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## Educational Visits Policy

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### DOCUMENT STATUS

Version	Date	Action
New	17 October 2023	Agreed by governors
Review Date		

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### 1. Aims and scope

Holly Lodge Girls' College acknowledges that educational visits are a vital part of a child's school experience and a unique opportunity to broaden students' horizons and develop stronger and more respectful relationships between staff and students and between students themselves.

Liverpool City Council's Educational Visits Policy (2022) sets out LA supervision and staffing ratios . This is no longer prescriptive but may be used as a guide. The student to adult ratio will be determined by making a **SAGED** assessment based on the following factors:

**Staff** – Need to consider their experience, skills (for example, first aid trained), competence and confidence.

**Activity** – Need to consider the likely risk; are the activities hazardous/require an overnight stay?

**Group** – Do the students have any specific need? What is there behaviour like? Will additional staff be needed?

**Environment** – Will the trip involve hazardous experiences ?

**Distance**- How far is the journey

See advice at Appendix 1

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupil's education and provide enriching and cultural experiences. They can teach life skills and promote independent learning, providing a foundation for lifelong learning and form 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 trips organised by the school
- Trips abroad organised by the school

The school is responsible for supporting staff in the safe organisation and delivery of educational visits in order to enable students to take part in rich and varied curriculum experiences whilst at school. To enable students and staff to gain a full and enjoyable educational visit it is essential that the guidelines and policies are adhered to. These guidelines are to be read in conjunction with the regularly updated information provided by the Local Authority and EVOLVE

## **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 Governing Body**

The Governing body should

- Be willing to ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the student group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?
- Ensure that the Head teacher and the EVC have adhered to the LA guidelines.
- Together with the LA, authorise all residential and /or adventurous visits and trips abroad
- Monitor the evaluation of School Trips
- Ensure that the EV policy is reviewed annually.

### 3.2 Headteacher

The headteacher is responsible for:

- Approving 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 body to approve residential trips of more than 24 hours
- Ensuring visits comply with regulations and guidelines provided by the LA, schools governing body and the schools own health and safety policy

### 3.3 The Educational Visits Co-Ordinator (EVC)

The Holly Lodge Educational Visits Co-Ordinator (EVC) is Marion Hughes, Lead Operations and Resources. Their role is to:

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

### 3.4 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
- Consider staff ratios to students – see advice at Appendix 1
- 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
- **Complete all risk assessments and associated paperwork for the trip as required, process through EVOLVE in a timely way**

- 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
- Be aware of this Policy, and associated school policies eg Behaviour Policy, Staff Code of Conduct and the requirements of their role as Trip Lead
- Ensure the Evaluation for the trip is completed on EVOLVE when the trip is completed

### **3.5 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
- 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

### **3.6 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
- Sign and return consent forms 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

Parents/carers should always be made aware when their child is leaving the school premises.

Parents/carers may exercise their right not to allow their child to take part in a visit. Under these circumstances the school must make alternative arrangements to educate the child. The refusal of the parent/carer not to allow their child to go on the visit does not offer the opportunity for the child to be kept off school for the day and any absences in this instance will be unauthorised, except where medical evidence is submitted or there are exceptional mitigating circumstances.

### **3.7 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
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### ➤ **3.8 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
- Follow the Residential Visits Code of Conduct for Students [ see appendix 3]

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.

Our school Behaviour Policy may be found [here](#)

## **4. Planning and preparation**

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

- 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
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by the Trip Lead proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed

- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

**Before any visit can go ahead, the Trip Lead must:**

- Check the school diary to ensure that the proposed date of the visit and staffing requirements can be provisionally accommodated.
- Complete the Educational Visit Request Form (Appendix 2) and submit it to Sandra Moran for HT authorisation.

Approval of day visits are usually at the discretion of the Head teacher. However, visits which are either:

- Overseas
- Residential
- Involving an adventurous activity
- Go anywhere near water e.g. pond dipping or river investigations,

will require the additional approval of the LA through the EVOLVE online system for gaining Local Authority approval and the Chair of Governors in the first instance.

- It is the responsibility of the Trip Lead to complete the necessary paperwork and upload it onto EVOLVE.
- It is the EVC's responsibility to check that all the necessary paperwork has been completed correctly before it is submitted to the Head teacher for their final approval prior to submitting it to the LA.

See **Appendix 2** for the Educational Visit Request form

Once the trip has been agreed all the relevant documentation should be completed by the Visit Lead using EVOLVE – the LA online tool for planning, managing and monitoring educational visits. The EVC and Headteacher will give final approval and forward to the Local Authority in the case of hazardous or residential visits. **The LA require that any residential or hazardous visits must be completed and submitted on Evolve at least 28 days in advance of the visit.**

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

The Trip Lead will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits. This will be monitored by the EVC

#### **4.1. 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, statement of special educational needs (SEN) or an education health and care (EHC) plan, 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 must be carried out to ensure the safety of all staff and pupils.

## **5. Risk assessments**

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visit/site specific risk assessments, which will differ from place to place and group to group.
3. Ongoing risk assessments that take account of e.g. illness of staff or students, changes of weather, availability of preferred activities.

Template risk assessment forms are available on the EVOLVE . The site is continually being updated and therefore Trip Leads should download the relevant forms from here rather than relying on previously printed paper copies. If staff need any support completing the risk assessments, they should arrange a meeting with the EVC. All staff planning an overseas visit must meet with the EVC prior to submitting forms on EVOLVE.

On any visit, the itinerary should not change. However, in recognition of the fluid dynamic of any visit, activities organised for a visit may be changed to a similar type of activity as long as the level of risk remains the same. No other activities should be allowed to take place that are not of a similar nature even if the level of risk remains the same. This would apply for any visit.

There is a mobile phone available for the Trip Lead to take on the trip . This phone number can be given to students to contact during the course of the trip.

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 headteacher and, where appropriate, third party vendors.

All risk assessments will be examined and approved by the EVC, and approved by the Headteacher

### **5.1 Staff ratios and first aid**



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

- There will be a minimum of 2 supervising adults present on each trip [excluding agreed 6<sup>th</sup> form trips] – one of whom MUST be female. For residential trips, there should be a minimum of 3 staff. In the event that there are less than 3 staff, the trip leader will indicate why they feel the visit is still safe using SAGED and this will be included in the risk assessment.
- Where there is no trained first aider amongst the school staff in attendance, the Trip Lead will give consideration to accessing first aid as part of their risk assessment for the trip
- Appropriate first aid equipment may be taken on trips where a school first aider is attending, in accordance with the school's first aid and health and safety policies. This can be found in the finance office in EP building.
- 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

## **5.2 Transport**

Transportation for trips will be organised by the Trip Lead via school,. We will make sure pupils, staff and volunteers are transported safely and efficiently, and with the required first aid provision if needed.

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

## **5.3 Use of external organisations**

As part of the risk assessment process, we will check 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, a Provider Form must be completed by the trip destination/venue to confirm that appropriate insurances are in place. The Trip Lead should ensure the provider completes this – some popular destinations already have Provider Forms on the resources tab of EVOLVE.

If necessary, 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.

## **6. Volunteers**

Where appropriate, volunteers may be asked to attend and supervise pupils alongside staff members on trips. Where this is necessary, this will be arranged taking the following into consideration:

- The needs of the pupils going on the trip

- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## **7. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via ParentMail 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
- Pupil-to-staff ratios and staff qualifications, where relevant
- 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 written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above 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.

## **8. 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 Lead will be familiar with these plans for each visit.

In the case of an emergency, the Trip Lead 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.

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

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

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 for evaluating all 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.

If there is an incident whereby a student or staff member requires medical treatment, the LA must be notified using the reporting of accident / incident form on EVOLVE

## **9. Charging and insurance**

We will follow our school's charging and remissions policy at all times, a copy of which may be found [here](#)

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to 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.

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

## 10. Residential visits

The 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 at **least 1 month** before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – 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 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, in line with our charging and remissions policy (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
- The names of staff attending

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

## 11. Review

This policy will be reviewed every 2 years by the EVC and Headteacher. At every review, the policy will be shared with the full governing board for approval.

## 12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy

- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

## Appendix 1

### GUIDANCE -Adult to student ratio

Activity	Maximum Ratios	Notes
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<b>Local Visits</b> Visits in the local area close to support at school (minimum of two supervisors required except under exceptional circumstances)	Years 7 – 13 1:15 (one supervisor per activity or supervision group)  (minimum of two supervisors required except under exceptional circumstances)	A minimum of one qualified and competent group Lead is needed for every group or class; they must be supported by other responsible adults.  Please note minimum ratios are not recommended but small working groups of 6 – 12 remain the target.
<b>Day visits</b> More than 60 miles or one hour from school (minimum of two supervisors required)		
<b>Residential visits, UK or abroad</b> (minimum of three supervisors required)	Years 7 – 13 1:10 (one supervisor per activity or supervision group, these do <b>not</b> include any centre residential staff)	As well as the above requirements for every one / two unqualified supporting adults there should be one qualified and competent supervisor.  There should be a minimum of three competent supervisors.  Supervisors should reflect the gender of the group.
<b>Open country</b> Working by water or away from a road or building	Years 7 – 13 1:12 (one supervisor per activity or supervision group, these do <b>not</b> include any centre residential staff)	Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly, large groups should not be moving together on convoy. The number of qualified Leads will depend on the risk assessment

**Educational Visit Request Form**

**[submit to Leadship at least 10 days before the trip ]**

<b>Trip Lead:</b>			
<b>Visit name</b>			
<b>Confirm that the proposed date of the visit can be provisionally accommodated in the diary</b>			
<b>Curriculum Lead/ Line Manager Authorise visit</b>		<b>Signature;</b>	
<p><b>Please sign to confirm that you, as Trip Lead have read and understood</b></p> <ul style="list-style-type: none"> <li>• School Educational Visit Policy* other relevant available advice and guidance</li> <li>• LA Guidance on Educational Visits*</li> <li>• All legal obligations as regards health and safety</li> </ul> <p><b>* AVAILABLE ON RESOURCES TAB ON EVOLVE</b></p> <p style="text-align: right;"><b>Signature</b>_____</p>			
<b>Destination</b>			
<b>Transport arrangements</b> [ Coach requests must be submitted to Sandra Moran in Finance]			
<b>Depart date</b>		<b>Time</b>	
<b>Return date</b>		<b>Time (departure from trip and arrival home)</b>	
<b>No of students</b>		<b>Year Group (s)</b>	
<b>Staff attending- including volunteers</b>			
<b>Funding required or will students cover entire cost?</b>			

<b>Cover implications</b> [ eg how many staff will require cover ? ]			
<b>Curriculum outcomes/Learning objectives</b>  [ ie how will this enhance student learning]			
<b>LT Approval</b>		<b>Date</b>	





### Residential Visits Code of Conduct for Students

Part of any residential visit's experience is to develop pupils' confidence and independence as well as increase their awareness of the culture of a foreign country or develop and enhance specific knowledge or skills. Therefore, trust is placed on the students in order for them to fully benefit from the experience.

However, the health, safety and well-being of all members of the party remain the paramount factor. Consequently, all students must confirm that they will follow the instructions listed below:

1. Students are expected to behave in a sensible and safe manner at all times and listen to all instructions being issued throughout the trip.
2. Students should follow staff instructions at all times (including those of coach drivers or instructors).
3. All students will participate in all events unless agreed prior to the visit and only for medical, religious reasons or in exceptional personal circumstances.
4. No student will leave the hotel/campsite/facilities unless supervised or authorised to do so by a member of staff.
5. Students should not partake in the abuse of alcohol or any illegal or inappropriate substances on any trip. No alcohol is to be bought or consumed by any student. Smoking or vaping is not allowed.
6. Students will not share sleeping facilities unless previously agreed as part of the visit's planning.

We ask all parents to make sure that their daughter understands the basic rules by signing below.

**Signature of Student:** ..... **Print name:** .....

**Signature of Parent / Carer:** ..... **Print name:** .....

**Date:**.....