



Springwood  
High School

# EDUCATIONAL VISITS POLICY

Approved by: Governing Body

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## **1. About the Policy**

The following is a specific guide to policy and practice at Springwood High School and all staff are required to follow it when organising trips.

It is hoped that this will provide a clear outline of what must be done when organising and taking educational visits, and also serve as a checklist. All organisers and leaders of education visits must follow the guidance issued by Norfolk County Council. For the most up to date national information please refer to:

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

For all external sports fixtures, all students should have a completed permission form from parents before they can attend the fixture, however these do not need to be logged onto Evolve.

## **2. Process**

1. Before booking any external visit, you must confirm dates, impact on staffing and work missed by students, and costings with finance and Rtn/Wi/Ajn. The costings sheet (j:/trips) must be completed. You must include the dates of all required payments (including interim instalments) to be made to the venue or operating company. Please also indicate the specific dates for fees to be taken for booking changes, cancellations etc. Trip details will be added to Bromcom by the Finance team once all details have been agreed.
2. Springwood High School uses EVOLVE for the submission, quality assurance and monitoring of all educational visits. The Resources page of EVOLVE gives helpful links to national guidance (OEAP)

Once the costings and dates of the trip have been agreed the Evolve process should be started as soon as the booking is confirmed, and must be completed a minimum of 2 weeks prior to the visit starting for overseas, overnight or trips that need to be signed off by the local authority (including where the visit is made in conjunction with other schools) and one week prior to any other trip commencing.

All communications with parents, along with itinerary, provider statement (if relevant) and all risk assessments should be uploaded to EVOLVE. The names of all staff and students attending the trip should also be added as soon as possible. Forms will be returned or the trip may not be able to proceed if relevant documents are missing.



3. All communication sent to parents must be agreed by SLT prior to it being sent. Any initial letter to parents must set out all expected costs (including voluntary contributions), and a timeline of payments, stating clearly what amount is a non-refundable deposit, along with any conditions where all amounts may be forfeit. The letter must also state clearly that a random name generator will be used to select students should the trip be oversubscribed. No places should be filled on a first-come-first-served basis. There are two separate letter templates – curriculum and non-curriculum trips. The finance team will advise the correct version to use.
4. Accommodation conditions must also be communicated clearly with parents. Should there be any requests for specific accommodation for a student, outside that normally provided on the trip then additional costs incurred must be paid for by the parent or carer of the student. This must be made clear to parents, and it should be understood that even if parents do wish to request this it may not be possible to accommodate such requests.
5. Where an overnight or overseas visit is planned there should be a briefing for students and parents to outline expectations of the participants, and other key information from the trip.
6. The trip leader is responsible for checking risk assessments, DBS, insurance, fire safety etc of any third-party providers (instructors, venues etc) prior to the commencement of any trip
7. Where the provider is not able to provide a current Learning Outside the Classroom (LOtC) quality badge the provider must complete the “provider’s statement”. A template for this is available via the resources tab on the Evolve website

### 3. Parental Communication and Consent

Any communication with parents must be agreed by SLT prior to being sent.

A reply slip is mandatory for any trip that falls outside the normal school day (8:45am – 3:25pm)

Any letter must include the following details:

- Nature and purpose of the visit.
- Cost (which should be the total, fully inclusive through BROMCOM) along with details of where necessary.

- Date
- Travel arrangements
- Departure and return times
- What student needs to bring/wear, etc.
- Arrangements for those entitled to free school meals
- Mobile usage (if staying in place or suspended)
- Emergency contact details
- Over-subscription and the use of a random name generator to allocate places on the trip and to the waiting list
- For overseas trips, details of passport (and visa requirements, where necessary) should be highlighted to parents. It is the responsibility of the parent to ensure that passports are valid of the duration of the trip and for upto 6 months after the trip returns. Parents should be advised to check this before returning the reply slip

#### **4. Information evening for parents and pupils**

For overnight and overseas visits an information evening should be arranged for parents and pupils. All teachers going should attend. At this evening, parents should receive all details of the visit: dates, cost, accommodation, itinerary, expected time of return, etc. They should also be advised about recommended amount of spending money, any vaccinations needed (where appropriate), suitable clothing, etc. Parents should also be clearly told what will and won't be happening on the visit:

- Will students be on their own at any time?
- Will they be swimming or involved in any hazardous activities?
- What procedures are in place should the children become separated from the group? (Students should have a card with them detailing emergency contact details, along with the address and telephone number of their accommodation and this should be carried with them at all times).
- Make clear what arrangements are there for the security of their personal currency. Are they individually responsible? Are staff going to look after it and issue it in stages in which case they are responsible for it?
- Make clear what is and is not covered by insurance.
- Make clear what standards of behaviour are expected and what the consequences could be if these are not met.
- Inform parents if there will be additional non-school staff working with the students at the destination and how they will interact with the students
- If the trip is overseas every participant must have a full, valid passport and this is normally required to be valid for at least 6 months following the date of return to the UK. Depending upon the destination a visa may also be required. The school will take advice (usually from the travel company) on this as soon as passport details are available. Sufficient time should be allowed for visa applications to be made. Visa requirements must be communicated with parents early enough to allow parents to get the necessary permissions in place.

#### **5. Student participation**

The trip leader must check with HOYs if any students they are thinking of taking should not be taken. Any student list should be shared with relevant HOYS(s) and SLT once the closing date for expressions of interest has been reached. Participation in an educational visit by any particular student may not be possible if there are concerns as to the safety of that student during the visit and it is not possible to mitigate these concerns. The school reserves the right to withdraw students from a trip at any point if

behaviour is an issue in and around school. If the school makes the decision to remove a student from a trip, prior to departure, then a full refund will be made.

If the visit is part of an exam course, all students must be allowed to take part, but specific behaviour contracts should be drawn up and discussed with individuals before going.

## **6. Risk Assessment**

This may well include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems. Make first aid arrangements; first aid equipment must be taken on all visits and can be collected from the school welfare officer. It is normally expected that students will be in school uniform unless the trip is adventurous, overnight or it would be inappropriate, as this helps identification. If you are uncertain please contact SLT. A copy of the risk assessment must be attached to EVOLVE at least one week in advance.

Please ensure that you have noted the medical needs of students in your risk assessment where relevant. Particularly, cross reference with Bromcom and the Medical Needs officer those students who have allergies and require the use of an injection pen. A trained member of staff must be on the visit with these students. It is important that the trip organiser informs the Medical Needs officer of any student who is attending the trip and has a specific care plan to help produce the pupil specific risk assessment.

## **7. During the Educational Visit**

Prior to embarking on the trip a register and head count should be taken and checked. Details of exactly who is on the trip when it leaves must be communicated with the school and recorded on Bromcom immediately. The emergency in-school contact must have a copy of all trip details, including participant details and contacts. If the trip leader also has a copy of the student details and contacts these must be kept secure at all times. This is to ensure that personal information cannot be accessed by anyone outside the school, in compliance with GDPR regulations.

If you have ordered packed lunches for day trips, for FSM students, these should be collected from the canteen at the start of the day. The canteen must be made aware of numbers required at least 3 days in advance of the trip commencing.

A clear system of checking students throughout the trip must be in place: this could be using a teacher group responsibility system for larger groups. This should be included in the risk assessment.

Ensure seatbelts are used on coach and minibus travel.

At all times during the trip:

- Teaching staff should support the trip leader in all requirements, look out for the health and safety of themselves and those around them and assist in general control and discipline. Any concerns should be reported to the trip leader

- Students must dress and behave sensibly, following instructions of school staff and those at the venue visited, and not take any unnecessary risks, or place fellow students or staff at unnecessary risk

For overseas and overnight visits liaise with the EPOC to advise of safe arrival and any changes in accommodation.

For trips lasting longer than 2 nights, the trip leader should check in with the EPOC regularly to advise on the progress of the trip.

Any amendments made to the itinerary locally, that deviates significantly from the agreed plan and affects the risk assessment, must be communicated with the EPOC, who will contact the Headteacher to ensure the changes are logged and suitable.

In the event of an emergency during the trip the EPOC must be contacted at the first available opportunity with all details of the incident. An accident form must be completed and submitted as soon as possible, and the insurance company notified.

For any serious behaviour concerns of a student or students during a trip the EPOC must be informed at the earliest possible opportunity.

Prior to leaving the venue all students, staff and belongings should be checked. If there is likely to be a delay arriving back to school the EPOC and parents must be notified.

If the arrival to school is at night all students must be met at school by a parent/guardian. At least two staff must remain with the students until all students have been collected. Please be aware of the school neighbours when arriving (or departing) outside school hours.

## **8. Emergency Procedure Protocols**

In the event of an emergency, or critical incident the immediate course of action should be to:

1. Assess the situation, establishing the nature and extent of the emergency but ensuring that no-one is put at further risk
2. Make sure all other members of the party are accounted for, safe, and briefed to ensure they understand what to do to remain safe
3. Follow the emergency procedures appropriate to the activity
4. If there are injuries take action to establish their extent, administer relevant First Aid, and contact the emergency services where necessary
5. Keep accurate, real time records of all actions as they occur, including witnesses and any actions taken
6. Contact and advise any local base being used by the group along with other staff not aware of the incident
7. If a student needs to attend hospital then an appropriate adult must also attend the receiving hospital taking with them the parent consent form and medical information for the injured person
8. Ensure the remainder of the party are supervised throughout, return to base as soon as possible and receive appropriate support and reassurance.
9. Communication with the EPOC must be made as soon as it is safe to do so. The EPOC will then put in place the school's Critical Incident/Emergency plan.

Restrict the use of mobile phones and social media to avoid incorrect information being passed to parents or other members of the party or school community.

10. Ensure that one adult remains contactable by telephone at all times.

## **9. Volunteers**

Only staff who are part of West Norfolk Academies Trust should accompany any educational visit. If, for an exceptional reason, someone outside of WNAT, or the venue being visited, is required to be part of the trip, permission must be given by SLT and advice sought from HR to ensure relevant checks are in place. Details as to supervision of volunteers must be included in the risk assessment.

## **10. Inclusion**

All students and staff may attend any educational visit providing it is not detrimental to the safety of the school or the participants on the visit. If there are concerns regarding the safety or behaviour of a student or a staff member prior to the trip these must be discussed with SLT as soon trip leaders are aware of these concerns. If risks cannot be mitigated the school reserves the right to withdraw the individual or individuals from the trip.

## **11. Health and Safety Advice Restrictions**

If you plan to undertake educational visits in England, or internationally, they must be conducted in line with all current health and safety guidance and regulations in place at that time. If you are planning an overnight or overseas trip you must take the current government guidance into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit, and make any changes necessary to your plans. In particular, for overseas trips you must also take into account the local rules regarding travel and health guidance, along with the rules in any country you have to travel through. Parents and participants must be kept informed about the situation and how you plan to mitigate any risks. Guidance may also be sought from the local authority – details available via EVOLVE.

If you plan to visit a venue such as a museum or gallery, or to attend a public event such as a concert or sporting fixture, or to stay in accommodation such as a hostel or hotel, or if you are using a tour operator or activity provider, discuss the potential effects of any health advice with them at the time of booking, and keep in touch with them during the run-up to the visit.