



Draft Educational Visits Policy

Marlborough Primary Academy School

November 2023

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1 Aims

- 1.1 This is the Educational Visits Policy for pupils of Marlborough Primary Academy School.
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to set out the Academy's approach to the planning and implementation of Educational Visits in order that everyone involved understands their responsibilities and can participate fully;
 - 1.2.2 to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate;
 - 1.2.3 to actively promote the well-being of pupils;
 - 1.2.4 to help to promote a whole school culture of openness, safety, equality and protection from all forms of harm and abuse.
- 1.3 This policy forms part of the Academy's whole school approach to promoting child safeguarding and wellbeing, which seeks to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

2 Scope and application

- 2.1 This policy applies to the whole Academy including the Early Years Foundation Stage (EYFS)].
- 2.2 This policy applies to all Educational Visits (as defined in paragraph 5.1.5 of this policy).
- 2.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
 - 2.3.1 affect the health, safety or well-being of a member of the Academy's community or a member of the public; or
 - 2.3.2 bring the Academy into disrepute.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the Academy's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 *Statutory framework for the Early Years Foundation Stage* (DfE, September 2023);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Children Act 1989;
 - 3.1.5 Childcare Act 2006;
 - 3.1.6 Equality Act 2010;
 - 3.1.7 Health and Safety at Work etc Act 1974;
 - 3.1.8 Data Protection Act 2018 and UK General Data Protection Regulation 2018 (UK GDPR); and

- 3.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)]
- 3.1.10 Package Travel and Linked Travel Arrangements Regulations 2018.
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 Health and safety on educational visits (DfE, November 2018);
 - 3.2.2 Keeping children safe in education (DfE, September 2023) (**KCSIE**);
 - 3.2.3 National guidance for the management of outdoor learning, off-site visits and learning outside the classroom (**OEAP**);
 - 3.2.4 School and college security (DfE, November 2019);
 - 3.2.5 Charging for school activities (DfE, May 2018);
 - 3.2.6 Investigating Accidents and Incidents (HSE, HSG245 2004);
 - 3.2.7 How to report a serious incident in your charity (The Charity Commission, updated June 2019);
 - 3.2.8 Health protection in education and childcare settings (UKHSA, July 2023);
 - 3.2.9 First aid in schools, early years and further education (DfE, February 2022); and
 - 3.2.10 Emergency planning and response for education, childcare, and children's social care settings (DfE, May 2023).
- 3.3 The following Academy policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 Health and safety policy;
 - 3.3.2 Safeguarding and child protection policy and procedures;
 - 3.3.3 First aid policy;
 - 3.3.4 Transport / minibus use policy;
 - 3.3.5 Policy on smoking, alcohol and the misuse of drugs and substances;
 - 3.3.6 Behaviour policy;
 - 3.3.7 School rules; and statement of behaviour principles;
 - 3.3.8 Special educational needs and disability policies;
 - 3.3.9 Acceptable use policy for pupils;
 - 3.3.10 Risk assessment policy for pupil welfare.
- 4 **Publication and availability**
 - 4.1 This policy is published on the Academy's website.
 - 4.2 This policy is available in hard copy on request.

- 4.3 A copy of the policy is available for inspection from the school office during the school day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

- 5.1 Where the following words or phrases are used in this policy:

- 5.1.1 References to the **Proprietor** are references to Reach South, the **Academy Trust**¹.
- 5.1.2 References to **school days** mean Monday to Friday, when the Academy is open to pupils during term time. The dates of terms are published on the Academy's website
- 5.1.3 Reference to **Adventure Activities** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.
- 5.1.4 Reference to **Contingency Plan** means a Plan B in the event the planned activity on an Educational Visit cannot be undertaken safely.
- 5.1.5 Reference to **Educational Visit** includes but is not restricted to the following activities which are off-site and arranged or facilitated by the Academy at any time:
 - (a) study and cultural visits;
 - (b) hazardous and Adventure Activities and expeditions; and / or
 - (c) overseas trips and residential trips.
- 5.1.6 Reference to **Educational Visits Co-ordinator (EVC)** means a member of staff to whom the Headteacher delegates responsibility alongside their main role, for the arranging and the administration of an Educational Visit and the assessment and management of any risks posed by that Educational Visit.² In the event that an EVC is not appointed the Headteacher will act as EVC.
- 5.1.7 Reference to **Employee** means anyone who works under a contract of employment at the Academy.
- 5.1.8 Reference to **External Provider** means any person or organisation other than the Academy or an Employee of the Academy who provides a service and or facilitates an activity under a contract during an Educational Visit e.g. an activity, field studies or outdoor education centre provider or an expedition company.

¹ If the Proprietor of the Academy is not the employer of staff, the relevant definitions and health and safety responsibilities in this policy will require further consideration.]

² There is no legal requirement for schools to appoint an EVC. However it is considered best practice. Schools may still wish to delegate this role to a member of staff, otherwise the Headteacher will retain responsibility. We advise that the role is assigned to an experienced senior member of staff.

- 5.1.9 References to **First Aiders** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work, Emergency first aid at Work, Paediatric First Aid³.
- 5.1.10 Reference to **Group Leader** means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Educational Visit delegated to them by the Headteacher / EVC.
- 5.1.11 Reference to **Homestay** means any arrangement where the Academy organises or arranges, and has power to terminate, the care and accommodation of a child in the home of a host family to whom the child is not related. Homestay includes arrangements in the UK or abroad, and situations where the Academy engages a company to make the arrangements.
- 5.1.12 Reference to **HSE** means the Health and Safety Executive.
- 5.1.13 References to **Licensed Activities** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.
- 5.1.14 References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).
- 5.1.15 Reference to **Supervisor** means an adult who has been approved by the EVC and who has responsibilities and duties assigned to them during an Educational Visit by the Academy (to include but not restricted to Employees, Parents, host Parents, and volunteers).

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under s 149 of the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:
- 6.2.1 eliminate discrimination and other conduct that is prohibited by the Act;
 - 6.2.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
 - 6.2.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

³ In accordance with Annex A of the Early Years Foundation Stage (Sept 2021)

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Jackie Green	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Jackie Green	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the Academy's processes under the policy	Jackie Green	As required, and at least annually
Monitoring accident / incident reports and records created in relation to the policy and identifying any action to be taken in response and evaluating proportionality and effectiveness	Jackie Green	As required, and recommended to be at least annually
Formal annual review	Proprietor	Annually
Overall responsibility for content and implementation	Proprietor ⁴	As a minimum annually

7 Legal requirements and responsibilities

- 7.1 **Headteacher:** will ensure that Educational Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education, together with that provided by the Proprietor and the Academy's own Health and safety policy.
- 7.2 The Headteacher has appointed Andy Dore as the Educational Visits Coordinator.
- 7.3 The Headteacher will ensure that:
- 7.3.1 the EVC is sufficiently qualified, experienced and competent to arrange, administer and monitor Educational Visits;⁵
 - 7.3.2 the EVC is provided with up to date training, advice and guidance.]

⁴ Ofsted stated in their commentary on summary evaluation of MATS that HMI will explore 'how policies are made, implemented and reviewed and the impact they have & how the MAT trustees work with MAT leadership'. It is therefore important to acknowledge this within the policy.]

⁵ DfE guidance Health and safety on educational visits states that schools should appoint an EVC, or the Principal / Head teacher will have this duty where there is no coordinator.]

OR

7.4 The Headteacher will act as Educational Visits Coordinator (**EVC**).]

7.5 **EVC / Headteacher**]]: will:

- 7.5.1 be an experienced Educational Visits leader themselves;
- 7.5.2 have the status to be able to guide the working practices of others;
- 7.5.3 be confident in assessing the ability of others to lead Educational Visits;
- 7.5.4 be confident in assessing External Providers;
- 7.5.5 be able to advise the Proprietor and / or the Headteacher in approving Educational Visits, where necessary;
- 7.5.6 have access to, and be aware of, appropriate training, guidance and advice.⁶

7.6 **EVC / Headteacher**]]: will ensure that:

- 7.6.1 a Group Leader is appointed who is competent to plan, undertake and supervise activities and to monitor / assess the risks in preparation for and throughout the Educational Visit;
- 7.6.2 Educational Visits do not take place unless approval has been given by the Proprietor, Headteacher / EVC and / or another suitable member of the Senior Management Team in advance, as necessary;
- 7.6.3 there are adequate arrangements in place to ensure the health, safety and welfare of those on the Educational Visit, including ensuring that there are appropriate risk assessments and contingency and emergency plans in place;
- 7.6.4 there is adequate insurance cover for Educational Visits;
- 7.6.5 any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date;
- 7.6.6 Supervisors are properly assessed in accordance with the Academy's safeguarding and child protection policy and procedures, which will include barred list checks if the Supervisor is likely to be left unsupervised or allowed to work in regulated activity⁷;
- 7.6.7 adequate records are retained following the Educational Visit;
- 7.6.8 appropriate evaluation and monitoring takes place following visits including ensuring that appropriate lessons are learned and risk assessments and procedures are adapted where necessary;
- 7.6.9 The Academy has considered its requirements to report safeguarding incidents to any other regulatory body or organisation including, but not limited to:

⁶ EVCs can find detailed guidance for the management of outdoor learning, off-site visits and learning outside the classroom on the OEAP website <https://oeapng.info/guidance-documents/>

⁷ See paragraph 304 of KCSIE 2023

- (a) Education and Skills Funding Agency (**ESFA**)
- (b) Health and Safety Executive (**HSE**) (see also section below)
- (c) Disclosure and Barring Service (**DBS**)
- (d) Teaching Regulation Agency (**TRA**)
- (e) Ofsted]⁸
- (f) Insurers.

Refer to the Academy's Safeguarding and child protection policy and procedures] for more information.]]⁹

- 7.7 **Group Leader:** is responsible for the planning, undertaking and supervision of the particular Educational Visits delegated to them by the Headteacher.
- 7.8 The Group leader must follow legislation, regulations, guidance and this policy and other applicable Academy policies relevant to Educational Visits.
- 7.9 Where necessary, the Group Leader should obtain specialist advice to enable Educational Visits to be undertaken safely.
- 7.10 Where required, the Group Leader will be appropriately qualified and will produce evidence of such qualifications, upon request.
- 7.11 The Group Leader has overall responsibility for:
 - 7.11.1 the preparation and planning of the Educational Visit, including obtaining approval for the Educational Visit to take place);
 - 7.11.2 carrying out risk assessment(s);
 - 7.11.3 preparing and implementing a Contingency Plan in case the primary activity is undeliverable;
 - 7.11.4 the supervision and conduct of the Educational Visit;
 - 7.11.5 the health, safety and welfare of the group during the Educational Visit;
 - 7.11.6 the behaviour and discipline of pupils during the Educational Visit.
 - 7.11.7 ensuring that the Academy's relevant emergency policies and procedures are implemented in an emergency.
- 7.12 The Group Leader will also ensure that:
 - 7.12.1 all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are aware of any identified risks and understand their respective responsibilities;
 - 7.12.2 that everyone on the Educational Visit is aware of emergency arrangements;

⁸ For EYFS providers registered with Ofsted]

⁹ If the Academy has a VVV safeguarding and child protection policy]

- 7.12.3 any insurance conditions are complied with;
- 7.12.4 there is sufficient first aid provision for each Educational Visit and will be aware of and adhere to the Academy's policies on first aid and administration of medicine and obtain relevant medical information for pupils¹⁰
- 7.13 The Group Leader has the full authority of the Headteacher and has the right to return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.
- 7.14 **Supervisor(s) will:**
 - 7.14.1 follow the terms of this policy, any applicable codes of conduct and the instructions of the Group Leader;
 - 7.14.2 help with control, behaviour and discipline of the group;
 - 7.14.3 look after their own health and safety and do their best to ensure the health and safety of everyone in the group;
 - 7.14.4 inform the Group Leader immediately if they suspect there is a risk to the welfare, health and safety of themselves or others during the Educational Visit;
 - 7.14.5 be properly checked and assessed in accordance with the Academy's safeguarding and child protection policies and procedures;
 - 7.14.6 be aware of potential conflicts of interest, if their own children are members of the group.
- 7.15 Unless they are an Employee, Supervisors will not normally be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment. Under no circumstances will a Supervisor in respect of whom no barred list check has been obtained be left unsupervised or allowed to work in regulated activity.¹¹
- 7.16 **Pupils will:**
 - 7.16.1 follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School Rules / Code of conduct / Policy on smoking, alcohol and the misuse of drugs and substances] / Behaviour policy];
 - 7.16.2 not behave in a way which put themselves or others at risk or in breach of the School rules and the Academy's Behaviour policy;
 - 7.16.3 dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed;
 - 7.16.4 if abroad, be sensitive to local codes and customs.
- 7.17 **Parents will:**
 - 7.17.1 provide the Academy with clear and accurate up to date information on their child's health and / or any special needs;

¹⁰ If the trip includes EYFS pupils there will be at least one paediatric first aider

¹¹ See paragraph 304 of KCSIE 2023

- 7.17.2 provide appropriate consents, including to the administration of first aid, medication and medical treatment, and where necessary, provide the Academy with their child's medication in advance of the trip;
- 7.17.3 ensure that their child has had the necessary vaccinations to enable them to safely take part in the Educational Visit¹²;
- 7.17.4 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;
- 7.17.5 ensure that their child understands the standard of behaviour and conduct expected of pupils on the Educational Visit.

8 Planning and preparations

8.1 The Group Leader / EVC will:

- 8.1.1 undertake and complete the planning of and preparation for the Educational Visit;
- 8.1.2 where necessary and reasonable undertake an exploratory visit to areas or in respect of activities involving significant hazard, or they should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;
- 8.1.3 obtain approval for the Educational Visit to take place from the EVC / Principal / Headteacher].
- 8.1.4 undertake appropriate risk assessment(s) and complete a risk assessment form (see paragraph 9 of this policy and Appendix 1);
- 8.1.5 ensure that appropriate Parental consent has been obtained for the pupils (including specific written consent to the trip where required) (see paragraph 11 and Appendix 2);
- 8.1.6 ensure parents of pupils with health / medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visit;
- 8.1.7 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK;
- 8.1.8 provide a list of attendees and emergency contact details for each attendee to the Headteacher / School Office / Academy staff;
- 8.1.9 report back to the Headteacher / EVC;
- 8.1.10 retain appropriate records following the Educational Visit.

9 Risk assessment

- 9.1 The Academy endeavours to take a proportionate and sensible approach to Educational Visits and the level of planning and preparation will be tailored in each case to the type of trip and the particular risks involved. Some Educational Visits may only require a little extra

¹² Information on recommended vaccinations on the National Travel Health Network and Centre (NaTHNaC)
<https://travelhealthpro.org.uk/countries>

- planning beyond the educational aspect of the trip, whilst others may need detailed planning and risk assessment and approval of the Headteacher and / or the Proprietor.
- 9.2 The Academy will ensure that those who are conducting the risk assessments have the necessary skills, status, competence and experience to do so.
- 9.3 The Academy adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and / or fanciful.
- 9.4 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.
- 9.5 **Generic risk assessments:** If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) review the generic risk assessment and check that is still suitable.
- 9.6 **Specific risk assessments:** If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Group Leader must carry out a specific written risk assessment for the Educational Visit:
- 9.6.1 activities requiring a higher level of risk management than is normal during routine activities;
 - 9.6.2 Adventure Activities;¹³
 - 9.6.3 off-site activities that take place totally outside normal school hours including during school holiday period or during weekends;
 - 9.6.4 overnight and residential stays;
 - 9.6.5 visits outside the UK¹⁴.
- 9.7 Sample risk assessments can be found at [Appendix 1](#).
- 9.8 If any risk is considered to be unacceptable by the Group Leader and / or EVC and / or Headteacher] / Proprietor the Educational Visit shall not go ahead, or shall be terminated if already in progress.
- 9.9 When conducting a risk assessment, the following factors should be considered, notwithstanding any risk assessment that may be conducted or supplied by any external provider:
- 9.9.1 the type of activity;
 - 9.9.2 the age / competence / fitness / usual standard of behaviour of the pupils;
 - 9.9.3 any special educational / medical needs of any of the pupils;
 - 9.9.4 any impact of individual needs on the group as a whole;
 - 9.9.5 adult : pupil ratios;
 - 9.9.6 the competence / experience / qualifications of the adults;

¹³ For boarding schools only: Required under NMS for Boarding.]

¹⁴ Recommended but not compulsory.]

- 9.9.7 modes of transport, journey routes and location(s) of visits;
 - 9.9.8 emergency procedures;
 - 9.9.9 public health advice, such as hygiene and ventilation requirements; and
 - 9.9.10 any other relevant factor in relation to the specific circumstances of the Educational Visit.
- 9.10 **Dynamic risk assessments:** regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather.
- 9.11 **Contingency plan:** the Group Leader should also consider and assess a Contingency Plan in addition to the main activity, in case the main activity is undeliverable. In some cases this may be as simple as returning to base, in other cases where there is a high probability that the main activity may become undeliverable (e.g. if weather conditions require this) it may be prudent to assess an alternative activity.
- 9.12 If the risks become unacceptable the Educational Visit / activity shall be terminated and / or a Contingency Plan carried out instead.
- ## 10 Charging
- 10.1 The Academy will comply with legislation and the Department of Education's advice on charging for school activities, trips and visits.
- 10.2 The Academy's Charging and Remission Policy sets out the types of charges that will be made and remissions that may be available to eligible Parents.
- ## 11 Consent
- 11.1 Written Parental consent is generally not required for routine Educational Visits which are a normal part of the pupil's education at the Academy and take place during the normal school day.
- 11.2 **General consent:** The Academy obtains general written consent from Parents for all Educational Visits which take place outside of the school day when the pupil enters the Academy. This covers the whole time the pupil is at the Academy.
- 11.3 This general consent includes:
- 11.3.1 any visit which involves nursery age children;¹⁵
 - 11.3.2 all visits (including overnight or residential stays) which take place during the holidays or a weekend¹⁶;
 - 11.3.3 non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day¹⁷;

¹⁵ Written consent for EYFS children is required]

¹⁶ Compulsory

¹⁷ Compulsory

- 11.3.4 Adventure Activities at any time¹⁸;
 - 11.3.5 visits which require overseas travel¹⁹;
 - 11.3.6 activities for which risk assessment has shown a high level of risk management is required²⁰.
- 11.4 The Academy provides sufficient information to parents either via a specific communication and / or termly calendar about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required.]

OR

- 11.5 **Visit-specific consent:** Written consent is always obtained from at least one Parent prior to every Educational Visit.
- 11.6 If consent is refused by one or both Parents the Academy reserves the right to refuse to allow the pupil to take part in the Educational Visit.]

12 Insurance

- 12.1 There shall be appropriate insurance cover in place for each Educational Visit.
- 12.2 The EVC and Group Leader should have an awareness of any requirements set by the Academy's insurers when planning an Educational Visit.
- 12.3 Parents should be informed of the insurance arrangements made by the Academy in clear terms. They should be told which insurances are arranged by the Academy and which are arranged and payable by the Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.
- 12.4 The Academy will consider available insurance cover for an Educational Visit in order to understand the potential impact on cover of public health incidents as these are likely to constitute a significant factor in determining whether any visit can go ahead in the current climate. Where the Academy arranges cover, it will be clear with parents about the limitations to available insurance cover in these circumstances.
- 12.5 The Academy cannot accept liability for the failure of insurance for reasons beyond the control of the Academy or where the Academy has made reasonable enquiries and exercised reasonable care.

13 Supervision and ratios

- 13.1 Supervision of pupils can be direct, indirect or remote but must always be 24 hours a day.
- 13.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.
- 13.3 Where a Supervisor is also a Parent of a pupil on the Educational Visit, the Academy should take into account the risk of them being distracted by the needs of their own child rather than looking to the needs of the group. That Parent will not usually count in the ratio for the

¹⁸ Compulsory

¹⁹ Recommended but not compulsory.

²⁰ For boarding schools only: NMS Appendix B List of records

group as a whole, unless the Academy can manage the risk of conflict by other means e.g. by not allocating that Parent a role with direct responsibility for their own child.

- 13.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:

13.4.1 deal with any emergency or incident;

13.4.2 seek emergency and / or medical assistance;

13.4.3 supervise the remainder of the party.

- 13.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate.²¹

Class / Year	Applicable ratio
Nursery and reception	1:4 (1:3 for under twos)
Years one to three	1:6
Years four to six	1:10-15
Years seven onward	1:15-20

- 13.6 The ratio should become closer the more complex or hazardous the activity.

- 13.7 For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be Employees.

- 13.8 Mixed sex groups should have at least one male and one female Supervisor.²²

- 13.9 The Group Leader will ensure that each pupil who is not under direct supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

- 13.10 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a Supervisor in the event of an emergency.

14 Child protection

- 14.1 The Academy's Safeguarding and Child Protection policy and procedures will apply at all times during Educational Visits.

- 14.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns even if they are considered not to meet the harm threshold (so called low level concerns) which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the Academy's Designated Safeguarding Lead and / or to the Headteacher / in accordance with the Safeguarding and Child Protection Policy and

²¹ Apart from in EYFS settings there are no mandatory ratios. Academies should risk assess visits in order to set their own ratios.]

²² Recommended but not compulsory.]

procedures]. The member of staff will then follow the instructions of the Designated Safeguarding Lead and / or Headteacher].

- 14.3 If a child is in immediate danger or risk of harm anyone can make a referral to the relevant agency. Where an emergency referral is made, the DSL must be informed as soon as possible.

15 External providers and adventure activities

- 15.1 The Academy will ensure that any **External Provider** has in place the appropriate safety standards and liability insurance.

- 15.2 **Adventure Activities:** the Academy will check that any External Provider providing **Adventure Activities** has the adequate standards of safety, competence and experience in the activities undertaken.

15.2.1 **LOtC:** Where possible, the Academy will use External Providers who hold a LOtC Badge (see <https://www.lotc.org.uk/lotc-accreditations/lotc-quality-badge/>).²³

15.2.2 **AALS:** Where External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) the Academy will check that they either have a LOtC badge, or if not, ensure that they hold a current AALS licence at [Adventure Activities Licensing](#).

15.2.3 Where the External Provider does not hold a LOtC badge and / or AALS licence, the Academy will seek to check with the appropriate national governing bodies or association for the sport or activity concerned or other relevant federations or associations.²⁴

15.2.4 Where no such body can be identified, the Academy will take other reasonable steps to ensure that any External Provider is the appropriate organisation to use²⁵. The steps required will depend on the nature of the activity and the level of risk involved, but will include checking:

- (a) their insurance;
- (b) they meet legal requirements;
- (c) their health and safety and emergency policies and / or risk assessments;
- (d) staff competence;
- (e) safeguarding arrangements;
- (f) any sub-contracting arrangements they may have in place.

- 15.3 The Group Leader / EVP will use the OEAP Provider Statement - see OEAP <https://oeapng.info/3204-revised-provider-statement/>].²⁶ Group Leaders will retain a record of their due diligence investigations, and if in doubt, should consult with the EVP.

²³ If a provider holds a LOtC badge there is no need to seek any further assurances from the provider about the safety of provision as this has been externally accredited.

²⁴ Other accreditation schemes provide reassurances about providers and reduce the need for further questioning include Adventuremark and National Governing Body centre approval schemes

²⁵ Further guidance can also be found on the Outdoor Education Advisers Panel (OEAP) website see <https://oeapng.info/>

²⁶ Not compulsory but helpful.

- 15.4 Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety.
- 15.5 In the event that they are not satisfied they will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Contingency Plan.
- 15.6 There should be a clear agreement in place with External Providers about respective roles and responsibilities. In any event, the Academy retains responsibility for the well-being of pupils and during the activity at all times.
- 15.7 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

16 **Transport**

- 16.1 Pupils will be properly supervised at all times whilst on academy-arranged transport.
- 16.2 The Group Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements including those arising from public health incidents e.g. a significant infectious disease incident such as coronavirus (**COVID-19**).
- 16.3 The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit and that there is adequate insurance in place. Where required, the Academy will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.
- 16.4 The Group Leader must adhere to the Academy's procedures on transport.

17 **Trips abroad and off-site accommodation**

- 17.1 The Academy understands that trips abroad and those which involve pupils being accommodated off-site can have extra risks and may need a higher level of risk assessment.
- 17.2 **Package tours:** Where the Academy is purchasing packages from travel agents, tour operators or other providers the Academy will ensure that they are ABTA or ATOL bonded, as appropriate.
- 17.3 If the Academy is self-organising a "package"²⁷ which includes a combination of services including transport, accommodation or tourist services, the EVP will ensure that the Academy complies with the relevant provisions of the Package Travel and Linked Travel Arrangements Regulations 2018.
- 17.4 **Off-site accommodation:** The Academy will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where possible, has been assessed by the Academy before use.
- 17.5 Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the Academy will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, for example by seeking references from other schools.

²⁷ As defined by the Package Travel and Linked Travel Arrangements Regulations 2018

- 17.6 The Academy will keep records of all assessments of lodgings arranged by the Academy or off-site accommodation used by the Academy.²⁸
- 17.7 **BS8848: 2014:** If the trip involves significant risks such as challenging terrain, going to remote places or extreme climates, the Academy will use the British Standard BS8848: 2014 for adventurous activities outside the UK²⁹ as the basis for planning the visit and to inform its risk assessments and, where possible, ensure that any External Provider also follows this standard.
- 17.8 **Response to public health incidents and / or other outbreaks or pandemics:** The Academy understands that the current COVID-19 pandemic and / or any further outbreaks or pandemics are likely to affect its Educational Visits programme. The Academy will consult up to date guidance in relation to educational visits when planning and, where necessary, before commencing an educational visit, particularly where it involves an overnight stay or visit abroad.
- 17.9 **Testing, vaccination and quarantine arrangements:** The Group Leader will check the testing, vaccination and quarantine arrangements for the destination and for arrivals from that destination to the UK, well in advance of trip and ensure that the Headteacher /EVC and Parents are aware of the current requirements and the risks of those requirements changing once the trip has commenced. The Academy will ensure that appropriate contingency plans are in place. However, parents will be responsible for additional costs as a result of any contingencies for example relating to testing and quarantine.
- 17.10 **Foreign and Commonwealth Office:** The Group Leader will also consult the FCO guidance in advance of any trip abroad to ensure that they are aware of any up to date safety and security issues, entry requirements, travel warnings and health requirements.³⁰

18 Exchange visits

18.1 Academy-arranged Homestays

- 18.1.1 Where the Academy arranges a Homestay, the Academy will ensure that appropriate intelligence is gathered, and that appropriate checks are carried out, in relation to the suitability of the relevant adults in the host family.
- (a) For Homestays in the UK, this will include obtaining a DBS enhanced certificate with barred list information in relation to each adult living in the home of the host family and recording the check in the Academy's single central register. This may also include obtaining a DBS enhanced certificate in respect of anyone aged 16 or over in the household where the child will be staying.
- (b) Where the Homestay is abroad, it is not possible for the Academy to carry out DBS checks, in which case the Academy will liaise with partner schools abroad to establish a shared understanding of and agreements for the arrangements so that we can be assured of the suitability of the arrangements. This may include contacting the relevant foreign embassy or High Commission of the country in question. The Academy will keep a

²⁸ For boarding schools only: See Appendix B to NMS for Boarding.]

²⁹ Strongly recommended]

³⁰ See <https://www.gov.uk/foreign-travel-advice> and <https://www.gov.uk/guidance/safer-adventure-travel-and-volunteering-overseas> and <https://www.gov.uk/guidance/travel-aware-teachers-pack>

record of all intelligence gathered as a result Parents will be made aware of the agreed arrangement.

- 18.1.2 Pupils and parents should be made aware of the emergency contact arrangements in advance of the Homestay and of the arrangements for who pupils should contact if a situation arises which makes pupils feel uncomfortable, during the visit.
- 18.1.3 Where the trip involves an extended stay for 28 days or more, for a child aged under 16 years of age (or under 18 years of age if the child has disabilities), the Academy will ensure that it has notified the local authority as this may amount to private fostering.
- 18.1.4 Where the Academy arrange for a visiting child to be provided with care and accommodation in the UK (including where they engage a company to make those arrangements) the Academy will have the power to terminate the homestay.
- 18.2 **Private arrangements:** In relation to care and accommodation not arranged by the Academy, or where the Academy does not have the power to terminate, the Academy will make it clear to parents that any arrangements made by them will be an private arrangement with the host family and that the parents will be entirely responsible for ensuring that they are satisfied with the arrangements.

19 First aid and medical arrangements

- 19.1 The Group Leader will have regard to the Academy's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.
- 19.2 The minimum requirements for Educational Visits are:
 - 19.2.1 a suitably stocked first aid container³¹;
 - 19.2.2 at least one appointed person to take charge of first aid arrangements / First Aider
 - 19.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.
 - 19.2.4 the Group Leader will:
 - (a) check that parental consent has been obtained for the treatment and / or administration of medicines for pupils with health / medical needs attending the Educational Visit;
 - (b) ensure parents of pupils with health / medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visit.

20 Emergencies

- 20.1 The Group Leader should be fully conversant with the Academy's communications and emergency response plans for incidents which take place away from school and on Educational Visits.

³¹ First aid in schools, early years and further education contains guidance on what should be included in a travelling first aid kit.

- 20.2 They are responsible for ensuring that all members of the Educational Visit are aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.
- 20.3 In the event of an emergency all members of the group should:
- 20.3.1 remain calm;
 - 20.3.2 assess the nature and extent of the emergency; and
 - 20.3.3 take immediate action to safeguard themselves and other members of the group.
- 20.4 The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:
- 20.4.1 summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;
 - 20.4.2 seek assistance from a First Aider, if appropriate;
 - 20.4.3 if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
 - 20.4.4 seek to stabilise the situation and then contact the Designated emergency contact / Principal / Headteacher / EVC for emergency assistance;
 - 20.4.5 follow the instructions of the Designated emergency contact/ Principal / Headteacher / EVC] and the terms of the Academy's emergency response plan.
- 20.5 The Group Leader will liaise with the Designated emergency contact / Headteacher / EVC and will make arrangements to inform Parents of any accidents or injuries and first aid treatment³² affecting their child as soon as practicable.
- 20.6 The Group Leader should ensure that the incident is properly recorded and consider with the Headteacher / EVC whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**).
- 20.7 Under no circumstances should anyone make a statement to the press or any admission.
- 20.8 Where a claim might be brought following theft or other loss, the local police must be informed.

21 Incidents involving the police

- 21.1 In the event of an incident occurring during an Educational Visit in which the pupil(s) become involved with the police the Group Leader should:
- 21.1.1 inform the Headteacher / EVC immediately, or as soon as practicable and ask that the Academy's lawyers be notified so advice regarding the handling of the matter can be sought;

³² [Mandatory for EYFS see 3.51 of the Statutory framework for the early years foundation stage 2021]

- 21.1.2 inform the Parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons;
- 21.1.3 if local police have asked that the Parents of the pupil(s) involved are not made aware of their child's involvement with the police the Group Leader should do all that is reasonably required to satisfy themselves that the reason given is for legitimate legal reasons;
- 21.1.4 if considered necessary, the Academy may make arrangements for legal representation for the Pupil to be funded at the Parents' expense.
- 21.1.5 instruct a senior member of staff of the Educational Visit to act as appropriate adult where necessary unless the Parents request otherwise.

22 Training

- 22.1 The Academy ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 22.2 The level and frequency of training depends on role of the individual member of staff.
- 22.3 The Academy maintains written records of all staff training.

23 Record keeping and data protection

- 23.1 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.
- 23.2 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published privacy notices on its website which explain how the Academy will use personal data.

24 Version control

Date of adoption of this policy	November 2023
Date of last review of this policy	November 2023
Date for next review of this policy	November 2024

Appendix 1 Sample risk assessment forms

Educational Visit risk assessment form	
Educational Visit	
Date and time of departure and return	
A: Place / site(s) to be visited	
B: Group constitution Including details of persons with an Individual Risk Assessment	
C: Equipment and substances to be used (if any)	
D: Planned activities (including Contingency Plan)	
E: Additional considerations for trips abroad e.g. vaccination and entry requirements; (destination and upon return to UK), whether country is on UK amber or green list, FCO guidance; insurance etc	
<p>Risk assessments should be considered for each of the factors listed in A to D above as a minimum.</p> <p>Some risk assessments may be generic in which case they should be regularly reviewed and a copy attached to the risk assessment specific to the Educational Visit.</p>	

[illegible]

I believe this risk assessment to be suitable and sufficient. Should the risk be acceptable and the Educational Visit approved, I agree to adopt the control measures / precautions above, but will implement additional measures if required.

Signed

.....

Group Leader

Date

.....

.....

Signed

.....

Date

.....

Appendix 2 Consent form for a specific visit

*Please ensure that you update us if these details change

Consent of Parent to the Educational Visit			
This form must be returned to [• same of member of staff] by midday on [• 00 month year]			
Pupil's surname		
Pupil's first name		
Date of birth		
Age on [• date]	years months
Sex	Form
Pupil's home address (home)		
		
		
		
Name of Parent / Guardian		
Home telephone*		

Daytime telephone*

Emergency contact details for the duration of the visit (if different to above)

.....
.....
.....

Please sign the Parental declaration below if you agree to your child to taking part in the proposed Educational Visit to [• place] on [• date].

Medical consent³³

First aid: I / We consent to appropriately trained and qualified members of the Academy staff to administer first aid to my/our child where appropriate.

Medical treatment: I / We hereby give my consent for the Academy to act on my / our behalf as necessary for my child's welfare if he / she requires a medical examination, medical testing or minor medical treatment such as attendance at a local GP, doctor or optician.

Emergency medical treatment: I / We give my / our consent for Academy staff to act on my / our behalf to authorise emergency medical treatment as necessary for my child's welfare in the event I/we cannot be contacted in time.

The administration of medicines: I / We hereby give my / our consent for appropriately qualified members of the Academy staff to administer prescription medication as listed in the medication and treatment section of the medical information form or as subsequently notified to the Academy and / or non-prescription medication such as paracetamol, ibuprofen, simple cough linctus, indigestion remedies and other over-the-counter remedies under protocols from the Academy Doctor for treating minor ailments.

If there is any medication or remedies you would prefer your child not to receive please indicate these below:

Visits abroad

I certify that the pupil has a current passport and (if applicable) all necessary visa(s) and satisfies the entry requirements of the country to be visited.

My child's passport expires on

I confirm that the pupil has had the necessary vaccinations / inoculations for the country to be visited.


Parent(s) / Guardian(s) declaration

Name of Parent / Guardian

Signed

Relationship to pupil

Date

³³  Drafting note: Only necessary if Academy has not already obtained this at outset or if the Academy wishes to seek specific consent for this trip]

Name of Parent / Guardian
Signed
Relationship to pupil
Date

Appendix 3 Pupil's agreement (optional)

Pupils agreement: I promise to observe the rules governing behaviour on Educational Visits and also the Academy rules and / or code of conduct (where applicable). I will do my best to ensure the safety of myself and other members of the party. I will at all times act with courtesy and consideration for others and do my best to uphold the name of the Academy.

Signed (by pupil)

.....

Name

.....

Date

.....