits and will, once satisfied with arrangements, approve all visits on the EVOLVE or E-Visits system and ensure compliance on the Trust Health & Safety system.
- 3.3.2 The Exec/Principal is responsible for planning all off-site visits. In practice, the detailed planning is delegated to the organiser of the visit or the group leader, but the Exec/Principal must be satisfied that the person planning the visit is qualified to do so and has the necessary experience and competency.
- 3.3.3 The Exec/Principal will ensure that a colleague is appointed as the Educational Visits Co-ordinator for academy and this person has attended an accredited EVC course.
- 3.3.4 The Exec/Principal will undertake 'field observation' of visits, as appropriate and report any concerns to the Trust Compliance Officer.
- 3.3.5 The Exec/Principal will ensure all colleagues involved in educational visits have read and are familiar with this policy.

### **3.4 Educational Visit Coordinator EVC**

- 3.4.1 The EVC will liaise with the Educational Visit Advisor as appropriate, and where provided. In the absence of an EVA liaison should be made with the Trust Compliance Officer.
- 3.4.2 The EVC is responsible for ensuring that the relevant system for their academy is correctly completed. Once the EVC is satisfied the forms are completed they should be submitted to the Exec/Principal and Trust for approval.
- 3.4.3 Visits requiring EVA reviewing should be with the EVA six weeks before the planned date of the visit.
- 3.4.4 Visits not requiring EVA review should be with the Trust four weeks before the planned date of the visit.

3.4.5 The EVC will support the Exec/Principal in the planning of the visit to ensure that the academy:

- Has appointed a suitably competent Visit leader.
- Has completed all necessary actions before the visit begins.
- Has completed the risk assessment and it is safe to make the visit.
- Has met any identified training needs.
- Has assessed the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively.
- Has assessed that the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity
- Has assessed that all supervisors on the visit are appropriate people to supervise pupils and have appropriate clearance.
- Has received approval from the appropriate people for example, if the visit is residential, overseas or adventurous, the Trust and the Local Academy Committee are aware of the visit and ensured any guidance from the EVA is acted upon.
- Has ensured that due consideration of the Trust/ Academy Business Continuity Plan (containing Critical Incident Management Plan) has been undertaken by everyone involved in the educational visit.

### **3.5 Visit Leader**

3.5.1 The Visit leader is responsible overall for the supervision and conduct of the visit and should have been appointed by the Exec/Principal. There is no requirement for the Visit leader to have had external training. The Visit leader should:

- Know all the pupils proposed for the visit to assess if they have any additional needs that require further planning.
- Liaise with the Educational Visits Coordinator on all aspects of the visit.
- Liaise with the colleague responsible for the management of Looked After Pupils, to ensure appropriate actions have been undertaken for any Looked After Pupils going on the visit.
- Liaise with the SENDCo if appropriate to ensure appropriate actions have been undertaken for any pupils with SEND or medical needs going on the visit.

- Appoint a deputy Visit lead.
- Be able to control and lead pupils of the relevant age range.
- Be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents. (A letter to parents is usually adequate for low-risk visits)
- Undertake and complete a comprehensive risk assessment, based upon knowledge of the venue. Knowledge of the venue will be based on a visit to the venue as part of the planning and preparation, or extensive research into the venue if a pre-visit is not possible.
- If using transport such as a coach from an external provider check they have appropriate seatbelts, insurance, and risk assessments in place.
- Always have regard to the health and safety of the group.
- Safeguard and promote the welfare of children and young people during the visit, following the academy's Child Protection and Safeguarding Policy – please see 8.7 for additional guidelines for a residential visit.
- Observe the guidance set out for teachers and other adults below.
- Ensure that pupils are aware of arrangements for meals and understand their responsibilities (See responsibilities of pupils/students below).
- Agree all plans with the Exec/Principal.
- Ensure any emergency medication is with the pupil or nominated colleague and a copy of the Individual Health Plan (IHP) is also with the nominated colleague
- Ensure parental consent for the visit is in place for all pupils in writing, before the pupil is allowed to participate.
- Ensure that the visit forms are completed and the appropriate risk assessments (see attached for a blank risk assessment form) are added to the system.
- Ensure the EVOLVE and E-Visit related paperwork is with the EVC four weeks before the planned visit date (six weeks before if the visit is classed as high risk and requires an EVA review)

- Ensure that the visit has been authorised by the Exec/Principal, and any recommendations from the Educational Visit Advisor followed.
- Print the visit proposal form and all other documentation, so a copy is taken on the visit. A list of pupils and colleagues on the visit must be attached, so checks can be made as pupils and colleague get on the transport to ensure you have everyone.
- Ensure a list of pupils on the visit is shared with the academy office/ business professional.
- Once the visit is over securely shred all personal data forms related to the visit (consent forms, copies of IHPs etc) unless there has been an incident in which all paperwork relevant to the matter needs to be stored as set out in the Academy Retention policy, as directed by the Trust.
- Following the visit, complete an evaluation and report any near misses or accidents on the Trust's Health & Safety system to support future trip planning.
- Following OEAP guidance if the visit is to a farm, the Visit leader should inform colleagues and participants, about the risk of infection to anyone who is pregnant or has recently given birth, of contact with animals. This is particularly the case with sheep but is extended to cattle and goats.

### **3.6 Other Teachers and Adults**

3.6.1 Colleagues on academy-led visits act as employees and representatives of St Chad's Academies Trust. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Exec/Principal if some of their time on the visit falls outside normal hours.

3.6.2 Colleagues and other adults on the visit must:

- Do their utmost to ensure the health and safety of everyone in the group.
- Sit in strategic positions on the transport not all at the front.
- Safeguard and promote the welfare of children and young people during the visit
- Follow academy's Child Protection and Safeguarding Policy.
- Care for each individual pupil as any reasonable parent would.
- Follow the instructions of the leader and help with control and discipline.



- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.
- Dress appropriately and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the Visit leader about it.
- Not undertake any task that they fear or they think will be dangerous.

### **3.7 Pupils**

3.7.1 Providing information and guidance to pupils is an important part of preparing for an academy visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail.

3.7.2 Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

3.7.3 Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport away from the road, track, etc.
- Do not rush towards the transport when it arrives.
- Wear your seatbelt and stay seated while travelling on transport.
- Make sure your bags do not block aisles on the transport.
- Never attempt to get on or off the moving transport.
- Never throw things out of the transport vehicle's windows.
- Never get off a vehicle held up by traffic lights or in traffic.
- Never run about while transport is moving or pass someone on steps or stairs.
- Never kneel or stand on seats or otherwise impede the driver's vision.
- Never distract or disturb the driver.
- Stay clear of automatic doors / manual doors after boarding or leaving the transport.

- After leaving the vehicle, always wait for it to move off before crossing the road.
- If you must cross a road to get to the transport, always following instructions from an appointed adult.
- If feeling unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.
- Do not eat or drink on the transport

### **3.8 Parents**

3.8.1 The Visit leader should tell parents how they can help prepare their child for the visit by, for example, reinforcing the Academy Behaviour policy.

3.8.2 Special arrangements may be necessary for parents for whom English is a second language.

3.8.3 Parents must:

- Provide the Visit leader with emergency contact number(s).  
Sign the relevant consent forms so their child can participate in the educational visit.
- Give the visit leader relevant information about their child's health which might be relevant to the visit.
- Make sure their child has any medication they need with them on the visit

### **4.0 Planning Off Site Visits**

4.1 Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

4.2 It is recommended that all visits that are near to or involve water are classed as high risk and referred to the EVA for review six weeks prior to the proposed date of the visit.

4.3 Risk Assessment (example risk assessment is available at Appendix 2)

4.4 A risk assessment should always be carried out whilst planning an educational visit. Any model Risk Assessments used should be changed to ensure that they are appropriate for the visit. The risk assessment will decide the adult to child ratio for each visit (see Guidance under 'Supervision'). The risk assessment should include the following considerations:

- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?

4.5 The group leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience, and qualifications of supervisory colleague.
- The group members' age, competence, fitness, and temperament.
- Pupils with special educational or medical needs.
- The quality and suitability of available equipment.
- Seasonal conditions, weather, and timing.

## **5.0 Provider Risk assessments**

When the provider holds the Learning Outside of the Classroom LOtC Quality Badge and/or an AALA licence (if required) there is normally no need to seek further assurances from the provider about the safety of provision. Only if the specific needs of your group or visit are particularly complex is further investigation of an accredited provider likely to be necessary. For further information please visit [www.oeapng.info](http://www.oeapng.info) Document 4.4g Selecting Providers and facilities

5.1 Risks assessments will still be required for transport to and from the facility and any activities not covered by their assessments.

## **6.0 Exploratory Visit**

6.1 Wherever possible the group leader should undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the academy visit.
- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the colleague and pupils in the group.
- Ensure that the Visit leader is familiar with the area before taking a party of Pupils.

6.2 If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other academies who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

6.3 Adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one first aid trained colleague in the group. The Visit leader should have a clear understanding of how to access first aid and all adults in the group should know how to contact emergency services.

## **7.0 First Aid**

7.1 The minimum first-aid provision is:

- a suitably stocked first-aid box
- a person appointed to oversee first-aid arrangements.

- 7.2 First aid should be always available and accessible. The group leader should take this into account when assessing what level of first-aid facilities will be needed.
- 7.3 The contents of a first-aid kit will depend on what activities are planned. Where pupils under 5 years of age are attending the visit a trained Paediatric First Aider must be in attendance.

## **8.0 Safeguarding**

- 8.1 All adults involved have a responsibility to safeguard and promote the welfare of children and young people during outdoor learning and off-site visits.
- 8.2 Visit leaders should ensure they are informed of any pupils who may be particularly vulnerable or have specific safeguarding needs and ensure that other adults are made aware as necessary.
- 8.3 When any safeguarding concerns are identified, colleagues should raise them with the academy's Designated Safeguarding Lead, or if not available the DDSL or Trust/LAC Member.
- 8.4 When visits occur out of hours, or out of term time, the Exec/Principal should ensure that adequate and appropriate cover arrangements are in place for the DSL/DDSL and academy colleagues have a means of communicating with a DSL/DDSL, if one is not on the visit.
- 8.5 If a child is in immediate danger or is at risk of harm, colleagues should make a referral to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the Designated Safeguarding Lead, colleagues should inform them that a referral has been made as soon as possible.
- 8.6 Pupils, colleagues and parents should be informed of sleeping arrangements prior to the start of the visit.
- 8.7 Attention should be given to ensuring safe colleague/pupil ratios and to the male/female mix of colleagues. See the following OEAP National Guidance documents:  
<https://oeapng.info/downloads/download-info/4-2b-residentials>  
<https://oeapng.info/downloads/download-info/6q-faqs-gender-of-Colleague/>

## **9.0 New places and new people**

- 9.1 A key benefit of off-site visits is that children and young people have the opportunity to explore new places and meet new people. This may leave them vulnerable unless they are adequately prepared, and appropriate measures have been put in place to control any significant risks.

## **10.0 Relationships and professional behaviour**

- 10.1 During outdoor learning and off-site visits, relationships between colleagues and pupils are often less formal than in the usual academy or workplace. Young people may also build relationships with each other and with other adults and young people from outside the

group, such as students from another academy, activity instructors or members of the public. This can have many positive benefits, but it also brings risks, of which all colleagues involved should be made aware.

See OEAP National Guidance document

<https://oeapng.info/downloads/download-info/4-4m-young-people-in-a-sexualrelationship/>

- 10.2 Colleagues are in a position of trust and must ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.
- 10.3 Colleagues are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 10.4 They should operate, and be seen to operate, in an open and transparent way. The same professional standards should always be applied regardless of culture, disability, sex, language, racial origin, religious belief and/or gender identity.

**Colleague should:**

- Be publicly open when working with children and young people and avoid situations where they and an individual child or young person are completely unobserved.
- When physical touching is required (e.g., when coaching an activity or fitting a climbing harness), seek permission and do it openly – ideally with other colleagues present.
- Comfort or reassure a distressed child or young person in an age-appropriate way, whilst maintaining clear professional boundaries.
- Follow your academy’s Child Protection & Safeguarding Policy reporting procedures if a child or young person makes a disclosure of abuse.
- Adhere to the academy Colleague Code of Conduct

**Colleague should not:**

- Allow or engage in any rough, physical, or sexually provocative games or horseplay.
- Allow or engage in inappropriate touching in any form.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person, even in fun.
- Consume alcohol or illegal substances for the duration of the visit

**11.0 Photography of children**

- 11.1 Recognisable photographs of children are regarded as personal data and are subject to data protection law.
- 11.2 Parental consent is required for their use. Please ensure this is included in the visit consent form.
- 11.3 Sharing or publishing images of children can sometimes endanger them, even if this is done in a way that complies with data protection law. For example, a child might have been moved away from an abusive relative, and a photograph taken on an academy visit might reveal the child’s whereabouts.

## **12.0 Mobile communications and social media**

- 12.1 Mobile phones, social media and messaging services can be very useful in organising visits. For example, they may be used for keeping parents informed about the progress of a residential visit, about changes in arrangements such as travel times, or in the event of an emergency.
- 12.2 A bit of harmless fun, or as a joke within the group, can easily become very damaging to either the individual who is the butt of the joke, or to the reputation of the academy, pupils and colleagues when seen in another context by parents, colleagues or members of the public. Individuals may be vulnerable to cyberbullying. Once these things are shared by other users on social media, they become very difficult to remove.
- 12.3 Allowing personal information to circulate on social media about vulnerable individuals (such as information about where they are spending a residential visit), may pose risks. Smartphones may give access to unsuitable web content.
- 12.4 It is recommended that:
- 12.4.1 Any visit behaviour agreement, particularly for residential visits, addresses the issue of phone and social media use, either through applying existing academy policies or by including some basic ground rules.
- 12.4.2 The agreement should take into account whether any children or young people are particularly vulnerable or have specific safeguarding needs.
- 12.4.3 Children and young people should be made aware of the risks in an age-appropriate way.
- 12.4.4 Colleagues should take care to keep confidential their personal information, phone numbers, social media profiles, etc. Colleague should not engage in private messaging with pupils.
- 12.4.5 Photographs of pupils or colleagues taken during visits should not be displayed on social networking sites. The Exec/Principal will review images taken and share appropriate images on the academy website at a later date. Photographs should only be taken on academy cameras or approved devices in line with the academy social media and mobile phone usage policies.

## **13.0 Supervision**

- 13.1 It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The Trust operates within the OEAP National Guidance, SAGED framework:

**Staff Team** - can they effectively manage; do they have sufficient training.

**Activity** - what are they doing and how are we watching them.

**Group** - what is needed i.e., 1:1 Supervision, First aid etc.

**Environment** – Look at the venue and environmental conditions, consider ground conditions, accommodation, is it crowded.

**Distance** – How far is it from the academy, is it remote and is there a Plan B.

- 13.2 There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.
- 13.3 Ratios for residential visits will be set by the Exec/Principal in liaison with the Trust Compliance officer.
- 13.4 It is recommended that wherever possible the ratio should include an extra colleague in case of illness or accidents.
- 13.5 Where there is more than one adult supervisor, a visit leader, who has authority over the whole party, should be appointed.
- 13.6 All adult supervisors must understand their roles and responsibilities at all times. All supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. The Visit leader always retains responsibility for the group.
- 13.7 If the academy is leading an adventure activity that involves water, or being near to water, such as canoeing or canal walks, the Exec/Principal must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place and colleagues have experience of water lifesaving.

**Please see <http://www.oeapng.info> Document 4.3b Ratios and Effective Supervision.**

#### **14.0 Parents as supervisors**

- 14.1 If parent volunteers are supporting the academy by attending the trip, it is advised that they do not supervise their own children.
- 14.2 Any volunteers must have enhanced DBS clearance with barred list check to support supervising a residential visit.

#### **15.0 Participation**

- 15.1 The Exec/Principal will not exclude pupils with special educational or medical needs from academy visits.
- 15.2 Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Individual Health Care Plans, Individual Behaviour Plans and EHC plans should be used at the planning stage.
- 15.3 Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

- 15.4 Pupils whose behaviour is such that the Visit leader is concerned for their, or others' safety, should be withdrawn from the activity.
- 15.5 The safety of all members of the academy is a priority.
- 15.6 Following a full risk assessment and consideration of additional needs, pupils whose behaviour is considered to be a danger to themselves or to the group may be stopped from going on the visit or brought back to academy before the end of the visit.
- 15.7 The consent of the CEO must be sought before a pupil is excluded from an educational visit.
- 15.8 The curricular aims of the visit for these pupils should be fulfilled in other ways.

## **16.0 Information to Pupils**

- 16.1 Why special safety precautions are in place for anyone with disabilities.
- 16.2 What standard of behaviour is expected from pupils.
- 16.3 Who is responsible for the group.
- 16.4 What to do if approached by a stranger.
- 16.5 What to do if separated from the group.
- 16.6 Emergency procedures.
- 16.7 Rendezvous procedures.

## **17.0 Communicating with Parents / Guardians**

- 17.1 Parents need to be aware that academy colleagues on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.
- 17.2 The following information on matters that might affect pupils' health and safety is useful to parents/guardians, and will be included in letter to parents / guardians prior to a visit:
- Dates of the visit and its objective.
  - Times of departure and.
  - Mode(s) of travel including the name of any travel company.
  - Details of accommodation with security and supervisory arrangements on site.
  - Names of leader, or other Colleague and of other accompanying adults.



- Details of the activities planned and of how the assessed risks will be managed.
- Insurance taken out for the group in respect of luggage, accident, cancellation, and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested.
- Clothing and equipment to be taken.
- Spending money to be taken if appropriate for the visit.

## **18.0 Parental Consent**

- 18.1 Written consent is not required for pupils to participate in the majority of off-site activities (such as local studies and visits to a museum or library) that take place during academy hours, and which are a part of its curriculum (Education Act 2002 section 29).
- 18.2 Parents do not have the option to withdraw their children from the curriculum, except on religious grounds or from some aspects of sex education.

## **19.0 Forms**

- 19.1 An annual consent form should be completed for offsite sports visits and for first aid and urgent medical treatment required during any academy visits if necessary (see Appendix 3)
- 19.2 A model consent form for visits that occur outside the academy day or involve nursery age pupils is attached. (see Appendix 4)
- 19.3 E-consent, via services such as EVOLVE+, ParentPay, etc, is an acceptable alternative to paper-based consent forms, where parents cannot get into academy to return paper copies.
- 19.4 Academy will follow good practice and inform parents when any visit or activity off site is to take place.
- 19.5 EVC's and Visit leaders should complete the St Chad's Visit Leader and EVC checklists prior to the visit going ahead and submit via the Trust Health & Safety system.

## **20.0 Residential Visits**

- 20.1 If staying in hostels and hotels, the academy will bear in mind the following:

- Safeguarding requirements (see section 8)
- How to contact the DSL/DDSL in case of safeguarding emergency

The Visit leader should ideally have adjoining rooms with colleagues quarters next to the young people's – we will endeavour to obtain a floor plan of the rooms reserved for the group's use in advance.

- The immediate accommodation area should be exclusively for the use of the group.
- Access by colleagues to pupils' rooms must be always available.
- Separate male and female sleeping areas for pupils and adults.
- Ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations, and that everyone can identify key personnel.
- Security arrangements – where the reception is not covered 24 hours a day, security arrangements should be in force to stop unauthorised visitors.
- Ensure that locks / shutters etc. work on all the rooms used by the group.
- Storage of clothes, luggage, equipment etc., particularly safekeeping of valuables.
- Adequate lighting – it is advisable to bring a torch.
- Provision for sick, disabled pupils or those with special needs.
- Safety in rooms (electrical connections, secure balconies).
- Recreational accommodation / facilities for the group.
- No alcohol should be consumed by adults for the duration of the visit

20.2 If an LOTC Award is held by the provider, then further checks are not required. If they do not hold this accreditation, then the provider should complete an Accommodation providers checklist as Evidence of their provision.

## **21.0 Coastal Visits**

21.1 Visit leaders and other colleagues should be aware that many of the incidents affecting academy pupils have occurred by or in the sea.

21.2 There are dangers on the coast quite apart from those incurred in swimming. The group leader should bear the following points in mind in the risk assessment of a coastal activity:

- Tides and sandbanks are potential hazards so timings and exit routes should be checked.
- Ensure group members are aware of warning signs and flags.
- Establish a base on the beach to which members of the group may return if separated.
- Look out for hazards such as glass, barbed wire, and sewage outflows etc.
- Some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds.
- Cliff tops can be highly dangerous for academy groups even during daylight. The group should keep to the path, always. Group leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths

- Swimming and paddling in the sea or other natural waters are potentially dangerous activities for an Academy group.
- Swimming in the sea on a coastal visit should not be allowed. Paddling will only be allowed as part of a supervised activity, in recognised bathing areas which have official surveillance. Swimming competency must be checked for all pupils attending the trip where water may be present.
- Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.
- Where paddling is to be allowed on a visit, a ratio of 1:4 adult to pupils is a minimum.

21.3 Please see guidance on <http://www.oeapng.info> Document 7.2i Group Safety at Water Margins

## **22.0 Farm / animal petting visits etc**

22.1 All farm visits should be assessed for a good reputation for safety standards and animal welfare, and it maintains good washing facilities and clean grounds and public areas.

22.2 To do this check if the provider holds an LOTC Award, if they do, then further checks are not required. If they do not hold this accreditation, then look for other forms of accreditation such as CEVAS.

Please see guidance on <http://www.oeapng.info> Document 7.1g Farm Visits

22.3 An exploratory visit should be carried out where possible.

22.4 The basic rules for a farm visit will be: We will never let pupils:

- Place their faces against the animals or their hands in their mouths after feeding them.
- Eat until they have washed their hands.
- Sample any animal foodstuffs such as 'raw' milk.
- Drink from farm taps (other than in designated public facilities).
- Ride on tractors or other machines.
- Play in the farm area

## **23.0 International Visits**

23.1 Trips abroad can have extra risks and need a higher level of risk assessment; therefore, all overseas visits require the authorisation of the CEO and the approval form should be submitted to the Trust Compliance Officer a minimum of two terms before the planned activity.

- 23.2 Academies should make sure any organisation that is providing activities holds the LOtC Quality badge or similar local accreditation.
- 23.3 If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, follow the OEAP guide 7g “Overseas Expeditions” as the basis for the planning and risk assessment.
- 23.5 Academies should consider the Foreign and Commonwealth Office’s detailed guidance on safer adventure travel and foreign travel advice when organising visits abroad [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)
- 23.6 Academies should have an emergency response plan that covers what to do if there is an incident away from the academy. Academies should also have a communications plan that covers how routine communications should be handled, including regular check-ins and calls to reassure people.

## **24.0 GDPR**

- 24.1 All records held on Evolve and/or E-Visits are held securely, and access is password protected to safeguard personal data.
- 24.2 There is no need for personal data to be uploaded to Evolve. Copies of IHPS, medical information etc can be taken on the visit by the Visit leader and securely destroyed on return.
- 24.3 There is no requirement for academies using manual systems to forward pupil data to neither the Trust, nor the Trust central team, who will not hold any data in relation to individual students

## Appendix 1 Approval Form

### Offsite Visit Approval Form

This form is to be completed by the Activities Organiser. It is essential the St Chad's Policy and Procedures on Educational Visits be consulted before completion of the form.

This form should be submitted to the Trust Compliance Officer for deemed high risk / Adventurous, UK residential and Overseas Visits. The Exec/Principal should retain a photocopy onfile and return the form to the activity organiser following approval.

<b>Name of Academy</b>	
<b>Name of EVC</b>	
<b>Educational Visit location</b>	
<b>Date of proposed visit</b>	

#### Purpose of the Visit

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#### Please indicate the nature of the visit

<b>UK</b>	<input checked="" type="checkbox"/>	<b>Overseas</b>	<input checked="" type="checkbox"/>
Activity Provider	<input type="checkbox"/>	School Led Exchange	<input type="checkbox"/>
<b>School Led:</b>	<input checked="" type="checkbox"/>	School Led Sports Tours	<input type="checkbox"/>
Field Studies	<input type="checkbox"/>	School Led Cultural Tour	<input type="checkbox"/>
Outdoor Activities	<input type="checkbox"/>	<b>Provider Organised:</b>	<input checked="" type="checkbox"/>
Cultural tour	<input type="checkbox"/>	Sports Tours	<input type="checkbox"/>
Sports	<input type="checkbox"/>	Outdoor Activities	<input type="checkbox"/>
D of E	<input type="checkbox"/>	Expedition	<input type="checkbox"/>
M.O.D	<input type="checkbox"/>	Skiing	<input type="checkbox"/>
Other	<input type="checkbox"/>	Cultural Tour	<input type="checkbox"/>

#### Visit Leader (Contactable during visit /activity)

<b>Name</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

## Transport Arrangements

Include the name of any transport company. If the academy minibus is to be used, please give name of driver, and confirm they have received appropriate training.

**\*\*A transport risk assessment MUST be completed prior to the visit taking place\*\***

## Young People

	Boys	Girls	Total
Number			
Age range			
Supervision ratio			

**State the arrangements made for disabled pupils or for pupils with specific medical needs**

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## Supervision

	Name	Position held & qualifications	Gender M/F
Visit leader			
Deputy leader			
Other staff			
Other adults			

**Emergency Procedure**

Contact persons at the academy and Trust if applicable. NB. They should not have a child on the visit and should be a member of staff.

Contact person 1 (Name and Position) .....
Address & telephone no(s).....
.....
Contact no. outside normal hours .....

Contact person 2 (Name and Position) .....
Address & telephone no(s) .....
.....
Contact no. outside normal hours .....

**Insurance Arrangements made with?**

.....

**Will pupils NOT be under direct supervision at any time during the visit?**

Yes  No

**I confirm the proposed visit conforms to St Chad’s Educational Visits policy and following approval and prior to the visit the following will be completed and submitted via Smartlog. (Please tick to confirm)**

- **Written risk Assessment**
- **Provider Contracts received**
- **Parental notification and consent**
- **Transport Arrangements and risk assessment**
- **Insurance arrangements**
- **Details of LOTC licence**
- **Emergency Procedures**

**Approval by Trust**

- The activity is being undertaken in accordance with the St Chad’s Educational Visit Policy, Ratios, instructor qualifications, group sizes, insurance arrangements and contingency provisions conform to those set out in the Guidance.
- The visit detailed is approved.
- The visit detailed is provisionally approved subject to:

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.....

Signed: ..... Date: .....  
On behalf of St Chad’s Academies Trust

**NB:** A copy of the approval form must be retained in the academy where it should be easily accessible for all visits, where the visit is residential, abroad, or involves potentially hazardous activities.



## Appendix 2 Example Risk Assessment

Below is an outline risk assessment for any off-site visit. Additional hazards and/or controls will need to be added dependant on the nature of the visit.

### Risk Assessment for All Off-Site Activities

Academy Name		Decide who may be harmed			
		Student		Volunteers	Others
Off Site Location & Activity		Colleague		Vulnerable People	
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)		Actions / Comments	Residual Risk Rating H/M/L
Accidents/injury (due to lack of planning)		All visit leaders have read the Academy policy and guidance on offsite activities.			
		Colleague undertaking off site activities are competent and appropriately trained to do so.			
		Visit leader will submit and have approved by Academy EVC all risk assessments and other documents FOUR weeks before the trip.			
		Visit leader will brief other Colleague/volunteers involved on their roles/responsibilities and any potential risks involved prior to departure.			
		At least one member of Colleague has access to a mobile phone and emergency contact information whilst off site.			
		Visit leader will brief students on itinerary, potential risks, emergency arrangements and expected behaviour before departure.			

		Parents will provide informed written consent for any off-site activity that takes place.			
Defective / Unsafe Vehicle		Where Academy minibus is used this is subject to regular routine checks and inspections.			
		If the Academy minibus is used drivers are routinely assessed and driving licence regularly checked.			
		Only approved third party transport providers are used			
		Transportation of students in Colleague cars is not permitted.			
Injury during access/egress to transport		Safe locations are chosen for pick up/drop off. Students are closely supervised by Colleague, always with one member at kerb side and one on vehicle.			
		Students are instructed to enter/leave vehicle in an orderly manner.			
Walking injuries		Walking routes are planned, and appropriate risk assessments undertaken.			

Exposure to adverse weather  (Wind/Rain/Snow /Sun)		All possible weather conditions are considered as part of planning and appropriate contingency arrangements are in place.			
		Appropriate clothing, footwear, and equipment is expected and or provided.			
		Daily weather forecasts are obtained and reviewed before and on the day of the trip.			
Pupil lost/separated from Group		All supervising colleagues/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section).		<b><i>Own child is never in the group with a supervising parent, A parent should always be in the company of a member of Colleague (i.e., 2 groups</i></b>	

				<i>go around together)</i>	
		Pupils are fully aware of itinerary, emergency arrangements/meeting points.			
		Close supervision/regular head counts are taken particularly during rest stops/breaks.		<i>Specify frequency here_____</i>	
Inappropriate Behaviour	H	Consideration is given to behavioural issues of any individual or group of students before allowing a student to undertake off site activities. Advice is sought from SENCO if applicable and increased Colleague to pupil ratio applied where appropriate.		<i>Behavioural/c are plans reviewed (speak to SENCO if applicable)</i>	

		Colleague will be split amongst students to ensure behaviour is controlled			
		Students fully understand the consequences of inappropriate behaviour.			
Remote supervision	TBA	A separate risk assessment is undertaken where remote supervision is permitted.			

First Aid / Medical issues /allergies		Colleague fully briefed regarding any students or adults with medical or allergy issues.		<p><b><i>Individual Healthcare plans (IHPs) will be reviewed/ separate risk assessments will be undertaken if necessary, Copies of IHPs will be taken on the trip along with the appropriate emergency medication to safeguard the named pupil. A member of Colleague trained in how to administer this medication must accompany the pupil. Disposed of after visit</i></b></p>
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		A nominated trained first aider forms part of the group and a first aid kit/bag is taken on all offsite activities.		
		The first aider will be responsible for any medications and or undertaking any treatment required as a result of a medical incident or accidental injury.	Reporting protocols	

**Risk Rating Guidance:** H= High M= Medium L= Low TBA= To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.

<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>
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Any other foreseeable hazards that is associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i>
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What procedures have been put in place to address any emergency situation that may arise?	<i>What procedures have been put in place to address any emergency situation that may arise? Make reference to the Business and Continuity and Critical Incident Management Plan</i>
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<b>Ratio Pupil: Adults</b>	Pupils:		<b><i>Include details below of any special health needs, details of numbers of first aiders etc.:</i></b>
	Teachers:		
	Others e.g., Volunteers		

<b>Date of Assessment:</b>		<b>Carried out by: (Visit Leader)</b>		<b>Signature: (Visit Leader)</b>
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<b>EVC Date of Approval:</b>		<b>Carried out by: (EVC Signature)</b>		<b>Date of Next Review:</b>
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<b>Also refer to these other documents and / or risk assessments relevant to this offsite activity:</b>	<b>Business Continuity and Critical Incident Management Plan</b> <b>Insert date Learning Outside the Classroom Quality Badge expires if venue holds one:</b>
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**Note:** Health and safety in our Trust is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including Colleague, volunteers, visitors and pupils. **If an LOTC Award is held by the provider, then further checks are not required**

## **Appendix 2 Model annual consent letter for medical treatment and off-site sport fixtures**

Please sign and date the form below if you are happy for your child: -

- a) To take part in off-site sporting fixtures outside the academy day; and
- b) To be given first aid or urgent medical treatment during any academy trip or activity

### **Please note the following important information before signing this form:**

- The Academy will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the academy you do not want your child to take part in any particular academy trip or activity.

Written parental consent will not be requested from you for the majority of offsite activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy’s curriculum and will take place during the normal academy day.

For any educational visits other than sporting fixtures noted above that begin or end outside the Academy day, consent will be sought.

Parents will be informed of all trips planned for their child via letters, Newsletters, and the Academy website **(Academy to amend as appropriate)**

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**Medical information**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits (Please continue overpage if necessary):

.....  
.....

Signed.....

Date.....

Parent of ..... Class.....

**Appendix 4 Model letter for parents for educational visit**

Dear Parent/Carer

We have organised an educational visit to **enter venue** for **enter class or year group** on **date** to support your child’s learning in **insert subject**. The times of the visit fall outside of the academy day so your consent is required.

The coach will depart from **insert name of Academy** at **time**. The coach will be leaving **insert name of venue** at **insert time** and is due to be back at the academy by **insert time**

We are asking for a contribution of **insert cost** per child towards to cost of the coaches and admission charges.

The return of the consent form is essential for your child to take part. Please complete the consent form in full. We need all information requested.

Yours sincerely

**Insert name**

.....

**Consent form – please complete, sign, and return to Academy office.**

**Insert venue and date**

I hereby give my consent for my child .....  
Class.....

to attend the **insert venue** visit on **insert date**

**(Amend as required)** There is no cost for this visit **or** I enclose £amount of contribution requested

Emergency Telephone number.....

\* My child suffers from a condition requiring regular treatment. Yes/No

**Please provide details of condition and treatment over the page if not already provided or different to the annual form**

I consent to any emergency medical treatment necessary during the course of the visit.

Signed .....

Date.....