

Educational Visits Policy



The Cottesloe School

Policy Type:	Non Statutory
Reviewed by:	Nicola Hulland (School Business Manager) and Carolyn Stirk (Policies Governor)
Date:	October 2024
Approved by:	Resources and People Committee - October 24
Last reviewed:	March 2013
Next review:	October 2025

This policy should be read in conjunction with the school's policy for Keeping Children Safe in Education and [Safeguarding policy](#)

1. Aims and Purposes of Educational Visits

The School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. The Cottesloe Character and The Cottesloe Journey encourage students to take up opportunities to enhance their learning, build character and try new experiences. To support these aims the school arranges a number of activities that take place off the school site and/or out of school hours. The following activities have been approved by the Governing body as suitable for Cottesloe students:

- Activities using the school grounds and immediate locality.
- Extra curricular clubs (music, drama, art, science, sport, homework etc).
- School fixtures and competitions.
- Day visits to support learning and character development.
- Day visits to enrich or support the curriculum.
- Residential visits to develop character and resilience.
- Residential visits to enhance the learning of the curriculum.
- Adventurous Activities, ie Duke of Edinburgh awards.
- Overseas visits.

Students are offered places on trips which will enhance the curriculum they follow, support their personal development and are considered appropriate for their age and maturity.

This Educational Visits Policy is inclusive and it is an essential criteria for planning a trip to ensure that every student, regardless of their abilities, backgrounds, or needs, can participate fully and enjoy the experience. This means planning activities and accommodations that consider the diverse range of students.

No child will be excluded from any trip taking place during the school day due to their parents /carers inability to pay.

The school's [charging and remissions policy](#) sets out when and what the school will charge for.

The school has a [Hardship fund](#) which supports students whose families require assistance for them to take part in some trips and visits

2. Authorisation/Approval and Consent

2.1 Day trips and visits

All trips and activities need to be approved by the Headteacher in advance of the activity or visit taking place. The Head of school, Business Manager and the Assistant Business Manager are the Educational Visits Co-ordinators (EVCs) for the school. The school uses the EVOLVE system to plan, risk assess and approve all visits.

All trips and visits must be added to EVOLVE at least 2 weeks before the trip takes place. The EVCs will review the plan and either send it to the Headteacher for approval or request further information prior to the trip being approved.

No trips/visits are to take place without approval from the Headteacher.

Where a trip or visit takes place in the Cottesloe School Local Learning Area and is part of the planned curriculum the Local Learning Area procedure may be followed. (see **Appendix 1**)

2.2 Residential, overseas and adventurous trips/activities

Approval is required as above, plus these trips also require approval from the Governing Body and the Local Authority Outdoor Education Advisor. They must be added to Evolve 6 weeks prior to departure to allow for the approval process to take place.

Please note that as the Governing Board of the Cottesloe School is the employer the Governors are ultimately responsible for the safety of staff and students on trips, but seeking prior LA approval may confer some protection to Governors in the event of a legal challenge for breach of their duty of care in connection with an Educational Visit.

2.3 Use of external contractors or providers

The School will sometimes use external contractors to support and facilitate activities and trips. Where these are used the trip leader will be responsible for ensuring that they are qualified to lead or support the activity.

All external suppliers must hold a LOtC(Learning Outside the Classroom) Quality Badge. If they hold an AALA (Adventure Activities Licensing Authority) licence then a provider Statement form must be completed.

They must have public and professional liability insurance to the level required by the school, currently £10,000,000. All staff must have been appropriately trained, vetted and hold a DBS.

Where the school uses an external provider they will be responsible for the safety of participants. The outside provider has a duty of care but the accompanying school staff will also retain a duty of care.

The contract will be between the school and the external contractor on behalf of the students. All payments for the visit or activity will be paid through the school's accounts.

If an agreement is made with the contractor that the contractor administers the payment process the contract remains between the school and the contractor. Other than for Camps International and World Challenge trips where the contract will be between the parent/carer and the provider. The school acts as the facilitator of the trip only.

3. Seeking consent

3.1 Extra curricular activities, clubs and sports fixtures

For extra curricular clubs, school fixtures and training, a parent/carer will be asked to provide consent when their child starts the school for them to participate in these activities. The parent/carer will be notified either by their child or via the school email if an activity is cancelled. If a parent/carer chooses to withdraw this consent at any time they must notify the school by email.

3.2 LLA visits

Local Learning Area activities taking place in the Local Learning Area during the school day do not require parent /carer consent. They do have to follow the Cottesloe School [Local Learning Areas procedures](#). Any trip which requires transport is not a local activity.

3.3 All other trips

All other trips and activities taking place off the school premises or lasting longer than the school day will require consent from a parent/carer prior to the trip taking place.

The school uses Parent Pay to collect consent and any information regarding medical or dietary needs. A student is not considered 'registered' for any trip until this consent has been given. As part of parent/carer consent they will be kept fully informed of the activities and arrangements for the visit.

For overseas, residential or adventurous trips the parent/carer will be invited to a briefing where they can ask for clarification of any aspect of the itinerary or organisation of the visit.

4. Procedure for planning a trip or activity

The trip leader will:

- Have the experience and knowledge of running or accompanying a trip considered suitable and relevant for the trip they are proposing. For Adventurous activities further qualifications will be expected. The trip leader should confirm with the EVC what they require prior to planning the trip.

- Complete a [“trip proposal form”](#) setting out the rationale for running the trip, an indication of dates and numbers of students attending the trip. This form is then submitted to the EVC and Headteacher for approval in principle. Once the trip has received approval the trip leader will:
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers. **Trip leaders must quote Finance @cottesloe.bucks.sch.uk as the prime contact email address for ALL correspondence.**
- Assign staff and volunteer roles, as needed.
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed.
- Make sure the parent/carer are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, pupils and parent/carer, including roles and responsibilities and expected behaviour.

3. Staffing

The school supports all staff who want to run and support trips and activities. It will provide opportunities and training where appropriate.

Risk assessments for each visit will ascertain the safe level of supervision required. Teachers and other staff are encouraged and supported to develop their skills and knowledge in organising and managing students’ learning in a variety of environments through induction, apprenticeship and training.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

When selecting staff to accompany any trip or activity the school will ensure:

- The trip leader is confident about running the trip and has experience of leading other trips. Staff accompanying the trip have the skills and knowledge to support the leader.
- All staff attending the trip have knowledge and understanding of any attending students' additional needs so they can support them appropriately.
- All staff will be made aware of any medical issues or allergies at the start of the trip.
- Where a less experienced staff member is leading a trip they will always be accompanied by at least one other experienced teacher.
- Staffing for the trip and pupil to adult ratios are determined by the levels of staffing required to supervise all participants effectively. These decisions should take account of:

- The nature of the visit and planned activities
- The location and environment
- The nature of the group
- As a minimum there will be:
 - At least 1 male and 1 female supervising adult present (for mixed pupil groups) although there is no absolute requirement for participants to be accompanied by staff of the same sex, however if this is not the case a sound plan is required to ensure privacy, safeguarding and pastoral support. A minimum of two staff on all trips.
 - At least 1 adult able to administer first aid.

For further guidance on number of staff attending a trip see **Appendix 2**

- Where it is appropriate, the School will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits. People without an enhanced DBS will not be left alone with any student at any time.
- The School does not generally support additional people (including family members) accompanying educational visits who are not students at the School or part of the agreed staff complement. Exceptions may be made in cases when an educational benefit for the students can be shown and/or there is no compromise made in respect of the health and safety of the party and agreed in advance by the Headteacher.
- The staffing for the trip needs to be arranged in advance and approved through the Evolve system.

4. The Expectations of Students and Parent/Carer

Before the trip

The School has a clear code of conduct for school visits based on the School's Behaviour for Learning Policy. It is an expectation that students on a trip follow this at all times. If students are not fully engaging in learning, disrupting the learning of others or are involved in any incidents in school which do not uphold the Cottesloe School values, then the right to attend any trip will be withdrawn.

If a student's behaviour means staff feel it would be unsafe to take them on a trip then the right to attend will be withdrawn.

Where a student has been withdrawn from a trip due to behaviour any monies paid for day trips will not be refunded. For residential and overseas trips money will only be refunded in line with the payment schedule of the trip and at the discretion of the school.

During the trip

On any trip a student's behaviour and attitude are key factors in ensuring that the trip is an enjoyable and successful experience for all involved. The staff on the trip will apply the school Behaviour for Learning Policy, including any sanctions. In addition if a student's behaviour on a trip is deemed to be unsafe or inappropriate

staff will consult with the parent/carer who may be requested to collect the student at the expense of the parent/carer.

5. Emergency Procedures

As part of the planning process the trip leader will consider what action should be taken in an emergency.

The Evolve process requires two emergency contacts to be available for the duration of the trip. The School will appoint a member of the SLT as the emergency school contact for each visit. It is the visit leader's responsibility to contact this person immediately for all major incidents, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency school contact, including the home contact details of parent/carer and next-of-kin, as appropriate. (The itinerary of the visit is a required document on Evolve and the details of students and accompanying adults can be attached.)

The group Leader will take with them a copy of the Buckinghamshire Serious Incident card. **SEE APPENDIX 3**

All incidents and accidents occurring on a visit will be reported back through the school systems.

The School will have emergency funding available to support the Visit Leader in an emergency.

6. Evaluation

All visits will be evaluated by the Visit Leader using Evolve and any concerns or suggestions for improvements documented. This will support the future planning of all visits. The Governors will receive a report on the educational visit programme at least annually.

Appendix 1

[Local Learning Area procedures](#)

Appendix 2

Guidance on staff to pupil ratios on school trips and visits

The following arrangements are a “starting point for consideration”. The Trip leader in consultation with the EVC will agree staffing numbers after a risk assessment has been written for the trip, taking into account:

- Venue
- Time of year and predicted conditions
- The age and needs of the students involved in the trip

- The distance of travel and means of transport
- The activities involved
- The presence of outside contractors supporting the trip
- The confidence and competence of the staff

The figures in the table below are the minimum staffing levels the Cottesloe School would accept

Key: **T**= teaching staff, **S**= support, **SS**= School staff can be either teachers or support staff relevant to the activity, **V**=volunteer

Number of pupils	20 or less	21-30	31-40	41-50	51-60	61-70	71-80	81-90	Whole year group
Day visits	2 x SS	2 x SS	2 x SS	3 x SS	3 x SS	4 x SS	4 x SS	4 x SS	14 x SS
Residential/overseas	1 x T 1 x SS	2 x T	2 x T 1 x SS	2 x T 2 x SS	2 x T 2 x SS	2 x T 3 x SS	2 x T 4 x SS	2 x T 4 x SS	N/A

Appendix 3

Serious Incident Action Card for the Group Leader

This Action Card covers the following incident scenarios:

- 'Generic' emergency procedures (coach crash, fire, bomb threats, terrorism);
- Death or serious injury of a pupil / adult while on / at a school journey;
- Outbreak of an infectious disease which will curtail the school journey;
- Incident / emergency on a school trip including overseas.

INITIAL ACTIONS

- Summon emergency services if appropriate;
- Provide first aid / prevent further injury;
- Account for all party members including staff;
- Delegate a responsible adult to take care of uninjured members of the party;
- Instruct no-one to talk to media and secure inappropriate use of mobile phones, email and social media (e.g., Facebook, Twitter etc);
- In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader;
- Keep a log using the Incident Record Sheet to note down:
 - Full and further details of the incident such as what has happened, the exact location of the emergency, and any casualties;
 - all action taken and conversations held;
 - any decisions that have been made;
- Contact the Buckinghamshire Council Duty Resilience Officer on **07738 501318 or +447738 501318 if abroad**, and provide the following information:
 - your name;
 - the name of your school /party;
 - the nature of the emergency;
 - the complete telephone number which we can call you on (including national /area codes etc) any other contact numbers that can be used.

SUBSEQUENT ACTIONS

- You should not make any public statements about the incident without prior agreement of the School and the Council.
- Depending on the circumstances some or all of the following actions may be required:
 - Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police;
 - Begin to make appropriate arrangements for those not injured to return home immediately;
 - Arrange any support for the staff and injured in hospital;

- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays;
- Retain receipts for all expenditure connected with the incident.

INCIDENT LOG

Keep a detailed log of actions and conversations as they take place. Include the nature of instructions given, names, addresses, telephone numbers, each person with whom contact is established.

Date	Incident
Action	Conversation