



Educational Visits Policy

It is the responsibility of all Cathedral Schools Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.

**Cathedral Schools Trust
Headley Park Primary School**

November 2025

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1. Aims and scope

- 1.1. Educational visits are activities arranged by, or on behalf of, the School/Trust, which require students to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff.
- 1.2. Educational visits are a valuable way to supplement and enhance the curriculum, expand students' education, provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and further students' education and personal growth.
- 1.3. This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that visits are available to all students. It sets out the roles and responsibilities of staff, students and volunteers for educational visits.
- 1.4. 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 and fixtures
 - Adventurous and recreational activities
 - Residential trips organised by the school
 - Trips abroad organised by the school

2. Roles and responsibilities

Chief Executive Officer (CEO)

- 2.1. The Chief Executive Officer has overall responsibility for ensuring that schools within the Trust are operating safe and supportive educational visits. They are to ensure that this policy is implemented across each school and the processes are followed throughout.
- 2.2. The Chief Executive Officer is to be notified of any Secondary Phase residential / overseas visits
- 2.3. The Chief Executive Officer will delegate to the Director of Primary to be notified of any Primary Phase residential / overseas trips.

Headteachers

- 2.4. The headteacher has responsibility for the day-to-day implementation of off-site activities and visits procedures, conditions and implementation of this policy, for all staff and students.
- 2.5. At the Headteacher's discretion, a trip can be cancelled as a result of lack of adequate planning, lack of Health and Safety processes and a lack of student welfare being considered.
- 2.6. Headteachers are responsible for ensuring that the framework and rationale for trips provides educational value and meets curriculum intent, and that any opportunity is enriching, engaging and safe.
- 2.7. The Headteacher will be informed and provide authorisation for all **Category C** Trips, any residential trips, and any Overseas Trips. This must not be delegated to another member of the Senior Leadership Team.
- 2.8. The Headteacher's role and responsibilities with regard to Off-site activities are as follows:

General:

- Make sure staff, including the educational visits coordinator, receive any necessary training.
- Ensure that timeframes for authorisation are followed and adhered to as per this policy.
- Ensure that the School/Trust equal opportunities policies are taken into account, particularly the requirement to make all possible provision for those with disabilities and special educational needs.
- Ensure that appropriate financial management procedures are in place.
- Ensure that the school can be run efficiently in the absence of staff engaged in the activity or visit.
- Be aware of the insurance provisions available in order for appropriate risk assessments to be undertaken before the trip or visit especially if there are children with special education needs or disabilities as well as those on medication.
- Liaise with the central team to ensure that additional insurance cover is purchased where required depending on category of activity (see section 5.6).

- 2.9. With regard to the Educational Visits Coordinator (EVC):
 - Appoint a suitably senior / experienced member of staff to be the Educational Visits Coordinator (EVC). This member of staff should have a strong working knowledge of education visits, as well as being experienced in Risk assessment / Health and Safety awareness. They must preferably sit on the school Senior Leadership Team.

- Ensure that the EVC is appropriately trained on the EVC role, having undertaken the Delegated Services EVC Training within the last 36 months of being in post.
- Ensure that If the EVC is a new member of staff, they must attend the Delegated Services training irrelevant of previous time frames of training received from previous employment.
- Ensure the EVC training is repeated every three years through the Delegated Services EVC training.
- Ensure that the EVC is supported in matters relating to educational visits and off-site activities and that they have the appropriate time, expertise and experience to fulfil their responsibilities.
- Ensure the EVC utilises the internal school systems (Trip Planning request Sheets / Approval - as detailed in appendix 2) and are aware of responsibilities and support required for all trips / arrangements.

2.10. The Headteacher and EVC are to ensure that the CEO (for Secondary Phase) or the Director of Primary (for Primary Phase) is informed of any residential and / or overseas trips with due notice as outlined in Section 3: Trip Planning. This notification should be made in writing, for reference and notification only, but should attach itineraries, risk assessments, and summary information.

The Educational Visits Coordinator (EVC)

2.11. The Schools within CST will appoint their own EVC and ensure they have received appropriate training (via the Delegated Services EVC training session) then refreshed on a regular basis, noting that a formal revalidation is necessary every 36 months.

2.12. Staff appointed to be EVC within CST schools will be suitably experienced in trips and visit planning and hold a senior / experienced position within the school.

2.13. The role of EVC is to:

- Oversee, guide and support staff to arrange and organise educational visits.
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit.
- Support all staff in appropriately planning trips and arrangements, to ensure they are safe, well planned, engaging and relevant to the curriculum and with appropriate emergency procedures.
- Assess outside activity providers and appropriate venues.
- Advise the Headteacher when they are approving trips.
- Access the necessary training, advice and guidance to Trip Leaders and how best to support them in their planning.

- To quality check and ensure all appropriate trip paperwork is correct, completed and encapsulates all aspects of the visit.
- Where appropriate, evaluate visits once complete with the Trip Leader, from planning to the visit itself, and use this to improve future arrangements.
- Make sure they have up-to-date and accurate emergency contact information for all students (and staff/volunteers) who will be on the trip, in case anyone needs to be contacted out of school hours.
- Ensure all trips are inclusive and supportive of the equal opportunities policy.
- Ensure (in conjunction with the Business Manager if different) that the proposed trip is financially viable to proceed.

EVC Training

- 2.14. EVC training must be updated every 36 months for the EVC to undertake their role. EVC training must only be provided by the Delegated Services EVC Training course. If the appointed EVC is a new hire, and has received EVC training via a previous employer, they must undertake the Delegated Services EVC training.
- 2.15. Should the school decide to appoint an EVC administrator, this person should, where appropriate, also complete the Delegated Services Training EVC training to ensure they are fully aware and supported in the process, knowledge and understanding of the importance of the role.

Trip Leaders and Deputies

- 2.16. Each school will appoint Trip Leaders and ensure they have received appropriate information and support with regard to running trips either via a member of staff who has received Trip Leader training or direct training themselves.
- 2.17. Trip Leader Training is to be provided by a suitable and recognised provider (Delegated Services, Evolve etc).
- 2.18. This person may cascade their training to untrained colleagues who also carry out the role within the school. In the following year the next identified Trip Leaders will follow the same process.
- 2.19. Further to this, each educational visit will appoint a Deputy Trip Leader, to support the arrangements of the visit should the designated Trip Leader be incapacitated during the visit.
- 2.20. Every educational visit will have 1 member of staff designated as the Trip Leader. The Trip Leader has overall responsibility for the supervision and conduct of the visit, including health and safety considerations, risk

assessments, and the emergency plan. The Trip Leader (and where relevant Deputy Trip Leader) will:

- Plan the proposed visit, taking into account the school calendar, health and safety risks to students, staff and volunteers and any safeguarding or behaviour issues/risks.
- Assign staff and volunteer roles, as needed including a Deputy Trip Leader.
- 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 coordinating any additional support needed.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, students 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 students and others.
- Be fully conversant with this policy and ensure that staff, students and others attending the trip comply with its requirements.
- Familiarise themselves with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits.
- Carry out any required risk assessments, planning sessions and collated appropriate documentation.
- Seek and obtain approval for all educational visits from the Headteacher via the EVC using the appropriate approval / planning processes outline in Appendix 2.
- Look out for the health and safety of themselves and those around them.
- Be aware of any safeguarding or behaviour issues.

2.21. Staff have a responsibility to make sure all students 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.

2.22. The Trip Leader is to have a designated emergency contact information for key stakeholders / Emergency contact card (see Appendix 1) , and be aware of processes to follow in case of emergency.

Deputy Trip Leaders

2.23. A Deputy Trip Leader is to be appointed prior to commencement of the trip, should the trip leader become incapacitated. This is likely to be an

alternative member of staff, however where appropriate students who are deemed to be trustworthy and capable of significant responsibility, can be appointed.

- 2.24. The Deputy Trip Leader needs to have the same information with them as the Trip Leader including the emergency contact card.
- 2.25. For category A visits schools should identify whether there is a need for a Deputy Trip Leader as part of their risk assessment.
- 2.26. They will lead and take charge of any situations that arise / be able to undertake leadership of a diminished / split group of students / the entire trip should the designated trip leader be unavailable.

Parents and Carers

- 2.27. By agreeing that students 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, along with any other documentation required in a timely manner.
 - Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip.

Volunteers

- 2.28. Volunteers attending school trips, including parent/carer volunteers, agree to:
 - Follow the directions of staff and act accordingly.
 - Behave appropriately and model good behaviour for students.
 - Report any concerns to the trip lead or other staff present as soon as possible.
 - Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.
- 2.29. Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:
 - The needs of the students going on the trip.
 - The setting and circumstances of the trip.
 - Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

- 2.30. Parents/carers selected to volunteer will be informed ahead of the visit and asked to confirm their attendance in writing.
- 2.31. Volunteer appointment will follow the schools processes for appointing volunteers and undertake appropriate due diligence including safeguarding checks and evidence that they will adhere to the school's code of conduct.
- 2.32. 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.
- 2.33. 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 be given sole responsibility for the care of an individual student, unless the parent / guardian is with their own child only.
- 2.34. Schools may undertake and collate a list of regular volunteers to support trips that could be utilised throughout the year, subject to the checks listed above.

Students

- 2.35. The schools behaviour policy also applies to all educational visits. This includes the expectation that students 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. Students 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.

3. Trip Planning

- 3.1. The decision on whether or not a visit will take place will be made by EVC in conjunction with the Headteacher, and based on factors including (but not limited to):
 - Health, safety, safeguarding and behaviour considerations.
 - Cost (including any potential cost to parents/carers).
 - Timing in the school year and any impact on the school calendar.
 - Educational purpose and value.

- Disruption to the normal running of the school.
- Competency of Trip Leaders and effectiveness of the planning arrangements.

3.2. All trips are to be submitted for outline approval with due and respectful notice. Trips submitted outside of the below framework will not progress as it puts students and staff directly at potential harm.

3.3. Schools will deploy their local arrangements for Cover / Staff absence in tandem with the below framework.

4. Categories of Visits

- 4.1. The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates.
- 4.2. The Trip Leader / EVC must categorise the visit accordingly as outlined below.
- 4.3. All **Duke of Edinburgh's Award (DofE) expedition** training and assessment ventures falls under the 12:6:4 Framework, and following the outlined processes within this policy

CATEGORY	TYPES OF ACTIVITIES
A	<p>Activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around. For example:</p> <ul style="list-style-type: none"> ● Visiting local libraries, museums, exhibitions, theatres, concerts ● Attending musical/arts events, festivals –on same day events ● Field study visits in environments presenting no technical hazards ● Visits to local Swimming Pools where correct ratios of lifeguards are on duty supported by an appropriate number of school staff ● Farm visits ● Zoological gardens, nature reserves and National Trust type properties ● Access to off-site playing fields, sports facilities, 'away' fixtures ● Local walks, surveys, census gathering exercises

	<p>**Sports fixtures - Multiple trip submissions are not required, however the dates and itineraries need to be submitted to the EVC. Risk assessments and planning documents, providing they encapsulate all details, can be reused for multiple fixtures.</p>
B	<p>These visits comprise activities and events that are considered during the risk assessment process to be of higher profile than those of Category A. For example:</p> <ul style="list-style-type: none"> • Orienteering in local parks or woodlands • Walking, jogging, cycling (on or off-road), in non-remote countryside • Local low level camping trips where basic facilities are available on site** • Field study work in non-remote upland or coastal areas • Team building/problem solving exercises, low level (up to a height of 1.25 m) rope courses and 'assault' course circuits • Visits to major cities in UK, visits to theme parks • Sponsored walks & large scale events where many people participate or watch.
C	<p>These visits comprise activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the 4 generic groupings currently covered by the Adventure Activities Licensing Authority www.hse.gov.uk/aala/, although this may change in due course. These groupings are: climbing, caving, trekking and water-based activities. For example:</p> <ul style="list-style-type: none"> • <u>Climbing</u> plus abseiling, ice climbing, gorge walking, ghyll scrambling and sea level traversing • <u>Caving</u> plus mine exploration, cave diving • <u>Trekking</u> plus mountaineering, fell running, pony trekking, off piste skiing, and • <u>Water-based activities</u>: canoeing, kayaking, sailing, windsurfing, rafting, paddle surfing, dragon boating <p>Additional Category C activities include:</p> <ul style="list-style-type: none"> • Remote or 'wild country' camping (Ten Tors, Duke of Edinburgh's Award expeditions) • Residential trips

	<ul style="list-style-type: none"> • Overseas visits & exchanges and overseas expeditions • Motor sports, quad biking, motorbike scrambling • Air-born activities (excluding commercial flights) i.e. gliding, hang/paragliding, parachuting • Hybrid activities combining elements of rock & water i.e. gorge/ghyll scrambling, canyoning, sea traversing, coasteering' • Archery • Combat activities i.e. self-defence, judo, fencing, boxing, wrestling, martial arts • Pistol & rifle shooting & paint balling • Fishing: inland waters, coastal & sea venues <p>The Trip Leader, EVC and Headteacher will be certain of the educational benefits for their children and young people to undertake such activities as paintballing, pistol/rifle shooting etc. when undertaking their risk assessment.</p>
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** Overnight camping trips which fall into Category B will be notified via the appropriate framework following the 12:6:4 framework as they constitute a residential experience

5. Time Frames and Approval Notices

- 5.1. Summary Table of Approval Framework - These time frames are to be used to ensure all trips and visits are planned with appropriate notice and planning time to ensure all aspects have been considered and that all safeguarding / Health and Safety processes have been followed.
- 5.2. In situations where a short notice opportunity has arisen for an educational visit, where the value of the said visit is too great not to undertake, then it can proceed outside of the below framework, providing permission has been granted by the Headteacher and EVC, in tandem with submission of a detailed and rigorous risk assessment.

Trip Category	Approval Framework
'A'	4:3:2
'B'	6:4:2
'C'	12:6:4

Residential Trips	12:6:4
Overseas Trips	24:12:6

Category 'A' Trips 4:3:2 Approval Framework

5.3. Category 'A' Trips have the same requirements for approval and planning processes as the 6:4:2 approval framework set out below but the timescales are as follows:

- 4 weeks: Outline approval
- 3 weeks: Further planning and risk assessment submission
- 2 weeks: Final planning stage and EVC approval

Category 'B' Trips 6:4:2 Approval Framework

5.4. The approval and planning process is to follow the 6:4:2 timeframes and is outlined below:

6 weeks: Outline Approval

5.5. Outline approval for all Category B visits is to be submitted to the EVC **6 working weeks** in advance. Within the outline approval, it is to include dates, timings, venue / location, curriculum intent / values. Once this has been received, the EVC will review and approve / deny the trip.

4 weeks: Further Planning and Risk Assessment Submission

5.6. Upon receiving authorisation the trip leader will proceed with further trip planning and arrangements and provide them the following pieces of information to the EVC **4 working weeks** in advance of the trip. This includes planning the following aspects:

- Risk assessment and First Aid arrangements
- Emergency Procedures
- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Staffing including any details of volunteers
- Resources and physical supplies
- Venue Insurance Information
- Venue First Aid Policy and arrangements
- Venue Fire Evacuation Policy and Arrangements
- Trip Itinerary and appropriate timings of the day

- Should it be deemed necessary by the school, consultation with Central Team should be undertaken with regards to appropriate insurances / venue processes to ensure they are sufficient
- 5.7. These will be submitted to the EVC, who will check over appropriate arrangements and planning documents. Upon reviewing the information, the EVC will grant the Trip Leader permission to distribute information to parents / guardians with details of the trip, as well as to begin communication with the finance team to organise costs, coach bookings and venue hire where appropriate.

2 weeks: Final Planning Stage - EVC Approval

- 5.8. The Trip Leader at this stage will have composed the final draft of the risk assessment (as amendments will be made throughout the planning process), as well as received appropriate information from venues / providers, coaches booked and all final arrangements in place.
- 5.9. The Trip Leader will submit the finalised documents to the EVC **2 working weeks** in advance of the trip.
- 5.10. No documentation deemed essential for the trip to progress, must be submitted after this date, and should the Trip Leader fail to provide appropriate documentation and planning arrangements 2 weeks prior to trip commencement, the visit is not to be undertaken. Exact student numbers / consent forms are exempt from this requirement.
- 5.11. At this stage, the EVC will provide appropriate notice and information to the Head Teacher.

Category C Visits and the 12:6:4 Approval Framework

- 5.12. The Approval framework for Category C visits has the same requirements for Category A and B Visits however they have longer time frames to provide the further detailed planning and support required.

12 weeks: Outline Approval for Residential Trips and DfE Expeditions submitted to EVC and Headteacher

6 weeks: All final documentation completed and submitted to EVC for approval

4 weeks: EVC Submits details to Delegated Services and Headteacher for approval. Notify CEO/Head of Primary.

Overseas Visits and the 24:12:6 Approval Framework

5.13. The Approval framework for overseas and residential visits has the same requirements for Category C Visits however they have longer time frames to provide the further detailed planning and support required.

24 weeks (e.g. 6 Months) : Outline Approval for Overseas Visits submitted to the EVC and Headteacher.

12 weeks: All final documentation completed and submitted for EVC Approval

6 weeks: EVC Submits details to Delegated Services and Headteacher for approval. Notify CEO/Director of Primary.

6. Notification to Delegated Services

6.1. For Category C trips, residential visits or oversea visits, as per the above process, notification to Delegated Services can be made via two methods:

- Via the 'Go - To' Confidential area for each school
- Or Adding Claire Leheup as a user, with Head's approval rights, to the Evolve System (should the school in question, utilise Evolve).

6.2. The Health and Safety Lead for the school will be able to support access to the 'Go-To' confidential area.

6.3. The trip will not be able to proceed unless it has been approved by Delegated Services.

7. Supervision and Staffing Ratios

7.1. There is currently no stipulated ratio of staff to student numbers, however students on visits must be adequately supported and supervised at all times. The level of supervision will be based on risk assessment for the specific visit, and will be determined by such factors as:

- The nature and duration of the visit and the planned activities (e.g. category of visit and whether category A, B or C)
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, sex, ability and needs (behavioural, medical, emotional and educational)
- Staff competence and experience
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time

- The contingency or Plan B options / Emergency Procedures deemed appropriate.
- 7.2. All adults involved have a responsibility to safeguard and promote the welfare of children and young people during Educational Visits. When any concerns are identified, these will be raised with the establishment's Designated Safeguarding Lead (DSL).
- 7.3. When visits occur out of hours, or out of term time, the school will ensure that adequate and appropriate cover arrangements are in place for the DSL role and Key Emergency Contacts.
- 7.4. The Trip Leader, EVC and Headteacher will make a professional judgement regarding the appropriate level and suitability of staffing for every visit.

Remote Supervision

- 7.5. If the aim of visits for young people is to encourage independence and investigative skills, some of the time on visits may be supervised from a distance. The Trip Leader will establish during the planning stage whether young people are competent in remote supervision situations and will ensure parents/carers have agreed to this part of the visit. The Trip Leader must ensure:
 - Students are aware of ground rules and are adequately equipped to be on their own or in a small group.
 - Students have telephone numbers or other suitable means of contacting the visit leader if lost, either by mobile or identified local telephones.
 - They have maps, plans and other suitable information for them to act effectively and know how to summon help.
 - In enclosed areas, such as theme parks, children and young people will know where and when to meet supervising adults at key locations and set times.

Remote Supervision during Adventurous Activities and Category 'C' Visits

- 7.6. The training and notices given to Students will be sound and thorough, outline expected behaviour and conduct . The instructor will have appropriate qualifications and experience to provide clear guidance for each activity. The Trip Leader will be satisfied that young people have acquired the necessary skills and have the necessary experience, confidence, physical ability, and judgement to be left without direct supervision. This applies to all Duke of Edinburgh's Award Expeditions.

First Aid

- 7.7. The Trip Leader will risk assess the level of first aid required for a particular visit. This decision will be influenced by the environment and proximity to

emergency services or professional care (e.g. A field trip to a hospital is unlikely to require a designated first aider to attend, however a field survey over the Mendip Hills where an ambulance would struggle to attend will require a first aider).

- 7.8. However, as a minimum, for all visits there will be a responsible adult with a good working knowledge of first aid appropriate to the environment.
- 7.9. In the case of trips involving Early Years Foundation Stage pupils it is mandatory that at least one person in attendance on the visit has a current paediatric first aid certificate.
- 7.10. Where remote supervision is used (for example during a Duke of Edinburgh's Award expedition), the Trip Leader will ensure that the group has:
 - The ability to contact qualified first aid support, and
 - An appropriate level of competence and first aid materials to look after themselves until help arrives.
- 7.11. For Overseas Visits, the Trip Leader will ensure that a member of the visit staff team has an appropriate level of language skills to summon help in an emergency and can communicate effectively in the appropriate language/languages (if travelling through several different countries).
- 7.12. A First Aid Kit appropriate to the visit will be provided and managed by the Trip Leader.

8. Transport

- 8.1. Transportation for trips will be organised by the school, alongside safety procedures outlined in the following procedures and protocols:
 - Safeguarding and Child Protection Policy
 - Supporting Students with Medical Conditions Policy
 - Minibus Usage Policy
- 8.2. Any transportation sought from an external provider must be an approved Cathedral Schools Trust contractor (where due diligence on their insurance and Risk Assessments / Method Statements has been undertaken). Should a transportation provider not be listed as an 'Approved Contractor' be the only option for the educational visit, then due diligence processes must be undertaken prior to commencement of the visit e.g obtain risk assessments, supporting planning documents and evidence of appropriate insurance.
- 8.3. Prior to any transport being undertaken by external providers, the Trip Leader is to obtain trip specific Risk Assessments and Method Statements from the company, and submitted for review as per the **Section 5 - Time Frames and Approval Notices**

- 8.4. The Trip Leader will reference the Minibus Usage Policy and ensure that appropriate qualifications are held for the Driver (MiDAS etc.), as stipulated within the policy.
- 8.5. For overseas visits, the school will follow and reference Government guidance on high-risk countries and current travel advice stipulated by the Foreign Office.

9. External Providers

- 9.1. These are third parties contracted to provide instruction or coaching for activities, residential accommodation, travel packages, or overseas expeditions.
- 9.2. All external providers must have a clear contract with the School/Trust and be subject to robust checks. At a minimum, every provider must complete the Provider Statement, [8.1g Provider Statement](#) unless they already hold the Learning Outside the Classroom Quality Badge.
- 9.3. A Provider Statement or duplicate risk assessments is not required by competent support from organisations which hold the LOtC Quality Badge. (<https://lotcqualitybadge.org.uk/>) or are AALA certified A full list of activities covered by licensing can be found on the AALA web site www.hse.gov.uk/aala/
- 9.4. However, a risk management plan should be completed to record any aspects of the visit for which the establishment is responsible, e.g. Transport to and from the venue, downtime, medical issues etc.

10. Consent

- 10.1. There is no requirement to gain parental / guardian permission to undertake educational visits / trips within the school opening times as this will form part of their curriculum; however, schools will always inform parents / guardians and provide them the opportunity to withdraw their child.
- 10.2. Consent for trips must be gained when the activity is conducted outside of school hours, and where trips conducted within the school day overrun outside of these hours.
- 10.3. Trip Leaders will only contact parents / guardians of students after Outline approval has been granted and the EVC has been provided appropriate documentation stipulated within the **4 week notice period**. Communication to parents / guardians must not be made before approval has been gained to do so from the EVC.

- 10.4. Communications will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.
- 10.5. Within the communication, it must also outline the following:
 - Times and details of travel,
 - Any drop-off and pick-up times and location
 - Appropriate clothing and equipment required
 - Expected behaviour and consequences of students' failure to meet these standards
- 10.6. Where parental / carer consent is required, parents / carers will be asked to provide consent for educational visits by signing and dating a form to be returned to the school in a timely manner. The schools will determine the most appropriate process for managing consent forms and will decide whether they are paper or digital.
- 10.7. Because most visits during the school day, 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.

11. **Emergencies**

Emergency Procedures

- 11.1. 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
- 11.2. As part of the planning phase, the Trip Leader will assess the risks associated with the visit and incorporate this into their Risk Assessment, providing process and emergency contact numbers utilising the template in Appendix 1.
- 11.3. To support active communication, each school has a designated 'Trip Phone' to utilise and distribute the number to attendees if deemed appropriate.

- 11.4. The phone will be a smart device with appropriate emergency contact numbers provided within the contacts, as well as further Emergency situation supportive apps.
- 11.5. These include:
 - What3Words
 - Google Maps
 - Waze Maps
 - St.John Ambulance First Aid Guidance App
- 11.6. In the case of an emergency, the Trip Leader or Deputy Trip Leader will contact emergency services on 999. After this, they will contact the CST Estates Manager (07818 252502).
- 11.7. Upon contact to the Emergency Services and the CST Estates Manager, they will then contact the school EVC, and the SLT Duty on Call who will coordinate actions).
- 11.8. The school EVC and SLT Duty on Call will coordinate response and information distribution to 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.
- 11.9. For Residential / Overseas visits, the school will appoint a 'Home Contact' (usually the SLT member on Call) whose contact number is distributed to parents to allow emergency contact to be made to the school / students at any point of the Trip (e.g. Family bereavement). The Home Contact will then, if necessary, contact the Trip Leader to coordinate action.
- 11.10. Guidance on responses to Emergency Situations:
 - **Student Medical Emergency:** A member of staff will always accompany a student seeking medical treatment.
 - **Student Being Unaccounted for:** The Trip Leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found, the Trip Leader will follow the above contact processes, providing as much relevant information as possible to the emergency services.

Lockdown

- 11.11. Schools within the Trust each have a tested and robust lockdown procedure for all Educational Visits. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils on the trip.

11.12. Procedures will aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Pupils will be suitably briefed and involved in the lockdown process where appropriate. The procedures will be incorporated into the Risk Assessment and will include:

- Identifying the likelihood of a security related incident occurring
- Assessing the level of impact, and
- Developing plans and procedures to manage and respond to any threats.

Coach Travel

11.13. Where coach travel is to be used, the Trip Leader will brief coach drivers in advance about emergency/evacuation procedures for the trip e.g. arranging a second pick up point. The school will facilitate a coach evacuation briefing at the start of each coach journey and ensure staff are spread throughout the vehicle for each journey.

Review Process

11.14. The EVC for the school will also schedule a meeting with the Trip Leader to review and evaluate the trip planning processes, quality of the trip and any issues found as well as to review any near misses / incidents.

Accident and incident reporting

11.15. The School will ensure that accidents, incidents or near misses are reported without delay, following School/Trust procedures. The EVC should gather information and report to the responsible person for the School who will complete a Delegated Services incident report form for more serious incident(s), which at their worst may need reporting on to the Health and Safety Executive under the RIDDOR regulations. The School will notify the CEO for secondary phase and the Director of Primary for primary phase who will in turn notify the Trust Estates Manager.

12. Insurance

Insurance

12.1. The School 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. The CEO/Director of Primary will inform the Trust Estates Manager who will liaise with the Finance Manager to ensure the insurers are contacted.

13. Links with other Policies

13.1. This Policy links with the following policies and procedures:

- Charging and Remissions Policy

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Supporting Students with Medical Conditions Policy
- SEND Policy

14. Data Protection

- 14.1. The School / Trust will ensure there are suitable systems in place to protect information held about staff and children/young people and compliance with current data protection law. This will include how personal data for visits is shared and procedures for handling it. All documentation will be securely stored if required or disposed of after the event.
- 14.2. Schools will deploy their own internal process and the appropriate method of documentation, however these must follow the CST data protection policy
- 14.3. Deputy Trip Leaders will have a duplicate copy of all pertinent trip documentation.

Refer to;

The guide to the General Data Protection Regulation

[https://www.gov.uk/government/publications/guide-to-the-general-data-pr
otection-regulation](https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation)

OEAP Participant Information and Data Protection

<https://oeapng.info/downloads/download-info/4-3e-safeguarding>

15. Version control and approvals

Version	Date	Amended by	Recipients	Purpose
1	November 2023	AM/NA/AH	Risk and Audit Committee	Aligned policy
2	Feb 2024	AH		

3	Nov 2024	N/A	Risk and Audit Committee	
4	25th November 2025		Risk and Audit Committee	Annual Review

Approvals

Version	Date	Approved by
1	November 2023	Risk and Audit Committee
2	November 2024	Risk and Audit Committee
3	25th November 2025	Risk and Audit Committee
Date for next review	November 2026	

Appendix 1 - Emergency Contact Card / Template

EMERGENCY CONTACT DETAILS	PRIORITY	CONTACT NUMBER
EMERGENCY SERVICES	1	999
CST Estates Manager	2	07818 252 502
SCHOOL EMERGENCY CONTACT DETAILS:	3	<ul style="list-style-type: none"> - EVC - - SLT On Call - - Business Manager - - School Office -

Appendix 2 - School specific processes

Headley Park Primary Notification of an Educational Visit

Please complete this form and online document before booking an educational visit and pass to the HT.

Trip Lead	
Deputy Trip Lead	
Class/Year attending	
Date(s) of the proposed visit	
Location of the proposed visit	
Purpose of the visit	
Departure time from school	
Arrival time at venue	
Departure time from venue	
Arrival time at school	
Is a coach required?	
Total cost per child	

Approval

Is this visit approved for booking?	
Signed (Head Teacher)	
Added to the whole school calendar?	

If this educational visit is approved, please see the EV Leaders checklist for next steps.

Headley Park Primary Educational visits checklist

Section A: Key Trip Information

Must all be completed **4 weeks** before your trip date by the **Visit Leader**

	Aspect	Details	Tick Once Completed
1	Date of visit	<input type="date"/> Date	<input type="checkbox"/>
2	Visit Leader	<input type="person"/> Person	<input type="checkbox"/>
3	Deputy Visit leader	<input type="person"/> Person	<input type="checkbox"/>
4	Venue/Location including address and contact number	<input type="place"/> Place	<input type="checkbox"/>
5	Method of Transport. If coach is required please state this here and email finance@headleypark.bristol.sch.uk who can look at quotes and book		<input type="checkbox"/>

Section B: Pre-Visit Checklist

Must all be completed **4 weeks** before your trip date by the **Visit Leader**

	Aspect	Details	Tick Once Completed		
6	Date when pre-visit will take place (if possible)	<input type="date"/> Date	<input type="checkbox"/>		
7	Names of staff and/or parent helpers	<table border="1"> <tr> <td>Staff</td> <td>Parent Helpers</td> </tr> </table>	Staff	Parent Helpers	<input type="checkbox"/>
Staff	Parent Helpers				
8	Provider Form sent to provider unless they have LOTC or AALA	<input type="checkbox"/> Provider form sent to provider (click here) <input type="checkbox"/> Provider form received from provider <input type="checkbox"/> Does the provider have a LOTC badge (click here to search)? <input type="checkbox"/> Does the provider have an AALA license (click here to search)?	<input type="checkbox"/>		
9	Draft letter to parents sent to EVC to approve the visit.	Insert link to letter here	<input type="checkbox"/>		

	head@headleypark.bristol.sch.uk also copied in so they can review documentation.	
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<h2 style="text-align: center;">Section D: Main Checklist</h2> <p style="text-align: center;">Must all be completed 2 weeks before your trip date by the Visit Leader</p>			
	Aspect	Details	Tick Once Completed
11	HPPS Risk Assessment written and emailed to EVC a minimum of 2 weeks before your trip date	<p>CPS Risk Assessment Template Class risk assessments should not contain individual names of pupils (RA shared with parents)</p> <p>Please refer to best practice example Insert link to risk assessment for this trip</p>	<input type="checkbox"/>
12	External risk assessments compiled	<p>Contact your provider or refer to their website for their own risk assessments.</p> <p>In your specific trip folder (within HPPS trips folder), save these risk assessments and link them here.</p>	<input type="checkbox"/>
13	Individual risk assessments	<p>Children with high, additional needs have individual risk assessments completed.</p> <p>Insert links here to each individual child's risk assessment</p> <p>Template can be found here</p>	<input type="checkbox"/>
14	Add to internal and external school calendar inviting Head and EVC		<input type="checkbox"/>
15	Letter sent to parents using Arbor for permission	<input type="checkbox"/> Arbor permission created <input type="checkbox"/> Responses spreadsheet created <input type="checkbox"/> Both saved in your trip folder	<input type="checkbox"/>
16	Children in class informed		<input type="checkbox"/>
17	Cover staff booked (if applicable)	Contact deputy head if applicable	<input type="checkbox"/>
18	Inform Aspens of trip date & lunch requirements Eg. packed lunches, early/late lunches		<input type="checkbox"/>

Section E: Day of Trip Checklist

Must all be completed **1 day** before your trip date by the **Visit Leader**

	Aspect	Details	Tick Once Completed
18	Fire registers created and printed Ask office@headleypark.bristol.sch.uk to support in creating fire registers if needed.	<input type="checkbox"/> Fire register created using Arbor <input type="checkbox"/> Fire register is printed with enough copies for every adult attending trip to have <input type="checkbox"/> Fire register includes medical needs and emergency contact numbers	<input type="checkbox"/>
19	Weather is checked by visit leader	If weather is likely to impact on trip, speak with EVC or SLT about likelihood of trip going ahead.	<input type="checkbox"/>
20	Risk assessments printed	<input type="checkbox"/> Main risk assessment printed and provided to office to share with parents and a copy to be left at school <input type="checkbox"/> Individual risk assessments shared only with supporting adult (if applicable) and deputy visit leader <input type="checkbox"/> Provider risk assessment printed for visit leader	<input type="checkbox"/>
21	Visit leader to share mobile phone number with all other school staff attending trip.		<input type="checkbox"/>
22	Give school mobile number to parent helpers.		<input type="checkbox"/>
23	First aid and medical supplies	<input type="checkbox"/> Class first aid kit is packed <input type="checkbox"/> Individual medical needs (eg. inhalers) are packed	<input type="checkbox"/>
24	Travel sickness buckets/paper towels are prepared		<input type="checkbox"/>