

# Educational Visits

Tarporley High School and Sixth Form College



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### 1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils.

It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- › Visits to places of interest in the local area
  - › Day visits to places such as museums and other cultural and educational institutions
  - › Sporting activities
  - › Adventurous and recreational activities
  - › Residential visits in the UK organised by the school
  - › Residential visits abroad organised by the school
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## 2. Legislation and guidance

This policy is based on the Department for Education's 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](#)

## 3. Roles and responsibilities

### 3.1 Headteacher

The headteacher is responsible for:

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

### 3.2 The educational visits co-ordinator (EVC)

Their role is to:

- Oversee and guide staff to arrange and organise educational visits
- Approve requests for educational visits
- Manage the administration of CWAC Evolve visits planning portal
- Assess the ability of other staff to lead visits
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate the annual cycle of visits to improve future arrangements

### 3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, 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 co-ordinating 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
- Communicate key details about the visit and all locations to staff, pupils 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 pupils and others

### 3.4 Staff

Staff have a responsibility to make sure all pupils 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 trip lead
- › Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- › Look out for the health and safety of themselves and those around them
- › Help manage pupil behaviour and discipline as required while on the visit
- › Share any concerns or worries with the trip lead and others, as appropriate

### 3.5 Parents and carers

By agreeing that pupils 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
- › Provide consent and any other documentation required in a timely manner
- › Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### 3.6 Volunteers

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

- › Follow the directions of staff and act accordingly
- › Behave appropriately and model good behaviour for pupils
- › Report any concerns to the trip lead or other staff present as soon as possible
- › Follow the Risk Assessment advice and make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### 3.7 Pupils

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

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

Pupils 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.

[Refer to Tarporley High School and Sixth Form College Behaviour Policy]

## 4. Planning and preparation

The decision on whether or not a visit will take place will be made by the EVC and Headteacher based on factors including, but not limited to:

- › Cost (including any potential cost to parents/carers)
- › Timing in the school year and any potential clashes

- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information relating to the visit will be submitted using Evolve, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where applicable
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Communication and launch of the visit with students and families. This must include: expectations of good conduct up to and including the visit, information for disadvantaged student payment and, where appropriate, the ballot process that will be applied in the event of over-subscription. [See Appendix A]
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- For residential visits and/or travel overseas, the headteacher will seek approval of the governing board
- Planning for all visits will be submitted via Evolve
- A 'visit pack' should be made available to staff containing risk assessments, itinerary, key medical information and emergency contact details (including emergency contacts for residential and out of school hours visits)

*[VLE links to the visit planning documents and protocol below]*

[REQUEST FOR EDUCATIONAL VISIT.docx \(sharepoint.com\)](#)

[Trip Calculator.xlsx \(sharepoint.com\)](#)

[Visit Planning Guide.pptx \(sharepoint.com\)](#)

## **5. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability or an education, health and care plan (EHCP), or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Information on financial support for disadvantaged students (Pupil Premium) is available on the school website.

## 6. Medical Conditions

Details of students with specific medical requirements should be made known to **all staff** on the visit and included in the 'visit pack'.

For residential visits, in cases where specific medication and some specialist knowledge may be required (for example students with diabetes) a meeting with parents and relevant medical professionals may be required prior to the visit.

All data and sensitive information relating to the visit should be taken to student services, post visit, and destroyed as 'confidential waste'.

## 7. First Aid Provision

It is not practical for a qualified First Aider to be assigned to every visit. The school have trained a number of key visit leads for foreign residential or adventurous activities.

The EVC will make final decisions in terms of the level of First Aid qualified provision required for a visit in line with the guidance bullet pointed below.

- **Day Visits – Non-Adventurous activities eg Museum visits, Theatre visits.**  
No formal requirement for a qualified 'First Aider' to attend.
- **Day visits - Some 'outdoor based' activity or physical activity eg Geography Field visit, PE 'Climbing Wall' assessment**  
Qualified First Aider required to attend
- **Foreign Residential Visits – eg Berlin, Madrid, Paris**  
Qualified First Aider required to attend
- **Domestic Residential Visit – eg Conway Centre, Anglesey**  
Where there is First Aid provision 'on site' no additional qualified First Aiders are required to accompany the visit

A First Aid kit should be collected from student services and taken as part of the 'visit pack' for all visits.

## 8. Risk assessment

All visits will be risk assessed using the Evolve Risk Benefits Assessment (which staff can access via the visits section of the VLE) and approved by the EVC.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the EVC and, where appropriate, third party vendors.

Every risk assessment will be approved by the EVC and/or headteacher, and a copy taken on the visit and another copy accessible via Evolve.

A copy of the Risk Assessment should be included in the 'visit pack'. Accompanying staff and volunteers should familiarise themselves with the risk assessment ahead of the visit.

## 9. Staff ratios

Risk assessments for each visit will ascertain the appropriate and safe level of supervision required. On all educational visits, we will make sure:

- Appropriate first aid equipment will be taken, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

## 10. Transport

Transport for trips will be organised by the school, in line with our visit planning protocol. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

## 11. Use of external organisations

As part of the risk assessment process we will ensure, via the service provided by Evolve, that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

## 12. Communication and Consent

Communication with parents and carers will be via letter and/or e-mail and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide consent for educational visits using the Scopy system.

We will always inform parents/carers about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## 13. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit. Where appropriate, relevant key information should be shared with accompanying visit staff.

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

Out of school hours visit leads will contact designated emergency contacts (always two members of senior staff) to communicate information, as required. Emergency contacts have essential contact information and visit information in the 'visit pack' provided for them.

At least 1 member of staff will always accompany a pupil seeking medical treatment.

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).

Smaller 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, via Evolve, for evaluating visits and trips once they have been 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.

## 14. Charging and insurance

We may ask for a voluntary contribution to cover the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

All visits are covered by the school's insurance policy. It is the responsibility of the Visit Leader to consult with the Educational Visits Co-Ordinator if any special insurance arrangements need to be made with our designated Insurance Company.

All visits in the UK are covered by the Government's Risk Protection Arrangement.

Insurance arrangements for overseas visits must be confirmed by the trip leader and the educational travel provider.

## 15. Residential visits

The EVC/ Headteacher, together with the governing body, will approve all residential trips 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 trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained in advance of the trip

Information will be shared with parents ahead of the visit. This can be at a parental meeting and/or via email or letter. This will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- Names of staff attending
- Emergency contact number

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 these visits.

## **16. Review**

This policy will be reviewed every 2 years by the Headteacher and Governing Body.

## **APPENDIX A: Guidance for letter launch and over-subscription of trips and visits**

The following steps do not apply to curriculum visits (e.g. fieldwork) that take place as an essential part of the school curriculum will not be over-subscribed. For other visits, the following steps must be followed:

1. Prior to the launch of the trip or visit with students, launch letters must be approved by the EVC.
2. To ensure that students and families are made aware of the expected standards of conduct before and during visits, include the following sentence:

*Tarporley High School offers this visit in the understanding that students who take part have a good conduct record and will maintain good conduct before and during the visit, whatever that timescale may be.*

3. To anticipate any over-subscription, all launch letters must include the following statement:

*The school will create a “long-list” of interested students for a visit. Once that list is complete, students will be risk-assessed against their conduct record and may be removed from the list. This process will include liaison with year leaders and senior teachers. Reasons for removal from the long-list may include (but would not be limited to) recent suspension(s) from school, defiance of staff, persistent breaches of the school’s behaviour policy, unsafe behaviour, all within a reasonable recent history e.g. a school year. The final decision of the short list rests with the visit leader and EVC and those reasons will be communicated to parents.*

4. Any trip criteria that prioritises students ahead of a ballot must be strictly linked to a student’s future or existing curriculum. *Examples* may include
  - studying a language for priority a languages visit
  - the opportunity to create evidence of assessed practical work e.g. PE, Art, Media, Drama.
  - students on a particular course e.g. History for the Berlin visit

This should be made clear in a succinct way in the launch letter and approved by the EVC.

5. A final sentence must be added to the paragraph:

*Thereafter, all eligible students will go into a ballot.*

6. In the event of over-subscription, ballots for all eligible students will be held. These will be monitored by the EVC. An email or letter should be sent to those students unsuccessful stating:

*Despite being eligible for the ballot, on this occasion [NAME] has not gained a place on [VISIT].*

7. Staff are not required to enter into any further correspondence with families.

