
Strathearn School

Educational Visits Policy and Procedures



Version History:

Date	Review Date
January 2016	Jan 2019
March 2022	March 2025

Rationale

It has long been accepted that not all planned pupil-learning takes place within the confines of the School itself. The wider community and the world beyond school provide rich and varied opportunities for young people to extend their education. The Northern Ireland Curriculum recognises this fact, and in many programmes of study there is a requirement to provide occasions for pupils to be involved in activities which are designed to enhance their learning beyond the School site.

While the benefits of off-site learning, in the form of educational visits, are well recognised and fully accepted, it is essential that everyone involved in organising and supervising such visits adheres to the School's policy and procedures for educational visits, in order to promote and safeguard the well-being of everyone who is involved.

Following the School's policy and procedures will give everyone the security of knowing that agreed procedures are in operation. It must, however, be acknowledged that in any activity involving young people there is a possibility of some unforeseen occurrence, despite the fact that all reasonable precautions may have been taken by those obliged to exercise care. Policy and procedures cannot guarantee absolute safety; they are designed to ensure as far as possible the security and well-being of everyone involved in off-site activities.

Legal Context

The employing authority (in Strathearn School this is the Board of Governors) is legally obliged to ensure that the health and safety of its employees and pupils in their care is safeguarded, while in any way affected by such employer's undertakings.

This duty is imposed through occupational health and safety statute, specifically under The Health and Safety at Work (N.I.) Order 1978, and places responsibility upon employing authorities to ensure that their management arrangements in general, but also those arrangements which encompass specific activities such as educational visits, are adequate to protect the health and safety of all those in any way affected by such employer's undertakings.

The manner in which such arrangements are developed is through the process of a risk assessment, the outcome of which acts as the basis for the staff to establish what needs to be put in place to allow the visit to proceed in a way which sufficiently manages the risks to which participants may be exposed.

The Board of Governors of a school has a statutory duty under Article 7 of the Education and Libraries (NI) Order 2003, to safeguard and promote the welfare of registered pupils at the school at all times when the pupils are in lawful control or charge of a member of staff of the school.

The legal framework to protect children from harm is primarily provided by the Children (Northern Ireland) Order 1995 which became law on 4 November 1996 and repeals virtually all pre-existing legislation concerned with child protection. The central thrust of the Order is that the welfare of the pupil must be the paramount consideration and it is this essential principle which underpins effective practice in the area of child protection.

The basic principles of child protection must always be borne in mind when undertaking an educational visit particularly where it includes a residential element.

The pupils' welfare must always be paramount, and this overrides all other considerations.

All pupils have the fundamental right to be protected from harm.

Pupils have a right to be heard, to be listened to and to be taken seriously.

Careful consideration must be given to pupils who have special educational needs, as such children may be especially vulnerable.

Data Protection

A range of information is required for the purpose of organising and reviewing an educational visit. This information is covered by the provisions set out in the School's Privacy Policy. A parent/guardian signature on a consent/medical form is deemed to be an authorisation to allow the school to process and retain the information for the purpose(s) stated.

Glossary

Accompanying Staff	Members of staff, other than the Group Leader, who participate in the visit in a supervisory capacity
Central Contact	A designated member of the School's Senior Leadership Team who will act as the contact person for both the group and the pupils' families for the duration of the visit
Educational Visits Coordinator	The Vice Principal (Teaching & Learning) has responsibility to ensure that the visit meets all requirements
External Provider	An organisation or company outside the direct control of the Board of Governors, which provides all or some elements of the programme or services required by the group, e.g., tour operator, residential centre, leisure centre, etc.
Group Leader	The accompanying member of staff who has overall responsibility for the group for the duration of the visit
Organiser	The person who takes the lead in planning and risk assessing an educational visit. This person will usually also be the Group Leader
Outside Operator	An organisation or company which provides a transport service, usually on a commercial or profit making basis
Parents	Those with parental responsibility including guardians
Pupils	Young people between the ages of 11 and 19 years who attend Strathearn School
Risk	The likelihood that harm will in fact result if nothing were done to either eliminate or in some other way control the hazard to limit its harmful potential
Supervising Adults	The collective term for the adults who have responsibility for the young people, for the duration of the visit. This includes the Group Leader, accompanying staff and volunteer supervisors
The School	Strathearn School

Volunteers	Adults other than staff members who participate in the visit, in a supervisory capacity
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Within this document ‘educational visit’ applies to:

‘all academic, cultural, creative and personal development activities, which take place away from the pupils’ school, and make a significant contribution to learning and development of those participating.’

Categories of Educational Visits

Category 1	Visits which take place on a regular basis (non-hazardous) and occur largely within the school day, e.g., sporting fixtures, swimming pool visits
Category 2	One-off day/evening excursions (non-hazardous), e.g., field study trips, theatre visits, business/education visits, regional sporting fixtures
Category 3	Residential visits of one or more nights within the UK or Ireland (non-hazardous), e.g., visits to residential centres (Duke of Edinburgh’s Award Scheme), field centres, youth and school exchanges
Category 4	Residential visits outside the UK or Ireland (non-hazardous), e.g., international exchange visits, sporting events, cultural activities and international community work
Category 5	Hazardous activities - residential and non-residential, e.g., angling, bouldering/gorge walking, caving and potholing, cycling/mountain biking, dingy sailing, fieldwork, hillwalking, horseriding, kayaking, open canoeing, orienteering, rafting, rock climbing/abseiling, rowing, skiing/snowboarding, sub-aqua, swimming in open water, surfing, waterskiing and windsurfing

Roles and Responsibilities

The Board of Governors

The Board of Governors of Strathearn School wholeheartedly encourages and supports the provision of educational visits which enhance the educational experience of those pupils involved. In doing so, the Governors have a responsibility to ensure that a policy and procedures are in place to:

- assess and approve visit proposals;
- ensure that visits have specific educational objectives;
- assess risk and establish appropriate control measures to manage identified risks;
- comply with relevant child protection and health and safety policies.

For Category 1 & 2 visits the duty of assessing and approving visit proposals may be delegated to the Principal.

For Category 3, 4 or 5 visits approval should be signed off by the Chair of Governors.

The Bursar

The Organiser must arrange with the Bursar to look after all the financial arrangements for the trip.

The Bursar will:

- provide details of insurance and advise as to any additional insurance requirements;
- will provide advice and financial function for the visit.

The Principal (who may delegate this responsibility to the Educational Visits Coordinator)

It is the responsibility of the Principal/Educational Visits Coordinator to ensure that:

- visits have specific educational objectives;
- an educational visit proposal is submitted to the Board of Governors for approval (Categories 3, 4 or 5);
- the visit complies with appropriate policies and procedures;
- the Group Leader is competent to lead the proposed trip;
- child protection procedures are adhered to in the planning;
- a code of conduct for pupils is in place (Category 3, 4 and 5 residential visits);
- The School's Code of Conduct for Staff and Volunteers is established and applied to educational visits;
- all necessary arrangements and preparations have been completed, including risk assessment, before the visit begins;
- all relevant checks have been undertaken if an external provider is used;

- the Group Leader has taken reasonable steps to familiarise him/herself with the location/centre where the activity will take place;
- that all Volunteers are vetted as required, and are competent to supervise children on the trip;
- the ratio of Supervising Adults to pupils is appropriate;
- there is adequate and relevant insurance cover;
- a recognised travel company, specialising in group travel, is used to arrange any residential visits outside of the UK or Ireland (Category 4 visits, and residential non-UK Category 5 visits).

The Vice Principal (pastoral)

It will be the role of Vice Principal (pastoral) to:

- check the list of pupils who are planning to take part in the visit and to identify those who have any specific needs, including physical, medical or psychological, which might impact on the organisation of the visit;
- work with the Group Leader to provide specific risk assessments, procedures and supervision where appropriate.

The School Health Nurse(s)

It will be the role of the School Health Nurse(s) to:

- check the list of pupils who are planning to take part in the visit and to identify those who have any medical needs, which might impact on the organisation of the visit;
- work with the Group Leader to provide specific risk assessments/medical emergency plans for individual pupils as required (for residential visits this may involve pre-visit support from a specialist NHS practitioner for particular pupils);
- brief supervising adults and selected pupils (as appropriate) on any medical emergency plans for individual pupils;
- Provide the Group Leader with a first aid kit appropriate to the nature of the educational visit (this may involve specific medical equipment for any identified pupils).

The Organiser

The organiser of an educational visit may also be the Group Leader of the visit, but this may not always be the case. The Organiser should:

- obtain prior agreement and approval from the Principal before any visit is organised;
- liaise with the School Services Co-ordinator to ensure the date(s) of the visit are added to the School calendar;

- ensure that all planning and preparation for the visit, including the briefing of Supervising Adults and pupils involved in the trip, is carried out appropriately;
- ensure that all relevant checks have been undertaken if an external provider is to be used (e.g. to request relevant risk assessments and Child Protection Policy from the external provider);
- ensure that any volunteer supervisors have been vetted (in accordance with the School's Safeguarding and Child Protection Policy), and are competent to supervise children on the trip;
- take steps (as far as is reasonably possible) to become familiar with the location/establishment where the activity will take place;
- undertake and complete an appropriate risk assessment;
- ensure that all Supervising Adults/Volunteers are familiar with the control measures which have been put in place;
- establish a pupil code of conduct for the proposed visit which should reflect the School's Positive Behaviour Policy (Category 3, 4 and 5 residential visits);
- for non-residential visits, ensure that pupils and Supervising Adults have been fully briefed with regard to expectations for pupil behaviour and discipline for the duration of the visit;
- ensure that parents are given sufficient information in writing and, where appropriate, are invited to attend a briefing. This should include conditions of any additional insurance cover taken out by the school;
- collect all relevant permissions (all visits), emergency contact details and medical information (Category 2 visits outside of school hours; Category 3, 4 and 5 visits) from pupils to assess and confirm suitability for the visit;
- ensure that there are the correct number of Leaders/Volunteers to fulfil the appropriate ratio of adults to pupils;
- clearly define the role of each member of accompanying staff and volunteers and ensure that all tasks have been appropriately assigned;
- liaise with the Vice Principal (pastoral) and School Health Nurse(s) with reference to procedures which may be necessary to accommodate pupils with specific needs/medical conditions;
- liaise with the Bursar to organise all financial considerations and insurance arrangements;
- ensure that where buses/coaches are being used for transport these are on the DE approved list;
- liaise with the Central Contact in the week prior to departure to ensure all appropriate arrangements/paperwork are in place.

Supervising Adults: Group Leader

The Group Leader will be a teacher (or other approved employee of the school) accompanying the proposed visit and will take overall charge of the visit while it is in progress. He/she should:

- have proper regard to the health and safety of all pupils and adults and ensure that appropriate levels of supervision are provided at all times, including specific procedures identified for pupils with special needs and/or specific medical conditions;

- ensure that the established code of conduct for pupils is adhered to (Category 3, 4 and 5 residential visits);
- ensure that pupils and Supervising Adults have been fully briefed with regard to expectations for pupil behaviour and discipline for the duration of the visit;
- ensure that the conduct of Supervising Adults adheres to the School's Code of Conduct for Staff and Volunteers;
- ensure that child protection procedures are followed;
- ensure that adequate first aid provision will be available;
- ensure that all Supervising Adults have contact details for the Central Contact;
- ensure that all Supervising Adults, the Central Contact and the Principal have copies of the medical and emergency contact details for pupils and staff (Category 2 visits outside of school hours; Category 3, 4 and 5 visits);
- liaise with School Health Nurse(s) to ensure an appropriate First Aid kit is made-up and carried throughout the visit;
- ensure that parents are aware of how to contact the Central Contact in case of emergency (Category 2 visits outside of school hours; Category 3, 4 and 5 visits);
- ensure that Supervising Adults and the Central Contact are aware of any emergency procedures particular to that visit;
- consider stopping the activity if the risk to health and safety of the group is perceived to be unacceptable;
- ensure that all paperwork associated with the visit which contains pupil/staff personal information is collected from Accompany Staff at the end of the visit and returned to Reception to be processed according to the School's Privacy Policy;
- reflect on the organisation and outcomes of the educational visit and, if necessary, complete a Post Visit Review Form and pass it to the Educational Visits Coordinator.

Supervising Adults: Accompanying Staff

Accompanying staff should:

- accept the authority of the Group Leader and follow the instructions given by him/her;
- ensure that the established pupil code of conduct is adhered to (Category 3, 4 or 5 visits);
- ensure that their conduct adheres to the School's Code of Conduct for Staff and Volunteers;
- assist with the organisation of activities and the discipline of pupils;
- consider stopping the activity, and informing the Group Leader, if the risk to health and safety of the group is perceived to be unacceptable.

Supervising Adults: Volunteer Supervisor

To satisfy supervision ratios, it may be necessary to involve persons other than staff members as Volunteer supervisors, for example, parents. These adults can play a very valuable role. Prior to any visit they should be clear about their role and responsibilities during the visit.

Volunteer supervisors should:

- follow the instructions of the Group Leader and other accompanying staff;

- endeavour to ensure the health and safety of everyone in the group;
- help with control and discipline of pupils, ensuring that the established code of contact is adhered to (Category 3, 4, or 5 visits);
- ensure that their conduct adheres to the School's Code of Conduct for Staff and Volunteers;
- not be left in sole charge of a group, except where this has previously been agreed and risks assessed;
- Speak to the Group Leader if they have a safe guarding concern, or a concern about the health and safety of the group at any stage of the visit.

Central Contact

For each trip there will be a Central Contact who will be a designated member of the School's Senior Leadership Team. This person will assist the Group Leader should an unexpected situation arise whilst the visit is on-going and will act as the contact person for both the group and the participants' families. The Central Contact should:

- have a copy of details of visit itinerary (all visits), risk assessment records (all visits), a list of group participants (all visits) and emergency contact/medical details for all members of the group (Category 2 visits outside of school hours; Category 3, 4 and 5 visits);
- carry a School mobile phone and be contactable for the duration of the visit (Category 2 visits outside of school hours; Category 3, 4 and 5 visits);
- retain a copy of the School's Critical Incident Procedures and contact details of the Principal and Group Leader;
- liaise with the Organiser/Group Leader in the week prior to departure to ensure all appropriate arrangements/paperwork are in place;
- ensure that all paperwork associated with the visit which contains pupil/staff personal information is returned to Reception at the end of the visit to be processed according to the School's Privacy Policy.

Parents (or those with parental responsibility)

Parents should be able to make an informed decision as to whether their daughter should go on the visit. However, in the interests of the overall safety and success of the visit, the ultimate decision as to who participates rests with those involved in organising the visit. The group leader should ensure that parents are given sufficient information in writing and are invited to a briefing session, where appropriate.

Parents should:

- ensure that contact details and medical information provided to, and held by, the School are accurate and up-to-date;
- sign the relevant permission forms;
- provide the School with an emergency contact number(s) and medical information. (Category 2 visits outside of school hours; Category 3, 4 and 5 visits). This should include any medication currently being taken and detail should be included in writing on the relevant medical form. They should also include any other relevant information about their

daughter's emotional, psychological and physical health which may affect their daughter's participation in the visit, or that of anyone else in the group;

- provide the Group Leader with accurate and up to date dietary information (all residential trips, or as requested);
- help to prepare their daughter for the visit, for example, by reinforcing the visit's established pupil code of conduct (Category 3, 4 or 5 visits);
- be aware of how to contact the Central Contact in case of emergency.

Participating Pupils

Pupils participating in any visit should:

- adhere to the established pupil code of conduct;
- follow the instructions of the Group Leader and Supervising Adults;
- report anything that might hurt or threaten them, or anyone in the group, to the Group Leader or another Supervising Adult;
- excuse themselves in advance from classes they will miss as a result of participating in the visit, and take responsibility for catching up on any work missed.

Under no circumstances should anyone other than official members of the group be allowed to join the party without prior permission.

Code of Conduct

In advance of any Category 3, 4 or 5 residential educational visit, Accompanying Staff, Volunteer Supervisors, pupils and parents should be made fully aware of the established pupil code of conduct for the visit, including possible sanctions. All pupils participating in the visit must agree to abide by the code of conduct at all times during the visit.

For non-residential visits, it is the responsibility of the Organiser/Group Leader to ensure that pupils have been fully briefed with regard to expectations for behaviour and discipline for the duration of the visit.

It is the responsibility of all Supervising Adults to maintain the highest standards of pupil behaviour and discipline while on educational visits. While on educational visits, Supervising Adults remain responsible for the conduct and safety of pupils at all times. This should be taken into consideration when deciding on appropriate behaviour practice and supervisory arrangements.

In developing a code of conduct for the visit, the Organiser should refer to the School's Positive Behaviour Policy. They should also consider the nature of the visit and the activities to be undertaken.

At all times, Supervising Adults are expected to maintain the standards set out in the School's Code of Conduct for Staff and Volunteers.

Supervision and Staff/Pupil Ratios

All Supervising Adults have a statutory responsibility to ensure, as far as is possible, the safety and welfare of the pupils in their care. Each adult must take reasonable care of the pupils, as a responsible parent would take of his/her children, having regard to all the circumstances.

Where overnight stays are involved, this means that the Supervising Adults are in the position of responsible parents, who sleep knowing that they have taken every possible precaution to ensure that the young people in their care are safe and, as far as is possible, free from risk.

In the context of an educational visit, the pupils must have appropriate supervision at all times. They must not be left without appropriate supervision at any venue, whether it be indoors or out of doors. No location, including overnight accommodation, can be guaranteed to be risk free, and therefore no location may be regarded as being one in which pupils may be left without appropriate supervision. When, for any reason, a group splits, each sub-group must be placed under the supervision of a specified adult at all times.

The level of supervision must be adequate, taking into consideration:

- the number of participants in the group;
- the nature of the site;
- the age, experience, capabilities and limitations of the pupils involved;
- the experience and capabilities of the supervisors;
- the tasks to be undertaken.

Supervision can be **direct** or **indirect**, but it is always for the duration of the visit:

- **Direct** supervision occurs when the group remains within sight and contact of the supervisor.
- **Indirect** supervision will be planned and parents will be informed. It is subject to stringent controls, while the group is not necessarily within direct contact or vision of the Supervising Adults at all times. Both the Supervising Adults and the pupils will know of each other's whereabouts and clear lines of communication, including rendezvous times and points, will have been established. Supervising Adults are required to remain in the area in which the indirect supervised activity takes place throughout the entire period.

It is the responsibility of the Principal to ensure that the supervision ratio of teachers to pupils will, as far as possible, ensure the safety of the pupils at all times.

The diversity of visits and journeys and the factors governing supervision make it difficult to prescribe the precise levels of supervision which will cover all circumstances. However, the Supervising Adult/pupil ratio must be appropriate to the planned activity, taking into account:

- the nature and location of the activity;
- the degree of the danger likely to be encountered;
- the experience and expertise of the staff involved;
- the ages and competences of the pupils.

It is recommended that no lengthy journey/visit should be undertaken without a minimum of two adults in attendance, one of whom must be a teacher (or other approved employee of the School).

The Supervising Adult/pupil ratio suggested by the Education Authority for post-Primary visits where the element of risk to be encountered is similar to that normally encountered in daily life, e.g. visits to sites of historic interest, most field work, local walks, is: 1/20.

Where there is to be an overnight stay there must be at least one female Supervising Adult.

Professional bus drivers should not be considered as supervisory staff.

Where a risk assessment shows that a pupil with specific needs requires individual supervision, this supervisor cannot be counted in the adult number in the ratio, but those pupils can be discounted from the pupil number for the ratio.

For trips abroad the Adult/pupil ratio should not exceed 1/10.

Travel Arrangements

The Organiser of the visit must give careful consideration to how pupils will be transported to and from the chosen destination(s). In making travel arrangements, considerations of cost and convenience must never outweigh those of safety.

Any residential visits outside of the UK or Ireland (Category 4 visits, and residential non-UK Category 5 visits) should be arranged through a recognised travel company which specialises in group travel. The Principal/Educational Visits Coordinator should approve any company used for this purpose before any contract is agreed or monies paid.

In most instances travel will be by the School minibus/car or private coach/bus hire.

The School minibus/car can only be operated by drivers specifically covered by the School's insurance arrangements.

Many private motor insurance company policies do not permit the transport of pupils under certain conditions and Supervising Adults should not use their private cars unless specifically insured to do so.

Staff who are insured to transport pupils, and who wish to do so, **MUST** inform the Principal and show the Principal a current driving licence and current insurance documents, on every occasion.

Where the parents of a pupil going on a visit have to make private travel arrangements this will be entirely their responsibility. The Organiser should not be involved in any way e.g. coordinating pupils sharing transport with other parents.

Private Hire: Coaches/Buses/Taxis

When using a private hire coach, bus or taxi, it is the responsibility of the vehicle hire company to ensure that vehicles are safe and that drivers are competent. The Organiser should only use a reputable firm as detailed in the current **DE approved operators list**. If the Organiser is in doubt about any aspect of the operation of the firm in question, alternative transport should be found. When making arrangements to travel by private hire coach, bus or taxi, the Organiser should be particularly vigilant to avoid any form of overcrowding on the vehicles. Full details of travel arrangements should be given, in writing, to parents whose children are taking part in any such educational visit.

No changes should then be made to the travel arrangements unless an emergency arises or a specific request is received in writing from a parent. All pupils must remain with the School party until the final destination and the pre-arranged pick-up point is reached.

Foreign Country

The choice of a vehicle hire company in a foreign country is more difficult as these are not listed on the DE approved operators list. Normally this is the responsibility of the tour company.

Where the Organiser is directly engaging a vehicle hire company in the Foreign Country, this should be clearly indicated on the information provided to parents, and he/she should seek a reputable company with a good safety record. In this case the Organiser should:

- use a company recommended or used by others, for example, a link school;
- request that any vehicle provided has seat belts fitted to all seats.

This information should be provided to the Principal for approval.

Homestay

Homestay is where the hosts treat the pupil as a full member of the household; eating together and sharing the common living areas. Homestay is only permitted in Strathearn School where pupils are aged 16 years or over. The Organiser should ensure that:

- parents are given the details (address, phone number) of the receiving school and receiving family details (e.g. School website/family email address/family postal address);
- housing information, including name, address and telephone number(s) of the proposed housing unit(s) should be available to the Organiser;
- bedroom arrangements for accompanying adults and pupils are gender specific and appropriate;
- transport arrangements (for example, possible transportation in a family car), should be communicated on the written information provided to parents and pupils;
- pupils should always be able to contact accompanying adults and to call home and speak to their parents;
- there are contingency arrangements if a pupil cannot remain in a host home.

Where Strathearn School is facilitating a Homestay in NI, all responsible adults in the host home will be subject to an Enhanced Disclosure Police Check organised by the School.

Risk Assessment

Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. Care must be taken not to expose anyone in the group to unacceptable physical or psychological risk. Fundamental to the planning process of any educational visit is the process of risk assessment.

Risk assessment allows the school to make a reasoned judgement about the level of risk involved and what control measures need to be put in place to reduce the risk to an acceptable level to permit the visit to go ahead.

Risk assessment comprises the following steps:

- Defining the activity to be undertaken;
- Identifying the hazards;
- Identifying the people who may be at risk;
- Evaluating the potential risk;
- Establishing additional safety and/or control measures;
- Disseminating information to all relevant persons and maintaining appropriate records.

The Group Leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during an educational visit and ensure that appropriate action is taken as necessary.

Before each visit the Organiser should assess any potential risk. This should be based on their knowledge, and experience of the activities which are included in the visit. This assessment will be recorded along with control measures.

Risk assessment is a collegiate process, and the final risk assessment for any visit must be approved by the Educational Visits Coordinator. The risk assessment should be disseminated to all other Supervising Adults in advance of the visit.

If a pupil in the group is identified by the Vice-Principal (pastoral) as having specific needs, including physical or psychological, which might impact on the organisation of the visit, then it may be necessary to complete an individual risk assessment. A risk assessment/emergency plan will also be required for any pupil with a specific medical condition, which might impact on the organisation of the visit.

After each visit the Group Leader should reflect on the organisation and outcomes of the educational visit and, if necessary, complete a Post Visit Review Form and pass it to the Educational Visits Coordinator.

COVID-19

Risk assessments for any visits organised during the public health crisis resulting from the COVID-19 pandemic must include details of mitigations established to limit the risk of contracting or transmitting the COVID-19 virus.

Visits should be managed in line with the protective measures outlined within the School's COVID-19 Risk Assessment and the DE Education COVID-19 Guidance for Schools document, including: adherence to current public health measures (as set out in PHA guidance); keeping pupils within their consistent bubbles; adherence to current social distancing measures; compliance with the hygiene and cleaning measures in place and managing effective contact tracing procedures.

Emergency Procedures and Contingency Planning

The most vital element in contingency planning is the setting out of clear procedures in the event of an emergency.

Actual procedures will vary according to the circumstances of the visit, but certain prerequisites are common:

- The Group Leader must be satisfied that any foreseeable risk has been assessed and appropriate control measures have been put in place and are being adhered to;
- The Group Leader must make sure all Supervising Adults are well aware of all emergency procedures;
- In the case of overnight stays it is essential that pupils are made aware of evacuation procedures and, if appropriate, a practice evacuation should be held;
- The Group Leader should satisfy themselves that emergency routes are clear;
- The Group Leader of the party must be alerted at the earliest opportunity when an emergency arises.

In any emergency common sense should be the guiding principle. Where previously agreed procedures prove inoperable then each adult should take any necessary action, guided by:

- a knowledge and full understanding of the specific roles of each adult who is involved;
- the need to keep communication lines open.

It is not possible to lay plans that will cover all eventualities likely to happen during a journey or visit. This, however, is not an argument against the need for contingency planning. There are areas and circumstances which can be anticipated:

- Weather conditions. Any programme whose implementation depends on fair weather should be supported by an alternative programme of activities which is independent of weather conditions.
- Travel arrangements. In the nature of journeys, delay, re-routing and cancellation are always a possibility. Anticipation of these variations will involve consideration of how to engage the pupils during lengthy delays and how to inform their parents if such delays occur on the homeward bound journey.
- Illness/injury to anyone in the group. If one of the party has a first aid qualification this should be known, and, in any event, one adult should be allocated the role of tending to the unwell/injured. Where trips involving overnight stays are involved the location of clinics/hospitals should be noted, and, where medical systems are different to those at home, they should be ascertained, preferably before arrival or as soon as possible after. Where a member of the party requires hospitalisation, or needs to be brought home, the Central Contact must be contacted so that parents can be alerted.

In the event of an emergency, contact with parents should be through the Central Contact, and pupils should be discouraged from communicating home directly. This will avoid unnecessary

confusion and allow the Group Leader to deal with the situation without extra distraction. Parents should be given the number of the school mobile being held by the Central Contact as part of the information about the visit. They should be encouraged to use that number in the event of an emergency, and not contact pupils directly, especially if the circumstance of the emergency is likely to cause distress.

Accident Reporting

In the event of an accident, which results in any sort of treatment being administered to a pupil or supervising adult, an Accident Report Form should be completed. These should be carried by the Group Leader during the visit. If an Accident Report is completed it should be returned to the Central Contact when the trip returns.

Incident Log

In the event of an incident, which the Group Leader feels is significant and may have consequences after the return of the trip, an Incident Log should be completed. These should be carried by the Group Leader during the visit. If an Incident Log is completed it should be returned to the Central Contact when the trip returns.

Documentation for a Single Activity Involving Multiple Visits.

Where pupils have enrolled in an activity for which there is more than one visit off the School site, staff need to have up-to-date medical information.

To assist with this the Organiser should:

- at initial point of enrolling; require parents to complete a permission form and a school medical consent form. Parents will also be advised that they must notify the School in writing of any changes in information which may occur between the time of completing the medical form and the conclusion of the series of visits;
- where there is a significant time period between the initial completion of a medical form and a visit, issue parents with a reminder and a new medical form which they should complete if there has been any change in circumstances.

Associated Policies/Guidance Documents

Safeguarding and Child Protection Policy

Positive Behaviour Policy

Code of Conduct for Staff and Volunteers

Strathearn School Privacy Policy

Critical Incident Procedures

The School's COVID-19 Risk Assessment

DE Education COVID-19 Guidance for Schools document

EA Educational Visits Guidance COVID 19 Update May 2021

Pastoral Care in Schools – Child Protection – DENI (1999), DENI (2001) and supplements (2002)

Health and Safety of Pupils on Educational Visits - DFEE (1999) and DFES supplements (2002)

Supporting Pupils with Medication Needs 2008

Safeguarding & Child Protection – A Guide for Schools DE 2017

Appendix 1

EV Documents

- EV1A- Application for approval for an off-site educational visit
- EV1B- Application for approval to organise an off-site visit that involves
 - (a) Overnight stays
 - (b) Travel by air or sea
 - (c) Hazardous activities
- EV2A- Consent form (school transport)
- EV2B- Consent form (own transport)
- EV2C- Consent form (unaccompanied visit)
- EV3A- Pupil medical form
- EV3B- Adult medical form
- EV4A- Record of risk assessment
- EV4B- Record of individual risk assessment for identified pupils (e.g. on the basis of SEN/medical needs)
- EV5- List of pupils out of school
- Sample Pupil Code of Conduct (Category 3, 4 and 5 residential visits)
- Accident Report Form
- Incident Log
- Post Visit Review Form

Summary of Documentation by Trip Category

<p>Category 1</p> <p>Category 2 (within school hours)</p>	<p>EV1 A – Application for approval</p> <p>EV2 A/B/C– Consent form appropriate to transport arrangements</p> <p>EV4 A – Record of risk assessment</p> <p>EV4 B – Record of risk assessment for individual pupils, if required</p> <p>EV5 – List of pupils out of school</p> <p>In addition, the Group Leader should carry copies of:</p> <ul style="list-style-type: none"> • Accident Report Form • Incident Log
<p>Category 2 (outside of school hours)</p> <p>Category 3</p> <p>Category 4</p> <p>Category 5</p>	<p>EV1 A - Application for approval (Category 2 visits outside of school hours) OR:</p> <p>EV1B – Application for approval (Category 3, 4 and 5 visits)</p> <p>EV2 A/B/C– Consent form appropriate to transport arrangements</p> <p>EV3A – Pupil Medical Form</p> <p>EV3B – Adult Medical Form</p> <p>EV4 A – Record of risk assessment</p> <p>EV4 B – Record of risk assessment for individual pupils, if required</p> <p>EV5 – List of pupils out of school</p> <p>Pupil Code of Conduct (Category 3, 4 and 5 residential visits)</p> <p>In addition, the Group Leader should carry copies of:</p> <ul style="list-style-type: none"> • Accident Report Form • Incident Log

EV1(A) Application for approval for an off-site educational visit (Category 1 & 2 visits)

Purpose of visit:	
Detail of any financial cost to pupils / to the School:	
Date of visit:	Periods:
Destination:	
Travel Arrangements:	
Any other relevant information:	
Year Group:	Number of Pupils:
Teacher in Charge:	
Accompanying Adults:	
Adult/Pupil Ratio 1:	
Signature of Organiser:	Date:
Signature of Principal:	Date:

EV1(B) Application for approval to organise an Educational/Off Site visit that involves: (a) overnight stays; (b) travel by air or sea; (c) hazardous activities

(Category 3, 4, or 5 visits)

Purpose of visit:	
Detail of any financial cost to parents / to the School	
Dates of visit:	
Destinations:	Travel Arrangements:
Accommodation Arrangements:	Activities to be undertaken:
Any other relevant information:	
Year Group:	Number of Pupils:
Teacher in Charge:	
Accompanying Adults:	
Adult/Pupil Ratio 1:	
Signature of Organiser:	Date:
Signature of Principal:	Date:
Signature of Chair of Governors:	Date:

EV2(A) Consent Form (School Transport)

Educational visits are an important part of the school curriculum and it should be appreciated that it is essential that the girls should co-operate completely with the staff on such occasions.

The Governors would assure parents that every reasonable precaution is taken for the safety of pupils whilst on visits, but they must point out that there can be circumstances in which the school may not be legally liable and which would not be covered by the school's insurance.

Each year the school issues details of the school's insurance to each family. A full copy of this is available from the School Bursar.

Parents may wish to consider the desirability of separate additional insurance for their children on such visits.

If your daughter does not return the completed form before the visit she will not be allowed to take part.

Visit to:

Date(s) of visit:

I have noted the arrangements and I consent to my daughter:

Name:

Class:

Visiting:

For the purpose of:

Detail of any payment required:

Any other relevant Information:

Departure Date:

time:

Return Date:

time:

Signature of Parent/Guardian:

Date:

Please return this completed section to:

by:

EV2(C) Consent Form (Own Transport)

Members of the Sixth Form will not be accompanied by a member of the School staff on this visit nor will the School be responsible for travel arrangements

Educational visits are an important part of the school curriculum and it should be appreciated that it is essential that the girls should co-operate completely with the staff on such occasions.

The Governors would assure parents that every reasonable precaution is taken for the safety of pupils whilst on visits, but they must point out that there can be circumstances in which the school may not be legally liable and which would not be covered by the school's insurance.

Each year the school issues details of the school's insurance to each family. A full copy of this is available from the School Bursar.

Parents may wish to consider the desirability of separate additional insurance for their children on such visits.

If your daughter does not return the completed form before the visit she will not be allowed to take part

I have noted the arrangements and I consent to my daughter:

Name:

Class:

Visiting:

For the purpose of:

Detail of any payment required:

Any other relevant information:

Date:

time:

Signature of Parent/Guardian:

Date:

Please return this completed section to:

by:

EV3A Medical Information and Consent

Please note that failure to give the correct and complete information to the following questions could endanger the health of your daughter.

Pupil Information	
Full Name:	Home Address:
Form Class:	DoB
Passport No. (for trips abroad):	
Emergency Contact	
Name:	Address:
Relationship to pupil:	Phone:
Doctor's Details	
Name:	Address:
Phone:	
Medical Questions:	
1. Does your daughter suffer, even mildly, from any medical condition?	2. Is she allergic to any medication? (eg penicillin)
3. Has your daughter suffered from any contagious or infectious diseases during the past three months?	4. Has your daughter any special dietary requirements?
5. Is your daughter taking prescribed medication or does she require medication under certain conditions? (pupils will be responsible for holding and administering their own medication) Medication: _____ Dosage and frequency: _____	
<ul style="list-style-type: none"> I consent to the giving of any urgent medical or surgical treatment to my daughter which is considered necessary by the medical authorities during the visit. I undertake to supply my daughter with sufficient quantities of any prescribed medication which it will be necessary for her to take throughout the course of the visit. I understand that it is my responsibility to inform the school in writing of the details of administration the prescribed medication including the dosage and frequency of dosage. 	
Signature: _____ Date: _____	
Print Name: _____	

EV3B Adult Medical Information and Consent

Personal Information	
Full Name:	Home Address:
	DoB
Passport No. (for trips abroad):	
Emergency Contact	
Name:	Address:
Relationship to adult:	Phone:
Doctor's Details	
Name:	Address:
Phone:	
Medical Questions:	
1. Do you suffer, even mildly, from any medical condition?	2. Are you allergic to any medication? (eg penicillin)
3. Have you suffered from any contagious or infectious diseases during the past three months?	4. Have you any special dietary requirements?
5. Are you taking prescribed medication or does she require medication under certain conditions? (pupils will be responsible for holding and administering their own medication)	
Medication:	Dosage and frequency:
Signature: _____ Date: _____	

Risk Assessment

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

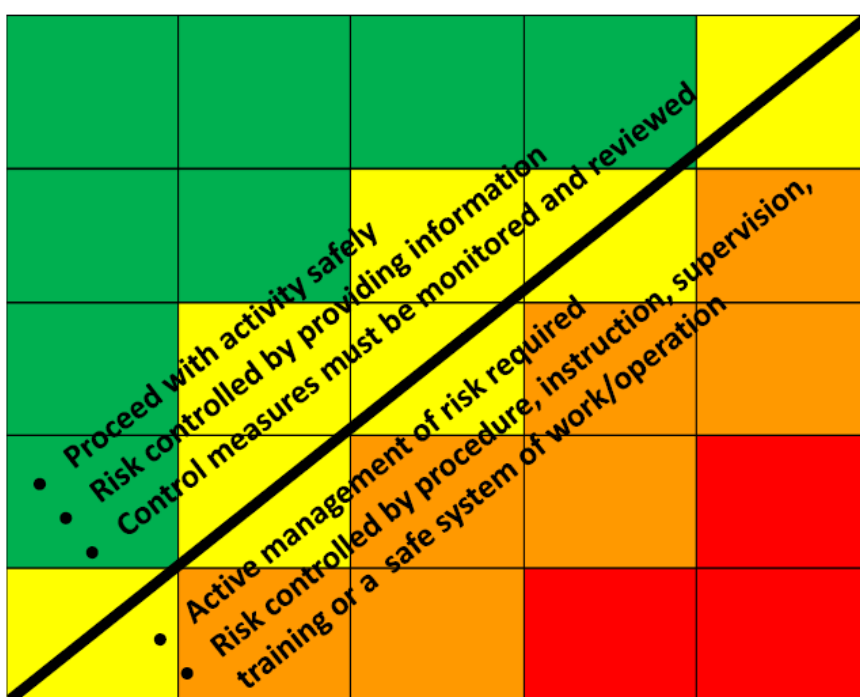
Risk = Probability of occurrence x Consequence of outcome

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

Score	1	2	3	4	5
1	1 Trivial Insignificant	2 Trivial Insignificant	3 Trivial Insignificant	4 Trivial Insignificant	5 Low Tolerable
2	2 Trivial Insignificant	4 Trivial Insignificant	6 Low Tolerable	8 Low Tolerable	10 Medium Substantial
3	3 Trivial Insignificant	6 Low Tolerable	9 Low Tolerable	12 Medium Substantial	15 Medium Substantial
4	4 Trivial Insignificant	8 Low Tolerable	12 Medium Substantial	16 Medium Substantial	20 High Intolerable
5	5 Low Tolerable	10 Medium Substantial	15 Medium Substantial	20 High Intolerable	25 High Intolerable

Risk Level	Action Required
1 – 4 Trivial/Insignificant	Acceptable. Activity should be regularly reviewed to ensure there is no change to the risk.
5 – 9 Low/Tolerable	Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
10 – 16 Medium/Substantial	Active management of risk required above score of 10. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to reduce risk to low.
20 – 25 High/Intolerable	Unacceptable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium, then monitor

Risk Treatment



The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity and/or the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose young people to an unacceptable level of risk.

Group leaders must fully record their risk management decisions on paper.

Strathearn School Belfast EV4(A) Record of Risk Assessment for an Educational Visit

Visit Destination: _____ **Date(s)** _____

Completed by:

Signed:

Date:

Approved by:

Signed:

Date:

Nature Of Activity	Hazard	To Whom	Existing Control Measures	Probability (1 – 5)	Severity (1 – 5)	Risk Rating	Additional Precautions Necessary	Revised Probability (1-5)	Revised Severity (1-5)	Risk Rating (Max 10)

Strathearn School Belfast EV4(B) Record of Risk Assessment for Pupil(s) with specific medical/other needs

Name of Pupil: _____ **Visit Destination:** _____ **Date(s):** _____

Completed by: _____ **Signed:** _____ **Date:** _____

Approved by: _____ **Signed:** _____ **Date:** _____

The information on an individual risk assessment should be regarded as highly confidential and appropriate security / safeguards should be in place to ensure confidentiality.

Nature Of Activity	Hazard	To Whom	Existing Control Measures	Probability (1 – 5)	Severity (1 – 5)	Risk Rating	Additional Precautions Necessary	Revised Probability (1-5)	Revised Severity (1-5)	Risk Rating (Max 10)

EV5 Pupils out of Class Notification

Purpose of visit: [Click here to enter text.](#)

From: Period: _ on [Click here to enter a date.](#)

To: Period: _ on [Click here to enter a date.](#)

Pupils Out of Class

Organiser: [Click here to enter text.](#)

SAMPLE CODE OF CONDUCT FOR SCHOOL TRIPS

Please read the following rules for residential visits and discuss with your daughter

- ◆ Staff will act in “*loco parentis*” for all girls.
- ◆ Staff and pupils must work together as a team. Co-operation and willingness to help will be expected at all times.
- ◆ Staff must be obeyed at all times and accorded due respect.
- ◆ Behaviour should always be impeccable.
- ◆ Girls must listen carefully to instructions and absolute punctuality is required for all meals, departures, meetings, visits etc.
- ◆ Smoking of tobacco or any other substance (including ‘vaping’) is prohibited.
- ◆ The consumption of alcohol is prohibited.
- ◆ Pupils must not use or be in possession of any illegal drugs.
- ◆ All accidents, no matter how trivial, must be reported to a member of staff.
- ◆ Any accidental damage/breakage caused by a pupil must be reported immediately to staff.
- ◆ When pupils return to their rooms for the night they must remain there until breakfast under normal circumstances.
- ◆ Bedrooms must be left clean and tidy each morning and may be inspected by a member of staff.
- ◆ Visitors from outside of the Strathearn School group are not permitted in any bedroom at any time.
- ◆ No pupil should leave the hotel/hostel without the permission of the Group Leader.
- ◆ Pupils must take part in all organised visits. In the event of sickness no pupil will be allowed to stay in the accommodation on her own. A member of staff will be in attendance.
- ◆ During the time when pupils are not closely supervised girls **must** always stay in groups of no less than three.
- ◆ Every girl must familiarise herself with the accommodation’s Fire and Emergency Procedures.
- ◆ Pupils are not permitted to purchase alcohol, tobacco, or any other prohibited product.
- ◆ Girls are strongly advised to leave valuables at home and staff cannot be held responsible for their loss.
- ◆ Girls must comply with any restrictions on the access to, and use of, social media and online services, including agreement on the safe sharing and posting of photographs, videos and other information.

The above list may be amended at the discretion of the Group Leader. These rules have been drawn up for your daughter’s benefit, in order to maintain the highest standards of safety and provide the most enjoyable experience for all concerned. Girls must be aware that for the duration of the trip they are representing the School and their behaviour, attitude and demeanour will reflect on the School and also on themselves and their families. The impression they leave with airline passengers and staff, hotel/other accommodation staff, etc., must always be a positive one.

The Group Leader, in consultation with the Principal, will decide upon the course of action regarding any breach of discipline. If a serious breach of discipline occurs the Principal may decide that repatriation is appropriate. In that event the School will require to be reimbursed for the cost of all expenses incurred.



I agree to abide by the above Code of Conduct

Name of Pupil: _____ **Pupil’s Signature:** _____

Signature of Parent/Guardian: _____ **Date:** _____

STRATHEARN SCHOOL

Accident Report Form

Ref : Forms/Accident

Name of person affected

Form

Date of Accident

Time

Place where accident happened

Adults present when accident happened

Nature of accident and circumstances in which the accident happened

Action Taken

Signature

Date

For Administration Purposes Only

Signature of Principal

Date

Follow up required

Yes

If follow up required, please record below outcome of the accident

Copies to:

STRATHEARN SCHOOL: INCIDENT LOG (Educational Visits)

Date of incident Person reporting

Time of incident Role of person reporting

Place of incident

Details of incident:

continue overleaf if necessary

Person completing report (signature) Date:

Report passed on to (name) Date:

Action taken:

Signature: Date:

Recorded.....Yes/No

Note to Staff: Please complete this report and hand it onto the Education Visits Coordinator as soon as possible after the visit.

Post Visit Review Form

Group Leader: _____

Visit to: _____

Date(s): _____ To : _____

Please comment on the following :-

Issue	Response
Was the venue suitable?	
Was the accommodation/food/equipment of a suitable standard?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

Other comments:

Signed group leader: _____ Date : _____

Appendix 2a

Planning Guide 1 (EV1A Visit)

One-Off Day/Evening Visits e.g. Museum, theatre, local business, or field trips.

Initial Preparation

- The proposed visit has clear educational objectives
- The nature of the visit has been established
- The target group has been identified
- The School Services Co-ordinator has been informed to ensure the date(s) of the visit are added to the School calendar

Application

- All relevant information has been presented to the Principal with form EV1A
- List of target group is submitted to the Vice Principal (pastoral) and School Health Nurse(s) to check for pupils who may need particular attention or arrangements

Risk Assessment

- Check with Vice Principal (pastoral) and School Health Nurse(s) as to whether any participating pupils require individual risk assessment EV4B
- Complete a risk assessment (EV4A) for the visit and agree this with the Educational Visits Coordinator
- Ensure that all Supervising Adults are familiar with the risk assessment(s)
- Copies of these forms have been left with:
 - Reception
 - All Supervising Adults
 - Central Contact (Category 2 visits outside of school hours)

Staffing

- A member of staff has been identified as the Group Leader
- The correct number of Supervising Adults has been identified
- Vetting has been carried out on any Volunteer Supervisors as required
- All Supervising Adults are aware of:
 - Their roles and responsibilities
 - The School Code of Conduct for Staff and Volunteers

Consent

- Pupils and parents have been given appropriate information to understand the implications of their involvement in the visit
- Parents have completed and signed the appropriate consent forms;
 - Form EV2A for visits where transport is arranged by the Organiser
 - Form EV2B for visits where pupils have to arrange their own transport
 - Form EV2C for unaccompanied visits

- Complete EV2 forms should be given to Reception to be filed

Medical Information (Category 2 visits outside of school hours)

- Parents have completed and signed the EV3A Pupil Medical Form
- Staff have completed and signed the EV3B Adult Consent Form
- Copies of these forms have been left with:
 - Reception
 - All Supervising Adults
 - Central Contact

Travel Arrangements

- Travel arrangements for the journey are in place and appropriate
- Where school minibus/car is to be used, availability has been checked and booking has been made via the online booking system or directly with the Facilities Manager
- Where a private coach/bus operator is being used, they are on the DE Approved Operators List

Itinerary

- A clear itinerary for the visit has been set out and copies circulated to:
 - Reception
 - All Supervising Adults
 - Central Contact (for Category 2 visits outside of school hours)

Finance arrangements

- Inform Finance Department of visit and arrange procedures for collecting any payment from pupils and payment to External Providers/Outside Operators

Notification

- Ensure that parents are given sufficient information in writing (see Appendix 3). In most cases of Category 1 and 2 visits the EV2 Consent Form should provide the required information
- Inform staff via email, or at Wednesday Briefing, of pupils missing classes as a result of visit
- Fill out list of pupils involved in visit on form EV5 and make 3 copies:
 - One copy placed on staff room Educational Visits notice board
 - One copy to School Reception
 - One copy to sixth form study supervisor

Class Cover

- Arrange cover for classes of staff taking part in the visit and ensure all accompanying staff have submitted Leave of Absence forms in a timely manner

Final Checks

- Liaise with the Central Contact in the week prior to departure to ensure all appropriate arrangements/paperwork are in place

- Ensure that pupils have been fully briefed with regard to expectations for behaviour and discipline for the duration of the visit
- Ensure that a First Aid kit has been arranged through the School Health Nurse(s) and that it is carried throughout the visit

Documentation (Category 1 and 2 visits within school hours)

- During the visit the following documentation should be carried (and a copy left at Reception):
 - Risk assessment record EV4a
 - Risk assessment record for any pupils identified by the Vice Principal (pastoral) EV4b
 - Itinerary for visit
 - Accident report forms
 - Incident log forms

Documentation (Category 2 Visits outside of school hours)

- During the visit the following documentation should be carried (and copies left at Reception and with the Central Contact):
 - All EV3A pupil medical consent forms
 - All EV3B medical consent forms (Accompanying Adults)
 - Risk assessment record EV4A
 - Risk assessment record (EV4B) for any pupils identified by the Vice Principal (pastoral)
 - Itinerary for visit
 - Accident Report forms
 - Incident Log forms

Review

- After the visit the Group Leader should ensure that all paperwork associated with the visit which contains pupil/staff personal information is collected from Accompany Staff at the end of the trip and returned to Reception to be processed according to the School's Privacy Policy
- The Group Leader should return the visit's First Aid Kit (and any other specific medical equipment provided for the visit) to the School Health Nurse(s)
- After each visit the Group Leader should reflect on the organisation and outcomes of the educational visit and, if necessary, complete a Post Visit Review Form and pass it to the Educational Visits Coordinator

Appendix 2b

Planning Guide 2 (EV1B Visit)

Visits which include; hazardous activities, travel by air or sea, overnight stays.

Initial Preparation

- The proposed visit has clear educational objectives
- The nature of the visit has been established
- The target group has been identified
- A recognised travel company has been employed, which specialises in group travel, with the approval of the principal (Category 4 visits, and residential non-UK Category 5 visits)
- The School Services Co-ordinator has been informed to ensure the date(s) of the visit are added to the School calendar

Application

- All relevant information has been presented to the Principal with form EV1B
- List of target group is submitted to the Vice Principal (pastoral) and School Health Nurse(s) to check for pupils who may need particular attention or arrangements

Risk Assessment

- Assess risk that may impact on the safety of pupils on the visit, and determine control measures/contingencies to minimise the impact of these risks
- Fill out Risk Assessment Record EV4A
- Check with Vice Principal (pastoral) and School Health Nurse(s) as to whether any participating pupils require individual risk assessment EV4B
- Agree risk assessments with the Educational Visits Coordinator
- Ensure that all Supervising Adults are familiar with the risk assessment(s)
- Establish a code of conduct for pupils (Category 3, 4 and 5 residential visits)
- Copies of these forms have been left with:
 - Reception
 - All Supervising Adults
 - Central Contact

Staffing

- A member of staff has been identified as the Group Leader
- The correct number of Supervising Adults has been identified
- Vetting has been carried out on any Volunteer Supervisors as required
- All Supervising Adults are aware of;
 - Their roles and responsibilities
 - The School Code of Conduct for Staff and Volunteers
 - The established pupil code of conduct for the visit (Category 3, 4 and 5 residential visits)

- The control measures for any assessed risks and contingency/emergency procedures

Consent

- Pupils and parents have been given appropriate information to understand the implication of their involvement in the visit
- Parents have completed and signed the appropriate consent forms;
 - Form EV2A for visits where transport is arranged by the Organiser
 - Form EV2B for visits where pupils have to arrange their own transport
 - Form EV2C for visits where pupils are unaccompanied
- Completed EV2 forms should be given to Reception to be filed

Medical Information

- Parents have completed and signed the EV3A Pupil Medical Form
- Staff have completed and signed the EV3B Adult Consent Form
- Copies of these forms have been left with:
 - Reception
 - All Supervising Adults
 - Central Contact

Travel Arrangements

- Travel arrangements for each stage of the journey are in place and appropriate
- Where school minibus/car is to be used, availability has been checked and booking has been made via the online booking system or directly with the Facilities Manager
- Where a private coach/bus operator is being used, they are on the DE Approved Operators List or in the case of international travel the guidance set out in School's Educational Visits Policy and Procedures has been followed

Itinerary

- A clear itinerary for the visit has been set out and copies circulated to:
 - Reception
 - All Supervising Adults
 - Central Contact

Finance arrangements

- Inform Finance Department of visit and arrange procedures for collecting any payment from pupils and payment to External Providers/Outside Operators

Notification

- Ensure that parents are given sufficient information in writing and, where appropriate, are invited to attend a briefing (see Appendix 3)
- Inform staff via email, or at Wednesday Briefing, of pupils missing classes as a result of visit
- Fill out list of pupils involved in visit on form EV5 and make 3 copies
 - One copy placed on staff room Educational Visits notice board
 - One copy to School Reception

- One copy to sixth form study supervisor
- One copy to the Central Contact

Class Cover

- Arrange cover for classes of staff taking part in the visit and ensure all accompanying staff have submitted Leave of Absence forms in a timely manner

Final Checks

- Liaise with the Central Contact in the week prior to departure to ensure all appropriate arrangements/paperwork are in place
- Ensure that pupils have been fully briefed with regard to expectations for behaviour and discipline for the duration of the visit (For Category 3, 4 and 5 residential visits, this will include ensuring that they have signed the established Pupil Code of Conduct for the visit)
- Ensure that a First Aid kit has been arranged through the School Health Nurse(s) and that it is carried throughout the visit

Documentation

- During the Visit the following documentation should be carried (with copies left for the Principal at Reception and with the Central Contact):
 - All EV3A pupil medical consent forms
 - All EV3B medical consent forms (Accompanying Adults)
 - Risk assessment record EV4A
 - Risk assessment record (EV4B) for any pupils identified by the Vice Principal (pastoral)
 - Itinerary for visit, including any flight details
 - The Pupil Code of Conduct (Category 3, 4 and 5 residential visits)
 - Any insurance details which are in addition to standard School insurance
 - Accident Report forms
 - Incident Log forms

Review

- After the visit the Group Leader should ensure that all paperwork associated with the visit which contains pupil/staff personal information is collected from Accompany Staff at the end of the trip and returned to Reception to be processed according to the School's Privacy Policy
- The Group Leader should return the visit's First Aid Kit (and any other specific medical equipment provided for the visit) to the School Health Nurse(s)
- After each visit the Group Leader should reflect on the organisation and outcomes of the educational visit and, if necessary, complete a Post Visit Review Form and pass it to the Educational Visits Coordinator

Appendix 3

Briefing Parents

For most Category 1 and 2 visits, the EV2 Consent Form should provide all the key information required by parents.

For all other visits pupils/parents will require, in advance, briefing information on the visit, which should cover the following areas:

- Purpose of visit
- Date(s)
- Departure and return times
- Location for the pick-up and set down of young people
- Transport arrangements
- Address/location/accommodation
- Costs, if any
- Details of any additional insurance requirements
- Itinerary
- Details of all planned activities, including any that are hazardous
- Arrangements for supervision
- Agreed pupil code of conduct (including the use of mobile phones and social media)
- Any specific health and safety regulations
- Any special clothing or equipment needed
- Recommendations on spending money
- Liaison arrangements with Central Contact in the event of an emergency

In addition, for some visits, it may be appropriate to invite parents to attend an 'in-person' briefing at the School.

Appendix 4

Guidelines for Trips using School Minibus / School Car.

Safety onboard the minibus / in the car

- All passengers will be briefed to stay seated during journey
- The driver should ensure that all passengers are wearing seatbelts
- The journey will be postponed or cancelled if weather or traffic conditions are considered too hazardous
- A second adult will normally accompany the main driver, especially on long journeys, or with young people who might need additional support

Getting on and off the bus / in and out of the car

- The driver should choose safe locations, for passengers to get on and off the minibus / in and out of the car (e.g. car park, onto wide pavement)

Use of roof rack for luggage (minibus only)

- Driver will ensure that all luggage is stowed securely and with no loose straps etc.
- The roof rack should not be overloaded
- An overall cover should be placed over the luggage and tied down securely
- Additional helpers and care will be used when lifting, loading, and unloading heavy items of luggage
- Appropriate care will be taken by those packing luggage on roof, especially during wet/windy conditions

Appendix 5

Guidelines for Trips using Private Hire Coaches.

Any privately hired vehicle must only be hired from a company on the current DE approved operators list. For visits outside of the UK the guidance contained earlier in this document should be followed.

Safety onboard the coach

- All passengers will be briefed to stay seated during the journey
- A supervising adult should ensure that all passengers are wearing seatbelts

Appendix 6

Guidelines for Trips using Private Taxi.

Any privately hired vehicle must only be hired from a company on the current DE approved operators list. For visits outside of the UK any private taxi hire should be approved and risk assessed in advance of the visit.

Safety in the taxi

- ❑ All passengers will be briefed to stay seated during the journey
- ❑ A supervising adult should ensure that all passengers are wearing seatbelts
- ❑ A supervising adult should accompany the pupils during the journey